

Employer tax year end tasks and key dates



Helping you take control of your tax year end tasks.

The **2025/26** tax year ends on **5 April 2026**. This document outlines important tasks and key dates as the end of the tax year approaches.

Task	Key dates/deadline
 <p>Upload regular monthly contributions to your Royal London scheme for March.</p>	6pm on Friday 27 March 2026 (if to be invested in this tax year). Direct Debit will then be taken on Wednesday 1 April 2026 (3 days after upload) .
 <p>Make one-off contributions on behalf of your employees into their pension this tax year. These are known as single contributions.</p>	6pm on Thursday 2 April 2026 For any one-off contributions made this tax year, we must receive application forms and any supporting documents, along with payment by bank transfer.
 <p>Employees make their own one-off contribution into their pension and/or Stocks and Shares ISA this tax year.</p>	6pm on Thursday 2 April 2026 For any one-off contributions made this tax year, we must receive application forms and any supporting documents, along with payment by bank transfer or cheque.
 <p>Make contributions in time for them to qualify for ProfitShare award.</p>	Employees with a plan in force on or before Wednesday 31 December 2025 and the date the award is given (1 April 2026) will be eligible. ProfitShare awards are based on the value of the pension savings and/or Stocks and Shares ISA on the day they are awarded (1 April 2026). Any contributions received after 6pm on Tuesday 31 March 2026 will not be taken into account for any ProfitShare awarded in 2026 , but will count towards any ProfitShare award we might make next year. We aim to add ProfitShare to eligible members' plans before Thursday 30 April 2026 .

Access information on making a one-off contribution, bonus exchange options, and more to keep your scheme running smoothly.

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Get ready for the new tax year

- Update pension records: Let us know of any changes to your employees' pension records including changes to salaries, contribution levels, addresses, and if any of your employees have left employment or chosen to stop contributions.
- Check HMRC updates for rates, codes, and deadlines.
- Make sure leavers and joiners are processed correctly before year end.
- You might have outstanding yearly tasks to complete before contributions can be applied after the tax year ends. Check your pension documentation to make sure all tasks are completed.
- Use our [Help Centre](#) for help managing your scheme, or speak to a financial adviser if you are unsure about other tax year end tasks. [Find an adviser.](#)

Encourage employee engagement

- Your employees may want to make a **one-off contribution** into their Royal London pension or Stocks and Shares ISA at this time of year.
- If any of your employees want to make a [one-off pension contribution](#) they can do so through a bank transfer by filling out a single contribution form.
- If they receive a bonus, they could pay some or all of it into their pension as a one-off contribution through [bonus sacrifice](#) if you offer salary exchange.
- It's also worth reminding employees to **review their regular contributions** and encourage them to think about planning for retirement.
- To communicate these key messages to your employees, use our toolkit. You'll find ready-made campaign material to share on these important topics, not just at tax year end but throughout the year.