



## Pension Administration

Actuarial Solutions Inc (ASI) is focused on Making it Simple® for clients by providing a fully-outsourced administration service for defined benefit registered pension plans. We work with clients to find the right solutions for their defined benefit plan administration needs so that they can achieve cost efficiencies and streamlined procedures.

We have a dedicated team of experienced administrators with an average tenure with ASI of 10+ years. Clients can rely on dealing with a consistent team of administrators who are knowledgeable, skilled and dedicated to their business.

We provide the complete suite of administration services including:

### Administration Services

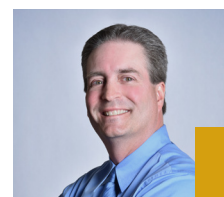
- Update and maintain member database
- Provide annual summary of membership data
- Prepare annual member statements
- Prepare membership and fund reconciliation, including detailed reconciliations of benefit payments and contributions
- Prepare Provincial and Federal Annual Information Returns (Including PBGF Assessment where required)
- Prepare Census of Trusteed Funds
- Annual preparation of Contribution Report (Form 7)
- Annual preparation of Investment Information Summary (Form 8)
- Calculate Pension Adjustments for T4 reporting
- Preparation of Pension Adjustment Reversal reporting (quarterly)
- Quarterly transfer ratio monitoring
- Prepare monthly fund accounting to reconcile deposits and payments

### Benefit Statement & Option Form Services

- Calculate member entitlements on termination, retirement, and death
- Prepare, deliver, track and process member options forms
- Interest Update & Payment Authorization

### Marriage Breakdown Calculations & Reporting

- Calculate entitlements in accordance with applicable laws
- Prepare applicable regulatory forms



**Matt Philbin**  
Vice President &  
Manager, Pension  
Administration



**Scott Anderson**  
Senior Pension Administrator



**Dorota Sarninska**  
Senior Pension Administrator

Please contact Jason Vary at 877.257.2038 or at [Jason@ActuarialSolutionsInc.com](mailto:Jason@ActuarialSolutionsInc.com) to learn more about Actuarial Solutions Inc and how we can help.

[www.ActuarialSolutionsInc.com](http://www.ActuarialSolutionsInc.com)