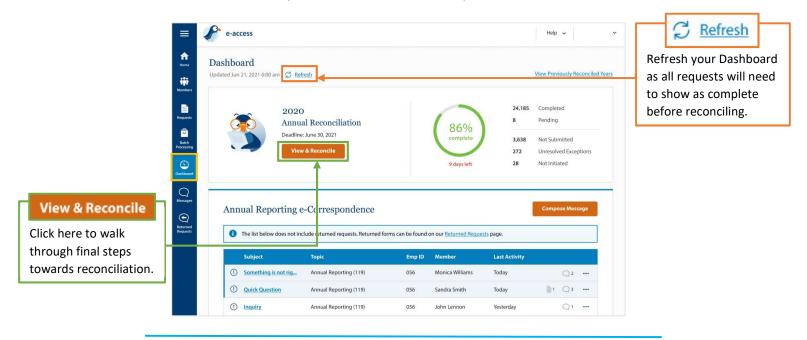
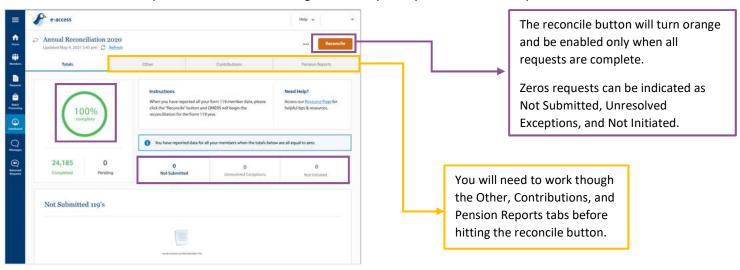
Step 4 – Reconcile Your e-Form 119

Dashboard - once all e-Form 119 requests are submitted, refresh your Dashboard. Click on View & Reconcile.



Totals tab — when your totals tab is reflecting 100% complete, you will be able to proceed with reconciliation.

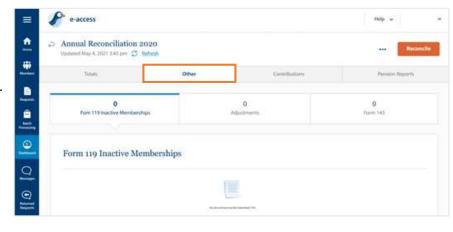


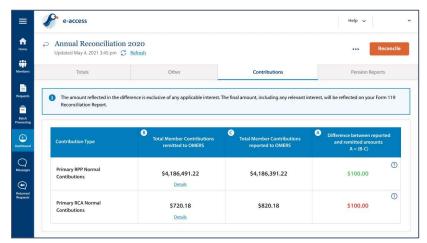
Other — review all three fields in the other tab.

Form 119 Inactive Memberships — requests for inactive members. A 119 is not required for an inactive member. These requests should be deleted.

Adjustments — requests for members that have already had a 119 submitted. Submit the second e-Form 119 if there is an adjustment required or delete a duplicate request.

Form 143 – ensure all 143s for previous years are resolved. Current year e-Form 143s will be reflected here but do not impact your reconciliation.





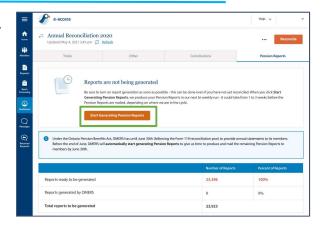
Contributions – review contributions remitted versus contributions reported to OMERS.



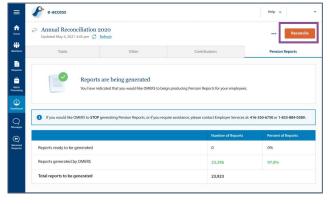
If your RPP and RCA funds are not balanced, meaning you have a credit in one account and an invoice in another, you may request funds be transferred between your RPP and RCA balances. Send an e-Correspondence and wait until funds are transferred before reconciling.

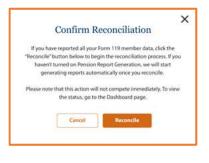
Pension Reports – select "Start Generating Pension Reports." You will be asked to confirm report generation – please only confirm if you are certain you want reports to be generated.





Reconcile – you are now ready to reconcile your Annual Reconciliation. Click the orange reconcile button to proceed. You will be asked to confirm submission, click on "reconcile" to complete.





Reconciliation will not complete immediately. Continue to check your Dashboard until you see the following message confirming a successful reconciliation:



Once complete, you will have access to your ANR 125 report summarizing all reported e-Form 119 data.

We're here to help. Get in touch.

Phone: +1 416.350.6750 | Toll-free: +1 833.884.0389

Online: Send messages through e-access using our secure communication channel, e-correspondence

Mail: EY Tower | 900 -100 Adelaide St W | Toronto, ON M5H 0E2