

**\*\*\* CONFIDENTIAL INFORMATION SHEET \*\*\***  
**for**  
**Long Term Disability calculations and auditing of Pension Contributions**

Member's Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
(last 6 digits of SIN # or old 4 digit ID)

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
- \$ \_\_\_\_\_

**# OF PAY PERIODS** (Weekly=52, Bi-weekly=26, Semi-monthly=24, Monthly=12) \_\_\_\_\_

**PENSION CONTRIBUTION PER PAY PERIOD (6% employee + 6% employer)** = \_\_\_\_\_  
(Total Gross Salary multiplied by 12% divided by # of Pay Periods)

**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 .02707

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

TREASURER

MEMBER

Church: \_\_\_\_\_ Name: \_\_\_\_\_

Treasurer: \_\_\_\_\_ # & Street Address: \_\_\_\_\_

email: \_\_\_\_\_ City & Province: \_\_\_\_\_

Phone No: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date: \_\_\_\_\_ email: \_\_\_\_\_

**IMPORTANT:** Please return to: Karen Gunn, Benefits Coordinator  
By email: [karen.gunn@baptist-atlantic.ca](mailto:karen.gunn@baptist-atlantic.ca)  
Or by mail: PO Box 6003, Moncton, NB E1C 0V7