

LGPS Annual Return Template - Deadline 30 April 2026 - Action Required

This communication has been sent to all designated 'high-level' and 'annual return' contacts we hold for your organisation. Please forward it as required, including to any third-party payroll providers.

2025/2026 LGPS Annual Return

Please find attached the LGPS annual return template for 2025/2026. The deadline for submitting your completed return is 30 April 2026. Submissions must be sent to Pensions.EOY@hants.gov.uk.

Please ensure you use the attached final version of the template, not the draft issued in December. The updated template includes a summary of your contribution information, which is used to reconcile against membership data.

Guidance is included within the spreadsheet. Additional instructions are provided below and in the attachments to this email.

Submission Guidance

The annual return and reconciliation statement must be signed off by a designated scheme employer contact. Third-party payroll providers are not permitted to submit the return on your behalf.

The 'Information' sheet contains a series of validation checks designed to help you identify and resolve common issues before submission.

Any material difference in contributions will be highlighted in red on the 'Reconciliation Statement' sheet. If a variance is shown, you must provide a comment confirming you have investigated both the annual return data and your monthly remittances submitted throughout the year.

If you changed external payroll provider during the year you should only provide information relating to the period after this change on your annual return. Your return will not automatically reconcile and will need to be manually checked upon submission.

Late Submission Penalties

If we do not receive your annual return by 30 April 2026, the pension fund will apply a fine of £100 per return. A fine of £250 will be applied if the annual return has still not been received by 1 June 2026.

Your responsibilities as a scheme employer, including details of penalties, are set out in the fund's [Pension Administration Strategy](#).

Employer Performance and Benchmarking

As part of your annual return submission your organisation will be assessed across three criteria:

Timeliness - did you submit your return on time?

Financial control - do the payments made throughout the year match those reported on the annual return?

Data quality - how many queries were raised on your annual return data?

To support accurate reporting, we strongly recommend checking your membership data against the records we hold before submitting your return. You can extract a list of your current members from the [Employer Hub](#). Guidance on how to run this report is attached.

Further Support Available

Hampshire Pension Services provides a range of resources and tailored support to help scheme employers complete their annual returns. Additional technical guidance is also available from the Local Government Association.

Available support includes:

[A video demonstration how to complete the annual return \(available on our website\).](#)

[Bookable one to one sessions with a member of the Employer Data Team..](#)

[Technical guides and examples on the employer information pages of our website..](#)

[‘Bite size training’ resources published by the Local Government Association..](#)

If you require support at any stage, please contact the Employer Data Team at Pensions.EOY@hants.gov.uk.

Kind regards,

Employer Data Team

Hampshire Pension Services