

## User Guide: Contribution Notice Form (PBSA Section 56 and PBSR Section 55).

**Purpose:** This user guide aims to provide support to users of the: “**Contributions Notification Form (PBSA Section 56 and PBSR Section 55)**” for reporting non-compliance to **BCFSA**.

The excel form will replace the old PDF form, and it will allow fundholders to report:

- a) When contributions were not remitted to the fundholder by the end of the period required by legislation (PBSA).
- b) When contributions remitted were less than 90% of the amount expected to be remitted.
- c) When a plan administrator did not submit the required [Schedule of Expected Contributions \(PBSA Section 56\)](#) to the fundholder.

### When to file the notification form

#### Monthly

45 days after the end of the month in which contributions were due

If no contributions were remitted to the fundholder.

#### Monthly

45 days after the date the Schedule of Expected Contributions form was due

If Schedule of Expected Contributions form was not submitted to the fundholder.

#### Quarterly

45 days after the quarter during the which the contributions were less than 90% of the expected amount.

If Contributions were less than 90% of the expected amount

### Filling out the form

The excel form contains two tabs: **INSTRUCTIONS** and **DATA ENTRY**. Users are encouraged to refer to the instructions tab for guidance on completing the form prior to filling out the **DATA ENTRY** tab.

### Instructions

- Complete only one row for each pension plan reported.
- If the information in the Fundholder Information section is the same across multiple lines, you may complete only one line on top.
- Do not report variances that are less than 10% of the expected contributions.
- Do not attach any other additional documents to the email other than the form
- Please forward completed forms to: [pensions@bcfsa.ca](mailto:pensions@bcfsa.ca)
- Always use **PEN005** as the subject line in the email

Concepts:

Group 1: Pension Plan Information	
<b>1.- Legal Name of Plan</b>	Enter the Legal Name of the Plan as registered with BCFSA Example: ABD Pension Plan, Retirement Plan for Company XYZ
<b>2.- BC Registration Number</b>	Enter only the last 7 characters of the Plan Registration Number. Example: For plan P089999-1, enter only 89999-1
<b>Benefit Type</b>	Select one of the benefit types that accurately describes the Pension Plan from a drop down. There are five (5) options.
Group 2: Non-Compliance Information	
<b>Reason for Reporting:</b>	Choose from a list of drop-down options which include the following three items. - No contributions remitted - Contributions were less than 90% of the Expected - Schedule of Expected Contributions Form not submitted
<b>Period Covered by This Notice from:</b>	Enter the final date of the period covered by the notice. Use the format: Month Day, Year (e.g., April 1, 2024), or numeric format: MM/DD/YYYY (e.g., 04/01/2024).
<b>Period Covered by This Notice to:</b>	Enter the final date of the period covered by the notice. Use the format: Month Day, Year (e.g., April 1, 2024), or numeric format: MM/DD/YYYY (e.g., 04/01/2024)."
<b>Total Contribution Variance %:</b>	This column is auto calculated. Do not enter any value.
<b>Comments:</b>	This is section, provide the following information: - Explanation of the variance - Details of any additional remittances or contributions made between the due date and the date of this notice - Any previous reporting periods with outstanding unremitted contributions or corrected contributions - Any changes since the last notice regarding previous reporting periods.
Group 3: Contributions information	
<b>Employee Contributions Expected:</b>	Enter the estimated employee contributions reported in the "Schedule of Expected Contributions" form for the period.
<b>Employee Contributions Remitted:</b>	Enter the amount that was remitted for the employee contributions for the period.
<b>Employee Contributions Variance %</b>	This column is auto-calculated. Do not enter any value.
<b>Employer Current Service Cost Expected</b>	Enter the estimated employer current service cost contributions reported in the "Schedule of Expected Contributions" form for the period.
<b>Employer Current Service Cost Variance</b>	This column is auto calculated. Do not enter any value.
<b>Employer Special Payments Expected:</b>	Enter the estimated employer special payments contributions reported in the "Schedule of Expected Contributions" form for the period
<b>Employer Special Payments Remitted:</b>	Enter the actual employer special payments contributions remitted
<b>Employer Special Payments Variance %</b>	This column is auto calculated. Do not enter any value.
<b>Total Contributions Expected</b>	This column is auto calculated. Do not enter any value.
<b>Total Contribution Remitted</b>	This column is auto calculated. Do not enter any value.
Group 4: Fundholder information	
<b>Fundholder:</b>	Enter the name of the financial institution completing the form.
<b>Contact Name:</b>	Enter the name of the authorized representative of the fundholder completing the form
<b>Email Address:</b>	Enter the email of the authorized representative of the fundholder completing the form

For further assistance on completing the Contribution Notice Form (PBSA Section 56 and PBSR Section 55), contact us at [Pensions@bcfsa.ca](mailto:Pensions@bcfsa.ca).