

## EMPLOYER INFORMATION

(To pass along to your Payroll Department) - (Jan 2024)

### CANADA REVENUE AGENCY T4 FILING:

T4 completion must include actual contributions deducted from remuneration and the matching employer contributions during your payroll year. Please note that pension plan regulations require all contributions deducted from remuneration to be remitted within 30 days following the month in which such amounts were deducted.

### T4 COMPLETION:

Box 20: Enter the employee contributions for the year.

Box 52: Enter both the employee and employer contributions for the year.

Box 50: Enter the Pension Plan registration number – 0354480.

Note: The pension contribution is not treated like an RRSP. The employer’s contribution to the Pension Plan is not to be added to the gross remuneration reported in Box 14.

### YEAR END & THE ANNUAL BENEFIT STATEMENT:

All Pension Plan contributions must be post-marked no later than December 31 to be included on a member’s Annual Benefit Statement that they will receive from the actuary the following Spring.

### MEMBER REQUIRED CONTRIBUTIONS:

The actual contribution rate is to be determined between the employee and their employer but must fall between the contribution rates as noted in the table below.

Contribution Rates*						
	Minimum Member	Minimum Employer	Minimum Combined	Maximum Member	Maximum Employer	Maximum Combined
Years 1 & 2	2.5%	2.5%	5%	10%	10%	20%
Years 3 & 4	4%	4%	8%	10%	10%	20%
Years 5 & after	5%	5%	10%	10%	10%	20%

Contributions are based on gross remuneration and clergy housing benefit, where applicable. While an employer may give a higher percentage of contribution than an employee, it is a legislative requirement that all employee contributions must be matched by the employer.

Note: To connect with our actuary to return past year excess employee contributions may incur a fee.

## REMITTING CONTRIBUTIONS:

Employee contributions are deducted from pay. The employer then matches the amount and remits the total (employee + employer contribution) to this office within 30 days of the pay deduction by:

- a) **Cheque** – With the payee listed as “The PAOC Pension Fund”.
  - Sent to this office at 2450 Milltower Court, Mississauga, ON L5N 5Z6.
  - Always accompanied by a [General Remittance Sheet](#) that clearly states who the contribution is for and how the amount is to be split between employee and employer contribution.
- b) **Online Remittance** – To sign up to make online remittances, contact [Janice Chiu](#) at [janice.chiu@paoc.org](mailto:janice.chiu@paoc.org) - Janice will supply the coding needed.
- c) **Via an Automatic Debit from a Church Account**  
To set this up, contact [Janice Chiu](#) at [janice.chiu@paoc.org](mailto:janice.chiu@paoc.org). Janice will need:
  - A copy of a VOID cheque from the church account.
  - The amount to be deducted and on what day of the month the deduction is to occur.
  - To know who the contribution is for and how the amount is to be split between the employee and employer contribution.

**Note:** It is the employer’s responsibility to notify us to halt automatic deductions if an employee terminates their employment with you or starts to receive their pension benefit.

## EMPLOYEE TERMINATIONS:

Please notify us of all persons who do not have credentials that terminate their employment with you. Confirm their current address and date of termination. Let them know that they can contact us directly if they have questions about their pension. **Important Note:** Once a member starts to receive their pension benefit, no further contributions are to be remitted. The final contribution must be received by the last day of the month in which the member starts to receive their pension.

## ANNUAL REPORTING:

Government regulations require the Pension Plan obtain and record the annual pensionable earnings of all members. At the start of each year, participating employers will receive a request to complete an Annual Statement of Earnings & Contributions for the previous calendar year. The statement should be completed by March 1<sup>st</sup> in the year in which it is requested, as it assists us in confirming that all employee contributions are matched or exceeded by the employer and within the required parameters.

## PENSION PORTAL:

Employer contribution history can be viewed via the Pension Portal at <https://portal.paocpension.org>.

## CONTACT INFORMATION:

To enrol in the Pension Plan, for general questions, or for information regarding termination or retirement, please contact:

The Pension Fund  
The Pentecostal Assemblies of Canada  
2450 Milltower Court  
Mississauga, ON L5N 5Z6

Phone: 905-542-7400  
Toll Free: 1-866-877-8481

Email: [pensioninfo@paoc.org](mailto:pensioninfo@paoc.org)