



# IWA - FOREST INDUSTRY

Pension and Long Term Disability Plans

*Employer Newsletter*

*Issue #6, December 1998*

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

## ***Designation of Beneficiary Cards***

A Designation of Beneficiary card must be completed by every employee who is a member of the IWA - Forest Industry Pension Plan. This ensures that the Plan office has the correct information if a pre-retirement death benefit is to be paid. For a supply of these cards, please call or fax the Plan office.

## ***Permanent Involuntary Job Loss***

Employees who lose their job with your company as a result of downsizing, job elimination, technological change or permanent closure should be reported with a Work Status  $\neq$  rather than  $\neq$ . It is important that these employees are reported accurately as they may be eligible for special provisions under the Pension Plan. For example, members who break service due to an involuntary job loss and return to work for another Participating Employer within 3 years of the break *may* be eligible to upgrade their service earned prior to the break in service.

Use the  $\neq$ -Work Status for employees that quit or were fired.

## ***Common Mistakes***

- C Not reporting hours from the first day worked.
- C Not reporting hours for casual or part-time employees.
- C Not reporting hours for Maternity or Parental Leave.
- C Over-reporting hours by including travel time.
- C Over-reporting hours by including statutory holidays.

Attached is our Contributory Hours Reporting Guide. Please refer to it when completing your contribution reports.



**If you have any questions, please feel free to call our office:**

Phone: (604) 433-6310    Toll-Free: 1-800-663-4384 (within BC)    Fax: (604) 433-0518

Our switchboard is open from 8:00am to 4:30pm, Monday through Friday. Please ask for *ACollections.@*