

End of Year process

Good news

No change to the End
of Year process for
2025!

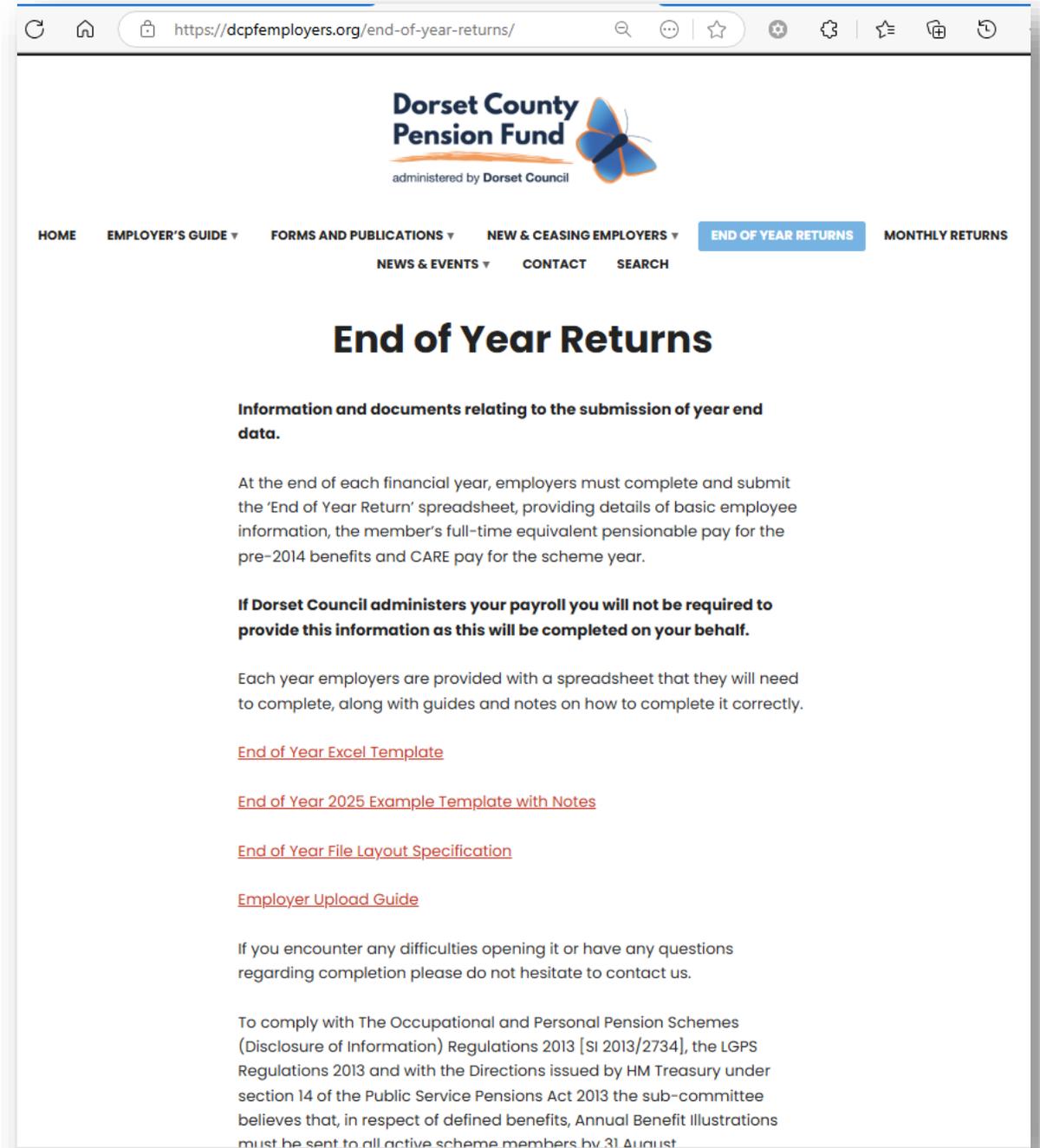


LGPS End of Year 2025

Webpage contains

- Excel spreadsheet
- Guidance on completion
- Information on deadlines

<https://dcpfemployers.org/end-of-year-returns/>



The screenshot shows a web browser window with the URL <https://dcpfemployers.org/end-of-year-returns/>. The page header features the Dorset County Pension Fund logo, which includes a blue butterfly icon and the text "Dorset County Pension Fund" and "administered by Dorset Council". The navigation menu includes links for HOME, EMPLOYER'S GUIDE, FORMS AND PUBLICATIONS, NEW & CEASING EMPLOYERS, END OF YEAR RETURNS (highlighted in blue), and MONTHLY RETURNS. Below the navigation menu, there are links for NEWS & EVENTS, CONTACT, and SEARCH.

End of Year Returns

Information and documents relating to the submission of year end data.

At the end of each financial year, employers must complete and submit the 'End of Year Return' spreadsheet, providing details of basic employee information, the member's full-time equivalent pensionable pay for the pre-2014 benefits and CARE pay for the scheme year.

If Dorset Council administers your payroll you will not be required to provide this information as this will be completed on your behalf.

Each year employers are provided with a spreadsheet that they will need to complete, along with guides and notes on how to complete it correctly.

[End of Year Excel Template](#)

[End of Year 2025 Example Template with Notes](#)

[End of Year File Layout Specification](#)

[Employer Upload Guide](#)

If you encounter any difficulties opening it or have any questions regarding completion please do not hesitate to contact us.

To comply with The Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 [SI 2013/2734], the LGPS Regulations 2013 and with the Directions issued by HM Treasury under section 14 of the Public Service Pensions Act 2013 the sub-committee believes that, in respect of defined benefits, Annual Benefit Illustrations must be sent to all active scheme members by 31 August

LGPS End of Year 2025

Training dates

- Thursday 6 March 13:30—15:00
- Tuesday 18 March 10:00—11:30
- Wednesday 2 April 09:30—11:00

Please email lgpsemployers@dorsetcouncil.gov.uk for a joining link

LGPS End of Year 2025

Timescales

- Returns **must** be with the DCPF by 30 April at the latest
- Annual Benefit Illustrations must be sent out by 31 August 2025
- Valuation year

Financial Penalties

- End of Year Returns received from 1 May 2025
- Leavers who left before 1 February 2025
- Starters who joined before 1 February 2025

Frequently Asked Questions

I submit a monthly return, do I need to complete an EOY?

Yes, you will still need to complete the EOY.

Do I report leavers on the EOY even if I've completed a leaver form?

Yes, you need to include everyone who was active in the year (apart from under 3 month opt outs refunded by payroll). This is to ensure that your contributions balance. This also means we will capture leavers who may have got missed during the year.

Dorset Council do my payroll? Will I need to do this?

If Dorset Council manage your payroll on 31 March 2025, they will complete the EOY on your behalf.

I've only got one / two members of staff do I need to complete this?

Yes, all employers will need to complete the EOY regardless of size.