

# Schedule of Expected Pension Contributions

(Form 21)

The Schedule of Expected Pension Contributions confirms a pension plan's funding requirements and reports an estimate of the member and employer contributions. It replaces the Cost certificate, and is required for pension plans registered in Alberta.

You must complete and provide a Schedule of Expected Pension Contributions to Manulife:

- ▶ within 30 days after the date the plan is established;
- ▶ within 30 days after plan's fiscal year end; and
- ▶ within 30 days after the plan administrator becomes aware of a permanent change in the Schedule of Expected Pension Contributions



To obtain the latest Form 21, click on: [www.finance.alberta.ca/publications/pensions/forms.html](http://www.finance.alberta.ca/publications/pensions/forms.html) and select Form 21.

## The Schedule of Expected Pension Contributions

**Alberta** Government **Schedule of Expected Pension Contributions**

This form must be completed by an administrator of the pension plan, other than a collectively bargained multi-employer plan, and provided to the fundholder(s) of the pension fund.

- within 30 days after the registration of the plan.
- within 30 days after the beginning of each fiscal year of the plan.
- within 30 days after the administrator becomes aware of an event which materially changes the amount of contributions required to be made in respect of the plan.

Do not file this form with the Superintendent of Pensions.

All questions with an asterisk (\*) beside the number mean they are required fields.

**\*1 Name of Pension Plan:** \_\_\_\_\_ name of pension plan

**\*2 CRA Registration Number:** \_\_\_\_\_ CRA Registration #

**\*3 Fiscal Year of the Plan covered by this Schedule:** \_\_\_\_\_ date (mmm dd, yyyy) to \_\_\_\_\_ date (mmm dd, yyyy)

**\*4 Date Completed / Revised:** \_\_\_\_\_ date (mmm dd, yyyy) (The fundholder must monitor remittances to the pension plan based on the most recent version of this form.)

**\*5 Plan Administrator - Name and Address**

Contact Name	Contact Title
Company Name	
Address	
City	Province / State
Phone Number	Postal / Zip Code
Extension (if applicable)	Email Address

**\*6 Fundholder - Name and Address**

Contact Name	Contact Title	Account Number
Company Name		
Address		
City	Province / State	Postal / Zip Code
Phone Number	Extension (if applicable)	Email Address

FSRP0021 (2014/08) Schedule of Expected Pension Contributions FORM 21 Page 1 of 2

**\*7 Expected Contributions**  
Do not include employee additional voluntary contributions (AVCs) or optional ancillary contributions (OACs)

Period of	Estimated Employee Contributions (if any)	Estimated Employer Contributions		Estimated Total Contributions
		Required Contributions	Special Payments	
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				

Administrators must provide their fundholders with an explanation why contributions in any given period are reported as \$0. NOTE: An expected participating employer required contribution of \$0 is acceptable, for example, if the required contribution for any particular period is made through the application of going concern actuarial excess in the use of a contribution holiday. If any of the expected contributions are deposited sooner than required (e.g. twelve months of special payments made in the first month of the year) an appropriate explanation should be included.

**In accordance with the Regulation**

- all employee contributions must be remitted to the fund within 30 days following the month in which the amounts were received or deducted.
- all employer normal cost contributions must be remitted to the fund within 30 days following the month for which the contributions are payable.
- all special payments (to amortize any going concern unfunded liabilities and solvency deficiencies) must be remitted to the fund within 30 days following the month for which the special payments are payable, and
- all employer contributions to a deferred profit sharing pension plan (over the minimum required employer contribution) must be remitted to the fund within 90 days after the end of the fiscal year.
- In any given MONTH, if participating employer contributions are \$0 and there is not sufficient explanation (example: contribution holiday), the fundholder will report the unremitted contribution in accordance with section 69 of the Regulation.
- In any given QUARTER, if participating employer contributions are less than 90% of the amounts expected, the fundholder will report the unexpected contribution in accordance with section 58(5) of the Regulation.

**\*8 Certification - I hereby certify and understand that:**

- If the plan contains defined benefit or target benefit provisions, the amounts listed above are made in accordance with the actuarial valuation report submitted with the Superintendent of Pensions for funding purposes. The expected contributions include the amounts necessary for the amortization of unfunded liabilities and solvency deficiencies (as applicable).
- If the plan contains defined contribution provisions, the amounts listed above are made in accordance with the contribution requirements outlined in the current plan text document filed with the Superintendent of Pensions.
- If the plan has more than one fundholder, the information completed above applies in respect of that portion of the pension plan belonging to the fundholder identified in 6 above.
- If there is no amount remitted to the fundholder in a given month, without sufficient explanation, the fundholder will notify the Superintendent of Pensions of an unremitted contribution.
- If the actual amount remitted to the fundholder in a given period is less than 90% of the amount that is expected, as indicated above, the fundholder will notify the Superintendent of Pensions of an unexpected contribution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014  
(day) (month) (year)

\_\_\_\_\_  
Name and Title of Administrator (PRINT)

\_\_\_\_\_  
Signature of Administrator

FSRP0021 (2014/08) Schedule of Expected Pension Contributions FORM 21 Page 2 of 2

## Revised Schedule of Expected Pension Contributions

If there a permanent change in the Schedule of Expected Pension Contributions, including a change in plan information or the ultimate recipient(s) for the pension plan, you are required to give the ultimate recipient a revised Schedule of Expected Pension Contributions immediately after you become aware of the change. A revised Schedule of Expected Pension Contributions may be necessary when there are changes to the plan or circumstances, which materially affect the required contribution levels as described in the instructions attached to the Form 21.

A revised Schedule of Expected Pension Contributions may also be necessary when the required contributions that are invested in the plan deviate from the estimated amounts in the Schedule of Expected Pension Contributions provided to the ultimate recipient. When actual required contributions deviate by more than 10% of the estimated amount (i.e. 10% less than the estimated amount), this may trigger further investigation by the ultimate recipient unless you have provided a reasonable explanation for the change in required contributions.



**For more information on Form 21 reporting,  
please visit the Alberta Superintendent of Pensions website at  
[www.finance.alberta.ca/publications/pensions/legislation-private-sector-pensions.html](http://www.finance.alberta.ca/publications/pensions/legislation-private-sector-pensions.html)**

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GE12623C SLX GS 03/17