



Submitting Payments to PEPP by Cheque Deposit at Royal Bank of Canada (RBC)

It is imperative that both steps are completed when remitting contributions to PEPP. The process is time sensitive. PEPP must receive the funds for contributions **and** the corresponding contribution listing must be entered into PLANet within **15 calendar days** from the date employees are paid (Pay Date) in order to avoid late processing fees.

Step 1: Upload your contribution listing to Employer PLANet

There is no need to send PEPP a copy of your contribution listing if you have uploaded it to PLANet.

Step 2: Send payment and confirmation email

Once the PLANet file is uploaded, confirm the total contributions of the file and send the payment and a confirmation email to PEPP.

- Deposit the payment for pension contributions directly into PEPP's bank account at a Royal Bank of Canada (RBC) location. Pick up physical carbon copy deposit slips from your RBC or request deposit slips from the PEPP ERCs.

See the following page for PEPP's account information for your deposit slips.

- Email Plannera Finance at EFT@plannera.ca advising a payment has been made. Contributions made by branch deposit show up simply as "deposit" on PEPP's bank statement, so it is important to scan and email the deposit slip along with the following information to PEPP:
 - a) Employer name and four-digit PEPP Employer Code in the subject line of your email (i.e. 1234 Sample Company).
 - b) In the body of the email please include:
 - total amount remitted by direct deposit at RBC;
 - PLANet File ID number(s) the payment pertains to; and
 - date of payment to PEPP.

Should you have any questions or require clarification, please feel free to contact the PEPP Employer Relations Coordinators (ERCs) at 306-787-1662 or email erc.pepp@plannera.ca .

Deposit Slip Example

RBC Royal Bank

DEPOSIT SLIP
CURRENT ACCOUNT

DATE: _____ INITIALS: _____

LIST OF CHEQUES

DETAILS	CASH
X 5	
X 10	
X 20	
X 50	
X 100	
X 500	
CON	
CON CASH TOTAL	
CHEQUES TOTAL	
NET	
NET	
TOTAL \$	

CREDIT ACCOUNT OF
PUBLIC EMPLOYEES PENSION PLAN

CHEQUES TOTAL
US CASH TOTAL
US CHECKS TOTAL

TOTAL # OF CHEQUES

⑆ 2040 ⑆ ⑆ 00008 ⑆ 003 ⑆ 150 ⑆ 49 ⑆ 9 ⑆ 5 ⑆

To save time during future submissions, request a large amount of deposit slips from your RBC branch or from the PEPP ERCs, to eliminate the need to physically visit the branch for every deposit.

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