1. There are **two types of claims** : those who are automatically generated by our computer system (A) and those who are manually generated by the inspectors (M). **The 20% penalty** provided for in chapter 22 c) of the *Act Respecting Collective Agreement Decrees* is applied differently depending on the type of claim. **The penalty is payable by check to the Parity Committee.**

    a. <u>Automatically generated (A)</u> : penalty applies after a 45 days period.
    b. <u>Manually generated by the inspectors (M)</u> : penalty applies from the first day.

2. There are **two ways to settle the claims**:

    a. **Pay the "net amount" due** ☞

      • By adjusting the employee's pay (direct deposit) and by sending to the Parity Committee the documents that demonstrate the "net payment" of the claim (copy of the pay register or earning statement). **OR**
      • By sending to the Parity Committee the checks (net payment) payable to each employee included in the claim (only if the direct deposit is not your usual payroll method) as well as their earnings statements that demonstrate the payroll deductions. The Parity Committee will remit them to the employee.

    b. **Transmit the documents to justify the cancellation** ☞
       of the claim to the Parity Committee. See list on reverse side.

       @ : rmp-reclamation@cpasecurite.qc.ca

       ✉ : 7450, boul. Les Galeries d'Anjou, suite 490, Anjou, QC H1M 3M3

3. When you send documents to the Parity Committee (check, supporting document, proof of payment), **please inscribe the related claim(s) number(s) concerned on it**. It would be appreciated if you could attach a copy of the claim on which you specify the details of the items paid and/or canceled.

4. **Report the amounts paid to your employees on your monthly payroll report in the «adjustment» section** ☞
   depending on the type of adjustment.

5. **Claims will be verified** by the Parity Committee only upon reception of all relevant documents **AND** the payment, if applicable.

**PLEASE TAKE THIS INFORMATION INTO ACCOUNT
WHEN YOU PAY / CANCEL CLAIMS**

OTHER INFORMATION ON REVERSE SIDE