



TREASURER'S GUIDE
To Pension Plan Administration



Participating Employers in the Canadian Baptist Pension Plan

Plan name	Client/Plan ID	Policy Number	CRA Registration Number
Canadian Baptist Ministries	S4D/01	65891	0345769
Canadian Baptists of Ontario and Quebec	S4D/02	65892	0345769
Canadian Baptists of Western Canada	S4D/03	65893	0345769
Convention of Atlantic Baptist Churches	S4D/04	65894	0345769
Union of French Baptist Churches	S4D/06	65896	0345769

Summary of Specific Employer Obligations

Treasurers/Employers are required to:

Advise – Sun Life Financial regarding new hires, terminations, deaths and retirements.

Calculate – Correct amount of pension contributions and deduct from Plan Member's pay.

Remit – Plan Member contributions and matching Employer contributions to Sun Life Financial each month.

Report – Employer and Plan Member contributions on Member T4 slips each year.

Inform – Convention/Union office of new hires and salary changes.

Your Administration Guide

CANADIAN BAPTIST PENSION PLAN

This guide has been written by Sun Life Financial and Canadian Baptist Ministries to aid you in carrying out your Canadian Baptist Pension Plan (CBPP) administrative responsibilities.

TABLE OF CONTENTS

1. Sun Life Financial's Administrative Support Services for Treasurers	2
2. Plan Eligibility, Employee Classification and Provincial Pension Rules	2
3. Contribution Rates	3
4. New Employees and Enrolment Process	3
5. Reporting and Payment Options	4
6. Contribution Due Dates and Reminder Process	5
7. Current Plan Members Moving from One CBPP Employer to Another	6
8. Additional Voluntary Contributions	6
9. The Pension Plan Audit	7
10. Suspending Contributions	7
11. Completing the T4	7
12. Termination or Death of a Plan Member	8
13. Retirement of a Plan Member	8
14. New Treasurer	8
15. Sun Life Financial Contact Information	9

1. SUN LIFE FINANCIAL'S ADMINISTRATIVE SUPPORT SERVICES FOR TREASURERS

Sun Life Financial provides various administrative services to help you administer the Canadian Baptist Pension Plan. At Sun Life Financial, we will:

- **Send an enrolment package to eligible employees.** This package contains all the information and forms employees need in order to enrol in the Plan. Sun Life Financial will follow up directly with the Plan Member to obtain the completed forms.
- **Send welcome letters to all employees after they have enrolled in the Pension Plan.** Once enrolled, employees are referred to as Plan Members.
- **Create and maintain administrative and investment records** for each Plan Member utilizing the Member's enrolment information and investment instructions.
- **Provide 24 hour online access** to Plan information for Treasurers/Employers and Plan Members.

2. PLAN ELIGIBILITY, EMPLOYEE CLASSIFICATION and PROVINCIAL PENSION RULES

Employers MUST offer Plan participation when employees become eligible to join the Pension Plan. Membership is voluntary and employees may join **at any time*** after becoming eligible for membership. Once enrolled, participating plan members may temporarily suspend their contributions and then resume contributing at a later date.

Ministry Leaders – pastors, executive and management staff, and professors who meet the provincial minimum salary/hours requirements (see below) are eligible to join the Plan from their date of employment.

Support Staff – church administrators, secretarial, clerical staff, and custodial staff who meet the provincial minimum salary/hours requirements (see below) are eligible to join after one year of continuous employment, or earlier** if the Employer agrees.

Provincial minimum salary/hours requirements – the minimum earnings for Employer Sponsored Pension Plan participation is the Canada Pension Plan Years' Maximum Pensionable Earnings (YMPE). This changes annually and Employers are provided with this information each year end for the following year.

British Columbia, Alberta, New Brunswick, Newfoundland Labrador, NWT, Yukon and Nunavut – 35% of the YMPE.

Ontario, Quebec, Nova Scotia, Prince Edward Island, and Saskatchewan – 35% of the YMPE or 700 hours per year.

Manitoba – 25% of the YMPE or 700 hours per year.

* *Manitoba Exceptions to provincial pension plan rules – In Manitoba employees who meet the provincial minimum salary/hours requirements must join the Plan after completing two years of continuous service.*

** *Earlier participation is not permitted in Manitoba.*

3. CONTRIBUTION RATES

Employers and Plan Members each contribute 6% of the Member's monthly earnings* to the Plan for a total of 12% to be remitted to Sun Life Financial each month. Plan Members may also make Additional Voluntary Contributions (see Section #8).

4. NEW EMPLOYEES AND ENROLMENT PROCESS

Contact Sun Life Financial when a new employee is hired and provide the following information:

- Church name and the three digit church identifier
- Employee's name and home mailing address
- Employee's date of birth
- Employee's phone number
- Employee's date of employment with you
- Last six digits of the employee's Social Insurance Number (SIN)
- Employee's language of preference
- Employee's province of employment
- Employee's eligibility class (Minister Leader or Support Staff)
- Date expected to begin contributions**

When an employee becomes eligible to join the Canadian Baptist Pension Plan, Sun Life Financial will send the identified employee an enrolment package. The enrolment package includes:

- Enrolment form with designation of beneficiary and investment fund options.
- Investment risk profiler – to help employees make the best investment choices based on their comfort level with risk.
- Current performance of the pension funds.
- Waiver form – to be completed only if declining participation.
- Plan Member booklet: includes a statement that defines the purpose of the Pension Plan and outlines the general features of the Plan, such as: eligibility requirements; Member required contribution level; Employer matching contribution level; frequency of Member contributions; withdrawal or transaction restrictions.

* Monthly earnings for Ministry Leaders = salary plus housing allowance, if applicable. Monthly earnings for Support Staff = salary

** After you have notified Sun Life Financial that an employee is eligible to join the Plan, you will need to adjust your payroll to begin deducting Pension Plan contributions from the date contributions begin. Sun Life Financial will send the enrolment package prior to this date and will follow up directly with the employee to obtain the necessary forms.

A waiver form is also included in the enrolment package sent by Sun Life Financial. To decline participation in the Plan, the employee must complete this form and return it to Sun life Financial. This is important because it provides a record that you did offer the employee the opportunity to join the Plan.

5. REPORTING AND PAYMENT OPTIONS

Sun Life Financial offers you several reporting and payment options. To set this in place, you must complete and return the enclosed Contribution Submission Selection Form to Sun Life Financial.

Online Reporting – Electronic Contributions Submission via the Plan Sponsor Services website

The Plan Sponsor Services website (www.sunlife.ca/sponsor), a feature available to Treasurers/Employers, is a secure and confidential website that allows you to key in your contribution amounts for each Plan Member and electronically submit your church's contributions. The funds are withdrawn from your church's bank account using a Pre-Authorized Withdrawal (PAW) method after you trigger the withdrawal. To trigger this you **must** submit the contribution each month. This is **not** an automatic transaction. To access this online feature, a Plan Sponsor access ID and password will be provided to you under a separate communication.

Payment method: Pre-Authorized Withdrawal

Reporting by Fax, Mail, Email or Telephone

If you choose to report your contributions by fax or by mail, Sun Life Financial will produce a monthly Contribution Report Summary (CRS). This report, which includes a complete list of your Plan Members, is mailed around the 15th of each month. **Please note: this form is NOT an invoice.** Sun Life Financial does not bill churches. This form has two purposes:

- 1) To provide information - it is a statement of your previous month's contribution amount for each Plan Member.
- 2) To seek information - It has a fill-in-the blanks section for you to complete and return with the current month's remittance.

For example, the CRS for the October remittance will be mailed to you around October 15. It will be populated with the amount you previously remitted (e.g. for September). If there is no salary change or adjustment, you can simply copy the same amounts on the form. If there is a change, you calculate and adjust as required.

By Fax – Fax your completed Contribution Report Summary to our Waterloo office at 1-877-818-3143.

Payment method: Pre-Authorized Withdrawal

By Mail – Send your completed Contribution Report Summary with your cheque to:

Sun Life Assurance Company of Canada
Group Retirement Services
227 King Street South
PO Box 2025 STN Waterloo
WATERLOO Ontario N2J 0B4

By Email - Please send the PDF file to GRSLC@sunlife.com indicating your client and Payroll ID in the subject line.

Payment method: Pre-Authorized Withdrawal or cheque. Make payable to Sun Life Assurance Company of Canada and include your church name, Convention/Union and the three digit church identifier on the back of the cheque.

By Telephone – Call the Sponsor Care Centre at **1-800-387-7262**, Monday to Friday, 8 A.M. to 5 P.M. ET. You'll be asked to provide the following information:

- Your church name and Convention/Union.
- The 3 digit unique church identifier which Sun Life Financial has assigned to this location.
- The period the contributions represent.
- Contribution information: Plan Member and Employer required amounts; and Member voluntary, if any
- The total amount of the contribution.
- When the transaction is completed, Sun Life Financial will confirm the contribution total and the pre-authorized withdrawal amount with you.

Payment method: Pre-Authorized Withdrawal

Note for Pre-Authorized Withdrawals: Unlike most Pre-Authorized Withdrawal systems, you must authorize Sun Life Financial to withdraw contribution amounts from the church's bank account every month. This request comes from the Conventions/Unions to ensure your continuing control on when the withdrawal is made.

6. CONTRIBUTION DUE DATES and REMINDER PROCESS

Pension contributions for the previous month are due at Sun Life Financial by the 10th of the following month. For example, contributions for February must be submitted by March 10. There is one exception in this timing – Sun Life Financial must receive December's contribution prior to December 31 so all contributions for the calendar year will be included on the Plan Member's Statement which is issued shortly after year end.

Please be sure to submit your monthly contributions to Sun Life Financial in a timely and consistent manner. To ensure that all contributions are processed in compliance within regulatory timelines, Sun Life Financial and the National Pension and Insurance Committee have developed the following Contribution Submission Reminder procedure. After the contribution due date (10 days following month end), the following notifications will be sent:

Illustration – for contributions deducted from a member's pay between May 1–May 31, 2014

May contributions	Due at Sun Life by June 10 th . If not received by the end of June, the account is declared "delinquent" and Sun Life is required to contact the employer/church.
July 5 th	First reminder letter is sent to treasurer. Contributions are now outstanding for up to 65 days from the date they were deducted from the Plan Member's pay. If not received:
July 15 th	Second reminder letter is sent to treasurer. Plan member also receives a copy. Contributions are now outstanding for up to 75 days from the date they were deducted from the Plan Member's pay. If not received:
July 25 th	Regional office is advised. Contributions are now outstanding for up to 85 days from the date they were deducted from the Plan Member's pay. If not received:
August 31 st	Sun Life is required, <u>in accordance with Legislation</u> , to report overdue, unremitted contributions to the Financial Services Commission of Ontario (FSCO). This is the government regulatory body that oversees pension plan administration. This could result in the de-registration of the Pension Plan. Please make sure this never happens.

7. CURRENT PLAN MEMBERS MOVING FROM ONE CBPP EMPLOYER TO ANOTHER

Contact Sun Life Financial when a currently contributing Plan Member moves into your employ from another Canadian Baptist Employer and provide the following information:

- Your church name and the three digit church identifier
- Previous Employer name (and three digit church identifier if known)
- Plan Member's date of birth
- Plan Member's name and home mailing address
- Plan Member's phone number
- Plan Member's date of employment with you
- Last six digits of the Plan Member's Social Insurance Number (SIN)
- Plan Member's province of employment
- Plan Member's eligibility class - Ministry Leader or Support Staff

8. ADDITIONAL VOLUNTARY CONTRIBUTIONS

Plan Members are able to make Additional Voluntary Contributions (AVCs) to their pension account at Sun Life. There is no matching Employer contribution with AVCs. Since the AVC amount must be recorded on the T4 for tax purposes, a member on an unpaid leave may not make an AVC.

AVCs impact the yearly contribution limit to retirement savings plans. Plan members are allowed to shelter up to 18% of their earned income in their Pension Plan and RRSP savings. Plan members are responsible to make sure they do not over contribute.

AVCs can be done through monthly withholding from the Plan Member's pay or through a lump sum/ periodic payment.

Procedure

Monthly Deductions from a Plan Member's pay – The member advises you the pre-determined amount to withhold each month.

Lump sum/periodic payments – The member provides you with a letter of direction to be forwarded to Sun Life along with a current dated cheque for the full amount of the lump sum / periodic payment, made payable to Sun Life Assurance Company of Canada. Post dated cheques cannot be accepted.

When the AVC is through payroll deduction, you:

- deduct the additional pre-determined amount from the member's pay
- remit the AVC amount along with the regular member and employer monthly contribution to Sun Life

When the AVC is through lump sum/periodic payment, you:

- keep a photocopy of the letter of direction and cheque for church records
- mail the cheque and letter of direction with the regular member and employer monthly contribution to Sun Life.

Or

- mail the cheque and letter of direction to Sun Life, if monthly remittances are electronic.

AVCs must be recorded separately by Sun Life Financial so you must indicate the AVC amount when remitting. Call the Sun Life Plan Sponsor Care Centre at 1-800-387-7262 if you need any additional information.

9. THE PENSION PLAN AUDIT

Annually, the external auditors for the Canadian Baptist Pension Plan randomly select approximately 30 churches to compare the contributions recorded in the church's payroll register to the remittances recorded by Sun Life Financial. If your church is selected, you will be contacted by your Convention/Union office and asked to complete and return a Confirmation of Salary and Remittance of Pension Contributions Form. Since this is part of a time sensitive project, please complete and return promptly. When the auditors find a discrepancy in the information, it generally has to do with using an incorrect contribution percentage, an incorrect earnings amount, not adjusting the remittance when there is a salary change, or the timing of remittances such as December contributions that were not remitted in the same year.

10. SUSPENDING CONTRIBUTIONS

If a plan member takes an unpaid leave of absence, goes on a maternity leave without benefit continuation, an unpaid sabbatical, or chooses to temporarily suspend pension contributions, you must notify Sun Life Financial. If you do not advise Sun Life Financial when this occurs, the system will deem this to be an arrears situation and a reminder letter (see Section #6) will be sent to you.

11. COMPLETING THE T4

Canada Revenue Agency (CRA) uses the pension related information on the T4 in determining a plan member's taxable income and RRSP room.

Box 20 – this is the total amount of regular pension contributions the plan member made during the previous year.

Box 50 - Canadian Baptist Pension Plan registration number with CRA - 0345769

Box 52 – This box will generally be 2 times Box 20 – total member and employer contribution

Additional Voluntary Contributions – If the plan member made any Additional Voluntary Contributions during the previous year, this amount must also be included in Box 20 and Box 52.

12. TERMINATION OR DEATH OF A PLAN MEMBER

Contact Sun Life Financial when a Plan Member terminates employment or dies and provide the following information:

- The name, Social Insurance Number and current/last address of the Plan Member.
- The date of the Plan Member's termination or death.
- The Client/Plan ID (see inside front cover).

Sun Life Financial will send the Plan Member (or beneficiary) a Settlement Option Package confirming the amount of the accumulation in the pension account and options available.

13. RETIREMENT OF A PLAN MEMBER

Members, within 6 months of retirement, are encouraged to contact the Canadian Baptist Pension Plan's Ready to Retire consulting service available through Proteus, the Plan's consulting firm. The Proteus specialists help members understand their retirement options and the impact on their retirement income of choosing an option. Contact info: readytoretire@proteusperformance.com. Plan members who choose not to use the Proteus service should contact Sun Life Financial directly.

Treasurers must also confirm the retirement date with Sun Life.

14. NEW TREASURER

Contact Sun Life Financial and provide the name, email address, phone number and date the new Treasurer will assume the Treasurer position. If you have been using the internet for your monthly contribution reports, you cannot pass your Sun Life Financial access ID and password to a new Treasurer. The confidential information on the website is protected and meets privacy legislation requirements. Contact Sun Life Financial before you leave the Treasurer position and they will cancel your access code. The new Treasurer will also need to contact Sun Life Financial to gain website access.

15. SUN LIFE FINANCIAL CONTACT INFORMATION

Contact Information for *Treasurers/Employers*

To Submit a contribution or for general plan inquires:

You can speak with a Sponsor Care Specialist at the Sponsor Care Centre, any business day from 8 A.M. to 5 P.M. ET.

Sponsor Care Centre: 1-800-387-7262

Fax: 1-877-818-3143

Email: scc@sunlife.com

Plan Sponsor Services website: www.sunlife.ca/sponsor.

To report Membership activity including new hires, Plan Members moving from one Employer to another, terminations, retirements, deaths:

Sponsor Care Centre: 1-800-387-7262

Email: grslc@sunlife.com

Please include your Client/Plan ID (see inside front cover) in the subject line.

Contact Information for *Plan Members*

Plan Members can get personal support and information by calling one of our Customer Care Centre representatives any business day from 8 A.M. to 8 P.M. ET. For all pension inquiries, Plan Members may call the Customer Care Centre at 1-866-733-8613 or fax: 1-877-818-3143. For retirement inquiries and retirement income quotes, Plan Members should contact a Sun Life Retirement Specialist at 1-866-224-3906 any business day from 8 A.M. to 8 P.M. ET.

Plan Members can conduct transactions and find fund information, including access to secure email on Sun Life Financial's Plan Member Services website, **mysunlife.ca**.

Both the Sponsor Care Centre for Treasurers and the Customer Care Centre for Plan Members are able to provide service in 190 languages so you can converse in your preferred language.

Treasurers and Members can contact Sun Life Financial at the following address:

Sun Life Assurance Company of Canada

Group Retirement Services

227 King Street South

PO Box 2025 STN Waterloo

WATERLOO Ontario N2J 0B4

CBM, the Conventions and Unions and the Sun Life Financial staff thank you for all the work you do on behalf of Canadian Baptist Pension Plan members.

