

Distributing the *Member's Benefit Statement* and the *Report to Members*

The *Pension Benefits Standards Act* requires that each of your employees who are plan members receives their *Member's Benefit Statement* (MBS) and *Report to Members* within 180 days after the plan's fiscal year-end.

Next steps

1. Encourage your employees to go paper-free.
 - Doing so can save time and money associated with paper distribution. Employees who have opted in will receive an email notification when their MBS and *Report to Members* is available online.
 - Signing up for paper-free communications is simple, and your employees can change their preferences at any time. Employees can opt in to go paper-free when they sign in or register for My Account. Communication preferences can be changed at any time in their account settings.
 - Employees must register to opt in before spring 2022 (MPP and TPP), summer 2022 (PSPP and WorkSafeBC) and fall 2022 (College) to receive their upcoming statement digitally. Otherwise, they may still receive a paper copy and will receive digital notifications in the future.
2. Talk to your employees about My Account.
 - My Account is the secure personal pension portal used by over 389,000 plan members. Once registered, members can:
 - View, download and print their MBS (current and historical)
 - Update personal information and beneficiaries
 - Get a pension estimate
 - Estimate the cost of buying back service
 - Apply for their pension
 - Send messages and documents in Message Centre
 - Update communication preferences (go paper-free)

To register, your employees just need their Person ID number (found on their welcome package or MBS) and social insurance number.

3. If you distribute pension information to your staff directly, you'll see a list of employees who have opted to go paper-free on the employer report that accompanies your MBS and *Report to Members* package. You are not responsible for distributing these documents to those employees. If we distribute them digitally to your staff on your behalf, you will see a cost reduction.

EMPLOYER REPORTING INSTRUCTIONS

Distributing the *Member's Benefit Statement* and the *Report to Members*

If you have not arranged for the MBS and *Report to Members* to be mailed directly to your employees, BC Mail Plus will deliver them to you directly (see dates below).

	You will receive MBS & <i>Report to Members</i> packages by:	Distribute the packages to your employees by:
College	Mid-February	February 27, 2022
MPP & TPP	Mid-June	June 29, 2022
PSPP & WSBC	Mid-September	September 27, 2022

Employer Operations

Message Board

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