

1. **Two types of claims exist** : 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 **payable by check to the Parity Committee (CPAS)** and is applied differently depending on the type of claim.
  - Automatically generated (A) : penalty applies after a 45 days period.
  - Manually generated by the inspectors (M) : penalty applies from the first day.
2. **To settle the claims**, two options available :
  - **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.
- **Transmit the documents to justify the cancellation** of the claim to the Parity Committee. See list on reverse side.

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3. **Inscribe the related claim(s) number(s) concerned** on each document sent to the Parity Committee (check, supporting document, proof of payment). 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**