

386 Broadway, Suite 503
Winnipeg, MB R3C 3R6
Phone: (204) 975-8216



Fax: (204) 947-9767
Email: executive@pcam.ca
Web: www.pcam.ca

UNION DUES REFUND POLICY

EFFECTIVE DATE: IMMEDIATE

CONTACT: Coralee Dolyniuk – Executive Director
386 Broadway, Suite 503
Winnipeg, MB R3C 3R6
P: (204) 975-8216
F: (204) 947-9767
E: ed@pcam.ca

INTRODUCTION: This policy applies to members who have paid PCAM dues greater than the current (as of 2019) yearly amount of \$1,300. According to contract, the employer is required to deduct PCAM dues as directed in Article 4.01. Most affected individuals who have exceeded this yearly amount in deductions would be working at two regions where PCAM dues are deducted, however this may not exclusively be the case.

While PCAM strives to ensure accuracy in receiving dues, we are currently unable to monitor and track employees who may be contributing in excess of the yearly amount, therefore we require members to notify us if this has occurred. To ratify and refund excess yearly contributions from members, PCAM has adopted the following policy statement:

- 1) Individuals who have contributed greater than the current yearly amount of \$1,300 (2019) MAY be entitled to a refund from PCAM
- 2) Affected individuals who may qualify for a refund in PCAM dues are encouraged to contact PCAM. When contacting PCAM, please list the following, and include supporting documents:
 - a) The date(s) that PCAM dues exceeded the annual yearly amount – include supporting annual T4 notices, paystubs as necessary
 - b) A brief explanation of the circumstances that qualify for refund, including relevant employers where fees were deducted
- 3) Once PCAM has determined that individuals qualify for a refund in dues, the excess amount will be returned to the member. While members are free to notify PCAM at any time of excess contributions, refunds will only be processed once the member's T4's have been received from the prior year illustrating the excessive amount.
- 4) Finally, please note that it is the individual's responsibility to contact CRA to discuss possible implications upon receiving a refund of PCAM dues, including an increase in taxable income for tax purposes as well as modifying the amount of annual dues. PCAM assumes no responsibility or liability for the failure of individuals to notify CRA of dues refunded.