

Employer Bulletin

from the Pension Corporation

To: Municipal Pension Plan employers, unions and associations

Date: July 18, 2007

Topic: Submission of *Plan Member Record* and *Long-term Disability forms*

Direction: This bulletin is a reminder to all employers to submit *Plan Member Records* (enrolment forms) and *Long-term Disability* (LTD) forms in a timely manner.

In reviewing 2006 year-end reporting, we have identified various issues regarding submission of records.

Plan Member Records

To help us provide accurate and up-to-date information to members, please enroll your employees within 30 days of the date they begin contributions to the plan. For ease of use, we encourage you to submit *Plan Member Records* through the online form on our website at mpp.pensionsbc.ca.

Enrolment of the plan member in a timely manner is important to allow service, salary and contribution information submitted at the end of the reporting period to be applied to individual member accounts.

Plan member information is necessary for the production of annual pension adjustment statements, and enables pension plan staff to assist members with inquiries regarding their accounts.

Long-term Disability forms

LTD start and stop forms must also be submitted within 30 days, wherever possible, of any change of status for the plan member. This ensures correct information is provided to the member on annual *Member's Benefit Statements* and pension benefit estimates.

Thank you for your attention to these matters. Your partnership ensures plan members receive accurate information from us.

Over...

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This publication provides general information about the pension plan and is based on the relevant plan documents (statutes, regulations and rules). If there is a discrepancy between this publication and the plan documents, the plan documents will apply.