

EPPA Update 18-02 Annual Information Return – 2018

Issued April 2018

In accordance with Section 38(1)(a) of the [Employment Pension Plans Act](#) and Section 47 of the [Employment Pension Plans Regulation](#) (Regulation), the annual information return (AIR) must be filed within 180 days of the fiscal year end of the plan.

Online filing site

An administrator is required to file the AIR each year using only the online filing site: <https://pensionfilings.alberta.ca/>.

The administrator may designate a representative to file the AIR. To aid in the filing, the online filing site includes a Help/User Manual and a Frequently Asked Questions document (FAQ). Form FSRP0019 is an information copy of the AIR that may be completed to assist the person entering the data in the online filing site.

Please note that this form is **not** to be mailed to the Employment Pensions office.

Once the administrator/representative has completed the online form and reviewed it to make sure there are no inconsistencies that need to be addressed, they click the submit button and complete the certification page. An email will be sent to the plan administrator and the representative may enter their own email address to receive a copy of this email.

Filing Fee

This email will include the calculated filing fee and late fee, if applicable, with information on where to send the cheque and who to make it payable to. The per member filing fee is calculated annually and is effective for all AIRs with fiscal year ends in the period from October 1 to September 30. The fee is based on the total of actives, inactives, and retired members. Please ensure you include all groups when completing your AIR.

If the AIR is filed late, CRA may impose their own penalty and CRA will bill for that separately.

AIR Form FSRP0019

An information copy of the AIR form is provided as a tool to help ensure that the data to be entered into online filing is correct. The form will be updated each year to provide information regarding the per member filing fee which is calculated annually and is effective for fiscal year ends in the period from October 1 to September 30. Form FSRP0019 is available at <http://finance.alberta.ca/publications/pensions/forms.html>.

Please note that this form is **not** to be mailed to the Employment Pensions office.

For further information please contact:	
Superintendent of Pensions Alberta Treasury Board and Finance Room 402, 9515 - 107 Street Edmonton, AB T5K 2C3 For toll-free dialling within Alberta, call 310-0000 and then dial 780-427- 8322.	Telephone: 780-427-8322 Fax: 780-420-0752 Email: employment.pensions@gov.ab.ca Internet: http://finance.alberta.ca/business/pensions To sign up for electronic notifications, please go to: http://pensions.alberta.ca/subscribe.html