

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

## Frequently Asked Questions

### For Employers

#### **How do I enroll a new employee in the SiPP?**

Please complete the ASBA SiPP Enrollment Form and return it to Morneau Shepell via email or fax. The Enrollment Form can be found at: <https://www.asba.ab.ca/wp-content/uploads/2018/10/SiPP-Enrollment-Form.pdf>. A hard copy of the original document is not required. We will require a copy of the member's most recent ATRF/LAPP statement along with their enrollment form.

#### **What is the process for making SiPP contributions?**

SiPP contributions are to be remitted to Manulife, along with the Remittance Form, within 30 days following the month to which the contributions pertain. A copy of the Remittance Form must also be sent via fax or email to Morneau Shepell. Morneau Shepell provides updated SiPP Contribution Information to all participating employers at the start of each school year.

#### **Can SiPP contributions be made by Electronic Fund Transfer (EFT)?**

Yes, contributions can be remitted by EFT. Please contact email Manulife should you wish to set this up. If contributions are being made by EFT, please ensure to email Morneau Shepell and Manulife the monthly Remittance Form in order for Manulife to allocate your school district's deposit accurately.

#### **What are the steps to follow when a member wants to retire?**

1. Please email Morneau Shepell a completed Benefit Calculation Data Request Form and copy of the member's most recent ATRF/LAPP statement..
2. Morneau Shepell will prepare a Termination, Retirement, or Death Statement, whichever the case may be, outlining the benefits and the available options for payment and forward all of these directly to the School Division for distribution to the plan member for completion.
3. The plan member will be directed to return the completed Statement and all necessary forms and documentation directly to Morneau Shepell.
4. Morneau Shepell will then provide the necessary instructions to the Alberta School Boards Association to authorize the payment. The payment process will take approximately 2-3 weeks from the time Morneau Shepell receives the completed forms to the date of payment.

#### **If my school division is looking to join the SiPP, what do I need to do?**

Please contact Morneau Shepell at [asbapension@morneaushepell.com](mailto:asbapension@morneaushepell.com) and they can provide you with more information on how your school division can participate in the SiPP.

Questions about your SiPP benefit can be directed to Morneau Shepell at [asbapension@morneaushepell.com](mailto:asbapension@morneaushepell.com).