



IWA - FOREST INDUSTRY

Pension and Long Term Disability Plans

Employer Newsletter Issue #1, October 1996

Welcome...

...to the first issue of the Collections Department's Employer Newsletter. This newsletter is designed to update payroll clerks and others with changes to our Plan rules and helpful hints on how to prepare reports and contributions for the Pension and LTD Plans.

Working Together

If you have any questions about your company's account with the Pension and/or LTD Plans, or want assistance filling out contribution reports or other forms, please call us. We're more than willing to help you.

When you dial our switchboard (433-6310 from within the Lower Mainland, 1-800-663-4384 toll-free from anywhere in BC), ask for the Collections Department.

Company Number

Each company enrolled with the Pension and/or LTD Plans is assigned a company number-- four digits, followed by a two digit extension. For example, 9999-00.

The -55 extension is reserved for owner/operators. If your company has both employees and owners working, you have to fill out two forms each month--one -00 and one -55.

Having your company number ready will help us serve you faster.



Keeping in Touch

Let us know if your company's name, address, phone or fax number changes. This will ensure you get all the information you need from us, without any interruption.

It is also important to let us know the name of the person preparing your monthly contribution reports. That way, we will know who to ask for if we have to call.

Technological Leaps

We are involved in a process of updating our computer system. You may have noticed changes to the format of reports being sent to you over the last couple of years. Over the next year or two, we will continue to try to improve our format and we appreciate your patience and co-operation. Thank you.