



Group retirement plan
Payroll deduction authorization

To be completed by an employee who is eligible to participate in a group retirement plan.

EMPLOYER/PLAN SPONSOR INFORMATION

Name of employer/plan sponsor

Policy/plan number

Nishnawbe Aski Legal Services Corp.

EMPLOYEE INFORMATION

Last name

Initial

First name

Social insurance number

Employee I.D.

Lazarus

W

Sophia

495-886-533

Payroll deduction authorization – I authorize my employer/plan sponsor to deduct contributions for remittance to the above plan as follows:

Plan:

- RRSP RPP Non-registered TFSA VRSP
 Other _____

Payroll deduction:
(fill in only those applicable)

Contribution Type

Amount to be deducted per pay

Regular / required _____

6 %

Additional voluntary _____

0 %

Voluntary _____

0 %

This replaces all previous instructions for this group retirement plan.

Employee signature

Date

Feb. 8/24

NOTE: This form is to be retained by the client/plan sponsor and should not be returned to Canada Life.

From: Claude Paquin <Claude@wpbenefits.ca>
Sent: February 8, 2024 10:45 AM
To: Liberty Gorman
Subject: RE: Amendments to Contributions
Attachments: Contributions.pdf

CAUTION - EXTERNAL E-MAIL - Do not click or open attachments unless you recognize the sender.

Hello Liberty,

You can just have them fill out and sign this form.

Where it has a blank contribution %. Please write in "Voluntary" and write in 0%. Employer and Employee section write in 6% each.

You don't need to send this to Canada Life, please just keep it in their personnel file for your records and adjust their contribution accordingly.

If you need a hand to complete the form, please me know.

Cheers,



Claude Paquin, Associate Broker

1560 Old Garden River Rd,

Batchewana First Nation, ON, P6A 6J8

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From: Liberty Gorman <lgorman@nanlegal.on.ca>

Sent: Thursday, February 8, 2024 9:30 AM

To: Claude Paquin <Claude@wpbenefits.ca>

Subject: Amendments to Contributions

Good morning, Claude,

We have an employee wanting to make amendments to their pension application. They are wanting to contribute only what is required and had accidentally added an additional 6% contributions. Can you please let me know what steps to take to make the amendments to their application or should they fill out a new application?

Thank you,

Liberty Gorman,
HR - Recruitment Coordinator



Nishnawbe-Aski Legal Services Corporation

101 Syndicate Ave N, Suite 303A

Thunder Bay, ON

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