



Pension and Benefits Bulletin

Information for Congregations, Treasurers and Other Employers

Sign Up for Automatic Withdrawal — An Easier Way to Pay!

As of this October 2018, it will be easier than ever to stay on top of your Pension and Health & Dental payments with our new **Automatic Withdrawal** payment option.

Automatic Withdrawal is a secure, easy and convenient way to pay your Pension remittances and Health & Dental (H&D) invoices. Simply set it up once and never have to worry about missing a payment again.

Once set up, Pension remittances will automatically be withdrawn from your bank account on the 15th of **each month**. Participating congregations must remit by the 10th of the month a Pension remittance form before the first payment can be withdrawn. Funds will be withdrawn monthly based on the amounts indicated on this remittance form.

Health & Dental invoice payments will automatically be withdrawn from your bank account **quarterly** — on the 15th of January, April, July and October. The PCC will withdraw the amount based on your quarterly invoice.

To get signed up, please complete the authorization form on the next page — *now also available on the PCC website* — and email the completed form to onawar@presbyterian.ca OR mail to: **50 Wynford Drive, Toronto ON M3C 1J7, Attn: Omnya Nawar.**

Calling All Contributions!



Now that we've entered the final quarter of the fiscal year, this is a good time to make sure that all pension and group insurance contributions due thus far have been correctly calculated and remitted to our office. Pension legislation requires these payments to be made regularly, on a monthly basis.

If member contributions and/or congregational assessment payments are not up to date, you will be sent a collections notice from our office notifying you of the outstanding balance owed. To avoid receiving these notices, we recommend that you opt to have pension and group insurance remittances automatically withdrawn from your bank account according to our payment schedule.

Ending the year in good standing ensures that your member will receive their earned pension accrual as well as the accuracy of the deductions reported on the member's T4.



IMPORTANT INFORMATION — Please Read**Health & Dental:**

- **Payments will be withdrawn from your bank account on the 15th of January, April, July, October.**
- The PCC will withdraw the amount based on your **quarterly** invoice
- A copy of your invoice, marked "Paid" will be sent to you for your records, once we have received the funds

Pension:

- Pension remittances will be withdrawn from your bank account on the 15th of each month.
- To begin, participating congregations must remit by the 10th of the month a Pension remittance form before first payment can be withdrawn. **Funds will be withdrawn monthly based on the amounts indicated on this remittance form.**
- If your amounts change, or you would like to cease automatic payments, you must notify the Pension Office prior to the 10th of the month with a new remittance form.

**Please fill out the information below and email the completed form to onawar@presbyterian.ca
OR send to: 50 Wynford Drive, Toronto ON M3C 1J7, Attn: Omnya Nawar**

CONGREGATION INFORMATION

* - Required field

Congregation Code:*	Congregation Name:*
Address:*	Contact Email:*

BANKING INFORMATION

Please attach a void cheque OR complete the following financial bank/institution information:

Bank Institution Number (3 digits):	Bank Transit Number (5 digits):	Bank Account Number:
Bank Address (including Street #, Name, City, and Province):		

AUTHORIZING SIGNATURE(S)*

* - Required field

I (We) authorize The Presbyterian Church in Canada to automatically withdraw funds from our bank account for Health & Dental (H&D) invoice payments and Pension remittances according to the payment schedule outlined in the Important Information section above.

Signature_____
Please print name_____
Signature_____
Please print name_____
Date

PLEASE NOTE: There will be a \$5.00 charge for insufficient funds.

If you wish to stop your automatic withdrawal, please contact Omnya Nawar at onawar@presbyterian.ca