

Reference No. 2013 - 03

Date: February 25, 2013

TO: All Pension Administration Contact Persons at Contributing Member Organizations

RE: NSHEPP – New Payment Instructions for submitting Employee and Employer Contributions and New Remittance Forms for Immediate Use

Our custodian, RBC Investor Services, has recently made changes. As a result, the monthly remittance of Employee and Employer contributions that Employers previously sent to RBC's Halifax office should now be directed to the following address in Toronto:

Mailing Address:

RBC Investor Services
Central Payment Management
PO Box 7500
Station A
Toronto Ontario
M5W 1P9

Courier Address:

RBC Investor Services
Central Payment Management
155 Wellington St West, 4th floor
Toronto, ON M5V 3L3

New Remittance Forms:

The updated Employer Remittance Forms are available on our website. Effective immediately, please destroy any copies of the old forms and discontinue using them on a go forward basis.

Reminder – Remittances can also be paid via Electronic Fund Transfer (EFT):

Employers can remit Employee and Employer contributions via EFT to RBC Investor Services rather than mailing a cheque.

If you are interested in signing up for this service, please contact Plan staff for further information.