

**Memo #37**

Date: March 29, 2017

To: Executive/Members

Re: **New Benefits – Beneficiary Designation; Benefit Cards; Sun Life Claims; OTIP Retirement Workshop**

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**Beneficiary Designation**

This is a reminder that teachers need to complete, print and mail out the Beneficiary Designation. It is important that this information is received by Manulife so that coverage begins on April 1<sup>st</sup>.

We have had some calls/emails around the comparison of designating a beneficiary with the Teachers' Pension Plan and our new Benefits. The TPP automatically has your spouse as your primary beneficiary, and when you designate your children, you are placing them as a secondary beneficiary. However, with our benefits life insurance, we can designate a primary, as well as, a secondary beneficiary. There isn't an automatic designation to our spouse.

**Benefit Cards**

You should have received, in the mail, a benefit/travel insurance card. If you did not, or require another copy, you can print them off once you have registered your benefits online.

**Sun Life Claims**

Teachers are reminded that up to and including March 31<sup>st</sup> any benefits used are covered by Sun Life. Therefore, teachers should submit claims for eligible expenses incurred on or before March 31<sup>st</sup> to Sun Life as soon as possible. You have 30 days from March 31<sup>st</sup> for Sun Life to **receive** the claim form.

As well, if you require any information from Sun Life, such as pre-approvals or renewal dates, it is advised that you log-in to the Sun Life and print off that important information.

**OTIP Retirement Workshop**

Walk into Retirement with a Plan presented by OTIP. Tuesday, April 11<sup>th</sup> at Lions Gate Banquet Hall (386 Blake St., Barrie) from 4:30 pm to 7:30 pm.

To register online: [www.otip/events](http://www.otip/events)

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1-800-558-4815  
Thank you for sharing this information with OECTA members.**