



**LUTHERAN CHURCH — CANADA**  
**WORKER BENEFIT PLANS**

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November 30, 2011

**MEMORANDUM**

To: All Employers

From: Dwayne Cleave  
Executive Director

**Re: Billing for January**

The January 2012 billing statement will be processed approximately one week later than the normal billing date of the 15<sup>th</sup> of the month. The reason for the delay is the January billing statement needs to incorporate the annual changes that employees make in their FlexBenefit Plan.

Worker Benefit Plans will process the Electronic Funds Transfer (EFT) for collecting the billed amount 10 days after it is mailed to you.

If you have any questions, please give us a call at 1-800-588-4226.