

Employer reminder communications timetable

Last updated: 05/08/24

	South West (Cohort 1)	London & South West (Cohort 2)	South East (Cohort 3)	East (Cohort 4)	West Mid- lands & Wales (Cohort 5)	Yorkshire & East Midlands (Cohort 6)	North West & North East (Cohort 7)	Multi Region Mop Up (Cohort 8)
Jan-24								
Feb-24	File sent 2 Feb							
Mar-24		File sent 1 Mar						
Apr-24			File sent 2 April					
May-24	1st Reminder sent 10 May	1st Reminder sent 10 May		File sent 7 May				
Jun-24	2nd Reminder sent 10 June	2nd Reminder sent 10 June	1st Reminder sent 10 June		File sent 2 June			
Jul-24	3rd/Final Reminder sent 11 July	3rd/Final Reminder sent 11 July	2nd Reminder sent 11 July	1st Reminder sent 11 July		File sent 1 July		
Aug-24			3rd/Final Reminder to be sent 9 August	2nd Reminder to be sent 9 August	1st Reminder to be sent 9 August			
Sep-24				3rd/Final Reminder to be sent 9 Sept	2nd Reminder to be sent 9 Sept	1st Reminder to be sent 9 Sept		
Oct-24					3rd/Final Reminder to be sent 9 Oct	2nd Reminder to be sent 9 Oct	1st Reminder to be sent 9 Oct	
Nov-24						3rd/Final Reminder to be sent 8 Nov	2nd Reminder to be sent 8 Nov	1st Reminder to be sent 8 Nov
Dec-24							3rd/Final Reminder to be sent 9 Dec	2nd Reminder to be sent 9 Dec
Jan-25								3rd/Final Reminder to be sent 8 Jan