



## Sending to SHEPP

In the event of a work stoppage at Canada Post, you may send forms and/or documents to SHEPP using the following methods:

### EMAIL:

Forms and documents can be scanned or photographed and sent to [sheppinfo@shepp.ca](mailto:sheppinfo@shepp.ca).

### FAX:

Forms or documents can be faxed to 306.751.8301.

### IN PERSON:

Forms or documents can hand delivered to our office, Monday to Friday between 8:15 am and 4:30 pm.

Our address is:

201-4581 Parliament Avenue, Regina SK S4W 0G3  
(Corner of Harbour Landing Drive and Parliament Avenue)

### COURIER:

You may also choose to courier your documents to SHEPP at your own expense using the above address.

## Receiving from SHEPP

With your expressed permission, SHEPP will fax or email documents to you where possible.

Urgent or time sensitive documents, which cannot be faxed or emailed, will be couriered to you. However, non-urgent documents will be held until Canada Post begins delivering mail again.

If you are in the Regina area and would like to pick up documents, please visit our office Monday to Friday between 8:15 am and 4:30 pm. Identification will be required when picking up your documents, or identification from the person you have advised us will be picking up documents on your behalf.



### IMPORTANT: INTERSPOUSAL AGREEMENT

If you are requesting a division of pension due to a spousal relationship breakdown, an original or a notarised copy of the complete interspousal agreement or court order is required. To be clear, digitally submitted versions of an interspousal agreement will not enable SHEPP to begin dividing your pension. This can be **couriered or delivered in person** to our office according to the instructions on the left, under "Sending to SHEPP".

## Have You Considered Direct Deposit?

Did you know that 99% of SHEPP pensioners receive their monthly payment by direct deposit? Not only do they not have to worry about receiving their monthly cheque during a postal disruption, there are other benefits as well.

Here's why you should sign-up for direct deposit today:

- **It's worry-free.** You'll have peace of mind knowing your pension payment has been deposited directly into your bank account whether you're at home or away. Plus, you'll no longer have to worry about your cheque being misplaced or stolen.
- **It's convenient.** You no longer have to make a trip to your bank to deposit your cheque – saving you time. And, the money will be in your account the day it's deposited.

Signing up is easy. Follow these steps:

1. Go to SHEPP's website at [www.shepp.ca](http://www.shepp.ca).
2. On the home page, select the Pensioners tab.
3. Under Favorites, select Pensioner Forms.
4. On the Pensioner Forms page, select the *Direct Deposit Authorisation* form.
5. Complete all sections of the form. **Be sure to sign the form** before submitting to SHEPP. Remember to include a VOID cheque or your Financial Institution's direct deposit form.
6. Send the completed form to SHEPP by email, fax, courier or in person according to the instructions on the left, under "Sending to SHEPP".
7. If you have any questions on this, feel free to call or email us for assistance.



If you need assistance, contact SHEPP today.

Toll-free: 1.866.394.4440

Phone: 306.751.8300 (in Regina)

Email: [sheppinfo@shepp.ca](mailto:sheppinfo@shepp.ca)