

Contact confirmation form

What you need to do by November 1

1. Sign in to secure employer website
2. Under Employer Reporting, go to File Pick-up and download the *Contact Confirmation for Employers* form.
3. Review the following sections of the form:
 - Federal income tax business numbers
 - Sort order for pension adjustments
 - Sort order for member benefit statements
 - Contact person(s) for pension adjustment and member benefit statement information
 - Pension adjustment file format; this applies only if your pension adjustment amounts are provided to you electronically

Note: You no longer need to confirm or change the Electronic Pension Adjustment (EPA) date. The date is now set as February 13, 2020, which is the last date we anticipate producing EPAs.

4. If changes are needed, save the form on your computer and make the necessary changes. If no changes are needed, leave the form as is and do not move on to step 5.
5. Print, scan and send the updated form to Employer Operations through Message Board.

Employer Operations

Message Board

employer.services@pensionsbc.ca

Toll-free (Canada/U.S.):
1-855-356-9701