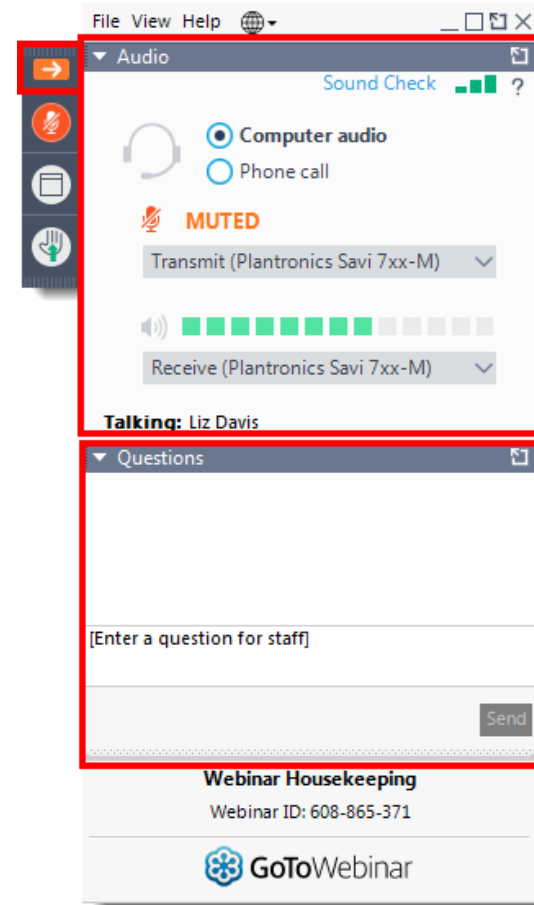


While we wait – audio instructions

1. Select the *Audio* section of the GoToWebinar control panel
2. Select *Computer audio* or *Phone call*
3. To submit a question or comment, type it in the Questions panel





Employer Education session

Data Collection Tool DBplus Employers

January 21, 2021





Agenda

1. DCT overview

Navigation

Exporting

Importing

Validation

Submission

2. Finance contribution reconciliation process

What is DCT?

- DCT = Data Collection Tool
- Data collection site used to collect member data from our employers
- Data collection year is from January 1st to December 31st

Employer DCT Process

Step 1: Employers receive DCT Data from CAAT

Step 2: Employers Export and Review Data

Step 3: Data is imported into DCT in the following order:

- Status Update File **
- Earnings and Contributions File **
- Member Information and Year-end Updates (YTD) File

** to be done if in-year data was not submitted

Employer DCT Process continued

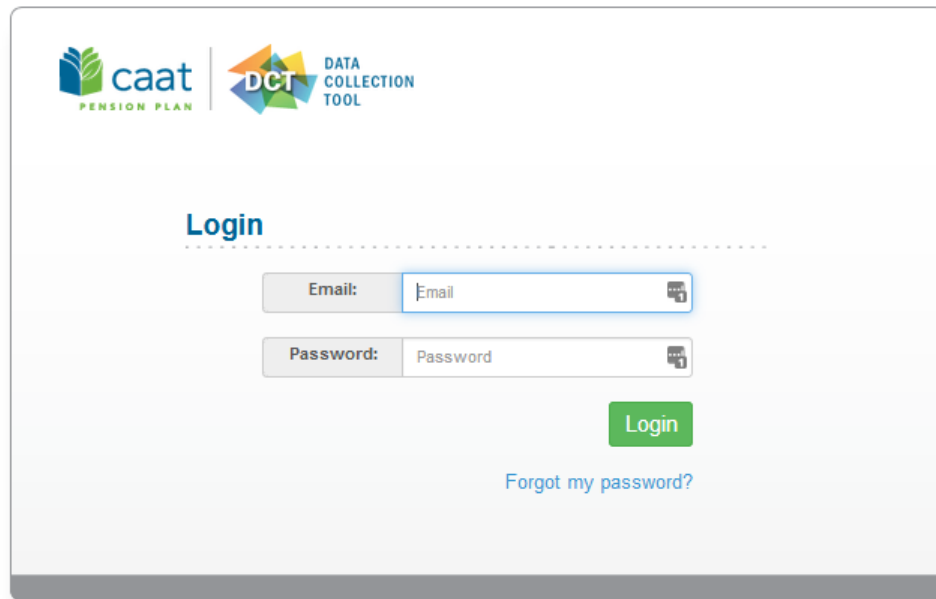
Step 4: Data is reviewed, investigated and any errors are corrected

Step 5: Run Validations and clear all errors

Step 6: Submit Data

Data Collection Tool (DCT) Login

Access DCT: <https://dct.caatpension.ca/>



The screenshot shows the login interface for the Data Collection Tool (DCT). At the top left, there are two logos: the 'caat PENSION PLAN' logo and the 'DCT DATA COLLECTION TOOL' logo. Below the logos, the word 'Login' is displayed in a blue font, followed by a horizontal dashed line. Underneath the line, there are two input fields: 'Email:' with a text box containing the placeholder 'Email' and a small eye icon to its right, and 'Password:' with a text box containing the placeholder 'Password' and a small eye icon to its right. Below these fields is a green 'Login' button. At the bottom of the form area, there is a blue link that says 'Forgot my password?'.

DCT Home Screen

The screenshot displays the DCT Home Screen interface. At the top left, the CAAT Pension Plan logo and the DCT Data Collection Tool logo are visible. The navigation menu includes Member Data, Reports, Utilities, and Help. The user is logged in as Test User, and the employer is identified as ABC Employer.

Member Data Summary:

- Last Member Viewed: 130398019: SAMPLE, MARK
- Number of Members: 14
- New Members: 2
- Employment Status Change: 20

Data Problems:

Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	10
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee/Employer Contribution Level Problems:	0
Members with NC Statuses:	0

2021 DCT schedule:

The timeline shows the following key events:

- 2021:** Start of the year.
- January 19 - 21:** Training period.
- January 22:** DCT Launch.
- March 15:** Data due back.
- June 30:** Process completed.

The schedule bar is divided into two main sections: **Annual data update** (from January 22 to March 15) and **Annual Statements** (from March 15 to June 30).

Deadline: March 15, 2021
Final DCT data submission
Confirmation of CAAT Pension & CAAT RCA 2020 Reconciliation Remittance Spreadsheets

DCT Demo

Navigating DCT – Employer Menu

- Member Data
 - **View/Edit Data** – *list all members on record*
 - **Run Validation** – *runs validations for all member records*
 - **New Member** – *add a new member*
 - **Send Data** – *data submission*
- Reports
 - **Error Reports** – *provides summaries of all possible errors in the data*
 - **All Members** - *list all members on record*
 - **New Members** - *list all new members added by employer*
 - **Employment Status Change** – *list all members with in-year status changes*
 - **Reconciliation Report** - *list all members on record and provides total contributions, earnings and member count*
 - **Employee Type Change** – *list all members with changes to their Employment Type, in-year*
 - **Plan Design Type Change** - *list all members with changes to their Plan Design Type, in-year*
 - **DBplus EE Contributions Rate Change** - *list all members with changes to their DBplus EE Contribution rate, in-year.*
- Utilities
 - **Import Data**
 - **Export Data** – *Member Demographic Information, Member Status Updates; Member Earnings, Contributions and Service, Member Prior Year Retroactive Payments, Member Partial-Day Leave, Members with NC Statuses*
 - **Reset Data**
- Help
 - Using the DCT
 - About DCT



Questions?

Member Details – Personal

Member Details

Help

EMPNO: 1018 YELLOW, MARK DOB:1991-04-08 ACT 2014-12-15 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal

Summary

Retro-active Pays

Partial Day Leaves

Validation Result

Timeline

NC Status

Surname YELLOW

First Name MARK

Middle Name Middle Name

Gender Male

Marital Status Married

Language English

Date of Birth 1991-04-08

Hire Date 2014-12-15

Enrolment Date 2019-01-01

Status and Payroll Data

Effective Date 2020-01-01

Annual Salary Rate 0

Plan Design DBplus

Employment Status ACT - Active

Employee Type Fulltime

Employee Group Administration

EE Contributions Rate 5.00

ER Contributions Rate 5.00

Earnings

Contributions

Employer Contributions

Regular 54056.00

Regular 2702.80

Regular 2702.80

Member Details – Summary

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary Retro-active Pays Partial Day Leaves Validation Result Timeline **Net Status**

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	\$0.00	\$0.00	\$0.00	<input type="text"/>
Total DBplus Regular Contributions	\$1,827.07	\$3,045.12	\$1,218.05	
Total Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00	
Total DBplus Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00	
Total RCA Contributions	\$0.00	\$0.00	\$0.00	
Total Pregnancy/Parental RCA Contributions	\$0.00	\$0.00	\$0.00	
Total DBprime Pension Adjustment	<input type="text" value="0"/>	\$0.00	\$0.00	
Total DBplus Pension Adjustment	<input type="text" value="798"/>	\$798.00	\$0.00	
Total Service	0.00000	0.00000	0.00000	

Re-calculate

Status and Payroll Data

Effective Date: 2020-01-01 Annual Salary Rate: 0 Plan Design: DBplus

Employment Status: ACT - Active Employee Type: Fulltime Employee Group: Administration

EE Contributions Rate: 5.00 ER Contributions Rate: 5.00

Earnings	Contributions	Employer Contributions
Regular: 30451.22	Regular: 304.51	Regular: 1522.56

Member Details – Retro-Active Pays

***not applicable for DBplus*

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary **Retro-active Pays** Partial Day Leaves Validation Result Timeline NC Status

Year	Retro Earnings
Total Retroactive Earnings	\$0.00

Status and Payroll Data

Effective Date	2020-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5.00	ER Contributions Rate	5.00		
Earnings		Contributions		Employer Contributions	
Regular	30451.22	Regular	304.51	Regular	1522.56

Member Details – Partial Day Leaves

***not applicable for DBplus*

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary Retro-active Pays **Partial Day Leaves** Validation Result Timeline NC Status

Date	Service Deduction
Total Service for Partial Day Leaves	0.00000

Status and Payroll Data

Effective Date	2020-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5.00	ER Contributions Rate	5.00		
Earnings		Contributions		Employer Contributions	
Regular	30451.22	Regular	304.51	Regular	1522.56

Member Details – Valuation Result

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary Retro-active Pays Partial Day Leaves **Validation Result** Timeline NC Status

Override	Field	Reported Value	Expected Value	Error Description	Severity
<input type="checkbox"/>	Contributions	304.51	1522.56	Reported DBplus Employee Contributions (including DBplus PRG Contributions) do not match expected	Error
<input type="checkbox"/>	Contributions	304.51	1522.56	Contributions do not match Employer Contributions	Error
Total Number of Errors:		2			

[Run Validation](#)

Status and Payroll Data

Effective Date 2020-01-01	Annual Salary Rate 0	Plan Design DBplus
Employment Status ACT - Active	Employee Type Fulltime	Employee Group Administration
EE Contributions Rate 5.00	ER Contributions Rate 5.00	
Earnings	Contributions	Employer Contributions
Regular 30451.22	Regular 304.51	Regular 1522.56

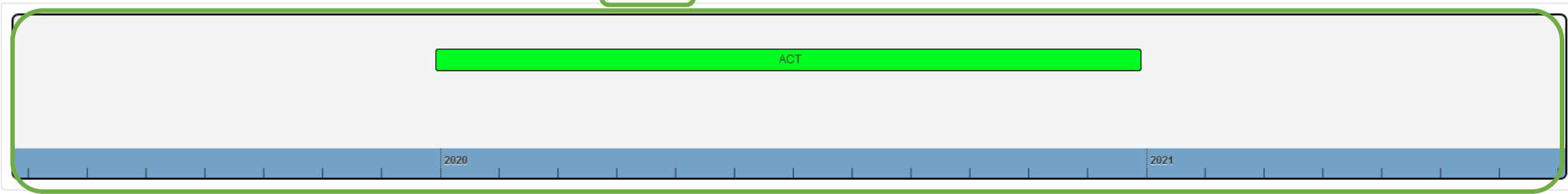
Member Details – Timeline

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary Retro-active Pays Partial Day Leaves Validation Result **Timeline** NC Status



Status and Payroll Data

+

Effective Date	2020-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5.00	ER Contributions Rate	5.00		
Earnings		Contributions		Employer Contributions	
Regular	30451.22	Regular	304.51	Regular	1522.56

Member Details – NC Status

***not applicable for DBplus*

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

Personal Summary Retro-active Pays Partial Day Leaves Validation Result Timeline **NC Status**

Date
<input type="text"/>
Last Day Worked

Status and Payroll Data

Effective Date	2020-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5.00	ER Contributions Rate	5.00		
Earnings		Contributions		Employer Contributions	
Regular	30451.22	Regular	304.51	Regular	1522.56

DCT Demo – Navigating Member Details

DCT Examples

- 1 - Member who has no in-year data**
- 2 - Member who has in-year data – on leave**



Questions?

Exporting DCT Data

Extracting Member Data

- Employers can extract the member data and compare it to their own records, for member reconciliation
- The export option is found under “Utilities” -> “Export Data”
- Employers can export any or all of the following files:
 - Member Demographic Information
 - Member Status Updates
 - Member Earnings, Contributions and Service

These data files can be exported at any point during the data sharing process

DCT Demo – Export Data files



Questions?

A group of people are seated around a table, their arms and hands visible. A large white rectangular area is superimposed over the center of the image, containing the text 'Importing Data files' in a bold, blue, sans-serif font. The background shows various clothing items like blue shirts, a patterned shirt, and a light blue shirt.

Importing Data files

Import Files

- Data is imported into DCT in the following order:
 - A) Status Update File
 - B) Earnings and Contributions File
 - C) Member Information and Year-end Updates (YTD) File

Reporting Employer Contributions

Description	YTD_CONTRIBUTION_PRG	YTD_CONTRIBUTION_REG	YTD_CONTRIBUTION_ER_PRG	YTD_CONTRIBUTION_ER_REG
\$2,000 DBplus REG contributions		2,000		2,000
\$3,700 DBplus PRG contributions + \$5,000 DBplus REG contributions	3,700	5,000	3,700	5,000

Employer Import Process

The screenshot displays a web application interface for the 'Employer Import Process'. At the top, there is a navigation bar with a home icon, 'Member Data', 'Reports', 'Utilities', and 'Help'. On the right side of the navigation bar, there is a dropdown menu for 'Employer:' set to 'ABC Employer' and a user profile for 'Test User' with a settings gear icon. Below the navigation bar, the main heading is 'Upload Data File'. To the right of this heading is an orange 'Help' button with a question mark icon. On the left side, there is a sidebar titled 'Import Steps' with a green header. Under 'Import Steps', 'Step 1:' is highlighted, with the instruction: 'Upload your Import file to the server.' The main content area is titled 'Choose a File:' and contains a file selection interface. It features a 'Browse...' button, the text 'No file selected.', and a blue 'Upload' button. Below the file selection area, there is a note: 'Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.' A green rectangular box highlights the 'Utilities' menu and the 'Choose a File:' section. The 'Utilities' menu is open, showing 'Import Data', 'Export Data', and 'Reset Data' options.

Member Data - Reports - Utilities - Help -

Employer: ABC Employer Test User ⚙️

Help

Upload Data File

Import Steps

Step 1:
Upload your Import file to the server.

Choose a File:

No file selected.

Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.

- Import Data
- Export Data
- Reset Data

Import Section

Select Import Section

 Help

Import Steps

Step 1:

Upload your Import file to the server.

Step 2:

Select the data section you are trying to import.

First 20 lines of file content

Line #	Content
--------	---------

1	SIN,EMPLOYEEID,EFFECTIVEDATE,PLANDESIGN_,EMPLOYMENTSTATUS,EECONTRIBUTIONRATE,REDUCTIONFACTOR_,EMPLOYEEETYPE,EMPLOYEEGROUP_
2	999902877,1015,4/2/2020 12:00:00 AM,DBplus,TAC,0.05,,FT,

Select a section to import

- Member Information and Year-end Updates
- Status Updates
- Earnings and Contributions
- Prior Year Retroactive Payments
- Last Day Worked

Proceed to field mapping

Field Mapping

Member Data ▾ Reports ▾ Utilities ▾ Help ▾ Employer: ABC DBplus Employer Test User ⚙

Map database columns to your data file Help

Import Steps

Step 1: Upload your import file to the server.

Step 2: Select the data section you are trying to import.

Step 3: Describe the import file layout and select the fields to import.

Header Row

Is the first row a header row?

Date Format

Date Format: YYYY-MM-DD ▾

Field Mapping

Database Column	Column on File	Sample Data
SIN*	SIN	999902877
EMPLOYEEID*	EMPLOYEEID	1015
EFFECTIVEDATE*	EFFECTIVEDATE	4/2/2020 12:00:00 AM
PLANDESIGN	PLANDESIGN_	DBplus
EMPLOYMENTSTATUS	EMPLOYMENTSTATUS	TAC
EECONTRIBUTORATE	EECONTRIBUTORATE	0.05
skip...	REDUCTIONFACTOR_	
EMPLOYEEETYPE	EMPLOYEEETYPE	FT
skip...	EMPLOYEEEGROUP_	

Import Data

DBplus Employer Mapping

Status Update	Earnings and Contributions	Member Information and Year-End Updates (YTD)
SIN	SIN	SIN
EMPLOYEEID	EMPLOYEEID	EMPLOYEEID
EFFECTIVEDATE	FROMDATE	DBPLUSPA
PLANDESIGN	TODATE	COMMENTS
EMPLOYMENTSTATUS	EARNINGS_PRG	YTD_EARNINGS_PRG
EECONTRIBUTIONRATE	EARNINGS_REG	YTD_EARNINGS_REG
EMPLOYEEYPE	CONTRIBUTIONS_PRG	YTD_CONTRIBUTIONS_PRG
	CONTRIBUTIONS_REG	YTD_CONTRIBUTIONS_REG
	CONTRIBUTIONS_ER_PRG	YTD_CONTRIBUTIONS_ER_PRG
	CONTRIBUTIONS_ER_REG	YTD_CONTRIBUTIONS_ER_REG

Import Summary

Import Summary

Help

Import Steps

Step 1:

Upload your Import file to the server.

Step 2:

Select the data section you are trying to import.

Step 3:

Describe the import file layout and select the fields to import.

Step 4:

Import is complete.

Messages

Error at line 2: [EMPLOYMENTSTATUS]: Invalid field value.

Import completed with 1 errors out of 1 rows.

Home

Validate

Upload

Running Validations

The screenshot displays a web application interface for managing member data. At the top, there is a navigation bar with a home icon, a dropdown menu containing 'Member Data', 'Reports', 'Utilities', and 'Help', and user information: 'Employer: ABC DBplus Employer' and 'Test User' with a settings gear icon. A 'Help' button is located on the right side of the navigation bar.

On the left side, there is a sidebar with a dropdown menu for 'Import' containing 'View/Edit Data', 'Run Validation', 'New Member', and 'Send Data'. A blue arrow points to the 'Run Validation' option. Below the sidebar, there is a list of four steps, each with a checkmark icon:

- Step 1: Upload your Import file to the server.
- Step 2: Select the data section you are trying to import.
- Step 3: Describe the import file layout and select the fields to import.
- Step 4: Import is complete.

The main content area features a blue header labeled 'Messages' and a message box stating 'Import completed with 0 errors out of 1 rows.' Below the message box are three buttons: 'Home', 'Validate', and 'Upload'. A blue arrow points to the 'Validate' button.

DCT Demo – Importing Data files and Data Validations



Questions?

Reminders

Reminders

- Ensure all enrolments for 2020 have been sent to CAAT
- Always check the Import Error Report for any rejected members
- If you cannot find a member with a changed SIN, search the old SIN before adding again to the DCT
- Send in appropriate Change and Benefit Application Forms as necessary
- Remember to reconcile data before submitting

Reminders continued...


- \$140 change in total employee/employer contributions for TER/RET/DTH
- If you are making changes to seeded data on DCT, please make a note under “comments” in Summary tab
- DBplus employee and employer contribution tolerance is \$1.00
- For employers who joined in 2020, there may be no in-year data reported
- For employers who had an in-year contribution rate change, you will need to split the earnings and contributions for both periods

Additional Resources

- DCT Guide
- DCT Data Submission checklist
- Employer Pension Analyst



Questions?

A background image showing the lower halves of several people sitting around a table, with their arms and hands visible. The image is partially obscured by a large white rectangular area that contains the text.

Contributions Reconciliation CAAT Pension Plan

Initial reconciliation of contribution remittances

- Each year the DCT is released to the employers by our Employer Services team



Initial reconciliation of contribution remittances

- Finance Department provides an Excel workbook (via email) showing all contributions remitted for CAAT's RPP Plan

Initial reconciliation of contribution remittances

The workbook contains :

- **CAAT Summary of 2020 Contributions**

Please check the information and confirm it's accurate.

1. CAAT Summary of 2020 Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer															
Description	G/L Account Number	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic	99999-000-061-1110-1	Member	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Employer Basic	99999-000-061-1110-2	Employer	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Pregnancy	99999-000-061-1120-1	Member									4,970.87	5,809.46	5,251.11	6,147.69	22,179.13
Employer Pregnancy	99999-000-061-1120-2	Employer									4,970.87	5,809.46	5,251.11	6,147.69	22,179.13
Pregnancy Service Purchase within prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pregnancy Service Purchase after prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pregnancy Purchase	99999-000-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment after prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment within prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pre-enrolment	99999-000-061-1115-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence after prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence within prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	1,676.54	-	-	-	-	-	1,676.54
Vested Prior Service	99999-000-061-1135-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior within prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior after prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
50% Cost Excess	99999-000-061-1157-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Total			80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	81,676.54	80,000.00	89,941.74	91,618.92	90,502.22	92,295.38	126,034.80

Initial reconciliation of contribution remittances

Employer verification

- Cash sent by the employer or member during the year agrees with CAAT Plan's records
- If discrepancies occur as a result of a CAAT made error, the summary will be updated. Otherwise, the discrepancies will be caught during DCT

Initial reconciliation of contribution remittances

Employer verification – Confirmation

- Due date is March 19th, 2021

Annual reconciliation

From Pension Analyst:

- A **Schedule of Adjustments** reconciling contributions from the original DCT submissions made by the employer to the final reconciled totals (from Employer Services)
- A copy of the final **Summary Data Report** that shows all membership data after adjustments have been entered

Annual reconciliation

From Finance:

- CAAT Pension Plan Annual Statement of Contributions

Annual Reconciliation

CAAT Pension Plan Annual Statement of Contributions



250 Yonge Street, Suite 2900 P.O. Box 40 Toronto ON M5B 2L7
Tel 416.673.9000 Toll Free 1.866.350.2228 Fax 416.673.9028 www.caatpension.on.ca

RPP

ANNUAL STATEMENT OF CONTRIBUTIONS FOR THE YEAR 20xx

Employer Information

ABC Employer

Bob Doe
123 Anywhere Street
Toronto, ON

FINAL STATEMENT ISSUED:

GROUP NUMBER

May 22, 20xx

99

RPP ALL

	<u>MEMBER</u>	<u>EMPLOYER</u>	<u>TOTAL</u>
Annual Reporting of Contributions (Regular + PRG payroll deductions)			
Initial Submission:	\$10,238,468.34	\$10,238,468.34	\$20,476,936.68
Add/(Less): Adjustments as per following page(s):	<u>\$79,229.69</u>	<u>\$79,229.69</u>	<u>\$158,459.38</u>
Annual Reporting of Contributions			
RECONCILED TOTAL:	<u>\$10,317,698.03</u>	<u>\$10,317,698.03</u>	<u>\$20,635,396.06</u>
TOTAL CONTRIBUTIONS REMITTED: (Regular + PRG payroll deductions, excludes PRG paid in a lumpsum)	<u>\$10,336,797.46</u>	<u>\$10,336,797.46</u>	<u>\$20,673,594.92</u>
Contributions Remitted - Adjustments	<u>\$(3,662.03)</u>	<u>\$(3,662.03)</u>	<u>\$(7,324.06)</u>
TOTAL CONTRIBUTIONS REMITTED:	<u>\$10,333,135.43</u>	<u>\$10,333,135.43</u>	<u>\$20,666,270.86</u>
BALANCE DUE TO EMPLOYER	<u>\$15,437.40</u>	<u>\$15,437.40</u>	<u>\$30,874.80</u>

EFT Payments

- Send EFT payment together with invoice
- Send invoice by Email:
 - B1K@cibcmellon.com
 - Finance@caatpension.ca

Mailing Cheque Payments

- Mail cheque together with invoice to

CIBC Mellon

1 York Street, Suite 900

Toronto, ON M5J 0B6

Attention: IPA Department 7th Floor

DCT balance due to employer

- Please claim the balance owing against your next monthly remittance by showing a credit on the **CAAT RPP and RCA Contribution Remittance Summary form 034-A** under '**Credits - Employer**' and reducing the total remittance amount.
- The regular monthly contribution remittance amounts should remain unaffected.
- Example on next slide

Contributions Remittance Summary

1. Employer Identification

Name of Employer	ABC Employer		
Group No.	5		
Prepared by	Bob Smith Name	smighb@aboemployer.ca Email	416-555-1111 x 123 Telephone (and extension)

2. Contributions

For the Month/Year:	August Month	2020 Year
---------------------	-----------------	--------------

Form of Payment: EFT (Electronic Funds Transfer)

Payment Date (YYYYMMDD): 20200829

TOTAL PAYMENT AMOUNT (RPP + RCA): \$ 60,000.00

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments (limited to 30 characters)
Current Service - Employee	\$ 35,000.00		
Current Service - Employer	\$ 35,000.00	\$ -	
Pregnancy/Parental - Employee	\$ 1,000.00		
Pregnancy/Parental - Employer	\$ 1,000.00		
Credits - Employee			
Credits - Employer	\$ (12,000.00)		2019 DCT credit
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	\$ 60,000.00	\$ -

Questions?

Sean McFarland

Finance Administrator

smcfarland@caatpension.ca

Maisie Au

Senior Finance Analyst

mau@caatpension.ca





caat

PENSION PLAN