

September 28, 2017

To: Benefit Administrators / Human Resource Personnel

From: Jade Lea-Wilson
Manager, Employee Benefits

Re: PST on Disability Income Plan Contributions

Effective August 1, 2017, employer and employee contributions to the disability income plans are subject to 6 % PST.

In the benefits bulletin dated July 26, 2017, we noted that additional time was needed to test and implement the system changes required to add the PST to employee DIP contributions. Employers were instructed to begin remitting PST on employer DIP contributions only and that further communication would occur in September.

The Board of Trustees has approved the Disability Income Plans (DIP) covering the cost of the PST for **both** the employer and employee DIP contributions for August and September 2017. The PST amount remitted on DIP contributions for August and September 2017 will be refunded to employers. Beginning October 1st, 2017, the 6% PST must be remitted on both employer and employee DIP contributions.

- For the employer portion - the Disability Income Plan Monthly Contribution Report has been updated to include PST. We've updated this form to automate the calculations in a fillable format. The new form is available on the 3sHealth website: <http://www.3shealth.ca/pdfs/ebp-docs/dip-monthly-contribution-report-2017.09.07.pdf>
- For the employee portion – system work will be completed on October 2, 2017 to collect the 6% PST on contributions through payroll deductions.

If you received an email asking you to remit PST on DIP contributions for August or September, please disregard.

Key Points:

- Employers will be refunded the PST they remitted on DIP contributions for August and September 2017.

- Both the employer and employee contributions to the disability income plans are subject to 6% PST. PST must be remitted beginning October 1, 2017.
- A PST field has been added to the DIP remittance forms.
- System development, testing and promotion to the payroll system to include the 6% PST on payroll deductions will be completed by October 2, 2017.

If you have any questions about PST, please contact Jade at jade.lea-wilson@3shealth.ca or 306-347-1723.