

CONTRIBUTIONS AND PAYMENT OPTIONS

As a new remitting contractor to IBEW Local 353, we'd like to provide you with details on how to submit monthly contributions and payments to TEIBAS.

WHAT YOU NEED TO KNOW ABOUT IBEW LOCAL 353 CONTRIBUTIONS

CONTRIBUTIONS TO TEIBAS

- 1 Contributions are based on the total number of hours earned by the employee, multiplied by the appropriate rate for each fund. The rates for the various job classifications are provided and maintained by Horizon Connect and taxes are automatically calculated.

If you need to contact TEIBAS with a reporting issue, send a task directly to the Employer Services through Horizon Connect!
- 2 The monthly report must be submitted on Horizon Connect, and payment is due on or before the 20th of each month. When the 20th falls on a weekend or holiday, date the payment no later than the 20th and deliver it to TEIBAS before the due date.
- 3 Employers that submit their payments after the 20th of the month are subject to delinquency charges of \$0.08 per \$100 outstanding per day.
- 4 If you have no employees to report, you still must remit a "NIL" report in Horizon Connect.
- 5 If you are an owner/operator, please refer to instructions provided by the IBEW Local 353.

TAXES

- 1 Pension Adjustment (PA) - The employer is required to monitor contributions made to the Pension Plan on behalf of each member; reporting on the T4 the total pensionable contributions paid throughout the year on behalf of the employee. TEIBAS does not produce PA's for the members.

The CRA does not allow pension plans to accept pension contributions after the end of the year a member reaches age 71, or on the date they start receiving a pension from the IBEW Local 353 Pension Plan (whichever is earlier) if they continue to work. In these circumstances pension contributions can't be added to a member's individual pension adjustment.

TEIBAS will notify you when a Plan member hits one of these thresholds, along with the effective date of when contributions should no longer be reported as a pension adjustment on the member's T4.

Pension contributions should not cease for these members, just the reporting of the pension adjustment. TEIBAS will continue to receive and administer the pension contributions in line with the terms of the applicable collective agreement.
- 2 Tax receipts for RRSP contributions are issued by Canada Life Group Retirement Services or Scotia McLeod. Please refer to the CRA's Guide to Payroll Deduction Basics for more information.
- 3 Tax receipts for working union dues are mailed directly to members by the IBEW Local 353 Union Hall.

REMITTANCE REPORTING

In order to make remitting contributions easy, TEIBAS requires that all employers report using our online reporting tool called [Horizon Connect](#).

Horizon Connect calculates and reports what is owed in monthly contributions to the Trust Funds on behalf of members of IBEW Local 353. With [Horizon Connect](#), data can be uploaded and verified before the monthly report is submitted to TEIBAS, ensuring minimal errors. Pay rates for the various pay categories are maintained on Horizon Connect, so annual changes to pay rates are handled automatically.

Horizon Connect ensures that monthly contributions are received by TEIBAS securely, preventing the likelihood of personal information being lost through the mail. By using [Horizon Connect](#), all personal information remains confidential. You are required to apply multi-factor authentication when entering the portal.

Complete the enclosed [Horizon Connect](#) Agreement and return the signed form to TEIBAS. Persons assigned as users of [Horizon Connect](#) will receive an email from noreply@teibas.com. You must complete the instructions on the email to get access to [Horizon Connect](#).

User Types and Access

Executive access type has access to do the following:

- Add, edit or inactivate users
- Add and submit hours
- Print reports

Payroll access type has access to do the following:

- Add and submit hours
- Print reports

Finance access type has access to do the following:

- View transactions
- Receive monthly employer statements

PAYMENT OPTIONS

For the added convenience of employers, TEIBAS offers three ways to make contributions to the IBEW Local 353 Trust Funds. Below is an overview of the options.

Electronic Funds Transfer

All major banks and financial institutions are able to provide electronic fund transfers to the IBEW Local 353 Trust Funds.

To transfer funds, use your five-digit employer number as the account number and process payment to vendor **IBEW Local 353 TRUST FUNDS - TEIBAS**. The amount of the transfer is based on the contribution statement balance owing, created through Horizon Connect.

Please ensure the funds are electronically transferred on or before the 20th day of the month. Banks and financial institutions require from one to two days to prepare the transfer of funds. Please confirm with your provider to ensure that payment for remittances is received on time. Payments received after the 20th day of the month are considered delinquent and subject to interest charges.

PAYMENT OPTIONS cont'd.

Pre-Authorized Debit

To serve you better, TEIBAS has made arrangements for pre-authorized debit. If you select this option, your account is set up for pre-authorization and the remittance due (as calculated by Horizon Connect) is automatically withdrawn from the account. We have enclosed a pre-authorized debit form for your convenience. Should you wish to pay by pre-authorized debit, simply return the signed form with a copy of a void blank cheque or banking details that you can access from your online banking portal.

Terms and Conditions

Employers certify that their bank account is in good standing with sufficient funds to cover pre-authorized payments to be drawn on the 20th day of the month.

Employers must submit their data in Horizon Connect three business days prior to the 20th of the month. Although the Horizon Connect file is created in advance, funds are not withdrawn from the account until the 20th of the month.

If the monthly data submission is not completed on time, the employer may:

- Send a cheque to TEIBAS for the month's data submission or,
- Process a manual electronic funds transfer via the employer's online banking.

If the monthly data submission is not completed on time and alternate arrangements have not been made, all required remittances for data submission with a "pending" status will be included on the next data submission date and applicable delinquent interest charges will apply.

Pre-authorized debit arrangements may be terminated by the employer with written notice to TEIBAS at least seven days in advance of the payment due date.

Cheque

Employers may prepare a cheque payable to:

IBEW Local 353 Trust Funds.

The cheque must be delivered to TEIBAS offices at:

110 Sheppard Avenue E; Suite 705 Toronto, ON M2N 6Y8

When the 20th falls on a weekend or holiday, we recommend you date the payment no later than the 20th and deliver it to TEIBAS before the due date to avoid late charges.

FREQUENTLY ASKED QUESTIONS

Q: I understand that we must remit on or before the 20th of the month, but what happens if the date falls on a weekend or a statutory holiday?

The collective agreement states that payment must be received on or before the 20th of the month. Electronic funds transfers should be dated three days before the due date to allow the bank enough time to process the payments. When the 20th falls on a weekend or statutory holiday, cheques should be dated no later than the 20th and delivered to the TEIBAS offices before the due date. For instance, if the 20th falls on a Sunday, you must deliver the cheque to TEIBAS on the Friday before.

Q: Can I remit my payment electronically?

Yes. To transfer funds, use your five-digit employer number as the account number and process payment to vendor IBEW Local 353 TRUST FUNDS - TEIBAS.

Q: I'm confused about when to apply shift premiums and overtime rates?

Please refer to the Principal Agreement (or other applicable collective agreement) to determine when overtime and shift rate premiums apply or contact IBEW Local 353.

Q: When paying for overtime, do I remit for hours paid?

Yes. For instance, if an employee works 10 overtime hours at time-and-a-half, you must report 10 overtime hours worked in the overtime column. Horizon Connect will calculate 15 hours earned (10 hours worked x 1.5 overtime rate = 15 hours paid). The employer contributes for hours paid, not hours worked.

Q: What is the contribution for an employee on temporary lay-off?

Your monthly contribution is the health and welfare contribution rate, plus PST, multiplied by 150 hours. Where the employee has working hours in a month, the monthly contribution is the health and welfare rate plus PST, multiplied by 150 hours less any working hours.

Q: I have an electrician working in the jurisdiction of another IBEW local. To whom do I remit the contribution and for how much?

You make your contribution to the IBEW local in which the member is working. In order to determine the amount of the contribution, we recommend you contact the Business Manager of the IBEW local the work is located in.

Q: What is the IBEW Local 353 Pension Plan's registration number?

The IBEW Local 353 Pension Plan number is: **0598235**.