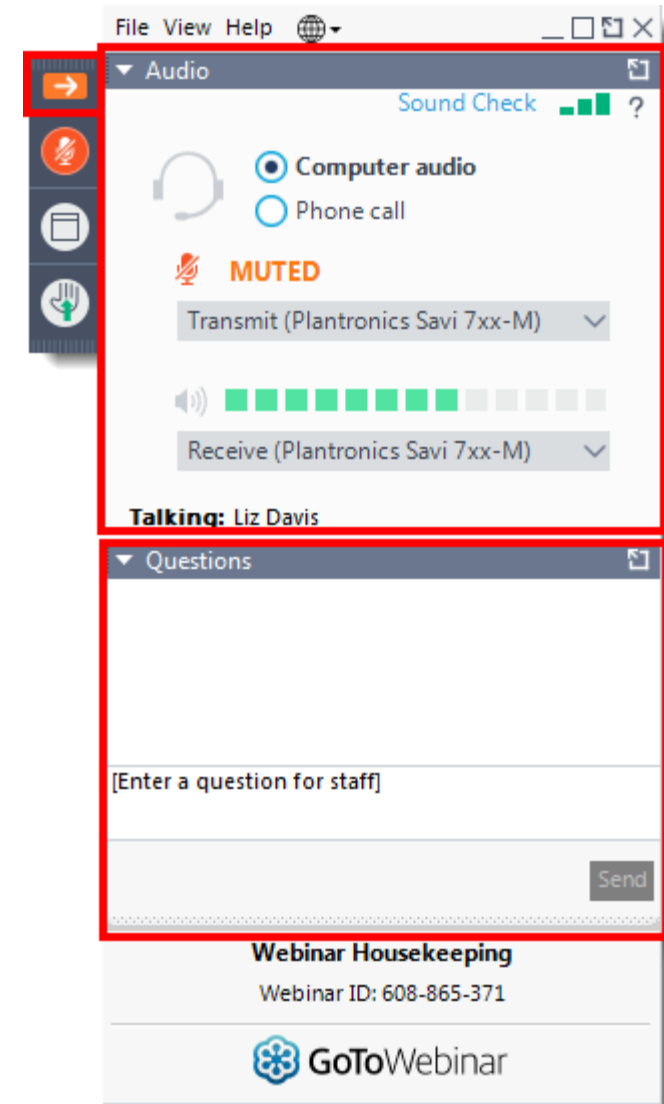


While we wait – audio instructions

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.





Employer Education session: Contributions, Earnings and Pension Adjustments

November 4, 2021





Agenda

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

A background image showing the lower halves and legs of several people sitting around a table. They are wearing various casual clothing like jeans, shorts, and patterned shirts. The image is partially obscured by a large white rectangular box with a blue border.

Contribution Remittance Refresher

Contributions - Remittance Form Types

- Monthly Current contributions, Pregnancy/Parental and DBplus Long Term Disability/Workers' Compensation Board benefits (payroll deductions) contributions remittance
 - Form 34-A
- Purchase's contributions remittance
 - Form 014-C

Contribution Remittance Form - Monthly

1. Monthly contributions remittance:

- Complete form No. 34-A: CAAT RPP & CAAT RCA Contribution Remittance Summary
- Email form to B1K@cibcmellon.com and Finance@caatpension.ca
- Contributions are due by the 5th **Ontario** business day of the following month
- Late penalties subject to 1.5% per month, prorated for partial months

Contribution Remittance Form - Purchases

2. 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 IPA team at CIBC Mellon and CAAT Finance

PENSION PLAN

Email this form To: RIK@cibcmellon.com
CC: Finance@caatpension.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 - RPP (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"/>

PAYMENT SUBTOTAL

Amount - RPP	Amount - RCA
<input type="text"/> \$ <input type="text"/> -	<input type="text"/> \$ <input type="text"/> -

CAAT Pension Plan 250 Yonge Street, Suite 2300 P.O. Box 40, Toronto, ON M5B 2L7 Tel 416.673.9000 / 1.866.350.2228 www.caatpension.ca

Form 034-A 02-21-F

Section 1

Section 2

caat
PENSION PLAN

1. Employer Identification

Employer name CAAT

Group number 5

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.

Form No. 34-A

Monthly Remittance

Form No. 14-C

Purchase Remittance

Importance of Remittance Forms to Support Payments

- Only when remittance forms are received by CIBC Mellon, can they then deposit and allocate your funds appropriately between the various types.
- 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
- No 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

CAAT Finance: finance@caatpension.ca

Contributions – 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

Add Canadian Payee [Help](#)

1 **Payee Details** 2 Verification 3 Confirmation

First enter your payee's name. If the name doesn't appear, please click **Search** to view the full list of available payees. You'll then be able to enter your account number.

All fields are required unless noted as optional.

Enter Payee Name

Payee Name [?](#)

CAAT PENSION PLAN [Search](#)

As you enter the payee name, matching payees will appear.

Enter the account number from your bill.

Account Number [?](#)

Do not include spaces or dashes.

! Please enter the account number on your bill or statement from this company.

[Next](#) [Cancel](#)

My Payee Name (optional)

Add a description for each payee, so you can identify your accounts quickly. Eg: Home Internet Bill.

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

How-to Submit Contributions – Cheques

- 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

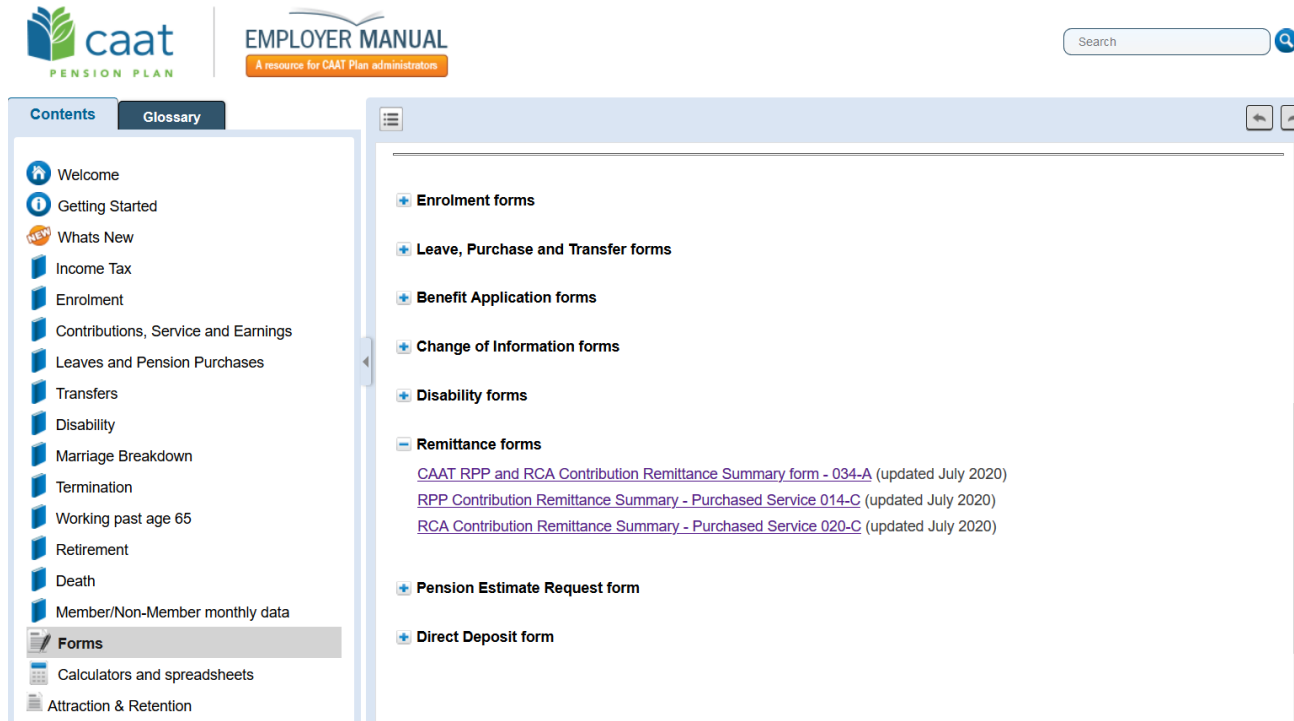
Attention: IPA Department 7th Floor

- Post-dated cheques are not accepted by CIBC Mellon

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



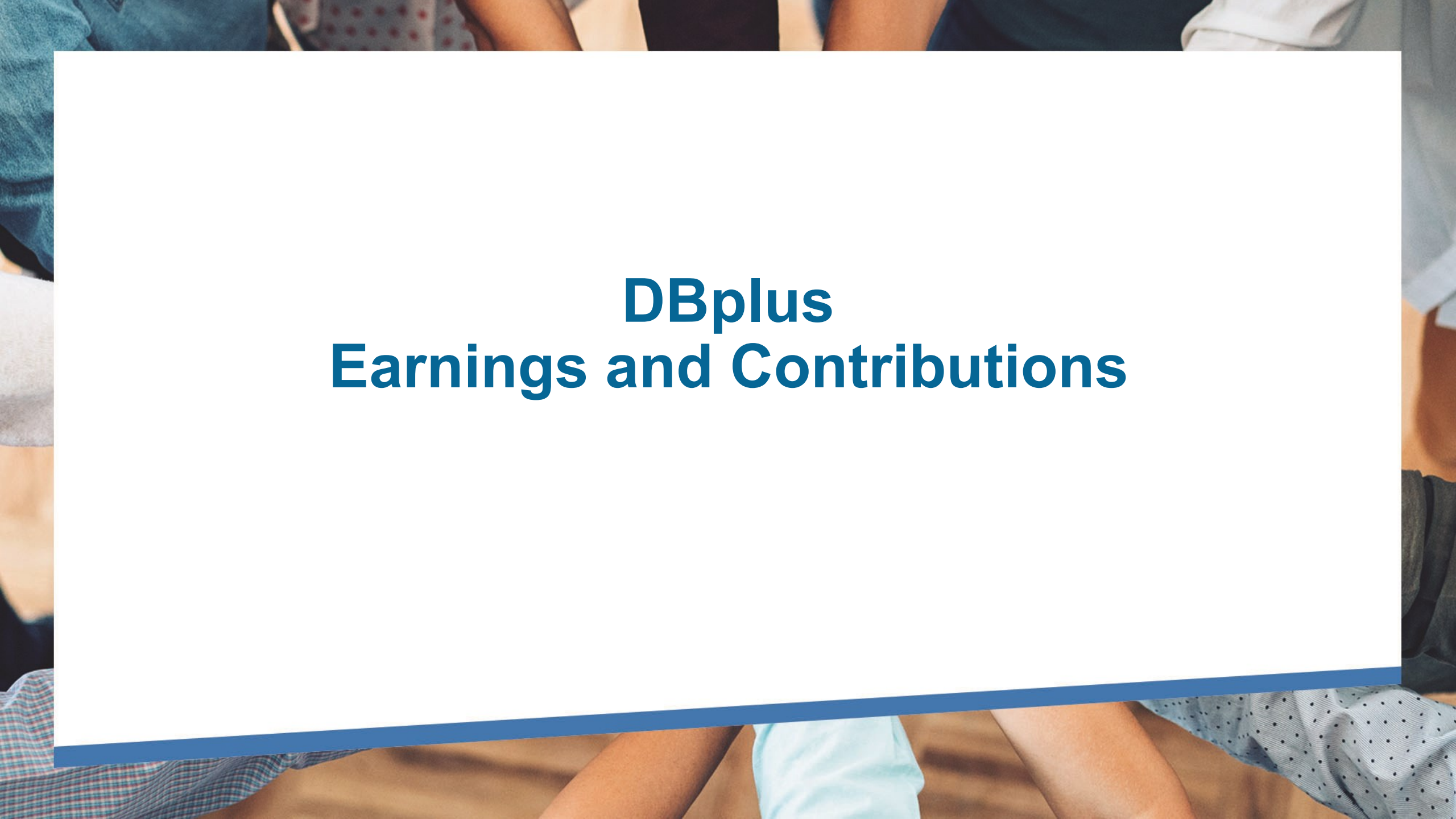
Need help with your remittances?

Contact the Finance team
finance@caatpension.ca

[Link to remittance forms](#)



Questions?

A background image showing the lower halves and legs of several people sitting at a table. They are wearing various casual clothing like jeans, shorts, and patterned shirts. The image is partially obscured by a large white rectangular box with a blue border at the bottom.

DBplus

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
 - **2021 - \$29,210**
 - **2022 – \$30,780**
- 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:
 - % of eligible earnings

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

PAL will calculate the contributions

Earnings and contributions for DBplus

Last day worked

29-Oct-2021



Date of termination of employment

29-Oct-2021



Do you have any new earnings to report?



YES



NO

Current year - 2021

From

07-Sep-2021



To

29-Oct-2021



Current year eligible earnings

12,000.00



Employer contributions

Expected value: 1080.00

1,080.00



Employee contributions (Does not include purchased leaves)
Expected value: 1080.00

1,080.00



Pension adjustment (PA) (Include current year purchased leave)
Expected value: 1352

1,352



Has the DCT for the previous year been submitted?



YES



NO

The background of the slide shows a group of people sitting at a table, likely in a meeting or conference. The image is partially obscured by a large white rectangular area that contains the text. The people are wearing various colored shirts, including blue, white, and patterned ones. The overall scene suggests a professional gathering.

DBplus Pension Adjustment

DBplus Pension Adjustment calculation

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

Benefit Entitlement

DBplus 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 - Pension Adjustment Tools for Employers

The screenshot shows a web browser window displaying the 'Calculators and spreadsheets' page of the CAAT Pension Plan Employer Manual. The browser's address bar shows the URL: https://manual.caatpension.ca/#Y_Calculators and Spreadsheets/Calculators and spreadsheets.htm?TocPath=__17. The page features the CAAT Pension Plan logo and the 'EMPLOYER MANUAL' title. A search bar is located in the top right corner. On the left, a 'Contents' sidebar lists various topics, with 'Calculators and spreadsheets' highlighted. The main content area, titled 'Calculators and spreadsheets', provides an overview of the tools available. It includes a section for 'Employer calculators' with links to a 'PA calculator' and two 'DBplus PA Batch calculation spreadsheet' files (Excel) for November 2020. The 'DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only' is highlighted with an orange box. Below this, there is a link to a '3-Step Pension Estimator and DBplus Estimator'. A section for 'OTRFT service and contributions (up to December 31, 2018)' includes links to 'OTRFT Pensionable Service spreadsheet' (Excel) and 'OTRFT Pensionable Service spreadsheet - expanded rows' (Excel), both dated February 24, 2017. A link to 'Instructions and examples - OTRFT Pensionable Service' (PDF) is also provided. The 'Calculators and spreadsheets' link in the sidebar is also highlighted with an orange box.

Calculators and spreadsheets | CAAT X

https://manual.caatpension.ca/#Y_Calculators and Spreadsheets/Calculators and spreadsheets.htm?TocPath=__17

120%

Search

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Contents

- What's New
- Income Tax
- 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
- Forms
- Calculators and spreadsheets**
- Attraction & Retention

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 2020 update
- [DBprime PA Batch calculation spreadsheet](#) (Excel) - November 2020
- [DBplus PA Batch calculation spreadsheet](#) (Excel) - November 2020
- [DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only](#) (Excel) - November 2020
- [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
- [Instructions and examples - OTRFT Pensionable Service](#) (PDF)

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_2021



Year:	2021	Annual Pension Factor:	8.5%
PA Offset**:		Maximum Contributions (Money Purchase Limit):	\$29,210
		Maximum PA:	\$28,610

**** 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 1111	John Sample	\$2,500.00	\$2,500.00	\$5,000.00	\$425.00	\$3,225	
2 2222	Jane Doe	\$1,145.00	\$1,145.00	\$2,290.00	\$194.65	\$1,152	
3 3333	First Last	\$750.00	\$750.00	\$1,500.00	\$127.50	\$548	
4				\$0.00	\$0.00	\$0	
5				\$0.00	\$0.00	\$0	
6				\$0.00	\$0.00	\$0	

PAL will calculate the pension adjustment

Earnings and contributions for DBplus

Last day worked
31-Oct-2021 ✓

Date of termination of employment
31-Oct-2021 ✓

Do you have any new earnings to report?
☒ YES ☐ NO

Current year - 2021

From
01-Jan-2021 ✓

To
31-Oct-2021 ✓

Current year eligible earnings 65,100.00 ✓	Employer contributions 3,255.00 ✓ Expected value: 3255.00
Employee contributions (Does not include purchased leaves) 3,255.00 ✓ Expected value: 3255.00	Pension adjustment (PA) (Include current year purchased leave) 4,380 ✓ Expected value: 4380

Has the DCT for the previous year been submitted?
☒ YES ☐ NO



Questions?

