

TEACHER CHANGE REPORTING

Please upload this form to the Members' Health Plan via the secure messaging feature in the Web Remittance System (WRS). Choose MHP in the drop down menu. A copy of the form will be forwarded to the Teachers' Superannuation Commission.

INSTRUCTIONS:

Complete this form and return, along with your group insurance premium remittance summary and monthly remittance information, no later than the 10th calendar day of each month. Report new teachers, change in contract status, leave of absence and termination information.

School Division Name	School Division Number	Date Report Completed _____ , _____ Month Year
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Key: Contract Status: **C** = Continuing **T** = Temporary **R** = Replacement
 Type of Leave: **Ed** = Education **Mat** = Maternity **Par** = Parental **Sab** = Sabbatical **P** = Personal **S** = Sick Leave **Dis** = Disability
 Termination: **Ret** = Retired **D** = Deceased **Res** = Resignation **O** = Other

Name of Teacher	Address	Name of School	Certificate Number	Social Insurance Number	CONTRACT STATUS				TYPE OF LEAVE			TERMINATION	
					C, T, R	Start Date DD/MM/YYYY	End Date DD/MM/YYYY	Date Teacher Eligible for Benefits	Ed, Mat, Par, Sab, P, S, Dis	Length of Leave DD/MM/YYYY to DD/MM/YYYY	Ret, D, Res, O	Date DD/MM/YYYY	
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The information provided will be used to maintain accurate and current records for teachers and will be used to determine their entitlement for health, dental, disability, pension and group insurance benefits. Please direct your inquiries as follows:

Dental

- Teachers' Superannuation Commission – toll free 1-877-364-8202 or 306-787-8814

Disability

- Teachers' Long-Term Disability Plan, Saskatchewan Teachers' Federation – toll free 1-800-667-7762 or 306-373-1660
- Saskatchewan Teachers' Superannuation Disability Plan – toll free 1-877-364-8202 or 306-787-6441

Health

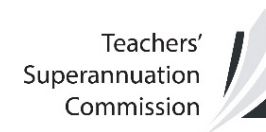
- STF Members' Health Plan, Saskatchewan Teachers' Federation – toll free 1-800-667-7762 or 306-373-1660

Pension

- Saskatchewan Teachers' Retirement Plan, Saskatchewan Teachers' Federation – toll free 1-800-667-7762 or 306-373-1660
- Saskatchewan Teachers' Superannuation Plan, Teachers' Superannuation Commission – toll free 1-877-364-8202 or 306-787-8141



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Saskatoon, SK S7J 2H8
Phone: 306-373-1660
Toll Free: 1-800-667-7762
Fax: 306-374-1122



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Regina, SK S4S 0B1
Phone: 306-787-6440
Toll Free: 1-877-364-8202
Fax: 306-787-1939