

Your Employee is Retiring... Now What?

These three steps must be completed for your employee to start receiving their pension.

All employers must:

1. Submit a *Termination* form.

You will need to contact MEPP for this form, or use the Employer Remittance System.

2. Remit all contributions and salary information.

3. Complete sections three and four of your employees' *Retirement Declaration* form. It is important both you and your employee complete this form.

Note: your employee will not be paid out or put on pension payroll until MEPP receives all the contributions from you and the contributions are posted to their account.

The employee must fill out these five forms to start the retirement process.

1. *Retirement Declaration*
2. *Application for Pension Benefits*
3. *Designation of Beneficiary at Retirement*
4. *TD1 Personal Tax Credits Return*
5. *Provincial TD1 Personal Tax Credits Return*

These forms are all available on the MEPP website and are the employees' responsibility to complete and submit to MEPP.

Voilà! A smooth transition to retirement!



Our new employer system PLANet will be coming out in early 2019!

Watch for emails with more information regarding the launch.

Contributions Made Easy

Want to simplify the process of submitting contributions? We have a solution for you! Online banking or Electronic Fund Transfers (EFT) are a quick and easy way to make contribution payments.

The Benefits are Numerous! Benefits of e-banking include:

- ensure contributions are remitted in the event of a postal disruption; and
- submit contributions with a click of the button, which will enable you to focus your time on other matters.

It's really quite easy! Simply, add Municipal Employees' Pension Plan as a payee through your online banking or set up an EFT at your bank. Voilà! That's it!

E-banking is cost-effective and timely which makes submitting contributions a breeze!



Get Online Now!

Please contact mepp@peba.gov.sk.ca if you have any questions about e-banking or retirement steps.

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; Fax: 306-787-0244
Email: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.