Multi Academy Trust and Academy MDC submissions

February 2026



As an academy or Multi Academy Trust (MAT), there are two methods of supplying your monthly MDC file and corresponding payment:

Method one - MAT submission

All the data for your academies and centralised staff is supplied on one single MDC file under the 751 number. You should then submit a single contribution slip and make a single payment matching the total you've advised on the Contribution slip. Only one End of Year Certificate (EOYC) should be submitted under 751/XXXX MAT number for this method.

Method two - Academy submission

Each academy is submitted on its own MDC file. In addition, any centralised staff should be provided on a separate MDC file. For example, if a MAT has five academies and employs central staff, we'd expect six MDC submissions (five for the academies and one for the centralised staff). We'd then expect six contribution slips and six matching payments, one for each submission.

An EOYC should be submitted for each establishment under their own LA/ESTB number.

There are some key points you need to know for each method and some general information that may help you further when processing your monthly files.

Method one key points:

- All associated establishments within the MAT must be on the MDC file and included on the contribution slip and payment.
- Any new establishments joining a MAT would need to still be submitting data via MDC method for you to continue MAT submission, if they are already on MCR you would need to contact Teacher's Pensions if you wished to continue with MAT submission to arrange for all establishments to be submitting on MDC.
- Although you can submit one file under the 751 number, each row of data must contain the LA and Establishment number of the academy where the member is employed.
- Only centrally employed staff, such as an Executive Head or Supply, will hold an LA and Establishment number of the MAT (i.e. 751/xxxx).

Method two key points:

- You can't combine multiple establishments under one LA/Establishment number
- We require an MDC file, contribution slip and payment for each individual establishment
- You can have a mixture of establishments on either MDC or MCR. For example, if you had six schools you could have four on MDC and two on MCR. Please be aware that the payment deadline of the 15th would only be extended to the establishments on MCR, all establishments on MDC submission and payment date is on or before the 7th.

General information for MATs:

- If you're a MAT, which doesn't currently hold a 751/xxxx number and wishes to do so, please contact tpestabs@teacherspensions.co.uk
- If you don't set up your Trust with a MAT 751/ xxxx number, you'll only be able to send individual MDC files and individual payments (Method two)
- If an existing establishment joins your Trust and has already started MCR and you're not currently ready to submit MCR for your establishments, you'll need to contact us and we can review whether they can be reverted back to MDC and Monthly Contributions Breakdown form submissions. If this is agreed, their submission deadline will revert back to the 7th of the month.