

Provider Name
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Postcode

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Website: www.nhsbsa.nhs.uk

Provider ID:

Date: 19th April 2021

Submitting your 2020-21 year-end declaration form in Compass

Contract Number:

Dear provider,

As you will know from NHS England and NHS Improvement's '[Issue 7, preparedness letter for primary dental care](#)', it is a mandatory requirement for you to submit a year-end declaration for each contract:

- open for the whole contract year from 1 April 2020 to 31 March 2021
- open for part of the contract year from 1 April 2020 to 31 March 2021

NHS England and NHS Improvement has asked us to handle the year-end declaration submission process through [Compass](#).

The year-end declaration eForm will **open in Compass on 20 April 2021**. You'll be able to find the eForm in the 'COVID-19' menu options.

It's a requirement of your ongoing contractual support that you submit your year-end declaration before **11.59pm on 31 May 2021**.

Failure to submit your year-end declaration eForm by this deadline may lead to contractual action being taken by your NHS England and NHS Improvement regional team.

All contracts are expected to complete the year-end declaration even if they are not able to confirm full compliance with the requirements as set out in letter 7. Providers will be given an opportunity to provide further evidence to support their responses in the year-end declaration form before any contractual action is taken.

If you need help to complete your year-end declaration eForm in Compass:

- contact us at nhsbsa.dentalservices@nhsbsa.nhs.uk
- call us on 0300 330 1348
- read the guidance on our [website](#)

Yours sincerely

NHS Business Services Authority on behalf of NHS England and NHS Improvement