



Contributions, Earnings and Pension Adjustments

Employer Education Session
for DBplus only employers

November 6, 2025





Agenda

1. Earnings and contributions
2. Contribution remittance
3. Pension adjustments

Earnings and contributions

Earnings types for contribution calculation

Eligible

- Regular salary
- Overtime pay
- Statutory holiday pay
- Bonuses
- Vacation pay

Non-Eligible

- Gratuities
- Membership fees
- Mileage allowance
- Retirement allowance
- Taxable benefits
(including life insurance)

Participation Agreement may specify other included or excluded earnings

DBplus contribution maximum

- The combined total of member and employer contributions cannot exceed the year's **money purchase (MP) limit**
 - **2025 = \$33,810**
 - **2026 = \$35,390**
- If total contributions for a member have reached the annual limit, no further contributions should be made for the rest of the year
 - Similar to the method used for Canada Pension Plan contributions
 - Aligns with Plan Text and any applicable Participation Agreements

DBplus contribution calculation

- Contribution rates:
 - Appear in the Exhibits of your Participation Agreement
 - Percentage of eligible earnings



- Contribution maximums based on MP limit set by CRA:
 - 2025 maximum DBplus contributions: **\$33,810**
 - 2026 maximum DBplus contributions: **\$35,390**

Contribution calculation example



David

- Monthly eligible earnings = \$10,000
- Member contribution rate = 6.0%
- Employer contribution rate = 6.0%

Earnings	Member Contributions	Employer Contributions
\$10,000	\$600	\$600

- Employer remits \$1,200 to CAAT

Maximum DBplus contributions: 2025 = \$33,810; 2026 = \$35,390
Contribution deductions stop when member reaches the maximum

Contribution remittance

Contribution remittance: Overview

- Timely and accurate remittance of contributions is a key responsibility of CAAT participating employers
- Accurate data ensures proper pension calculations and reporting for members
- Process differs for employers using Classic PBR vs. ADE:

Process	Classic PBR employers (Excel)	ADE employers
Remit funds	<ul style="list-style-type: none">• Determine amount based on calculated contributions• Select remittance option and send funds	<ul style="list-style-type: none">• Receive automated invoice from CAAT based on data feed• Select remittance option and send funds
Recordkeeping process	<ul style="list-style-type: none">• Create contribution remittance summary in PAL to identify the total member and employer contributions, the reporting period and the payment date	<ul style="list-style-type: none">• Paid invoice includes the necessary information for recordkeeping• Not required to create a summary in PAL

Contribution remittance: Remittance due dates

- Employers can remit contributions based on their payroll schedule
- Cannot be less frequent than monthly (but can be weekly or biweekly or semi-monthly)
- Contributions must be received by CIBC Mellon by the 30th calendar day following the end of the month to which the contributions relate

For example, contributions in respect of the month of May must be received **no later than** June 30.

Exception: If the 30th day following the end of the month falls on a weekend or statutory holiday, the due date shifts to the previous business day.

This remittance timeline applies to all CAAT participating employers, including where a Participation Agreement and/or MOA between a participating employer and the Plan may provide for a less generous timeline.

Month	Deadline to file contribution remittance
January 2025	February 28, 2025
February 2025	March 28, 2025
March 2025	April 30, 2025
April 2025	May 30, 2025
May 2025	June 30, 2025
June 2025	July 30, 2025
July 2025	August 29, 2025
August 2025	September 29, 2025
September 2025	October 30, 2025
October 2025	November 28, 2025
November 2025	December 30, 2025
December 2025	January 30, 2026

If the 30th of the next month falls on a weekend or holiday, the due date is the closest previous business day.

Contribution remittance: Categories

Remittance of payroll contributions

- Ongoing member and employer contributions
- Based on contribution rates in your Participation Agreement

Remittance for pension purchases

- Separate from required contributions
- Relate to purchases of eligible periods (e.g., leaves of absence)

How to submit contributions:

Options

- Main methods
 - Online biller pay
 - Compatible banks: CIBC, TD Canada Trust, RBC, BMO, National Bank, Scotiabank
 - Electronic fund transfer (EFT)
 - Direct transfer between employer and CAAT
- Alternative method
 - Wire transfer (fee applies to each payment)

How to submit contributions: Online biller pay

Important information:

- Search for “CAAT” as Payee Name
 - Full name:
CAAT PENSION PLAN – EMPLOYERS
- 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 progress indicator at the top showing three steps: 1. Payee Details (active), 2. Verification, and 3. Confirmation. A "Help" link is in the top right corner.

Instructions: "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 ?

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

Enter the account number from your bill.

Account Number ?

My Payee Name (optional)

Do not include spaces or dashes.

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

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

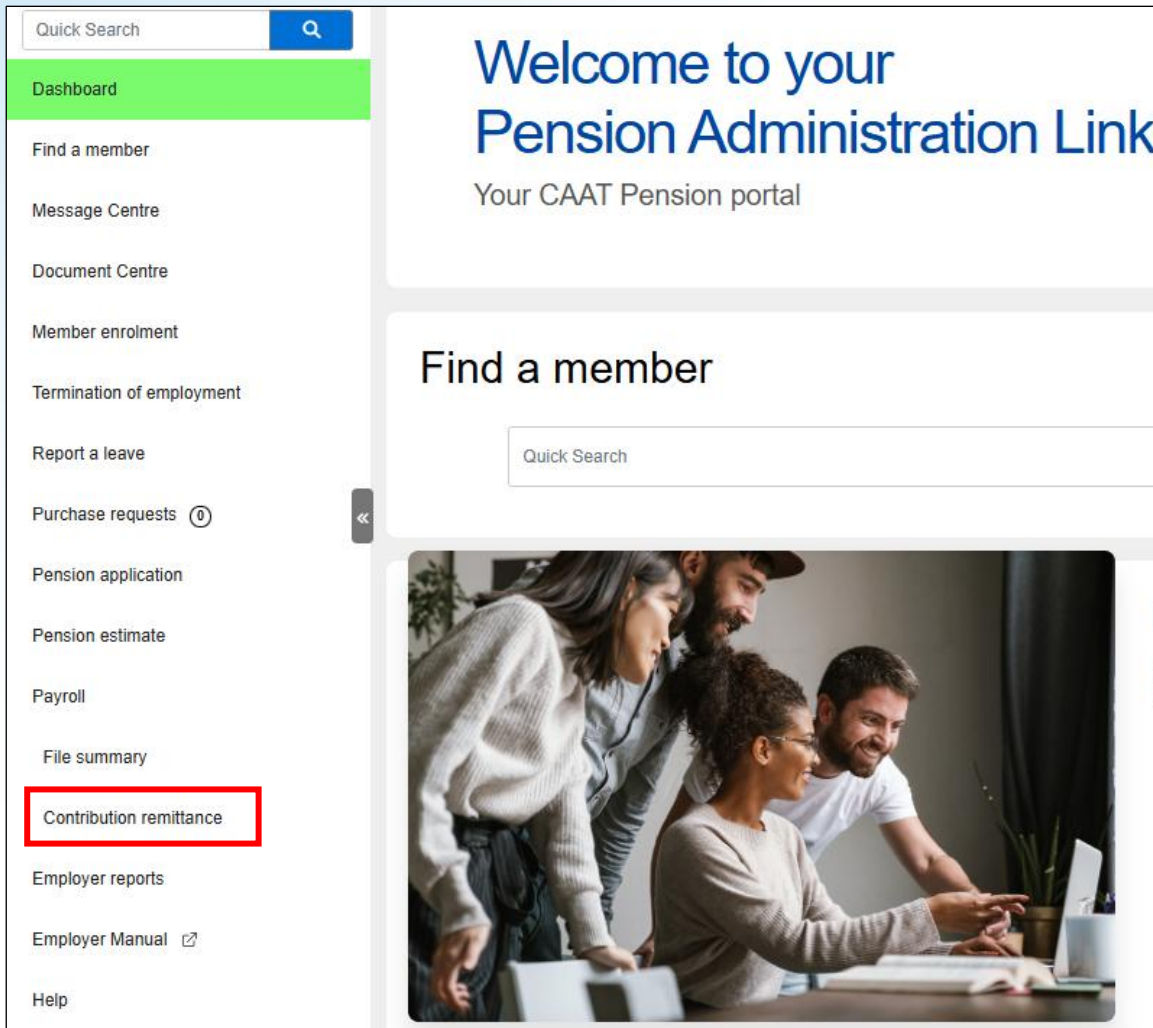
[Cancel](#)

How to submit contributions: Electronic funds transfer

- Electronic funds transfer (EFT)
 - Direct transfer between employer and CAAT
- Please direct the EFT payments relating to contribution remittances to the following bank account:

Name of Bank	CIBC
Address of Branch	199 Bay Street, Toronto, ON M5L 1G9
Transit No.	00002
Institution No.	010
Account No.	1573411
Payment Reference	CAAT Pension Plan

Contribution remittance summary: Using PAL (PBR only)



Quick Search

Dashboard

Find a member

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests 0

Pension application

Pension estimate

Payroll

File summary

Contribution remittance

Employer reports


Employer Manual

Help

Welcome to your
Pension Administration Link
Your CAAT Pension portal

Find a member

Quick Search



- Log in to PAL and you'll find Contribution remittance in the left menu under **Payroll**
- Select **Contribution remittance** from left navigation
- Training session:
 - [Contribution Remittances Using PAL \(PDF\)](#)
 - [Complete file with speaker notes \(PPT\)](#)

Contribution remittance: Using PAL (PBR only)

Contribution remittance
Start a contribution remittance and view/modify previous submissions

Start a remittance submission
Submit using this method only if an associated payment will be made

Unreported pay period **Reported pay period**

Annual Reconciliation

View your new documents
Click the corresponding button to access your PDF documents

Annual Contribution Reconciliation Package
Get your package

Remittance history **Export**

Payment Date	Remittance period	Due date	Process ID	CRF ID	Type	Total payment amount	Payment status	Modified on	Modified by
24-Sep-2025	24-Sep-2025	30-Oct-2025			Contributions	154,505.37	Payment received		
10-Sep-2025	10-Sep-2025	30-Oct-2025			Contributions	147,115.23	Payment received		

- Conveniently submit payroll files and create a **contribution remittance summary** in PAL to align with the timing of your contribution payments
- Choose **Unreported pay period** if you have not yet submitted and fully posted the PBR file for the related period
- Choose **Reported pay period** if you have already submitted the PBR file for the related period and records are 100% posted (preferred method)

Contribution remittance: Correcting errors using PAL (PBR only)

If you find an error in your contribution remittance summary

- Find the remittance record in the **Remittance history** table
 - If **Payment status** is still **Pending**, select the record from the table, check the box “**Are you reporting a data change?**” – then edit the summary and resubmit it
 - If **Payment status** is **Payment received**, you cannot edit the summary — select **Unreported pay period** and enter the correct information
 - To correct an error in the amount, you can remit more or less on the next remittance

Contribution remittance summary: For pension purchases

Purchases related to lump-sum pregnancy/parental/adoption leave, statutory leave of absence, transfer-in, etc.

The screenshot shows a web form with three columns: Member ID, Purchase Type, and Amount. A search bar is active in the Member ID column. The Purchase Type dropdown menu is open, showing several options. The Amount field contains the value 250.00. A blue 'New entry' button is located below the dropdown. At the bottom, a 'Purchases total' field shows 250.00.

Member ID	Purchase Type	Amount
<input type="text"/>	<input type="text" value="RPP Pre-Enrolment - Member"/>	<input type="text" value="250.00"/>

Comments

Purchases total 250.00

To submit contributions for a pension purchase:

- Search for the **Member ID**
- Select the **Purchase Type**
- Include the **Amount**
- Add **Comments** if you wish

Importance of contribution remittance summary

- Funds can be deposited and allocated only after a **contribution remittance summary** is submitted via PAL
- CAAT needs to know the breakdown of the funds to aid in other finance activities, so delays in receiving a **contribution remittance summary** affect many aspects of the business
- Missing remittance summaries can also lead to **late fees** and additional back-and-forth communication
- Contribution remittance summaries are required with every payment made

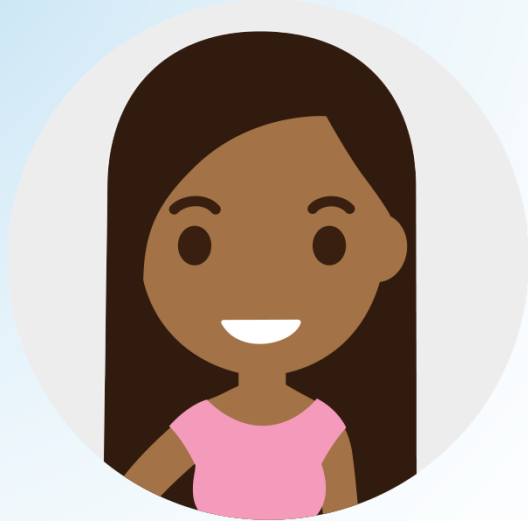
Please ensure the payment date and the amount of the remittance match what was sent to CIBC Mellon

Pension adjustments

Pension adjustment calculation

$$\left(\begin{array}{c} \text{member} \\ \text{contributions} \end{array} + \begin{array}{c} \text{employer} \\ \text{contributions} \end{array} \right) \times \begin{array}{c} \text{pension} \\ \text{factor} \\ (9.5\%) \end{array} \times 9 - \begin{array}{c} \text{offset}^* \end{array}$$

*** Prorated based on (member + employer contributions) ÷ money purchase limit**



Jill

Reporting on PBR data file:

AV	AW
D2PA	D2PAYEAR
10,047	12/31/2025



Example: 2025 pension adjustment

- 2025 earnings = \$100,000
- 4% contribution rate for member and 8% contribution rate for employer
- Total member contributions = \$4,000
- Total employer contribution = \$8,000
- Total 2025 DBplus contributions = \$12,000
- Calculated 2025 pension adjustment:
 - $[9 \times (12,000 \times 0.095)] - [600 \times (12,000 / 33,810)] = \mathbf{\$10,047}$

Pension adjustment tools



Termination



Employer calculators and spreadsheets

Working past age 65

[Estimate a DBplus pension](#) (Go to "You work for an employer that has joined DBplus since 2019")

Retirement



Spreadsheet for PA calculations for 2023 onward

[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel)

Death benefits



Payroll-based reporting (PBR)



Calculators and tools

Spreadsheet for PA calculations before December 31, 2022


[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel) – up to December 31, 2022

Forms library

DBplus Batch PA Calculation Spreadsheet

CAAT Pension Plan

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



ver: 2_2025

Year:

Annual Pension Factor: 9.5%
 Maximum Contributions (Money Purchase Limit): \$33,810
 Maximum PA: \$33,210

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 prorated between the prior plan and DBplus. Contact your Employer Pension Analyst for more details.

Results are based on information input by the user and the CAAT Plan does not review or verify the results. The CAAT Plan reserves the right to make any revisions to the tools. Please check the description of the spreadsheets in the Employer Manual to ensure you are using the correct version.

Member SIN/ID/EE No.	Name	Member Contributions (Actual + Deemed)	Employer Contributions (Actual + Deemed)	Total Contributions	Benefit Accrual	Pension Adjustment	Warnings
1				\$0.00	\$0.00	\$0	
2				\$0.00	\$0.00	\$0	
3				\$0.00	\$0.00	\$0	
4				\$0.00	\$0.00	\$0	
5				\$0.00	\$0.00	\$0	
6				\$0.00	\$0.00	\$0	
7				\$0.00	\$0.00	\$0	
8				\$0.00	\$0.00	\$0	
9				\$0.00	\$0.00	\$0	
10				\$0.00	\$0.00	\$0	
11				\$0.00	\$0.00	\$0	
12				\$0.00	\$0.00	\$0	
13				\$0.00	\$0.00	\$0	
14				\$0.00	\$0.00	\$0	
15				\$0.00	\$0.00	\$0	

