



Submitting Payments by EFT

! Please note contribution submission is time sensitive. MEPP must receive contributions and the complete and correct contribution listing information within 15 calendar days from the pay date in order to avoid late processing fees.

Step 1: MEPP Banking Information

Your bank will require the following banking information in order for you to submit your pension contribution payments by EFT to MEPP:

- Municipal Employees' Pension Plan
- Bank Name: Royal Bank
- Institution: 003
- Branch: 00008
- Account Number: 0000661

Step 2: Send an email to MEPP on the day you have made the EFT payment

Email eft@peba.gov.sk.ca advising a payment has been made and include the following information:

1. Subject line - Employer Name and Number (i.e. Sample Company #1234)
2. Body of the email, include:
 - Employer Name
 - Total Amount Remitted by EFT
 - Date of EFT Remittance

Step 3: Submit the contribution listing

Submit the contribution listing through PLANet.

Should you have any questions or require clarification, please feel free to contact one of our MEPP Employer Relations Coordinators (ERC)- **Darlene Glowa** or **Penny Kirkpatrick**.

Contact Us:

erc.mepp@plannera.ca
306-337-4090

Administered by **Plannera Pensions & Benefits**