



PENSION ADMINISTRATION ***BULLETIN***

Reference No. 2006-02

Date: March 30, 2006

Further to our memos regarding the April 1, 2006 contribution rate increase, attached please find a copy of the new remittance form.

Please note there are two forms:

- One for use by employers who participated in the ERIP program from 1994 to 1998 and are required to pay an extra .6% in addition to matching the employees' contributions. This form is identified with a note in the title "*For Employers paying additional .6%*".
- One for use by employers who did not participate in the ERIP program from 1994 to 1998 and pay based on matching the employees' contributions.

You can use the attached copy to create a supply of the forms for your use or you can contact our office and request a supply if you prefer. Please note that the forms are also available on our website at www.nsahopensionplan.ca under "[I'm an Employer/Forms/Administration](#)" (We will leave the old remittance forms on the website temporarily to allow access to the forms until we receive all employer remittances up the April 1, 2006 rate change date).

Important Reminders:

1. Although the rate change date is April 1, 2006, the new contribution rates should be applied to your first pay period beginning on or after April 1, 2006 for ease of administration.
2. For 2006, there will be two sets of rates. In order for us to do our annual reconciliation to ensure that both employees and employers have contributed the correct amount of contributions, we require that each employer report total pensionable earnings and total employee contributions up to the rate change date. We do not require this information until the end of 2006 during the annual data collection process, however, if it is easier for you to provide this information to us now, please forward it to the attention of Cheryl Mallett-Skelton.

If you have any questions, please contact us. Thank you.