

EMPLOYER ANNUAL REPORTING (E-FORM 119) CHECKLIST

OMERS



IMPORTANT 2021 DATES

JANUARY 1

Begin e-Form 119 reporting.

FEBRUARY 28

Submit member data before this date, and PAs will be calculated for you.

MARCH 1

No interest will be applied if you reconcile before this date.

JUNE 30

The Pension Benefits Act requires all Pension Reports to be distributed to members by this date.

OCTOBER – DECEMBER

Before you begin your e-Form 119 annual reporting

- ☐ Ensure that you have an e-access account and log in before January 1
- ☐ Run a Membership Data Extract
- ☐ Ensure your data maintenance is complete
 - ☐ Enrol any members that should have been enrolled but were not (**e-Form 102**)
 - ☐ Report any member changes (e.g. status change) (**e-Form 106**)
 - ☐ Report any outstanding leave periods (**e-Form 165a**)
 - ☐ Report any outstanding disabilities (**e-Form 143**)
 - ☐ Report any outstanding member terminations, retirements, pre-retirement deaths (**e-Form 143**)
- ☐ Compare contributions remitted to contributions deducted to ensure they balance

JANUARY – JUNE

Prepare for your e-Form 119 annual reporting

- ☐ Ensure you have all e-Form 119 data
 - ☐ Credited service
 - ☐ Contributory earnings
 - ☐ RPP/RCA contributions
 - ☐ Pension adjustments (PAs) (only required if you submit member data after February 28)
- ☐ Build your import file using the Import File Builder or create an ASCII file
- ☐ If a retro payment was paid in 2020, be sure to create a separate retro file

Do your e-Form 119 annual reporting

- ☐ Do your e-Form 119 annual reporting
 - ☐ e-Form 119
 - ☐ Retro (if applicable)
- ☐ Submit your data to OMERS
- ☐ Resolve exceptions
- ☐ Reconcile

POST-RECONCILIATION

- ☐ Review the *ANR125 – Form 119 RPP and RCA Reconciliation Report*
 - ☐ If you have a credit, short-remittance on the next monthly remittance to recoup a credit balance
 - ☐ If you have an invoice, remit funds on the next monthly remittance to pay balance owing