



Submitting Payments by Online Bill Payment

! 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 Required

Your online banking will require your five digit Employer Code in order for you to submit your pension contribution payments by online bill payment.

i.e. Sample Company #12345

If you do not know this number, contact your MEPP Employer Relations Coordinator (ERC).

Step 2: Login and add MEPP as a Payee

1. Log into your online banking and search for “Municipal Employees Pension Plan” and add as a payee. If MEPP does not appear, please contact your financial institution.
2. Enter your five digit Employer Code next to Account Number.
3. Your online banking will then submit your pension contribution payments directly to MEPP.

Step 3: Send an email to MEPP on the day you have made the bill payment

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

1. Subject line - Employer Name and Number (i.e. Sample Company 12345)
2. Body of the email, include:
 - Employer Name
 - Total Amount of Payment
 - Date of Payment

! There is no need to send in a paper copy of your file.

Step 4: 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**