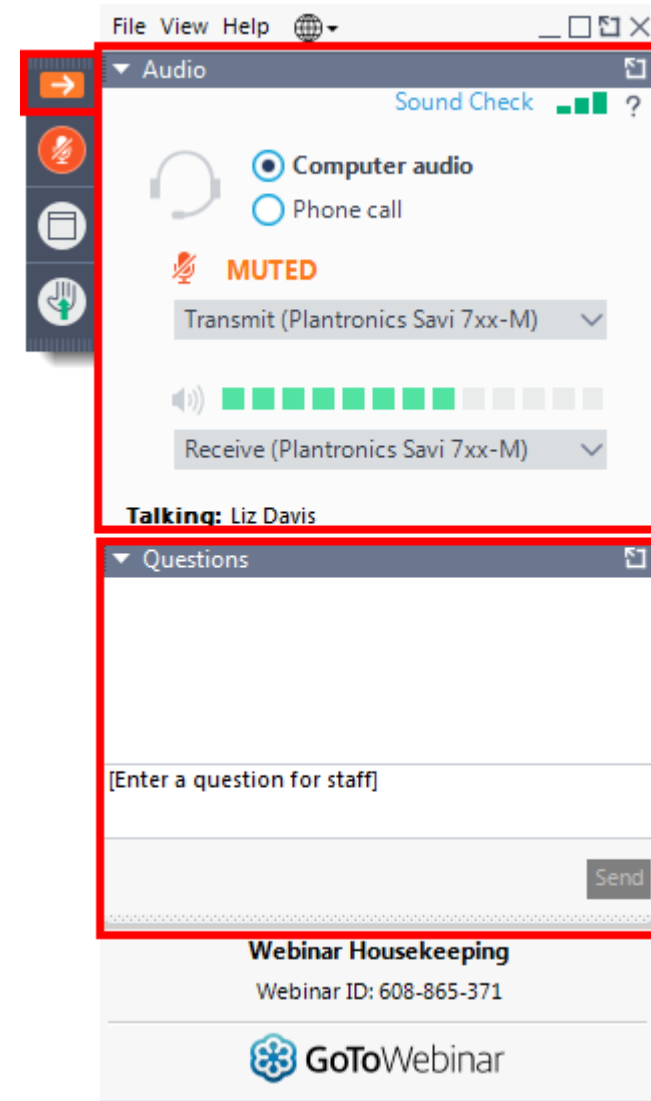


# While we wait – audio instructions

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



# Land Acknowledgement

“We acknowledge that our office sits on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.”

## Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)





# Contributions, Earnings and Pension Adjustments

Employer Education Session

November 3, 2022







## Agenda

1. Contribution Remittance
2. Earnings and contributions
3. Pension Adjustments

# Contribution Remittance

# Contributions - Remittance Form Types

- Monthly Current contributions
- Purchases contributions remittance

# Contribution Remittance Form - Monthly

## Monthly contributions remittance:

- Complete form No. 34-A: CAAT RPP & CAAT RCA Contribution Remittance Summary
- Email form to [B1K@cibcmellon.com](mailto:B1K@cibcmellon.com) and [Finance@caatpension.ca](mailto:Finance@caatpension.ca)
- Effective November 1<sup>st</sup>, 2022 contributions are due by the 20<sup>th</sup> calendar day of the following month – no changes are required to your Participation Agreement or Memorandum of Agreement
- Late penalties subject to 1.5% per month, prorated for partial months

# Contribution Remittance - Purchases

## **Purchase's contributions remittance**

- Lump sum pregnancy/parental leave and statutory leave of absence
- Form No. 14-C: CAAT RPP Remittance Summary-Purchases
- Form 14-C along with related election forms should be emailed to Institutional Pension Accounting (IPA) team at CIBC Mellon and CAAT Finance



**caat**  
PENSION PLAN

Current service contributions must be remitted monthly and received by the custodian no later than the **5th business day** of the month following the month for which the contributions were made.

Email this form To: [RRC@ibcmellon.com](mailto:RRC@ibcmellon.com)  
CC: [Finance@custpension.ca](mailto:Finance@custpension.ca)

### Contributions Remittance Summary

1. Employer Identification

Employer name

Group number

Contact

Name	Email	Phone number and extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Contributions

For the month/year:  Select month  Select year

Form of payment  Select form of payment

Payment Date (DD-MMM-YYYY)

TOTAL PAYMENT AMOUNT (RPP + RCA) \$  -

Contributions Type	Amount - H/P (DBprime and DBplus)	Amount - RCA	Comments (limited to 50 characters)
Current Service - Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Service - Employer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pregnancy/Parental - Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pregnancy/Parental - Employer	<input type="text"/>	<input type="text"/>	<input type="text"/>
DBplus LTD/VCB - Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
DBplus LTD/VCB - Employer	<input type="text"/>	<input type="text"/>	<input type="text"/>
DCT Credits - Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
DCT Credits - Employer	<input type="text"/>	<input type="text"/>	<input type="text"/>
RCA Fee - annual	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount - RPP Amount - RCA

PAYMENT SUBTOTAL \$  - \$  -

CAAT Pension Plan 250 Yonge Street, Suite 2900 P.O. Box 40, Toronto, ON M5B 2L7 Tel 416.673.3000 / 1.866.350.2228 [www.custpension.ca](http://www.custpension.ca)

Form 034-A (02-21-E)

Section 1

Section 2

**caat**  
PENSION PLAN

1. Employer Identification

Employer name

Group number

Contact

Name	Email
<input type="text"/>	<input type="text"/>

Phone number and extension

2. Contributions

Form of payment  Select payment option

Payment Date (DD-MMM-YYYY)

Total Payment Amount \$  -

Purchases	Amount	Comments (limited to 50 characters)
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>
Please select option	<input type="text"/>	<input type="text"/>

Additional Comments

Send this form with related election forms to IPA team at CIBC Mellon.  
Login to S-Doc first.  
Use the following dropbox link to send all attachments to CIBC Mellon as: <https://ibcmellon.custpension.ca/ibcdrop/service-gw/ibcdrop>  
If the above link is not working, please copy and paste the link into your browser to access.  
Alternatively, submit with related election forms by postal mail to the IPA team at CIBC Mellon.  
CAAT Pension Plan 250 Yonge Street, Suite 2900 P.O. Box 40, Toronto ON M5B 2L7 Tel 416.673.3000 / 1.866.350.2228 [www.custpension.ca](http://www.custpension.ca)

Form 034-C (02-21-E)

Form No. 34-A  
Monthly Remittance

Form No. 14-C  
Purchase Remittance

# Importance of Remittance Forms to Support Payments

- Funds can only be deposited and allocated when remittance forms are received by CIBC Mellon
- CAAT needs to know the breakdown of the funds to aid in other finance activities, delays in receiving these forms do affect many aspects of the business
- Missing remittance forms could lead to late fees, or cheques being returned to the sender, and additional back and forth communication.
- **Remittance forms (34A or 14C) are required with every payment made.**

# Contribution Remittance Form - Summary

Form Name	Where to Send	How to Send
CAAT RPP & CAAT RCA Contribution Remittance Summary (34-A)	CAAT Finance CIBC Mellon	As an email attachment. Do not include any private member data such as SIN.
Purchased Service Remittance (014-C)	CAAT Finance CIBC Mellon	Send via Email

CIBC Mellon: [B1K@cibcmellon.com](mailto:B1K@cibcmellon.com)

CAAT Finance: [finance@caatpension.ca](mailto:finance@caatpension.ca)

# How-to Submit Contributions

- Online Biller Pay
  - Compatible Banks: CIBC, TD Canada Trust, RBC, BMO, National Bank, Scotiabank
- Electronic Fund Transfers (EFT)
  - Convenient, direct transfer between employer and CAAT
- Cheques
  - Send directly to CIBC Mellon
  - No post-dated cheques

# How-to Submit Contributions – Online Biller Pay

## Important information to note

- Search for “CAAT” as Payee Name
  - Full name – CAAT PENSION PLAN
- Account Number will be your Employer Group Number with leading zeros to make 10 digits
  - Group number = 500
  - Account number = 0000000500

The screenshot shows a web form titled "Add Canadian Payee" with a "Help" link in the top right. A progress bar at the top indicates three steps: 1. Payee Details (active), 2. Verification, and 3. Confirmation. The main text instructs the user to enter the payee's name and click "Search" if the name doesn't appear. Below this, it states that all fields are required unless noted as optional. The "Enter Payee Name" section includes a "Payee Name" input field with a help icon, containing the text "CAAT PENSION PLAN", and a green "Search" button. A note says "As you enter the payee name, matching payees will appear." Below this is the instruction "Enter the account number from your bill." The "Account Number" input field has a help icon and a red border. A red warning message states: "Please enter the account number on your bill or statement from this company." To the right, there is an optional "My Payee Name" input field with a note: "Add a description for each payee, so you can identify your accounts quickly. Eg: Home Internet Bill." At the bottom, there are "Next" and "Cancel" buttons.



# How-to Submit Contributions – EFT

- Please direct the EFT payments relating to contribution remittances to previously provided EFT instructions via the employer newsletters, or your welcome email.
- The payment advice should be sent via email to [finance@caatpension.ca](mailto:finance@caatpension.ca)

# How-to Submit Contributions – Cheques

- Post-dated cheques are not accepted by CIBC Mellon
- Cheques should be payable to CAAT Pension Plan and mailed or couriered to our trustee at the address below:

**CIBC Mellon**

1 York Street, Suite 900

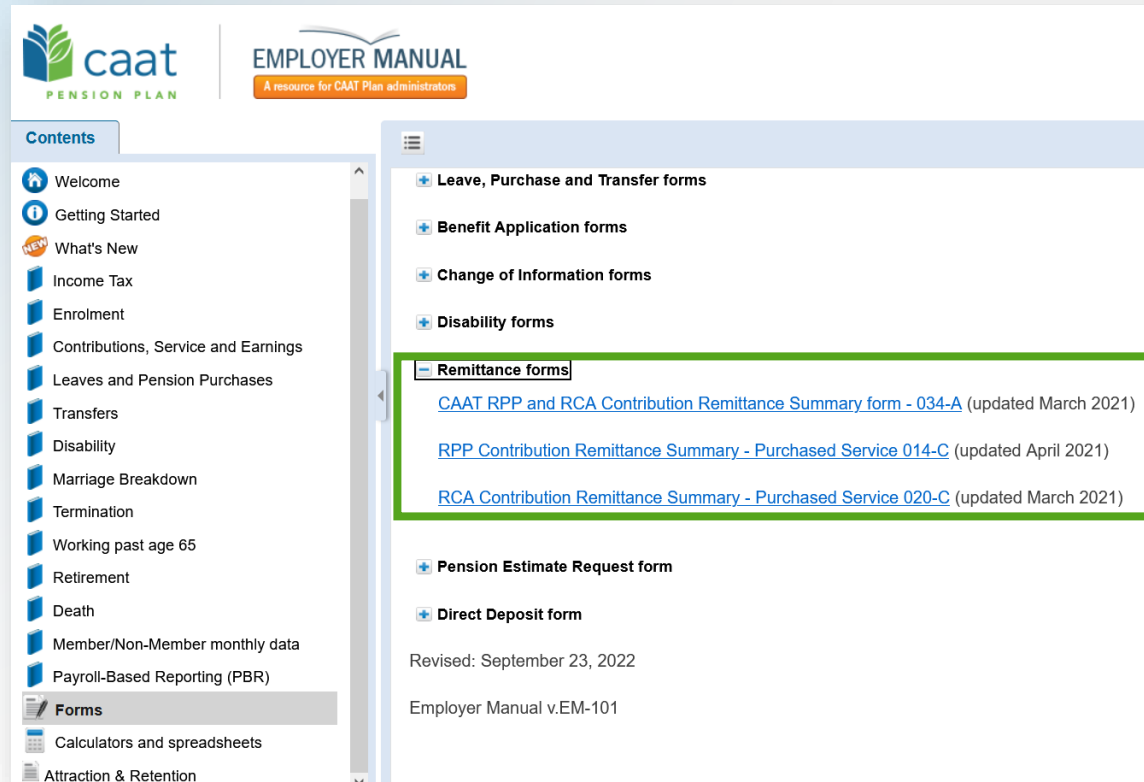
Toronto, ON M5J 0B6

Attention: IPA Department 7th Floor

# Contributions – Additional Information

- Contribution Remittance Forms are required regardless of remittance method. Please ensure you submit with every payment.
- Do not send personal E-Transfers to CAAT's email, **this is not an option for remittance**
- CIBC Mellon **does not accept post-dated cheques**, and therefore, all post-dated cheques will be returned
- “Crossing over” months for contributions on the form 34-A. If you found a mistake you can simply remit less or more then next month at your discretion
- Payroll Based Reporting (PBR) Template has a feature to allow you to generate a Form 34-A using the data you report on the template

# Contributions – Additional Information



Need help with your remittances?

Contact the Finance team  
[finance@caatpension.ca](mailto:finance@caatpension.ca)

[Link to remittance forms](#)



Questions?



# Earnings and Contributions

# Earnings types for Contribution calculation

## Eligible

- Regular Salaries
- Overtime Pay
- Statutory Holiday Pay
- Bonuses
- Vacation Pay

## Non-Eligible

- Gratuities
- Membership Fees
- Mileage/Retirement Allowances
- Taxable Benefits
- Life Insurance (taxable benefits)

# DBplus Contribution Maximum

- The combined total of member and employer DBplus contributions cannot exceed the year's Money Purchase Limit
  - **2023 – \$31,560**
- Once total contributions for a member have reached the annual limit, no further contributions should be made for the rest of the year
- Similar to method used for Canada Pension Plan contributions
- Aligns with the Plan Text, any applicable Participation Agreements or Memorandums of Agreement

# DBplus Contribution Calculation

- Contribution rate:
  - Set out in Exhibit 1 of your Participation Agreement
  - % of eligible earnings

$$\begin{array}{ccccccc} \text{Eligible Earnings} & \times & \text{Member Contribution rate} & + & \text{Eligible Earnings} & \times & \text{Employer Contribution rate} & = & \text{Total Contributions} \end{array}$$

- Contribution maximums based on Canada Revenue Agency Money Purchase maximums
  - 2023 Maximum DBplus contributions: **\$31,560**

# Pension Administration Link (PAL) will calculate the contributions

## Earnings and contributions for DBplus

Last day worked  ✓

Date of termination of employment  ✓

Do you have any new earnings to report?

☒ YES ☐ NO

### Current year - 2021

From  ✓ To  ✓

Current year eligible earnings	<input type="text" value="12,000.00"/> ✓	Employer contributions	<input type="text" value="1,080.00"/> ✓
	Expected value: 1080.00		Expected value: 1080.00
Employee contributions (Does not include purchased leaves)	<input type="text" value="1,080.00"/> ✓	Pension adjustment (PA) (Include current year purchased leave)	<input type="text" value="1,352"/> ✓
	Expected value: 1080.00		Expected value: 1352

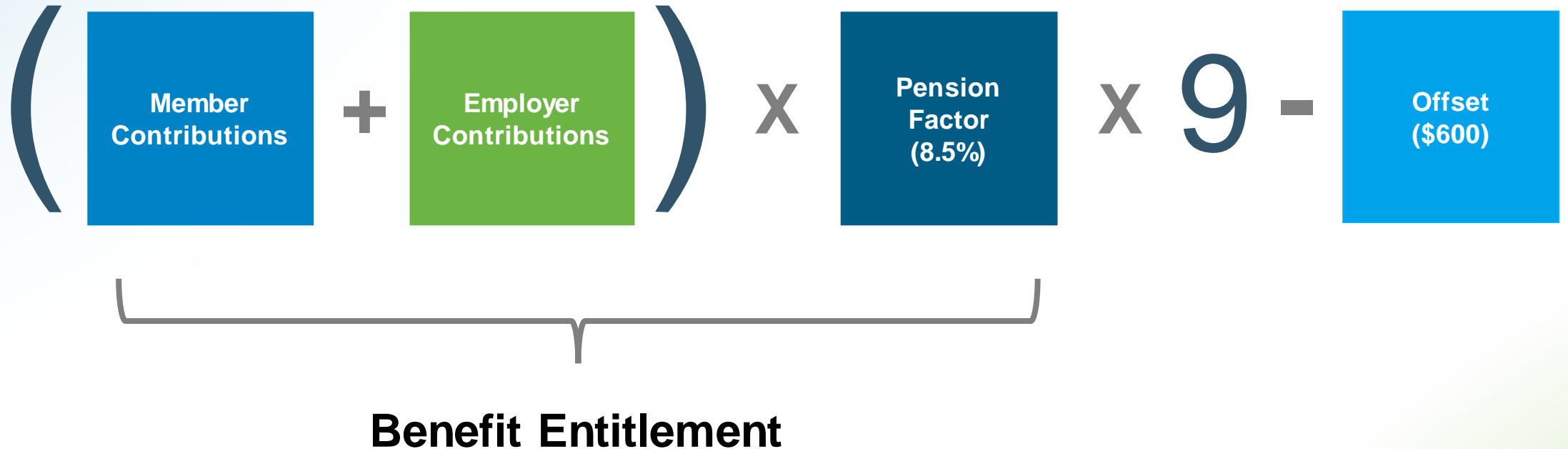
Has the DCT for the previous year been submitted?

☒ YES ☐ NO



# Pension Adjustment (PA)

# DBplus 2022 Pension Adjustment calculation



# DBplus 2022 Pension Adjustment example

$$\left( \$4,680 + \$4,680 \right) \times \text{Pension Factor (8.5\%)} \times 9 - \text{Offset (\$600)}$$

$$= \$6,560 \text{ Pension adjustment}$$

# DBplus 2023 Pension Adjustment calculation

$$\left( \begin{array}{c} \text{Member} \\ \text{Contributions} \end{array} + \begin{array}{c} \text{Employer} \\ \text{Contributions} \end{array} \right) \times \begin{array}{c} \text{Pension} \\ \text{Factor} \\ (8.5\%) \end{array} \times 9 - \begin{array}{c} \text{Offset} \\ (\$600)^* \end{array}$$

\*prorated based on: (Member + Employer Contributions) ÷ Money Purchase Limit

# DBplus 2023 Pension Adjustment example

$$\left( \$4,500 + \$4,500 \right) \times \text{Pension Factor (8.5\%)} \times 9 - \$600 \times (\$9,000 / \$31,560^*)$$

\* 2023 Money Purchase Limit

---

$$= \$6,714 \quad \text{Pension adjustment}$$



# DBplus Pension Adjustment Tools for Employers

The screenshot displays the CAAT Pension Plan Employer Manual website. The left sidebar contains a 'Contents' menu with various topics. The 'Calculators and spreadsheets' option is highlighted with a green box. The main content area shows the 'Calculators and spreadsheets' page, which includes a blue header, a breadcrumb trail, and a list of links. The link 'DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only (Excel) - November 2021' is highlighted with a green box.

**caat**  
PENSION PLAN

**EMPLOYER MANUAL**  
A resource for CAAT Plan administrators

**Contents**

- Enrolment
- Contributions, Service and Earnings
  - Contributory Earnings Decision Trees
  - Contributions Remittance
  - Training Resources
  - FAQs
- Leaves and Pension Purchases
- Transfers
- Disability
- Marriage Breakdown
- Termination
- Working past age 65
- Retirement
- Death
- Member/Non-Member monthly data
- Payroll-Based Reporting (PBR)
- Forms
- Calculators and spreadsheets**

You are here: Calculators and spreadsheets

## Calculators and spreadsheets

This page contains information and links to all employer and member calculators and worksheets.

Results are based on information provided by the user, and are not reviewed or verified by the CAAT Pension Plan.

**Employer calculators**

- [PA calculator](#) (for DBprime PA calculations, and for OTRFT PA calculations from 2018 and before) - November 2021 update
- [DBprime PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only](#) (Excel) - November 2021**
- [3-Step Pension Estimator and DBplus Estimator](#)

**OTRFT service and contributions (up to December 31, 2018)**

- [OTRFT Pensionable Service spreadsheet](#) (Excel) - February 24, 2017
- [OTRFT Pensionable Service spreadsheet - expanded rows](#) (Excel) - February 24, 2017

# DBplus Batch Pension Adjustment Calculation Spreadsheet

- Use this tool to calculate a batch of pension adjustments

CAAT Pension Plan

DBplus Batch PA Calculation for Future Accrual Only (FAO) Employers

Clear

ver: 1\_2022

Year: 2022

PA Offset\*\*:

Annual Pension Factor: 8.5%

Maximum Contributions (Money Purchase Limit): \$30,780

Maximum PA: \$30,180

\*\* PA Offset defaults to \$600 if not entered, and should be \$600 in most cases, except possibly in the first year of the employer joining DBplus if there is a previous plan. Please contact CAAT Pension Plan if you need help determining your PA Offset.

This spreadsheet is intended to be used for calculating PAs for active members in the DBplus design. It does not take into consideration current year contributions made to a DB or DC pension plan prior to the enrolment date, in determining maximum contributions. For FAO employers in the first year of PA reporting, we use a \$600 offset and this will be split and prorated between the prior plan and DBplus.

The CAAT Pension Plan will calculate PAs related to any long-term disability periods.

Results are based on information provided by the user, and are neither reviewed nor verified by the CAAT Pension Plan. Please check the CAAT Pension Plan website to ensure you are using the current version of this spreadsheet.

Member SIN/ID/EE No.	Name	Member Contributions (Actual + Deemed)	Employer Contributions (Actual + Deemed)	Total Contributions	Benefit Accrual	Pension Adjustment	Warnings
1		\$2,000.00	\$2,000.00	\$4,000.00	\$340.00	\$2,460	
2		\$1,200.00	\$1,200.00	\$2,400.00	\$204.00	\$1,236	
3		\$6,605.00	\$6,603.00	\$13,208.00	\$1,122.68	\$9,504	Member and Employer contributions differ by more than \$1 - may be OK if member and employer have different rates.
4		\$15,400.00	\$15,400.00	\$30,800.00	\$2,616.30	\$22,947	Total contributions exceed maximum allowable. Benefit Accrual has been capped based on maximum contributions.
5				\$0.00	\$0.00	\$0	
6				\$0.00	\$0.00	\$0	
7				\$0.00	\$0.00	\$0	
8				\$0.00	\$0.00	\$0	

# Pension Administration Link (PAL) will calculate the pension adjustment

## Earnings and contributions for DBplus

Do you have any new earnings to report?

☒ YES ☐ NO

Do you have current year earnings to report?

☒ YES ☐ NO

### Current year - 2022

From	To
<input type="text" value="01-Jan-2022"/> ✓	<input type="text" value="30-Nov-2022"/>
Current year eligible earnings	Employer contributions Expected value: 1080.00
<input type="text" value="12,000.00"/> ✓	<input type="text" value="1,080.00"/> ✓
Employee contributions (Does not include purchased leaves) Expected value: 1080.00	Pension adjustment (PA) (Include current year purchased leave) Expected value: 1352
<input type="text" value="1,080.00"/> ✓	<input type="text" value="1,352"/> ✓

Has the financial information for previous year been submitted?

☒ YES ☐ NO



Questions?

