



EMPLOYER BULLETIN

Summer 2013

Who can be a MEPP member?

Every employee who works for a MEPP participating employer is eligible to participate in the Plan. Enrolment in MEPP is mandatory for permanent employees. However, non-permanent employees must be given the choice of whether or not to enrol in the Plan. It is important to enrol new permanent employees (and non-permanent who choose to participate in the Plan) as quickly as possible to avoid having to remit contributions in arrears and pay interest.

Member Enrolment

An **Enrolment** form must be completed and submitted to MEPP before contribution remittances can be accepted for new members. To get a copy of the **Enrolment** form, contact MEPP at 1-877-506-6377 or email mepp@peba.gov.sk.ca. For further information on member enrolment, see Section 2 of the *MEPP Employer Administration Guide*.

Employee Address Changes

Often, it is assumed that if an employee changes their address with you, the change is automatically done with MEPP. This is not the case. Employee address changes need to be communicated to MEPP. To notify MEPP of an address change, simply:

- call MEPP's Inquiry Line at 306-787-2684 or 1-877-506-6377 (toll free) to update over the phone;
- send MEPP an email (mepp@peba.gov.sk.ca) requesting the change;
- have the employee register the change using **ExpressAddress**; or
- have the employee complete and submit a *Personal Change* form, available on MEPP's website.

Contribution Remittance

It is the employer's responsibility to remit member and employer contributions to MEPP in a timely manner. Contributions are due to MEPP within 15 days after the end of the month. Late remittances are subject to interest charges. See Section 7 of the *MEPP Employer Administration Guide* for additional information on contributions to the Plan.

Are member files up-to-date?

At enrolment, members are asked to submit the **Enrolment** form and to include documents which are used when certain events happen during their employment. Some members still have incomplete files.

Documents required to be on file are:

- certified copy(ies) of employee's and spouse's (if applicable) birth certificate, or baptismal certificate, or valid Canadian passport, or valid Saskatchewan driver's license;
- completed and signed original *Designation of Beneficiary* form;
- certified copy of employee's marriage certificate (if applicable)

Please remind employees to ensure that all necessary documents are on file with MEPP. They can verify what documents are on file by checking page two of their latest MEPP Statement or by calling MEPP directly. For more information on Acceptable Documentation and certification of documents, visit www.peba.gov.sk.ca and click on the 'Publications' menu.

Was this bulletin helpful?

Help us serve you better by completing this quick, 3-question online **survey**.

The Employer Bulletin is published as a service for the employers of MEPP.
For further information or clarification, contact MEPP's Customer Focus Coordinator:
Phone: 306-787-2684 in Regina, Toll free: 1-877-506-6377
Email: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.