

Step 4 – Reconcile Your e-Form 119

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

Refresh – Refresh your Dashboard as all requests will need to show as complete before reconciling.

View & Reconcile – Click here to walk through final steps towards reconciliation.

2020 Annual Reconciliation
Deadline: June 30, 2021
9 days left

86% complete

24,185 Completed
8 Pending
3,638 Not Submitted
272 Unresolved Exceptions
28 Not Initiated

Annual Reporting e-Correspondence

Subject	Topic	Emp ID	Member	Last Activity
Something is not rig...	Annual Reporting (119)	056	Monica Williams	Today
Quick Question	Annual Reporting (119)	056	Sandra Smith	Today
Inquiry	Annual Reporting (119)	056	John Lennon	Yesterday

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

Reconcile – The reconcile button will turn orange and be enabled only when all requests are complete.

Zeroes requests can be indicated as Not Submitted, Unresolved Exceptions, and Not Initiated.

You will need to work through the Other, Contributions, and Pension Reports tabs before hitting the reconcile button.

100% complete

24,185 Completed
0 Pending

0 Not Submitted
0 Unresolved Exceptions
0 Not Initiated

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.

Form 119 Inactive Memberships

0 Form 119 Inactive Memberships
0 Adjustments
0 Form 143

Contribution Type	Total Member Contributions remitted to OMERS	Total Member Contributions reported to OMERS	Difference between reported and remitted amounts A = (B - C)
Primary RPP Normal Contributions	\$4,186,491.22	\$4,186,391.22	\$100.00
Primary RCA Normal Contributions	\$720.18	\$820.18	\$100.00

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.

Confirm Report Generation

After you click “Confirm”, OMERS will begin producing Pension Reports for your employees. If later you want us to stop generating Pension Reports, please contact OMERS.

	Number of Reports	Percent of Reports
Reports ready to be generated	23,396	100%
Reports generated by OMERS	0	0%
Total reports to be generated	23,923	

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.

	Number of Reports	Percent of Reports
Reports ready to be generated	0	0%
Reports generated by OMERS	23,396	97.8%
Total reports to be generated	23,923	

Confirm Reconciliation

If you have reported all your Form 119 member data, click the “Reconcile” button below to begin the reconciliation process. If you haven’t turned on Pension Report Generation, we will start generating reports automatically once you reconcile.

Please note that this action will not complete immediately. To view the status, go to the Dashboard page.

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

2020 Annual Reconciliation
Reconciled

[View ANR 125 Report](#)

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.

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

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