

# IWA - Forest Industry Long Term Disability Plan

## Administration Manual

(Online version March 2003)

We administer:

IWA - Forest Industry Pension Plan

IWA - Forest Industry Long Term Disability Plan ("LTD Plan")

We also administer:

IWA - Forest Industry Safety and Health Research and Education Trust ("H & S Fund")

IWA - Forest Industry Education Trust Fund

The Plan Office is located at:

Suite 150, 2955 Virtual Way  
Vancouver BC V5M 4X6

Our office is part of the Broadway Tech Centre complex, located on the south side of Broadway, bordered by Renfrew Street to the West and Nootka Street on the East. We are located on the ground floor of 2955 Virtual Way. There is parking available underneath our office building. A ten-minute walk from the Renfrew Skytrain station, east along Hebb Avenue, and north on Nootka will bring you to Virtual Way.

Phone: (604) 433-6310

Toll Free in BC: 1-800-663-4384

Fax: (604) 433-0518

You can e-mail the Contribution Administration Department at [collections@iwafibp.ca](mailto:collections@iwafibp.ca)

Visit our web page at [www.iwafibp.ca](http://www.iwafibp.ca)

## Table of Contents

Welcome

### 1. Getting Started

[1.1](#) Company Number

[1.2](#) Pay Period

[1.3](#) Reporting Method

[1.3.1](#) Our Forms

[1.3.2](#) Your Own Forms

[1.3.3](#) Report by Disk

[1.3.4](#) Report by E-mail

[1.4](#) Payment Methods

[2.](#) Employees

[2.1](#) Eligible Employees

[2.1.1](#) Employees Over 59 Years of Age

[2.2](#) Eligible Hours

[2.2.1](#) Fractional Hours

[2.3](#) Forms for New Employees

[2.3.1](#) Enrollment Card

[2.3.2](#) Employee Address or Name Change Card

[2.4](#) Employee Status Changes

[3.](#) Contributions

[3.1](#) Contribution Due Date

[3.2](#) Nil Reports

[3.3](#) Interest Charges

[3.4](#) Legal Action

[3.5](#) Correcting Reporting Errors

[3.6](#) Penalty Assessment

## [4. Companies](#)

- [4.1](#) Company Address Change
- [4.2](#) Company Name Change or Change of Ownership
- [4.3](#) Change of Membership in an Employer Organization
- [4.4](#) Change in Collective Agreement
- [4.5](#) Temporary Shutdown
- [4.6](#) Permanent Shutdown
- [4.7](#) Receivership or Bankruptcy
- [4.8](#) Withdrawal from the LTD Plan

- [4.8.1](#) Termination Assessment

- [4.9](#) Decertification

## [5. Audits](#)

- [5.1](#) What Records the Auditor Needs to See
- [5.2](#) Audit Results
- [5.3](#) Payment Plans

## [6. Owner-Operators](#)

- [6.1](#) Owner-Operator Delinquent Accounts
- [6.2](#) Change of Ownership

## [7. Benefits](#)

- [7.1](#) Eligibility for LTD Benefits
- [7.2](#) Rehabilitation Services
- [7.3](#) Application for LTD Benefits
- [7.4](#) LTD Plan Booklet

## [Other Sources of Information](#)

### **Welcome to the IWA - Forest Industry Long Term Disability Plan**

The IWA - Forest Industry Long Term Disability ("LTD") Plan was established in 1982. It is administered by a board of trustees appointed by I.W.A. Canada and the forest industry

employers. The Plan is funded by contributions from employers and employees of BC's forest industry. Monthly benefits are provided to employees who are unable to work because of a continuing illness or injury. LTD benefits become payable once an employee has been disabled for at least 52 weeks. The Plan covers illness and injuries that occur both on and off the job.

Your company's participation in the LTD Plan is based on a Participation Agreement. Under the Participation Agreement you are required to follow the terms of the Trust Agreement and LTD Plan Text, which are established by the Plan's Trustees. The contribution rate you pay to the LTD Plan is determined by the collective agreement you negotiate with I.W.A. Canada.

This Administration Manual is designed to be a reference guide for questions about the LTD Plan, including how to go about making contributions, what hours to contribute for, and how to direct your employees to find out about their LTD benefits.

In any case where a dispute arises due to differences between the Administration Manual and the Plan Text or Trust Agreement, the Plan Text or Trust Agreement will govern. The full text of the LTD Plan is available to any Participating Employer upon request.

## 1. GETTING STARTED

### 1.1 Company Number

When your company becomes a Participating Employer in the IWA - Forest Industry LTD Plan, you are assigned a six digit company number, in the format 0000-00. This number is unique to your company. Quoting your company number in all correspondence and phone calls enables us to call up your account faster.

- For owner-operators who have employees, two company numbers are assigned. The first four digits are the same for both, but the -00 extension refers to **employees** and the -55 refers to the **owner-operator**.

### 1.2 Pay Period

Participating Employers must submit contributions to the LTD Plan at least once every 31 days. Furthermore, contributions are due 30 days after your pay period end date. Within those guidelines, your company can choose a pattern of pay periods you find most convenient. It is advisable to choose the pay period schedule that most closely matches your payroll. The most popular choices are:

- by calendar month (January 1st to 31st)
- every 28 days (January 1st to 28th)

- every 14 days (January 1st to 14th, January 15th to 28th)
  - submit either one report every two weeks, or
  - two reports together, once every four weeks

Let us know which pay period schedule you choose so that we can send out contribution reports to match your schedule. Also let us know if you need to change your pay period schedule at any time, or adjust it as needed for rate changes, year ends, etc.

Regardless of the number of days worked in a pay period, your report needs to have Period Start and End Dates that cover the entire pay period. Every day must be accounted for.

On the first page of your monthly contribution report, check that the Period Start Date we have pre-printed is correct. There may be occasions when the contribution report for the next period is mailed to you before we have received your previous one. In that case, adjust the Period Start Date. The Period End Date is left blank for you to fill in.

### 1.3 Reporting Method


It is up to each Participating Employer to decide if they wish to use our paper contribution reports, create their own spreadsheet or payroll reports, or report via computer disks or e-mail.

#### 1.3.1 Our Forms

The forms for reporting hours and calculating the amount of contributions are called **Contribution Reports**. Each report has three sections:

- Billing Statement

This front page displays the Company Name, Company Number and complete mailing address. Adjust the Period Start Date if necessary. Fill in the Period End Date and the total hours for the pay period on this page. The contribution rate per hour for each plan your company participates in is indicated. Multiply the hours by the rate shown to get the amount owing per plan. Plans your company is not required to contribute for are marked "N/A."



**IWA - FOREST INDUSTRY**  
 Billing Statement For : COMPANY NUMBER  
 Period Start Date : 01-JAN-2003  
 Period End Date :   
(Please fill in)  
 DD MON YYYY

**PENSION PLAN  
 LTD PLAN  
 HEALTH & SAFETY FUND  
 EDUCATION FUND**

Statement No. : 10000  
 Printed on : 28-OCT-2003  
 Page : 1

COMPANY NAME AND ADDRESS

Please check that the pay period start date is correct, and fill in your pay period end date

Please provide us with the name(s) of any company that you contract for :

*Payment is due within 30 days of period end date. (Interest will be charged on all overdue amounts)*

	PENSION	LTD	H&S	EDUCATION
Total hours reported this period :				
Times : Contribution rate :	x 3.050	x .55	x .005	x .03
Total contributions for this period :				
Total contributions for all plans :				
Plus : Interest				
<b>TOTAL AMOUNT SUBMITTED :</b>				

Any underpayment, overpayment, interest or other charges will be shown here.

If your company does not participate in any one of these plans, 'N/A' will be shown.

SAMPLE

- If you have any questions or would like more detail about the amount(s) shown on this statement, please contact us at :  
 #150 - 2955 Virtual Way, Vancouver, B.C. V5M 4X6  
 Fax: (604) 433-0518 Tel: (604) 433-6310 Toll-free in B.C. (1-800) 663-4384

- Please make your cheque payable to the IWA - Forest Industry Pension and/or LTD Plans.

- Member Hours Report

The middle section of our report is pre-printed with the Social Insurance Number ("SIN") and name of each employee we show as an active employee of your company. Fill in the hours worked for Pension and/or LTD in the appropriate column for each employee. Add the SIN and name of any new employees to the bottom of the list.



If you decide to use your own forms, we require the following information:

- Company Name and Company Number
- Period Start and End Dates
- SIN and Name of each employee
- Hours for each member
- Total hours being reported and paid for

You will still receive a Billing Statement and Work Status Report from our office. These are sent to you to keep you up to date regarding any debits or credits in your company's account, as well as give you the opportunity to report any employee status changes.

### 1.3.3 Report by Disk

If you prefer to submit your contribution information on a computer disk, contact our office for the specifications. We require the data in a simple text file rather than a spreadsheet or other formatted document file.

### 1.3.4 Report by E-mail

You can submit your contribution information via e-mail. The data is submitted in the form of a simple text file, zipped, and protected with a password. If you are interested in sending your reports via e-mail, please contact our office for the file specifications.

## 1.4 Payment Methods

Cheques or money orders should be made payable to IWA - Forest Industry LTD Plan, and submitted together with your contribution report. One cheque made out to the LTD Plan may be used to cover your contributions to the Pension Plan, H & S Fund, and/or Education Trust Funds.

## 2. EMPLOYEES

### 2.1 Eligible Employees

LTD contributions must be made for all of your employees doing I.W.A. bargaining unit work,

who have satisfied the eligibility requirements for coverage under your industry Health & Welfare Plan.

If you have contractors working for you who do not satisfy Canada Customs and Revenue Agency's definition of "independent" contractors, they will be considered employees for the purposes of the LTD Plan, and contributions must be made for them.

If you are an owner-operator of a company participating in the LTD Plan, see *section 6 Owner-Operators*.

### 2.1.1 Employees Over 59 Years of Age

LTD contributions are no longer required after a member's 59th birthday. Once our records show that an employee has turned 59, an "N/A" will appear beside their name in the Member Hours section of your Contribution Report.

## 2.2 Eligible Hours

It is important to correctly determine which hours are eligible under the LTD Plan, and which ones are not. Not all hours your employees are paid for are considered Eligible Hours.

At least twice per year our office will send you a copy of our Contributory Hours Reporting Guide, a one sheet table breaking down the most common categories of hours, and whether or not to report them for Pension and/or LTD.

Following is the full definition of Eligible Hours from the LTD Plan text:

*Eligible Hours means hours actually worked by an Employee provided that short shifts paid as though actually worked on a full eight-hour shift basis will be treated in all respects for the purposes of the Plan as though actually worked on a full eight-hour shift basis; and provided further that an alternative work schedule under which the Employee is paid for a greater number of hours than those actually worked shall be treated in all respects for the purposes of the Plan as though the employee actually worked the hours paid; and provided further that in the case of Employees who are detained on company premises at company directions, and are paid call time while so detained, such call time (but not travel time) shall be treated in all respects for the purposes of the Plan as though actually worked; and provided further that in the case of an Employee who works on Union business on a part-time basis, so that his "Eligible Hours" with his regular Employer are reduced, the time so worked for the Union shall be deemed to be worked at the rate of eight hours for each day, with pro-rata allowance for*

*part days, while on Union business and Contributions shall be paid to the Trustees by the Union on that basis.*

### 2.2.1 Fractional Hours

Report all Eligible Hours to the LTD Plan, including fractional hours up to two decimal places. For example, if a member works 8.75 hours a day and works 17 days in one month, you must report 148.75 hours. Do not round up or down. The only exceptions are employees with an alternate work schedule, or who work a short shift as described in *section 2.2 Eligible Hours*.

## 2.3 Forms for New Employees

If you need copies of any of the forms listed below, please contact our office, or download a printable version from our website, [www.iwafibp.ca](http://www.iwafibp.ca)

### 2.3.1 Enrollment Card

For every employee you hire, we need a completed Enrollment Card. This card gives us all of the basic information we need about each new employee, including birth date, hire date, and current address. Do not forget to fill in your company number. Contact our office to order a supply of these cards.

### 2.3.2 Employee Address or Name Change Card

An Employee Address and/or Name Change card must be completed and returned when your employee changes their address or name. If we do not have the correct address, the employee will not receive correspondence from our office.

## 2.4 Employee Status Changes

It is important that you keep us up to date on the status of your employees. If an employee no longer works for your company, you should indicate whether they are (T) Terminated, (L) Laid off, (R) Retired or (D) Deceased, and let us know the date on which they

**IWA-FOREST INDUSTRY PENSION PLAN and IWA-FOREST INDUSTRY LTD PLAN**  
 Suite 150 - 2955 VIRTUAL WORK  
 VANCOUVER, BC V5M 4X6

**ENROLLMENT CARD**  
 To be completed by employer for all new employees

Please Print

**MEMBER INFORMATION**

Name \_\_\_\_\_  
Last name First name Initial

Street/P.O. Box \_\_\_\_\_

Town/City \_\_\_\_\_ Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

Birthdate \_\_\_\_\_  
Day Month Year

Sex Male  Female

Hire Date \_\_\_\_\_  
Day Month Year

Occupation \_\_\_\_\_

Check One: Part Time  Full Time  Casual

**EMPLOYER INFORMATION**

Company Name \_\_\_\_\_

Division Name \_\_\_\_\_

Company # \_\_\_\_\_ Division # \_\_\_\_\_

Signature of Employer \_\_\_\_\_

Date Signed \_\_\_\_\_ Phone # \_\_\_\_\_

stopped working. A list of the status codes is shown at the top of the Member Work Status Report section of your Contribution Report (*see section 1.3.1 Our Forms*).

### **3. CONTRIBUTIONS**

#### **3.1 Contribution Due Date**

Contributions are due in our office 30 days after the Period End Date of your report. You must report at least once every 31 days. For example, reports for the period January 1st to 31st are due by March 3rd. Reports for the period January 1st to 28th are due February 28th. If your company is experiencing cash flow problems and will be unable to make payments, the time to tell us is before your account becomes delinquent, when there is an opportunity to work out a payment plan.

We accept post-dated cheques, but interest charges apply to amounts owing beyond their due date.

#### **3.2 Nil Reports**

Even if you have no eligible hours to report in a pay period, a nil report must be filed. This can be submitted by fax or mail.

#### **3.3 Interest Charges**

Interest is charged on all overdue amounts. Interest is calculated daily, compounded monthly, at the rate of one and a half times the prime rate. The rate is updated on the first business day of each calendar quarter.

#### **3.4 Legal Action**

If your account is in arrears, the LTD Plan may initiate legal action against your company to collect the overdue amount. You will be notified before such action begins. You will be responsible for reimbursing the Plan for any fees we incur to pursue such action.

#### **3.5 Correcting Reporting Errors**

Any adjustments to an employee's hours for a past pay period must be reported separately. Please do not add or subtract hours from your current billing statement. Let us know how many hours are being adjusted, which employee is affected and for which period, so we can make the

appropriate changes.

### 3.6 Penalty Assessment

If your contributions to the LTD Plan are more than 90 days overdue and one of your employees becomes disabled before those contributions have been paid, you will be required to pay a Penalty Assessment.

Following is the definition of "Penalty Assessment" from the LTD Trust Agreement:

#### ***Penalty Assessment***

*(a) The term "Penalty Assessment" as used herein shall mean the amount determined by the Trustees to be the full amount or the capitalized value of compensation payable by the Trustees in respect of an injury to or an illness of a Participating Employee which must be paid to the Trustees by a Participating Employer when on the date which the Participating Employee's injury or illness first prevents him from working, the Participating Employer is indebted to the Trustees for payment of Contributions for any of its Participating Employees and any portion of that liability has been owing for more than ninety days.*

*(b) For the purpose of the Penalty Assessment the expression "compensation payable by the Trustees" will include the cost of monthly benefits, the cost of medical, dental and extended health care coverage and the cost of any rehabilitation services provided to the disabled Participating Employee.*

*(c) The Penalty Assessment will be payable immediately after delivery of a written notice setting out the amount of the assessment by the Trustees to the Participating Employer.*

## **4. COMPANIES**

### 4.1 Company Address Change

Notify us as soon as possible if you are moving, so we can re-direct your billing statements. Similarly, if you hire an outside party to prepare your reports, please inform us of their mailing address, phone/fax numbers and contact name.

### 4.2 Company Name Change or Change of Ownership

If your company's name changes, or the company is sold to or amalgamates with another company, we need to know. If your I.W.A. operations move from one company to operating under another company, you must also let us know.

For owner-operators, it is just as important to let us know if your company's status changes. For instance, owner-operators of unincorporated companies are not eligible to participate in the LTD Plan.

Regardless of any changes to your corporate status, if your company participates in the Pension and/or LTD Plans, you must make contributions on behalf of your employees.

#### 4.3 Change of Membership in an Employer Organization

If your company is a member of one of the forest industry employer organizations, such as Forest Industrial Relations Ltd. (FIR), Council on Northern Interior Forest Employment Relations (CONIFER), Interior Forest Labour Relations Association (IFLRA) or Inland Forest Construction Group, it is important that you notify our office if your membership in that organization ceases. Certain obligations to the LTD Plan that apply to these member organizations may no longer apply to your company.

#### 4.4 Change in Collective Agreement

Each new collective agreement your company enters into with I.W.A. Canada may have an effect on your participation in the LTD Plan, such as a change in your contribution rate or your employees' benefit entitlement. We ask that you let us know any time your company reaches a new collective agreement or signs a memorandum of agreement that concerns the LTD Plan.

#### 4.5 Temporary Shutdown

If your company temporarily shuts down, you must submit nil reports for each pay period during the shutdown. This is the easiest method if the shutdown is not expected to last very long.

However, if you anticipate the shutdown will continue for quite some time, contact our office and we can arrange to stop sending billing statements. We will follow up with you at agreed-upon intervals from three months to one year's time. If you resume operations earlier than expected, contact our office and we will send out billing statements.

#### 4.6 Permanent Shutdown

Please notify us in writing if your company shuts down permanently. All contributions must be paid in full before your account can be closed. You are still obligated to contact the Plan Office if

you resume operations in the future, regardless of the length of time your company is closed.

#### 4.7 Receivership or Bankruptcy

If your company goes into receivership or files for bankruptcy, let us know.

#### 4.8 Withdrawal from the LTD Plan

A withdrawal from the LTD Plan must be negotiated between your company and your union local. You cannot withdraw retroactively. Notify us immediately if a withdrawal is negotiated.

##### 4.8.1 Termination Assessment

If an Employer ceases to participate in the LTD Plan due to withdrawal, decertification, or relocation of business to another Canadian province, the USA or Mexico, the Employer will be required to submit payment to the Trustees of an amount determined to be that Employer's share of the unfunded liability of the LTD Plan at the time participation ceases. The amount owing is determined by a formula set out in the LTD Plan Text.

#### 4.9 Decertification

If your employees vote to decertify from the I.W.A., your company's participation in the IWA - Forest Industry LTD Plan will end. Notify us immediately if your company has decertified. The termination assessment described in *section 4.8.1 Termination Assessment* above will apply.

### 5. AUDITS

All Employers are audited at least once every five years. We have an obligation to ensure that members are receiving the coverage they are entitled to, and to ensure compliance with the Plan rules.

All information obtained in an audit is kept confidential.

#### 5.1 What Records the Auditor Needs to See

When your company is selected for an audit, you will be informed by mail. We include a listing of required documents at that time. These could include but are not limited to time sheets, T4s and the payroll register. One of our field auditors will then contact you by phone to arrange a convenient time to examine your payroll records.

## 5.2 Audit Results

Once the audit has been completed in the field, the results are analyzed by the Plan Office. You will receive a full breakdown of any discrepancies.

If an audit reveals an overpayment of contributions, credits will be applied to your company's account.

## 5.3 Payment Plans

Companies are given 30 days to pay the audit in full. Any company that is unable to pay the full amount owing should submit a payment proposal. The proposal must be submitted as soon as possible after receiving the audit results.

## 6. OWNER-OPERATORS

To be considered an owner-operator as defined in the LTD Plan, you must satisfy the following definition:

- you own at least 10% of the voting shares of an **incorporated** company,
- your company is a Participating Employer in the IWA - Forest Industry LTD Plan,
- you are employed in the forest industry in an I.W.A. bargaining unit position,
- you perform such bargaining unit work at least 75% of your normal work month, and
- you are a member of the I.W.A. or the I.W.A. is your bargaining agent.

In order for owner-operators to be eligible for coverage under the LTD Plan, they must cover themselves under an industry Health & Welfare Plan for weekly indemnity benefits. If an owner-operator fails to do so, he/she will be considered ineligible for LTD coverage. Please provide us with the name of your weekly indemnity benefit plan, and the provider.

### 6.1 Owner-Operator Delinquent Accounts

If contributions are delinquent 90 days past the contribution due date, an Owner-Operator will have his coverage under the LTD Plan automatically terminated. (*See section 4.1 Contribution Due Date.*) Once coverage has been terminated, the Owner-Operator will not be eligible to participate in or receive benefits from the LTD Plan, and will remain ineligible for as long as he continues to be an Owner-Operator.

This provision only affects Owner-Operators. Employees of the terminated Owner-Operator will continue to be covered and contributions are required to be made on their behalf.

## 6.2 Change of Ownership

It is important to let us know if the ownership of your company changes. If you sell a portion of your business to someone else, that person may qualify as an owner-operator as described in *section 6 Owner-Operators*.

## 7. BENEFITS

All of the employees for whom you have been making LTD contributions should be made aware of the benefits they are entitled to if they become ill or are injured. Other than the basic requirement for coverage in the LTD Plan set out in 2.1 Eligible Employees, there are a number of other conditions that must be met before such an employee becomes eligible for benefits from the LTD Plan.

### 7.1 Eligibility for LTD Benefits

- Member is unable to work at his/her normal occupation for at least 52 weeks; and
- Member has received at least 52 weeks of:
  - WCB wage loss, rehabilitation and/or income continuity benefits, and/or
  - Weekly indemnity benefits from an Industry Health & Welfare Plan; and
- Member has applied for Employment Insurance sick benefits and has either
  - Received all benefits entitled to, or
  - Been declared ineligible; and
- Member is under regular care of medical doctor; and
- Member is disabled as defined under the terms of the LTD Plan; and
- Member has applied for CPP disability benefits

### 7.2 Rehabilitation Services

The LTD Plan offers rehabilitation services that may begin long before a member is eligible to receive LTD benefits. Starting the rehabilitation process early increases the likelihood the member will be able to successfully return to work. Depending on the nature of the disability, the member may be contacted as early as 3 months after the date of disability to discuss rehabilitation options. The rehabilitation counsellor may require information from the employer to develop an appropriate rehabilitation program. If your company has a disability management program in place, our rehabilitation counsellor will coordinate our program with yours.

The Rehabilitation Services Plan Booklet is also available for download at our website, [www.iwafibp.ca](http://www.iwafibp.ca)

### 7.3 Application for LTD Benefits

Members who are receiving short term disability benefits from their weekly indemnity carrier (eg., Pacific Blue Cross, Manulife) should receive an application for LTD benefits during the 10th month of their disability. Members who have completed WCB wage loss, rehabilitation and/or income continuity benefits, should contact our office so we can send them an application package.

Included in the package is a form to be completed by the Employer. Please contact our office if you have any questions about how to fill out this form.



**IWA - FOREST INDUSTRY LTD PLAN**  
 Suite 111 - 2050 151st Ave, Edmonton, BC, V6A 4M6 • 780-422-6272  
 Long Disability Ltd (one-time only) • Group 1-200-463-4164

**OFFICE USE ONLY**  
 Company # \_\_\_\_\_  
 Plan E. Date \_\_\_\_\_

**To be completed at the end of 90 months of disability**  
**Long Term Disability Benefits Claim Form: Employer** Form Type - P101

Name of Claimant: \_\_\_\_\_  
 Social Insurance No: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Date Last Worked: \_\_\_\_\_  
 Date of Disability: \_\_\_\_\_ Severity Date: \_\_\_\_\_

1. Regular job title or date last worked: \_\_\_\_\_  
 (a) Briefly describe the job duties for attach job description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (b) Titles of jobs held by claimant within last 2 years: \_\_\_\_\_  
 \_\_\_\_\_

2. Is the claimant working weekly indemnity? Yes  No   
 Who processes weekly indemnity? IC LEV  Forest Industry Eligibility Adjudication Service  Other \_\_\_\_\_  
 Name of Health & Welfare Plan: \_\_\_\_\_ Group # \_\_\_\_\_

3. Is Worker's Compensation wage loss or pension payable?  
 (a) Regular base: \_\_\_\_\_ (b) Other member: \_\_\_\_\_  
 (c) If payments stopped, date to which paid: \_\_\_\_\_  
 (d) Was an Appeal filed? Yes  No  Date Appeal filed: \_\_\_\_\_

4. If claimant is not eligible for either Worker's Compensation benefits or weekly indemnity benefits, please explain why not: \_\_\_\_\_

**Long Term Disability Benefits Claim Form: Employer - Page 2**

5. Has the LTD contribution paid for claimant: \_\_\_\_\_  
 6. Who is the company contact for return-to-work issues? \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Do you have a transitional work program or job disability management program? \_\_\_\_\_

7. COMMENTS (Please provide any additional information relevant to this claim): \_\_\_\_\_  
 \_\_\_\_\_

8. Employer's MSP, EHB and Dental coverage, with dates: \_\_\_\_\_  
 9. Name of Employer: \_\_\_\_\_  
 Address of Employer: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Company Number: \_\_\_\_\_

**EMPLOYER'S STATEMENT OF CONFIDENTIALITY**  
 10. The information contained in the Attending Physician's Statement of Disability and any additional medical information provided to us will only be used for processing the status of this claim or any related matters dealing with the Worker's Compensation Board. Under no circumstances will this medical information be released to any other person or organization.  
 \_\_\_\_\_ day of \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Name and Title (please print): \_\_\_\_\_

## 7.4 LTD Plan Booklet

This booklet provides a summary of the LTD benefits and rehabilitation services members are eligible for if they become disabled. The booklet also contains instructions about how and when to apply for LTD benefits, as well as other information members need to know before they apply for LTD benefits. If you need copies of the booklet for your employees, let us know.

## Other Sources of Information

For further information about the IWA - Forest Industry LTD Plan, please refer to the following:

- Contributory Hours Reporting Guide
- LTD Plan Booklet
- Employer Newsletter
- Collective Agreement
- [www.iwafibp.ca](http://www.iwafibp.ca)

