

CONFIDENTIAL INFORMATION SHEET

Long Term Disability and Pension Calculations

Employee's Name: _____ ID#: _____

(last 6 digits of S.I.N.)

Effective Date of Salary: _____

TOTAL GROSS SALARY, which includes either:

- Basic Salary PLUS Housing Allowance OR
- Basic Salary PLUS Fair Rental Value of Parsonage AND utilities,
if paid by the church on behalf of the member A. \$ _____

OF PAY PERIODS (Weekly=52, Bi-weekly=26, Semi-monthly=24, Monthly=12) B. _____

PENSION CONTRIBUTION PER PAY PERIOD

- Employee portion -6% deducted from employee. (A divided by B x 6%) C. \$ _____
- Employer portion - 6% matched by the employer. (A divided by B x 6%) D. \$ _____

TOTAL Pension Contribution per Pay Period: (C + D) E. \$ _____

NOTE: Send in the number of pay periods each month. Ex: If there are 3 pay periods in a month, send in 3 x E.

Pension Contributions are calculated by the Treasurer and sent in **monthly** to the Record Keeper, Canada Life, by the end of the month. It is the record keepers' job to ensure they receive a monthly amount for each member. Canada Life does not verify whether the amount is accurate or not.

Long Term Disability (LTD) Monthly premiums are determined by Canada Life however premiums can roughly be calculated using the following: Total Salary / 12 x .67 x .02788

TREASURER

Church: _____

Treasurer: _____

Email: _____

Phone No: _____ Date: _____

**Please complete this form and submit to CBAC whenever there is a change in salary
or if you have a new employee.**

IMPORTANT: Please return to: Karen Gunn, Pension and Benefits Manager
By email: karen.gunn@baptist-atlantic.ca
Or by mail: PO Box 6003, Moncton, NB E1C 0V7