

**2012 Lay Salary Advice Form
Diocese of NS & PEI**

Parish /Pastoral Unit: _____
(List all Parishes/Pastoral Units)

Employee Name: _____ ID# _____

Position	2011 For Parish Information	2012 For Diocese Information
Stipend	\$	\$
Parish Pension: (Stipend x 5 %)	\$	\$
Long Term Disability: (Stipend x 2.2%)	\$	\$
CPP (maximum for 2012: \$ 2306.70)	\$	\$
EI (maximum for 2012: \$ 1175.96)	\$	\$
Total Stipend Package	\$	\$

Each month, the Parish or Pastoral Unit will receive a Parish Remittance Form which outlines the Stipend details for the previous month.

The Parish agrees to send a cheque within 30 days of month end, to cover the Stipend, parish share of Canada Pension Plan and Employment Insurance, Pension, Long Term Disability and Group Life Insurance amount (if paid by Central Payroll) listed on the Parish Remittance Form and paid out by Central payroll on behalf of the Parish or Pastoral Unit.

Signatures: _____ **Date:** _____

Clergy: _____ **Parish Treasurer:** _____

Warden: _____ **Warden:** _____

Please send cheques and the completed form to:

The Diocesan Synod Office,
6017 Quinpool Road, Halifax, NS, B3K 5J6

Office Use Only

Employee ID: _____
Salary Posted: