

# Contribution Remittance Form

## Alberta School Boards Association Supplemental Integrated Pension Plan (SiPP)

School District: \_\_\_\_\_

Account Number: **RS102589** \_\_\_\_\_

Date Remitted to Manulife: \_\_\_\_\_ **REQUIRED**

Month and Year to which the contribution pertains: \_\_\_\_\_ **REQUIRED**

Name of Member	Contribution Amount
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_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total	\$ _____
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**Contributions to the SiPP are to be made payable to Manulife** (previously Standard Life).

1. The payments and remittance forms are to be sent to Manulife.
2. A copy of the remittance form must be sent via fax or email to Morneau Shepell.

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Send cheque and remittance form to:	Send a copy of remittance form to:
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Manulife  
Attention: Jing-Miao He  
PO Box 11464, Succ. Centre-ville  
Montreal, QC H3C 5M3  
Email to: retirement\_solutions@manulife.com  
Account reference number: RS102589

Morneau Shepell  
Attention: Karen Obrodovich  
Suite 400 – 411 Dunsmuir Street  
Vancouver, BC V6B 1X4  
Email to: kobrodovich@morneaushepell.com  
Fax: (604) 632-9930

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# Contribution Remittance Procedures

- Contributions are to be remitted to the SiPP on a monthly basis to Manulife along with the Remittance Form. If contributions are being made by EFT, please ensure to email Manulife the monthly Remittance Form.
- Contributions are to be remitted within 30 days of the month to which the contributions pertain (e.g. contributions for service accrued in March 2017 must be remitted by April 30, 2017).
- Monthly contributions are to be remitted in accordance with the amounts stipulated in the Contribution Requirements (see page 1).
- Monthly contribution amounts are to be updated each January as per the final Contribution Requirements schedule provided by Morneau Shepell in the fall of the prior year.
- A copy of the monthly Contribution Remittance Form must be sent to Karen Obrodovich at Morneau Shepell via fax or e-mail:  
Fax: (604) 632-9930  
E-mail: [kobrodovich@morneaushepell.com](mailto:kobrodovich@morneaushepell.com)
- Each Remittance Form must have the following information (use the most recent Remittance Form provided in the annual SiPP information package):
  - Date remitted to Manulife. This is the date that the contribution is sent to Manulife.
  - Month and year to which the contribution pertains. This is the month and year that the contribution is in respect of, not necessarily the date the contribution was remitted.
  - Name of each active member and the corresponding contribution for each active member.

## EXAMPLE

- If a school district has two members participating in the SiPP in March 2017 and both have earnings greater than \$145,722 in 2017; the remittance form should be completed as follows:

Date remitted to Manulife: April 5, 2017

Month/Year to which the contribution pertains: March 2017

Name of Member	Contribution Amount
John Smith	\$ 607.18
Jane Doe	<u>607.18</u>
Total	\$ 1,214.36

## QUESTIONS?

If you have questions on how to complete the remittance form correctly, please contact Karen Obrodovich at Morneau Shepell:

Phone: (604) 642-5234

E-mail: [kobrodovich@morneaushepell.com](mailto:kobrodovich@morneaushepell.com)