

# Your Annual Pension Statement

Your Annual Pension Statement summarizes the details of your HEPP membership up to the end of 2024. It contains important information about your service, contributions, and estimated pension benefit. Review your statement carefully and keep it with your financial records.



## Use Our Secure Member Portal to Report Changes

If any of your personal information on your Annual Pension Statement has changed, update your information on our secure member portal.

The new portal was launched in June 2024. Members must register before using it for the first time. If you have not yet registered, go to [hebmanitoba.ca](http://hebmanitoba.ca) and follow the instructions.

## Important Note for This Year

This year's statement was generated from our new administration system. As such, the values shown in this statement are not guaranteed and should not be relied upon for making financial, retirement, or life decisions. If you notice any unexpected or significant changes in your reported service, salary, or benefit values compared to previous years, please contact us.

## Relationship Breakdown (RBD) Offset

If a division of pension benefit credits is applicable at termination, retirement or death, your pension will be reduced to reflect the amount payable to your former spouse/common-law partner. The reduction is now displayed and reflected in the amounts quoted on your 2024 Annual Pension Statement.

## How Your Pension Plan Works

The Pension Plan supports eligible members by paying a lifetime monthly benefit at retirement. Your pension contributions that are paid to the plan are not used in the calculation or payment of your pension benefit. Member and employer contributions, along with investment income, are held in trust and are used to pay pension benefits. The amount you receive is based on a formula that considers your earnings and the number of years you have been a part of our plan.

## Questions?

Along with our new secure member portal, we have also updated our Plan brochures and guides, which are available on our website. There is also a *Members* section to answer common questions.

If you need further information, you can contact our office.

Please have your HEB ID number (shown in the top right corner of your statement) ready.

**Email:** [info@hebmanitoba.ca](mailto:info@hebmanitoba.ca)

**Phone:** 204-942-6591

**Toll-free:** 1-888-842-4233  
(outside Winnipeg)

**Website:** [hebmanitoba.ca](http://hebmanitoba.ca)

As our work volumes have been increasingly high, please allow us more time to respond to your request. Thank you for your patience.



## How We Calculate Your Pension

HEPP is a defined benefit pension plan that uses a formula to determine your gross monthly lifetime pension benefit. **Your HEPP pension is taxable income.**



\* Average of your highest five years of annualized HEPP pensionable earnings from the last 11 years worked.

**Note:** Other pension formulas may apply to periods of credited service if you were a member of a previous plan that merged to form HEPP.

## Member Contribution Rates

Current Plan member contribution rates are:

- 7.9% on earnings **up to** the YMPE.
- 9.5% on earnings **over** the YMPE.

### Year's Maximum Pensionable Earnings (YMPE)

The YMPE is an amount that is set annually by the federal government to determine the maximum earnings on which contributions to the Canada Pension Plan are calculated each year.

In 2024 the YMPE was \$68,500.

## When Can I Receive My Pension?

The normal retirement age under the Plan is 65, but you may be eligible for a pension as early as age 55 or when your age plus years of employment service equal 80 (Rule of 80). Different rules will apply to you depending on your age, years of service and when you started employment. At age 60, your pension is unreduced regardless of whether you have reached Rule of 80.

### If You Began Employment with a HEPP Participating Employer Before January 1, 2020

If you reached Rule of 80 before January 1, 2020, you are eligible to retire with an unreduced pension at any time on or after your Rule of 80 date.

If you did not reach Rule of 80 before January 1, 2020, you can retire when you:

- Are age 55; reductions may apply.
- Reach Rule of 80; an actuarial reduction will apply if you are under age 55 when you retire.
- Are age 60 or older; no reductions will apply.

### If You Began Employment with a HEPP Participating Employer on or After December 31, 2019

You are eligible to retire when you:

- Are age 55; reductions may apply.
- Reach Rule of 80 date and are at least age 55; no reductions will apply.
- Are age 60 or older; no reductions will apply.

### Events That May Affect Your Rule of 80

Your Eligible (Employment) Service, which is used in the calculation of your Rule of 80, may change or need adjustment due to:

- Unpaid leaves lasting more than 54 weeks.
- Moving to or from casual employment.
- Transferring service into the Plan.
- Leaving the Plan.

The Rule of 80 reported on your annual statement assumes that you will continue to participate in the Pension Plan until the date stated, without any interruption to your service.

### Working Past Age 65

If you work past the normal retirement date and keep contributing to the Plan your pension will continue to grow. When you retire an actuarial increase will be applied to your pension benefit.

**IMPORTANT:** The *Income Tax Act* requires that pension plan members begin to receive their pension benefits no later than December 1, of the calendar year in which the member reaches age 71.

## Common Questions

### **Should my decision to retire be based on the information on my statement?**

No. You should not rely on this statement to make retirement decisions.

Contact HEB Manitoba before taking any action with respect to your benefits. We also strongly encourage you to seek independent professional advice before making decisions related to retirement. Please request a retirement package four to six months before your intended retirement date. The package outlines the pension options available to you and includes information about preparing for retirement.

### **What is the difference between Eligible (Employment) Service and Credited Service?**

Eligible Service (also called Employment Service) is the uninterrupted period of employment from your first day of paid employment with one or more participating employers to your date of termination. Eligible Service is used to determine your Rule of 80.

Credited Service is the total of the years and/or partial years you have contributed to or purchased service in the Plan. It includes deemed accrued service that may be granted while receiving disability benefits. In any given year the maximum amount of Credited Service you can earn is one year.

### **Can I make additional voluntary pension contributions to the Plan to purchase additional Credited Service?**

HEPP does not accept voluntary contributions, but if eligible, you may be able to purchase service through a current or past service buyback, or reciprocal or commuted value transfers from other eligible plans.

### **I am currently going through a relationship breakdown. Do I need to report anything to HEB Manitoba?**

Your pension is a family asset. If you and your spouse or common-law partner end your relationship, the pension you earned during your relationship may be affected when your family assets are divided.

Under the *Manitoba Pension Benefits Act*, a former spouse or common-law partner is entitled to a portion of the pension accumulated during your relationship if:

- There is or will be a written agreement between both parties or a court order to divide family assets, AND
- They meet the definition set out in the *Act* of spouse or common-law partner.

**Contact us if you need a Relationship Breakdown Calculation.** We will calculate the pension benefit earned during the relationship and provide both parties with the amount of their entitlement to the pension.

For more information go to [hebmanitoba.ca](http://hebmanitoba.ca) and read the *Guide to Relationship Breakdown*.

### **How can I change my Pension Plan beneficiary?**

Use our secure member portal to change your beneficiary. Once you make the change we will send you a *Pension Plan Beneficiary Declaration* to sign. The change will be valid **after** we receive your completed declaration in the mail.

If you are married or in a common-law relationship, your beneficiary must be your spouse or common-law partner. Your spouse or common-law partner can give up their entitlement to allow you to name someone else as a beneficiary. Contact us for more information.

### **How can I see what my pension will be based on a future retirement date?**

Log in to our new secure member portal and use the pension estimator to explore different retirement dates and earnings assumptions to see how they change your estimated pension.

Click the Member Login button on our website at [hebmanitoba.ca](http://hebmanitoba.ca) to access the member portal. All members must register before they can use it for the first time. Our website also has information if you need help registering.

## Pension Plan Definitions

<b>Credited Service</b>	The years and partial years you contributed to or purchased service in HEPP. Credited Service also includes service accrued while you were receiving benefits from a specified long term disability plan. The maximum total Credited Service in any given year is one year. Credited Service is used to determine your pension benefit.
<b>Cost of Living Adjustment (COLA) Plan</b>	A supplemental pension plan dedicated to providing ad hoc COLA benefit payments to retired Pension Plan members. HEPP Members also contribute to the COLA Plan.
<b>Defined Benefit Pension Plan</b>	A pension plan in which pension benefits are paid in accordance with a pre-determined formula. HEPP uses a formula based on your salary history and years of credited service at termination, retirement, or death.
<b>Eligible (Employment) Service</b>	The uninterrupted period of employment from your first date of hire by one or more participating employers. Eligible (Employment) Service is used to determine your pension eligibility. It includes eligible periods of paid and unpaid leaves of absence, sick leave when in receipt of benefits from a specified long term disability plan, and service transferred to HEPP from another registered pension plan.
<b>Enrolment Date</b>	The date you started contributing to HEPP or a predecessor plan.
<b>Highest Average Earnings</b>	The average of your highest five years of annualized earnings from the last 11 years worked. If you have not completed five years of service, your actual annualized earnings will be used to determine the average.
<b>Maximum Pension and COLA Contributions</b>	Each year, HEB Manitoba determines the maximum earnings on which you can contribute to the Plan. The maximum HEPP contributions for 2024 were \$17,678.38 and the maximum COLA contributions were \$1,976.25.
<b>Normal Retirement Age</b>	The normal retirement age is 65.
<b>Required Contributions</b>	The contributions you are required to make to HEPP as a Plan member, based on a percentage of your earnings as set out in the HEPP Plan Text. The balance of required contributions includes contributions made by members of a predecessor plan, or another registered pension plan, and transferred into HEPP, and amounts submitted to HEPP to purchase service for unpaid leaves of absence.
<b>Rule of 80</b>	The date when your age plus years of Eligible (Employment) Service totals 80.
<b>Year's Maximum Pensionable Earnings (YMPE)</b>	The maximum annual earnings limit for contributions to the Canada Pension Plan. The YMPE for 2024 was \$68,500.

**Additional information about retirement provisions is available in the Pension Plan section on our website at [hebmanitoba.ca](https://hebmanitoba.ca).**