

# IWA - FOREST INDUSTRY Pension and Long Term Disability Plans

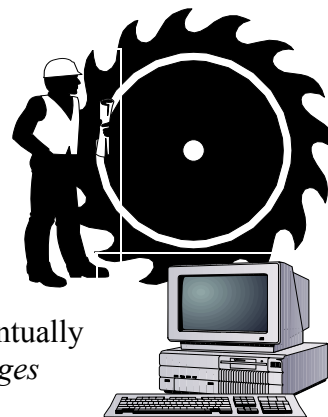
## *Employer Newsletter Issue #4, November 1997*



*Designed for payroll clerks, bookkeepers, accountants and others responsible for completing contribution reports for the Pension and LTD Plans.*

### ***Education Trust Fund***

Starting January 1, 1998, all Participating Employers who have signed the 1997 Memorandum of Agreement or related agreements will be required to submit one cent per hour worked to the Education Trust Fund. Effective June 15, 1998, the rate increases to two cents per hour worked, and as of June 15, 1999, the rate increases to three cents per hour worked. Information will be attached to your billing statements for January as to how to include this extra contribution with your regular remittance, and calculations for the Education Trust Fund will eventually be worked into the new contribution report forms. (See *Computer System Changes* below.)



### ***Monthly Status Information***

It is important that all Participating Employers provide us with information on layoff, vacation, WCB and sick leave on a monthly basis. Although no contributions are required for members who are sick, laid off or on vacation, members are eligible for credits during these periods. In order to ensure that these members get all of the credits they deserve, we require that status information be included on all contribution report forms.

### ***Payment Due Dates***



All contribution reports and payments are due 31 days from the pay period end date, regardless of the length of the pay period. If your company has a bi-weekly payroll, such as November 2<sup>nd</sup> to 15<sup>th</sup>, and November 16<sup>th</sup> to 29<sup>th</sup>, you must remember that your contribution report for the first period is due in our office on or before December 15<sup>th</sup>! Interest charges are applied to all late payments.

### ***Computer System Changes***

You will notice changes over the next several months to the format of your contribution reports. We are in the process of upgrading our computer system in order to improve our service to you. Please be patient as we work to determine the best format to use. If your company is interested in submitting contribution report information electronically, please contact our office for the format specifications.

### ***How to Reach Us***

If you have any questions, please feel free to call our office. Our contact numbers are:

Phone: 433-6310 (from the Lower Mainland)  
Toll-free: 1-800-663-4384 (from anywhere in BC)  
Fax: (604) 433-0518

Our office is open from 8:00 am to 4:30 pm, Monday through Friday. Please ask for [ACollections@](mailto:ACollections@)