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Postcode

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Provider ID:

Date: 6 May 2022

Submitting your 2021-22 year-end declaration form in Compass

Contract Number:

Dear provider,

During the coronavirus pandemic NHS England and NHS Improvement (NHSEI) have issued [letters and guidance documents](#) which have included information on contractual obligations.

As a condition of the continued income protection received by contracts during the year, as referenced in the ['Managing the 2021-22 year-end reconciliation'](#) letter, it is a mandatory requirement for you to submit a year-end declaration for each contract:

- open for the whole or for part of the contract year from 1 April 2021 to 31 March 2022

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

The **'21-22 Year-End Declaration'** eForm will **open in Compass on 6 May 2022**. You'll be able to find the eForm in the 'COVID-19' menu options.

Failure to submit your year-end declaration in Compass by **11:59pm on Tuesday 31 May 2022** 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. 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