



FUNDS ADMINISTRATIVE SERVICE INC.
Health and Pension Benefit Administrators

10154 – 108 Street NW
Edmonton, AB, T5J 1L3
Phone: 780-452-5161
Toll Free: 1 800-770-2998
Fax: 780-452-5388
E-mail: info@fasadmin.com

October 2018

The following outlines FAS' action plan if the current Canada Post labour dispute actually results in mail disruption. We will continue to issue and receive mail as normal until there is actually a strike or a lockout. If the dispute does not actually result in a strike or lockout, this action plan will not be put in place at all.

A copy of this communication is posted on the FAS website. Please feel free to share with your membership as well.

RETIREE MONTHLY PENSION BENEFITS

Retirees currently in receipt of a monthly pension and who have already provided Electronic Funds Transfer information will continue to have their monthly payments deposited into their bank on the first banking day of each month. For members who still receive payment by cheque, cheques will be held at our office. Edmonton and area Pensioners you can pick up your cheque once you've made arrangements with one of the analysts in the Pension Department. You will be asked to show one piece of picture identification at time of pick up. Alternately, you could have the cheque couriered to you at your own expense. To ensure timely payment of your monthly pension you still have time enroll in the EFT program by completing the form found on the FAS website and returning by fax/email with a void cheque. If you do complete the Electronic Funds Transfer form, please verify the Trust Fund you are a member of and if the banking information can be used for both your Health and Pension accounts. Cheques will be available for pick up between 8:00 and 4:30 p.m. Monday through Friday.

SUBMITTING COMPLETED PENSION APPLICATIONS

FAS will accept pension application via email or by fax for the duration of any mail disruption. Submissions must include the fully completed application package. Your retirement becomes effective the first day of the month co-incident with or next following the date your completed pension application is received in our office. However, we are required to have all documents that contain signatures to be **originals**. Once you have faxed or emailed your signed documents to us please mail the original signed documents to our office for our files.

REQUESTING PENSION APPLICATIONS

The Retirement Application is available under "Forms & Documents" on the website fasadmin.com or you can contact FAS directly. The analysts can be reached through the toll-free telephone number 1-800-770-2998 or by e-mail at pension@fasadmin.com. Once you complete the application and have attached the required proof of age documents for both yourself and your spouse (if needed) and any additional information, you should sign the application and return it to FAS. Once again, FAS will accept pension applications via email or by fax for the duration of any mail disruption. Please provide a fax or email address so FAS can acknowledge their receipt of your application, provide you with the retirement options that are available to you and notify you if they require any additional information.

REGISTRATION FORMS/UPDATES

FAS will accept faxed or emailed Registration Forms for the duration of the disruption provided the form is completed in full and signed/dated by the Member.

QUESTIONS/INQUIRIES

Please contact the Pension Department if you have any questions at 1-800-770-2998 or pension@fasadmin.com. Our hours are Monday through Friday 8:00 a.m. to 5:00 p.m. MDT.