



MuniSERP



**Employer program &
administration guide**



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Summary of employer responsibilities

Activity	Description	Purpose	Timing
Data request form	Complete the data request form for your organization.	To provide the data required for the actuarial services provider to determine the costs to the employer program sponsor.	At the time of program enrolment. Annually in the fourth quarter thereafter.
Actuarial Costing Report Package and Fee Payments	AMSC engages the actuarial services provider to prepare the report. This identifies the amount the employer is required to remit to AMSC. Payment of the amount, including administration fees, is required within 60 days of receipt. Actuarial services provider fees are invoiced separately, and are to be paid within 30 days of receipt.	Compliance with advanced tax ruling issued by the Canada Revenue Agency for the operation of the MuniSERP program.	Annually in the first quarter.
Terminations or retirements	<ul style="list-style-type: none"> • Inform AMSC that an employee eligible to receive a MuniSERP benefit has terminated or retired via the termination/retirement form on the APEX admin site. • The employer is then responsible for making payment to the employee (less any required withholdings). • The benefits processing fee invoice is to be paid to AMSC within 30 days of receipt. 	<ul style="list-style-type: none"> • Enable AMSC to engage the actuarial services provider to calculate the lump sum payout or instalment payments. • The employer authorizes AMSC to withdraw assets from the organization's Earmarked Asset Investment Account. 	Upon employee termination or retirement, the employer must notify AMSC that a benefit is payable.
Communicate to employees	Inform employees of any changes or relevant information regarding the plan.	Ensure employees are properly informed about the program.	Upon employment and ongoing as required.
Council	Inform council of key information regarding the program (i.e. statement of financial obligation).	Ensure council is aware of pertinent information.	Ongoing.

Frequently asked questions

What is MuniSERP?

MuniSERP is a Supplemental Executive Employee Retirement Program that provides a benefit in excess of CRA maximum. It is an attraction and retention tool that can be used for your municipal senior staff.

Who is eligible to participate in MuniSERP?

AUMA Regular and Associate members are eligible to participate in MuniSERP. They must also participate in the LAPP and APEX programs. The employer determines which senior employees are eligible to participate.

Who administers MuniSERP?

Alberta Municipal Services Corporation.

What are MuniSERP benefits?

The MuniSERP benefit is 100% paid for by the employer. There are no tax implications for an employee until the MuniSERP benefit is payable. Benefit payouts are either lump sum payouts or paid out as installments over a fixed time period, depending upon the employer's preference.

Factors that impact the MuniSERP benefit calculations include salary, service, age, Income Tax Act maximum, early reduction factors (LAPP/APEX and ITA) and the interest rate and mortality assumptions applied by the actuary, and any benefit amount payable restriction in place.

What is an earmarked asset investment account?

The employer remits funds to AMSC as required. Funds are deposited into an individual Earmarked Asset Investment Account. Earmarked assets belong exclusively to the employer. Funds are professionally invested in accordance with the terms of the Investment Policy.

What are the MuniSERP administration fees?

AMSC reviews its administration fees annually. The 2016 fee schedule is:

Service Type	MuniSERP Fee Structure
Initial one time sign up fee in lieu of annual fees	\$1,000.00
Annual fees	\$1,050.00 flat fee plus \$260.00 per participating employee
Benefit processing fee	\$325.00 per transaction

Who do I contact for program information?

For more details on the administration of MuniSERP, please contact AMSC Retirement Services at 310-AUMA or pensions@amsc.ca.
