

**ARCHIVED**

Government of Alberta Employee

# Retirement Transition Guide



AUGUST 2019

Alberta

Out of date

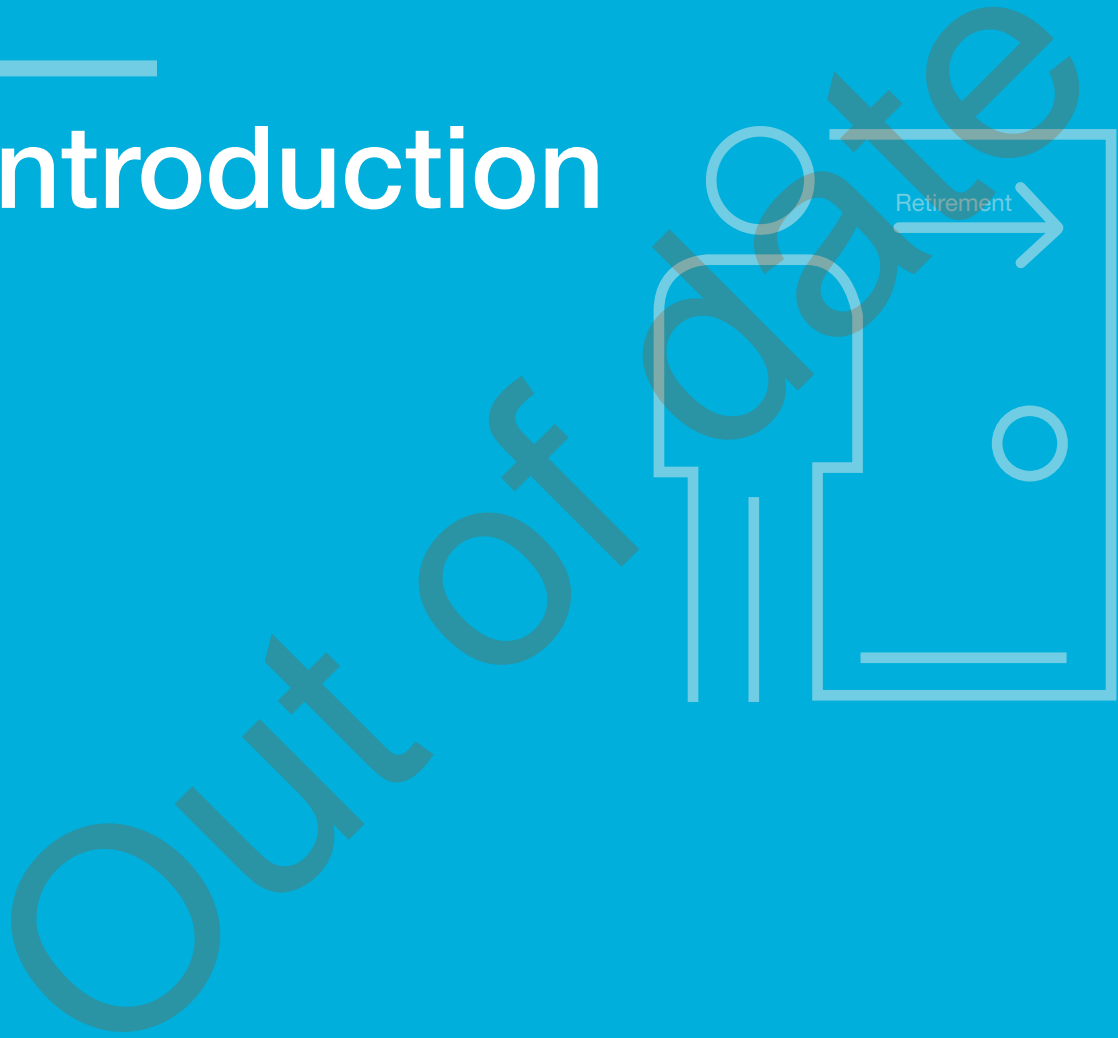
# Table of Contents

|   |    |
|---|----|
| Introduction .....  | 2  |
| Eligibility for Retirement Benefits .....                 | 4  |
| Thinking About Retiring .....                             | 6  |
| Making Your Retirement Decision .....                     | 13 |
| You Have Decided to Retire .....                          | 20 |
| Countdown: Transition Out of Work to Retirement Date..... | 24 |
| Retirement .....  | 29 |
| Benefit Options During Retirement .....                   | 33 |
| Suggested Timeline .....                                  | 36 |
| Helpful GoA Resources .....                               | 44 |
| Glossary of Terms .....                                   | 46 |
| Resources .....   | 51 |
| Feedback.....   | 55 |
| Appendices .....  | 56 |
| Appendix 1 PSPP Sample Statement.....                     | 57 |
| Appendix 2 MEPP Sample Statement.....                     | 68 |

Out of date

---

# Introduction



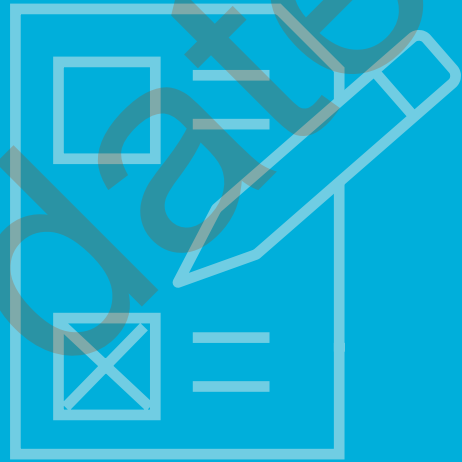
This guide is designed to assist GoA employees, supervisors, and support units in navigating the retirement process. It is intended to support specific stages of retirement planning, from the time an employee begins to think about retirement, to making the decision to retire, to transitioning out of the workforce to retirement.

This guide contains resources specific to the benefits, policies and laws that inform and govern retirement for GoA employees. Employees and supervisors are encouraged to seek guidance and support from Human Resources at any time during the retirement journey.

This guide provides general information only, not advice. Should anything in this guide conflict with the governing legislation, the legislation shall apply. Anyone planning their retirement is encouraged to seek professional advice for financial and tax planning purposes.

---

# Eligibility for Retirement Benefits



Out of State

## Eligibility

To be eligible for a pension with the GoA, you must be participating in either the Public Service Pension Plan (PSPP) or the Management Employees Pension Plan (MEPP) and you must be vested (see page 50). You can start your pension as soon as you reach age 55, or as late as the end of the calendar year you turn age 71. Keep in mind your pension may be reduced (see page 49) for early retirement, which is explained later in this guide (see page 14). Pension eligibility and pension benefits are described in detail on the plan's website for PSPP and MEPP.

## Retirement Notice to the Pension Plan

PSPP and MEPP require notice 90 days prior to your selected retirement date to allow adequate time to complete the retirement process. The process includes PSPP and/or MEPP sending you a Retirement Benefits Statement (Choice Package) allowing you to make your pension selection and complete the retirement process (see page 21) prior to your retirement date.

## Legislative Framework

The governance structure and benefits of the PSPP and MEPP are set out under the *Public Sector Pension Plans Act RSA 2000 c.P-41*, the Public Sector Pension Plans (Legislative Provisions) Regulation 365/93, the Public Service Pension Plan Regulation 368/93 and the Management Employees Pension Plan Regulation 367/93. On March 1, 2019, the governance structure of the PSPP was set out by the *Joint Governance of Public Sector Pension Plans Act* and the registration and regulation of PSPP is subject to the *Employment Pension Plans Act* ("EPPA").

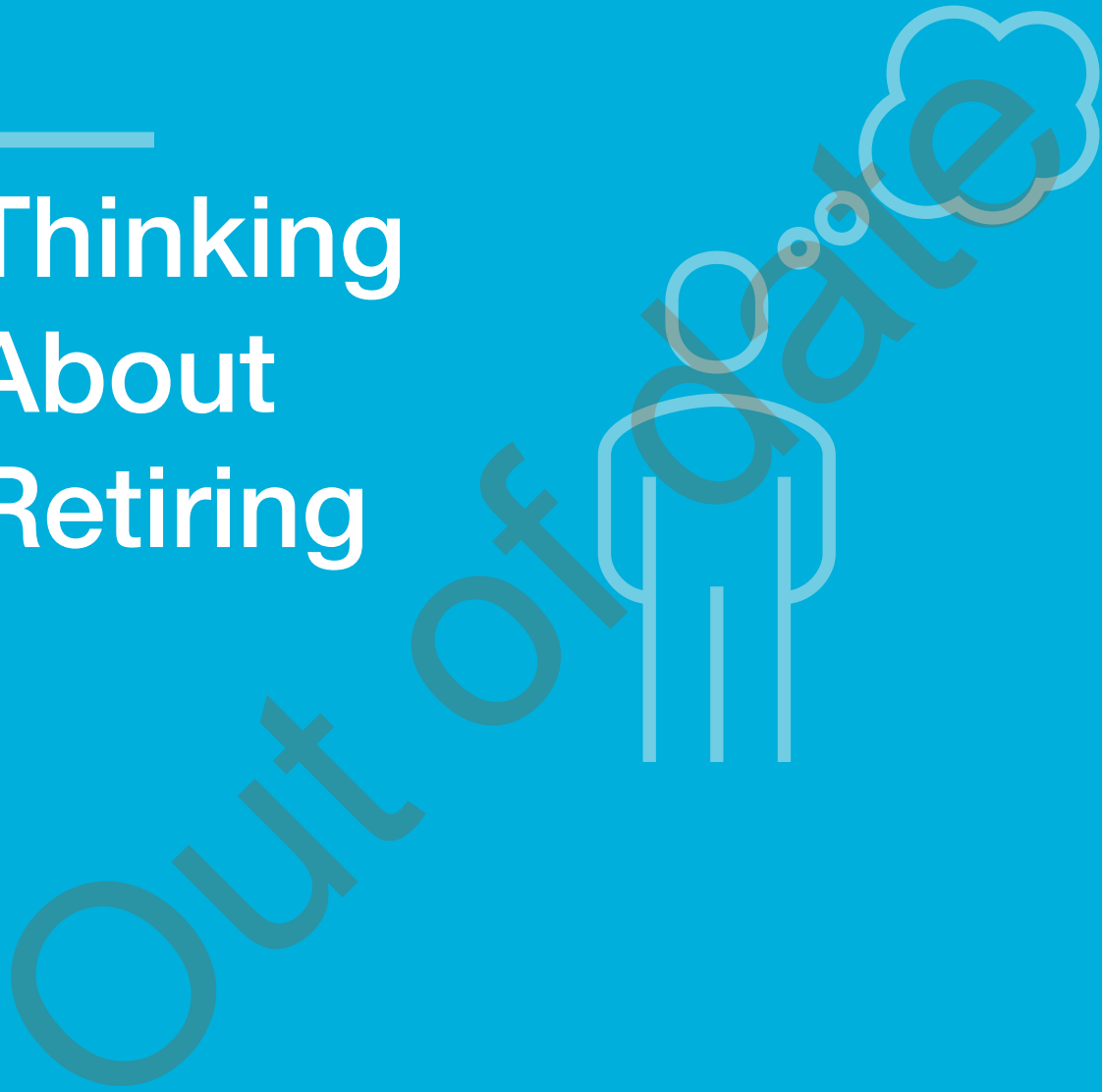
Alberta Pensions Services Corporation (see page 47) (APSC) is responsible for pension administration and Alberta Investment Management Corporation ([aimco.alberta.ca/](http://aimco.alberta.ca/)) is responsible for investment management for both PSPP and MEPP.

PSPP website: <https://www.pspp.ca/page/understanding-your-pension>

MEPP website: <https://www.mepp.ca/page/plan-features>

---

# Thinking About Retiring





## Timeline

Start thinking about retirement  
(Any time – it's never too early)

Member information sessions  
and pension estimates (3-5  
years prior to retirement)

Consider purchasing prior  
service and/or leave service

Submit application (minimum 3  
months prior to retirement)

Make Pension Choice

Retirement date (pension  
commencement date)



It is never too early to start planning for retirement. There are many things to think about before you decide to retire and receive your pension. Retiring from the workforce is one of the most important life decisions you will make in your career, not only in terms of retirement income but also your own emotional and physical well-being. Such an important decision is worthy of an investment of your time and energy to plan. Consider all your options to ensure a smooth adjustment to retirement life. Consider checking out the retirement checklists available on the [PSPP](#) and [MEPP](#) websites.

To successfully manage this important decision, you need to carefully consider all aspects and potential impacts of your decision to adequately prepare yourself and those close to you. It is important to prepare for the financial, social and lifestyle impacts of retiring. Consider the following non-exhaustive list before making your retirement decision:



### Financial

- How much income will you need to retire comfortably?
- What pension options do you have?
- Will you rely on a reduced income? Will it be enough for the type of lifestyle you want in retirement?
- What is your expected standard of living for the long- and short-term?
- Do you have dependents or special circumstances that may affect your pension choice?
- Do you or your pension partner have other retirement plans? Do you have personal savings, such as RRSPs or LIRAs?
- Do you have investments, life insurance, CPP, OAS or other pensions?
- How will you align all your retirement sources of income, withdrawal options and tax implications?
- Do you need professional pension advice (e.g. licensed retirement, financial or tax planner)?
- Do you need any legal, business, estate planning support?

PSPP website: [pspp.ca/assets/pspp/files/documents/publications/pspp\\_retirement\\_checklist.pdf](https://pspp.ca/assets/pspp/files/documents/publications/pspp_retirement_checklist.pdf)

MEPP website: [mepp.ca/assets/mepp/files/publications/mepp-retirement-checklist.pdf](https://mepp.ca/assets/mepp/files/publications/mepp-retirement-checklist.pdf)



### Emotional/psychological

- What are your dreams for retirement
- Do you have travel plans?
- Will you stay where you are now or move to a different community?
- Do you want to work or volunteer in retirement?
- How will you fill your days?



### Health

- How is the health of you and your pension partner?
- What is your typical family life expectancy?
- What are your options for health benefit coverage during retirement?

To arrive at a retirement decision, you need to understand your pension options and how the options are calculated. Once you have an idea of what your pension may be worth, you need to put some thought into the [options](#) (see page 17) available as well as how your decision might affect others in your life, such as your pension partner or beneficiaries.

Considerations that could impact your pension options include:

- [type of pension plan](#) (see page 48)
- [vesting](#) (see page 50)
- pension formula
- age
- service
- salary

## Tools and Resources

Begin your retirement journey by becoming familiar with your employer-sponsored pension plan. Your pension plan’s website contains many helpful resources that provide information about your pension. The available resources include a member handbook outlining the plan details and At-a-Glance quick reference guides that will answer your questions along the way. To explore your pension plan go to the website for [PSPP](https://pspp.ca/page/pspp-home/) (pspp.ca/page/pspp-home/) and [MEPP](https://mepp.ca/page/mepp-home/) (mepp.ca/page/mepp-home).

---

### Mypensionplan.ca Online Services

Your plan offers an online service for members. This service provides members with a secure mailbox, enhanced pension projection calculator, member dashboard, service history, beneficiary page and online pension statements. To register for access, visit the [PSPP](https://pspp.ca/page/pspp-home/) (mypensionplan.apsc.ca/pspp) or [MEPP](https://mepp.ca/page/mepp-home/) (mypensionplan.apsc.ca/MEPP) pension plan sites.

### Estimating Your Pension and the Cost of Prior Service

#### Pension Estimator:

Your plan offers many tools to assist you with planning for retirement. The Pension Estimator available on the websites for PSPP and MEPP is generic and allows you to compare different “what if” scenarios by entering your own values for highest average salary, pensionable service and retirement age to generate an estimated pension. This will give you an idea of what to expect under each scenario. Review the information on how to complete a pension estimate online for PSPP (pspp.ca/page/estimators-and-calculators) and for MEPP (mepp.ca/page/estimators-and-calculators).

#### Buyback Estimator:

You can use the Buyback Estimator to give you an idea of what it might cost to buy back a period of any eligible prior service to add to your PSPP or MEPP service.

#### Pension Projection Calculator:

The Pension Projection Calculator offered under mypensionplan.ca uses your actual pensionable salary and [pensionable service](#) (see page 49) to help you project your future pension in planning your retirement. If you require assistance obtaining your estimate or are over age 65, please contact your pension [plan](#) (see page 11).

|      |                                   |                                   |   |
|------|-----------------------------------|-----------------------------------|---|
| PSPP | <a href="#">Pension Estimator</a> | <a href="#">Buyback Estimator</a> | <a href="#">Pension Projection Calculator</a> |
| MEPP | <a href="#">Pension Estimator</a> | <a href="#">Buyback Estimator</a> | <a href="#">Pension Projection Calculator</a> |

---

## Where can I find information on how much pension I can expect to receive when I retire?

It is recommended that you obtain estimates under various scenarios at least three years prior to your planned retirement.

There are three different ways you may obtain an estimate of your pension:

1. Use the general pension estimator on [PSPP](https://pspp.ca/page/pension-estimator) (pspp.ca/page/pension-estimator) or [MEPP](https://mepp.ca/page/estimators-and-calculators) (mepp.ca/page/estimators-and-calculators) website. This tool will only provide you with a rough estimate based on possible scenarios. It will not calculate your actual pension.
2. Use the member-specific pension projection calculator through [mypensionplan.ca](https://mypensionplan.ca) for [PSPP](https://mypensionplan.apsc.ca/pspp) (mypensionplan.apsc.ca/pspp) or [MEPP](https://mypensionplan.apsc.ca/mepp) (mypensionplan.apsc.ca/mepp). This tool will provide you with an estimate based on your personal information (service, salary, age at retirement). If you require assistance obtaining your estimate or are planning on retiring on or after age 65, please contact your pension plan.
3. You can contact the plan's Member Services Centre directly at:

| Pension Plan  | Toll Free Telephone Number | Email (General Inquiries)  |
|---|----------------------------|--|
| <a href="https://pspp.ca/page/contact-us">PSPP</a><br>pspp.ca/page/contact-us   | 1-877-453-1777             | <a href="mailto:memberservices@pspp.ca">memberservices@pspp.ca</a> |
| <a href="https://mepp.ca/page/contact-us">MEPP</a><br>(mepp.ca/page/contact-us) | 1-877-889-6377             | <a href="mailto:memberservices@mepp.ca">memberservices@mepp.ca</a> |

### Important Note:

Your plan has a secure mailbox on [mypensionplan.ca](https://mypensionplan.ca) for [PSPP](https://mypensionplan.apsc.ca/pspp) (mypensionplan.apsc.ca/pspp) and [MEPP](https://mypensionplan.apsc.ca/mepp) (mypensionplan.apsc.ca/mepp). This mailbox allows you an online option for requesting information and services or submitting documents and forms, resulting in a faster turnaround.

---

## Learning and Development Opportunities

While planning for retirement you will face big decisions related to your pension. As you explore your options, feel free to take advantage of the many learning opportunities available to you.

### One-on-One Information and Webinar Sessions

Your plan offers one-on-one information sessions. These sessions allow you to sit face-to-face with a pension information specialist to discuss your options and answer any questions you may have about your pension. These sessions are always available in Edmonton by appointment and are regularly scheduled at other locations around Alberta. It is recommended that you attend one of these sessions at least three years prior to retirement. You must bring photo identification and a pension estimate with you to the session. The pension estimate should be no older than six months.

You can also attend a webinar session. This is a simple and flexible way to learn more about your pension plan and is an opportunity to ask any questions that you may have.

To register for a session visit either the [PSPP](https://pspp.ca/page/information-sessions) (pspp.ca/page/information-sessions) or [MEPP](https://mepp.ca/page/information-sessions) (mepp.ca/page/information-sessions) website.

#### Career Management Portal

The internal Alberta Public Service website, myAPS, provides learning and development information and guidelines for current employees in the Alberta Public Service. You will find this [site](https://myaps.alberta.ca/Pages/My-Career/Plan-your-career/Career-Coach-Consultant-&-Support.aspx) (myaps.alberta.ca/Pages/My-Career/Plan-your-career/Career-Coach-Consultant-&-Support.aspx) beneficial as you think about retirement. There is information that covers late-career learning and development, thinking about retirement, managing the transition and an overview of the pension plans.

Take the time to speak with your supervisor to explore participating in learning and development opportunities focused on financial and retirement planning. This will help you make informed retirement decisions.

---

# Making Your Retirement Decision

Out of date



As you continue on your journey, there are many things to consider as you make your retirement decision. Discuss your plan to retire with your supervisor, including how much notice to give to your employer and plan, transitioning to retirement, and knowledge transfer plans.

If you have been employed for two years or more, the minimum standard is to provide your employer with at least two weeks written notice to terminate your employment. This minimum termination notice is stated in section 58 of the Alberta [Employment Standards Code](http://qp.alberta.ca/documents/Acts/E09.pdf) (qp.alberta.ca/documents/Acts/E09.pdf). However, from a practical perspective, you will need to engage your Pay and Benefits office four months prior to your retirement date to assist with your retirement application. This process is more fully described later in this [guide](#) (see page 21). Due to this, your employer will likely know of your intention to retire before this statutory minimum.

From a practical perspective, speaking with your employer about your retirement decision prior to the statutory minimum will allow for a thoughtful transition. Providing more notice will assist your department as you transition out of the job to retirement.

Take the time to understand your pension and the impact of when you decide to retire. There is helpful information available under “Retirement Planning” and “Planning for Retirement” on the [PSPP](http://pspp.ca/page/retirement-planning) (pspp.ca/page/retirement-planning) and [MEPP](http://mepp.ca/page/planning-for-retirement) (mepp.ca/page/planning-for-retirement) websites. It is important to understand when you can retire with a [reduced](#) (see page 49) or [unreduced](#) (see page 50) pension. You can begin your pension any time on or after age 55, as long as you are vested, but your pension may be reduced for early retirement. You are [vested](#) (see page 50) if you have two years of [pensionable service](#) (see page 49) with PSPP, and five years of pensionable service with MEPP.

Normal retirement age for PSPP is considered to be age 65, at which time, as a contributing member to the plan, you will be automatically vested and eligible to receive an unreduced pension. Normal retirement age for MEPP is considered to be age 60, at which time, if you are vested and a contributing member to the plan, you will be eligible to receive an unreduced pension. Should you be a contributing member to MEPP and age 65, you will automatically vest and be eligible for an unreduced pension. If you have [combined pensionable service](#) (CPS) (see page 47), it will be factored into the calculation of your pension benefits (e.g. vesting, highest average salary, 35-year pensionable service maximum and eligibility for an unreduced pension).

| Plan | Vested  | Eligible for Unreduced Pension  |
|------|---|---|
| PSPP | 2 years of pensionable service*<br>Automatic at age 65 (if active member) | Age (must be at least age 55) plus pensionable service equals 85; or age 65                       |
| MEPP | 5 years of pensionable service*<br>Automatic at age 65 (if active member) | Age (must be at least age 55) plus pensionable service equals 80; or age 60 and vested; or age 65 |

\*pensionable service includes CPS



You may be eligible to start your pension earlier than age 55 if you become disabled and stop contributing to PSPP or MEPP. For additional information visit the websites for [PSPP](https://pspp.ca/page/disability-pensions) (pspp.ca/page/disability-pensions) and [MEPP](https://mepp.ca/page/disability-pensions) (mepp.ca/page/disability-pensions).

## Latest age to begin receiving pension

If you have not started to receive your PSPP or MEPP pension by December 31 of the calendar year in which you turn age 71, you must begin to receive your pension benefits, in accordance with the pension plan rules and the *Income Tax Act*. This does not mean you have to stop working if you want to stay on with the GoA. Your Pay and Benefits contact will send you a letter with instructions **three months before your 71st birthday**. You will need to complete a Retirement Application and submit to Pay and Benefits. Your active participation in the pension plan will be terminated as of December 30 and you will no longer contribute to the plan. You will begin receiving your pension benefits effective December 31. These rules do not affect your current employment status nor will you be required to terminate your employment.

If you wish to receive your pension prior to December 30 of the calendar year you turn 71, you must terminate from your plan before you begin to draw your pension. To qualify for and receive your pension you must terminate your employment with the GoA or move to a position not eligible for pension (non-contributory position). Your employment options with the GoA after you retire include applying to open competitions, and discussing possible options with your supervisor and Human Resources. You might want to consider speaking with a tax advisor to understand the tax implications of continuing to receive employment income while also receiving pension income.

If you become re-employed by the GoA or are employed by another PSPP or MEPP employer after your monthly pension has started, you are no longer eligible to contribute to or earn additional service in PSPP or MEPP.

## Choosing a retirement date

Keep in mind when selecting a retirement date you can retire and end your employment with the GoA on any work day of the week (e.g. the end of the pay period, your birthday, a milestone anniversary date, etc.). Your last day paid will be your retirement date and your pension commencement date must be after your retirement date. You must indicate on the retirement application the date you want your pension to start. This is your pension commencement date.

The submission of your retirement application will depend on when you decide to start your pension. You can defer your pension commencement date to any date up to and including December 31 of the year you turn 71.

If the deferral period is short-term (e.g. six months), then you would proceed to complete your retirement application and submit to APSC at least three months prior to your pension commencement date. If the deferral period is long-term (e.g. one year), then you should hold off on submitting your application until closer to the pension commencement date. You will need

to submit the completed retirement application package to APSC at least three months prior to your deferred pension commencement date. Keep in mind that you need to build in an extra month to allow the Pay and Benefits office to complete the “For Employer Use Only” section of the application.

## How long can I contribute to my pension?

You and your employer can contribute until you have 35 years of pensionable service, or up to December 30th of the year in which you turn age 71, whichever is earliest.

PSPP and MEPP’s maximum pensionable service is 35 years. If you have CPS, your pensionable service from both PSPP and MEPP will be used to determine when you reach the 35-year maximum service limit. Service you purchase through a buyback or transfer also counts towards your pensionable service.

While you can no longer make pension contributions to the plan once you reach 35 years of service, you can continue to work. You will continue to participate in the plan though your contributions will stop. Your pensionable salary for all years following the date on which you reach 35 years of service will still be considered towards the calculation of your [highest average salary](#) (see page 48), for both plans if you have CPS.

You will not have access to your pension benefit until either you terminate, move to a non-contributory position, or reach December 30th of the year you turn 71.

---

### Buying Prior Service and Leave of Absence Service

When making your retirement decision, consider whether to determine if you have *prior service* that is eligible for purchase or *leave of absence service* available to buy back. You can increase your length of pensionable service by buying eligible *prior service* or *leave of absence service*. Buying back eligible *prior service* or *leave of absence service* will increase your future pension benefits and decrease the amount of time you have to work prior to retirement.

You can purchase eligible *prior service* (also known as buyback service) while you are employed with the GoA and participating in either PSPP or MEPP. If you intend to buy eligible *prior service*, you must submit your buyback application before you leave the plan upon termination or retirement.

You can purchase eligible *leave of absence service* while you are employed with the GoA and participating in either PSPP or MEPP and you will have 30 days from the date you leave the plan to apply to purchase an eligible leave of absence.

In either scenario you will have 90 days from the date the Buyback Proposal statement is issued to complete your purchase. If you are already making payments towards a period of *prior service* or a period of leave service, you will have 90 days from the date you leave the plan to make your final payment. Payments can be made by direct personal payment or by having the balance

deducted from your final pay cheque. If you do not complete your purchase of *prior service* or *leave of absence service* by the deadline it will be pro-rated, and only the amount of service you have paid for will be credited. It is important to contact your [plan](#) (see page 22) to understand the impact as the change to your pension options could be significant.

Visit the website for [PSPP](https://pspp.ca/page/buying-service) (pspp.ca/page/buying-service) and [MEPP](https://mepp.ca/page/buying-prior-service) (mepp.ca/page/buying-prior-service) to learn more about purchasing *prior service* and *leave of absence service*.

If you have a leave of absence in your last year of employment, the GoA automatically reports to your plan your leave of absence for the year at the time they process your retirement. This will prompt a Buyback Proposal statement to be sent to you from your plan. The statement provides you with the amount required to buy back the period of leave as well as the time deadlines in which it must be paid. If you are already paying for a leave of absence, you have 90 days from the date you leave the plan to complete the purchase. It is important that you notify your Pay and Benefits contact of your intention to purchase leave service and confirm all your leaves have been reported. They will work with you throughout the process.

If you have any questions about the purchase of your leave or prior service, or if your pension plan has not contacted you about this, contact your [plan](#) (see page 22).

---

## Pension Options

Choosing your lifetime pension option is one of the most important decisions that you will make when you retire. You cannot change your option once your pension begins to be paid as it is an irrevocable decision. There are a number of pension options available that will allow you to choose the option that best suits your needs.

For more information on your pension options refer to the:

- PSPP pension [options](https://pspp.ca/page/pension-options) (pspp.ca/page/pension-options) information available on the website, and
- MEPP pension [options](https://mepp.ca/page/pension-options) (mepp.ca/page/pension-options) information available on website.

Your plan will send you a Retirement Benefit Statement (Choice Package) in the mail after receiving your retirement application. This package will show your personalized pension information including the details related to the options that are available to you. The information in this package will guide you in making your pension choice and completing the necessary forms to begin your pension.

| Pension Plans and Options   |   |
|---|---|
| PSPP  | MEPP  |
| Joint Lifetime Guaranteed At Least 5 Years  | Joint Lifetime with Reduced Survivor Benefit  |
| Joint Lifetime Reduced by 1/3 Guaranteed At Least 5 Years   | Joint Lifetime with Reduced Survivor Benefit Guaranteed At Least 10 Years   |
|   | Joint Lifetime Guaranteed At Least 10 Years   |
| Single Lifetime   |   |
| Single Lifetime Guaranteed At Least 5 Years   | Single Lifetime Guaranteed At Least 5 Years   |
| Single Lifetime Guaranteed At Least 10 Years  | Single Lifetime Guaranteed At Least 10 Years  |
| Single Lifetime Guaranteed At Least 15 Years  | Single Lifetime Guaranteed At Least 15 Years  |
|   | Joint Lifetime Reduced by 1/3 Guaranteed At Least 10 Years is available upon request  |
| Options will appear as above and additional options (with <a href="https://pspp.ca/page/coordination">coordination</a> (pspp.ca/page/coordination)) will be added. Coordination will be illustrated as the maximum amount unless a lower amount is requested. | Options will appear as above and additional options (with <a href="https://mepp.ca/page/coordination">coordination</a> (mepp.ca/page/coordination)) will be added. Coordination will be illustrated as the maximum amount unless a lower amount is requested. |

## Pension Partner

The PSPP and MEPP regulations (plan rules) govern the definition of pension partner. To determine if you have a pension partner, contact the plan's [Member Services Centre](#) (see page 22). The definition of pension partner is also included on the Retirement Application form for both plans, and is available on the website for [PSPP](https://pspp.ca/page/your-spouse-or-partner) (pspp.ca/page/your-spouse-or-partner) and [MEPP](https://mepp.ca/page/your-spouse-or-partner) (mepp.ca/page/your-spouse-or-partner).

Your pension partner has special rights regarding your pension. If you are married, your spouse is automatically your pension partner, unless you have been living separate and apart for three or more years.

If you are not married but live with someone in a spouse-like or common-law relationship, this person will be considered your pension partner once you've been living together for three years in a row. This period can be shortened if you have a child of that relationship, either by birth or adoption.

## What happens when you retire with CPS?

With CPS, you are not required to start both pensions at the same time. If you decide to start your pension from one plan earlier than the other plan, the CPS relationship will be considered in calculating both pension benefits. This is true, even though the pensions under each plan will start to be paid at different times. However, you must no longer be participating in either plan in order to start your pension in one plan.



---

You Have  
Decided  
to Retire



Out of date

**Congratulations!** You are one step closer to reaching your goal. Now that you are prepared and have selected a retirement date, this guide and your plan’s website will provide you with the final steps you need to take. You need to submit written notification of your retirement to your supervisor, Human Resources and your Pay and Benefits contacts.

To help you prepare and start the retirement process, you should register and log into [mypensionplan.ca](http://mypensionplan.ca) on the PSPP or MEPP websites to get a pension estimate. You should schedule a [one-on-one information](#) (see page 11) session, and review the retirement checklist available on the [PSPP](http://pspp.ca/assets/pspp/files/documents/publications/pspp_retirement_checklist.pdf) (pspp.ca/assets/pspp/files/documents/publications/pspp\_retirement\_checklist.pdf) and [MEPP](http://mepp.ca/assets/mepp/files/publications/mepp-retirement-checklist.pdf) (mepp.ca/assets/mepp/files/publications/mepp-retirement-checklist.pdf) websites.

The next step is to submit a completed retirement application form for each plan you have service in, four months prior to your retirement date through your Pay and Benefits office. If, during your employment with the GoA, you have contributed to both PSPP and MEPP, you will need to submit a retirement application form to both plans. Your Pay and Benefits contact will complete the “For Employer Use Only” section of the form and submit the package to your plan(s) for processing three months prior to your retirement date if your paperwork is received in time. The forms you will need to complete are:



Submit application form 4 months prior to your retirement date.

- GoA Notice of Termination for Payroll form on the [GoA's Form Repository](http://GoA's Form Repository) website (cfr.forms.gov.ab.ca/Account/Login?ReturnUrl=%2f)
- GoA Final Expenditure Approval Request for Vacation and Banked Time Payout form on the GoA's Form Repository website
- PS21 PSPP [Retirement Application](#) form (pspp.ca/assets/pspp/files/documents/forms/pspp\_ps21\_retirement\_application.pdf) on the PSPP website or [mypensionplan.ca](http://mypensionplan.ca)
- ME21 MEPP [Retirement Application](#) form (mepp.ca/assets/mepp/files/forms/mepp\_me21\_retirement\_application.pdf) on the MEPP website or [mypensionplan.ca](http://mypensionplan.ca)

## Who fills out the “For Employer Use Only” section of the retirement form?

Your Pay and Benefits office will complete the employer section of the form. They will submit your retirement application package to your plan(s) directly and work through the process with you. For more information on this process, contact the GoA Time and Benefits Helpline at 780-644-8114 or at [GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca).

Along with the retirement forms, your plan requires that you must provide proof of date of birth (e.g. driver’s licence, passport) for yourself and your pension partner (if applicable), and supporting documentation if you have had a name change (e.g. marriage certificate). You can submit these documents through the secure email offered on your plan’s [mypensionplan.ca](http://mypensionplan.ca) website.

Your retirement application and any other information submitted will be audited by your plan before your Retirement Benefit Statement (Choice Package) is issued. You will receive your Retirement Benefit Statement (Choice Package) in the mail directly from your pension plan. This choice package will contain your membership information, retirement benefit statement, an explanation of your [benefits/options](#) (see page 17) and a list of the remaining required documents. The statement will provide you with all the information you will need to complete your pension choice. You will need to complete all the necessary forms and provide the necessary documentation as your pension benefit cannot begin until all the paperwork is received by your plan. Refer to the samples of the Retirement Benefit Statement (Choice Package) for PSPP and MEPP which are available in the appendix section of this guide.

## Retirement Benefit Statement (Choice Package) Includes:

- Membership information
- Retirement Benefit Statement (Choice Package)
- Explanation of Benefits
- List of Required Documents
- Declaration of Pension Partner Status form
- Request for Direct Deposit form
- TD1 Personal Tax Credits Return form
- Pension Partner Waiver form
- Designation of Beneficiary(ies) form
- Form 1 Pension Waiver of Pension Partner as at Pension Commencement form

Your Retirement Benefit Statement (Choice Package) is normally sent out three or four weeks after your pension plan receives your retirement application form. If you have not received your Retirement Benefit Statement (Choice Package) in this timeframe or you require guidance on the presented options, please direct your questions to your plan's Member Services Centre at:

| Pension Plan   | Toll Free Telephone Number | Email (General Inquiries)  |
|--|----------------------------|--|
| <a href="https://pspp.ca/page/contact-us">PSPP</a> (pspp.ca/page/contact-us) | 1-877-453-1777             | <a href="mailto:memberservices@pspp.ca">memberservices@pspp.ca</a> |
| <a href="https://mepp.ca/page/contact-us">MEPP</a> (mepp.ca/page/contact-us) | 1-877-889-6377             | <a href="mailto:memberservices@mepp.ca">memberservices@mepp.ca</a> |



## Important Note:

You now have the option of managing your retirement application process online, resulting in a faster turnaround. PensionEase is a secure online retirement application tool that will take you step-by-step through the process. In the tool, you'll find all the necessary forms and the list of required documents. You'll also be able to upload and submit your application online. You can access PensionEase by logging into your [mypensionplan.ca](https://mypensionplan.ca) account for [PSPP](https://mypensionplan.apsc.ca/pspp) (mypensionplan.apsc.ca/pspp) or [MEPP](https://mypensionplan.apsc.ca/mepp) (mypensionplan.apsc.ca/mepp).

For more information about your pension benefit options visit the website for [PSPP](https://pspp.ca/page/pension-options) (pspp.ca/page/pension-options) and [MEPP](https://mepp.ca/page/pension-options) (mepp.ca/page/pension-options).

It is important that you respond to your plan and provide your pension option selection prior to your pension commencement date and within 90 days of receipt of your Retirement Benefit Statement (Choice Package), whichever comes first. Otherwise you may cause a delay in the commencement of your pension.

PSPP and/or MEPP will review the documents from your Retirement Benefit Statement (Choice Package) once they are received. If information is missing, you will be contacted and advised as to what is still outstanding.

Your Pay and Benefits contact will submit your final employment details to your plan.

You will receive a Final Retirement Benefit Statement letter once finalization of your pension is complete. This statement confirms that your retirement benefit request has been processed. It confirms your pension choice, pension amount and commencement date. It also provides your membership information used to calculate the benefit and additional information about the choice you have made. As a retiree, when you begin receiving your pension you will receive monthly [payments](#) (see page 30). PSPP and MEPP aim to get your first payment to you within 30 days of your pension commencement date. It is recommended that you read the "Life in Retirement" or "Retired Life" sections of the [PSPP](https://pspp.ca/page/life-in-retirement) (pspp.ca/page/life-in-retirement) or [MEPP](https://mepp.ca/page/retired-life) (mepp.ca/page/retired-life) website.

## Important Note:

If your pension is finalized before your employer has reported your termination details, your pension amount will need to be recalculated once those details are reported which may result in a change to the monthly pension amount. Work with your Pay and Benefits contact to avoid a delay in reporting your termination details to your plan.

---

# Countdown: Transition Out of Work to Retirement Date



You have reached the stage in your journey where you should consider transitioning from your work life to your retirement life. The shift into retirement will be different for everyone. You may plan to work in some capacity during your retirement. You may move quickly into retirement or you may ease out of employment with a longer transition. Both you and your supervisor will rely on each other to work through this transition in a way that is mutually beneficial.

Seize the opportunity to work with your supervisor to create the transition path that works for both you and your department, whether that is working a different schedule, finalizing a project, taking on a greater coaching or mentoring role, or focusing on transfer of knowledge and preparing your work for transition. Your manager will need to consider operational requirements for each request. Human Resources will be able to provide you with further information regarding specific ministry practices and processes.

Take time to review your personal information and update as required (e.g. current address) in [MyAGent](https://myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) (myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP\_GUEST). You must make sure all your online time entries (e.g. vacation, overtime) are submitted and approved before your last day of employment.

## Vacation and Management Supplement

Your termination date is the last date you work for the Government of Alberta. Upon termination of employment, your remaining vacation time can be taken prior to retirement, or can be paid out as a non-pensionable lump sum, subject to applicable taxes and other deductions. You can look up your current balance for vacation and management supplement in [MyAGent](https://myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) (myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP\_GUEST).

To calculate the value of your vacation and any applicable management supplement pay out, you can multiply your hourly rate of pay by the number of vacation and management supplement hours you have remaining. You will find your hourly rate on MyAGent.

If you choose to take your vacation time prior to retirement, discuss this option with your supervisor and Human Resources. For more information refer to the [Collective Agreement](#) or [Vacation Leave Directive](#).

Note that management supplement days are awarded to managers on January 1st of each year before they have been earned. If you retire or terminate before the end of the calendar year, you will pay back at the same salary rate any supplement paid out or taken if it has not yet been earned.

---

## Group Benefits

You will no longer be eligible for group benefits through the Government of Alberta when you retire. Review the details for your specific benefit plan to understand when your coverage will end and the deadlines for submitting outstanding claims. Refer to the '[Benefit Options During Retirement](#)' section (see page 34) for options to consider for non-group or private coverage.

## Extended Medical, Prescription Drug and Dental Plans

Coverage under these plans ends on the last day of the pay period that you retire and terminate employment. All receipts for services provided must be dated on or before your last day of coverage under these plans. You have 12 months from the date the services were provided to claim for reimbursement under the respective plans.

If you are considering private benefits coverage, note that some insurance companies require the coverage to start within a certain timeframe following the termination of your previous benefit plan. If the new plan is not set up within that timeline, you may need to serve a waiting period or provide medical evidence of insurability before the new coverage becomes effective. As such, it is recommended you review options for [post-retirement benefits coverage](#) (see page 45) before choosing your retirement date.

## Group Life Insurance Coverage

Life insurance coverage ends on the last day of the pay period that you retire and terminate employment.

You will receive a conversion notice from your Pay and Benefits contact. You have the option to convert the amount of life insurance lost to an individual plan through The Great-West Life Assurance Company (GWL) without providing medical evidence of insurability. You must apply within 31 days from the last date your coverage ends. The conversion privilege is available for employees age 70 or younger.

The amount of insurance you are eligible to convert is equivalent to or less than the combined total of your Core and Enhanced Life Insurance to a maximum of \$200,000 per policy. If you and your spouse or benefit partner are under age 70, Dependent Life Insurance may also



be converted. The total amount of insurance you are able to convert from all your group life insurance policies cannot exceed \$400,000. For more information on the conversion privilege, refer to the Group Life Insurance section of the [MyCHOICE Benefit Handbook \(Bargaining Unit\)](#) or [1st choice Benefit Handbook \(Non-Bargaining\)](#).

**Important Note:** In the event that you or your dependent pass away during the 31-day conversion period, claims will still be paid out at the amount of life insurance in force at the time of termination, including dependent life insurance.

## Paid-Up Life Insurance for Retired or Terminated Employees

Upon termination or retirement, this death benefit is available to eligible employees who commenced employment prior to April 1, 2012. Eligible employees will receive a paid-up life certificate from Great-West Life within three to four months from their termination or retirement date. Refer to the [MyCHOICE Benefit Handbook](#) or [1st choice Benefit Handbook](#) under the Group Life Insurance section for more details.

## Health Spending Account (HSA)

When your employment with the Government of Alberta ends upon retirement, you cease to be eligible for the HSA and your HSA credit allocation stops. You have **two months from your termination date** to submit your claims for eligible expenses you incurred while employed or they will no longer be eligible for reimbursement. Your receipts must be dated no later than your last date of employment.

For information on eligible expenses see the [MyCHOICE HSA Guide for Union Employees](#) ([myaps.alberta.ca/Documents/Benefits/Benefits\\_plans\\_MyChoice\\_hsa-guide.pdf](http://myaps.alberta.ca/Documents/Benefits/Benefits_plans_MyChoice_hsa-guide.pdf)) or the [1st choice HSA Guide for Management and Non-Union Employees](#) ([myaps.alberta.ca/Documents/Benefits/Benefits\\_plans\\_1stChoice\\_hsa-guide.pdf](http://myaps.alberta.ca/Documents/Benefits/Benefits_plans_1stChoice_hsa-guide.pdf)) where you will find a link to Canada Revenue Agency (CRA) website.

An example of an eligible expense is to use your HSA to claim a share of the premiums for extended medical, prescription drug and dental plans. You can print off a Health/Dental Premium Report in [MyAGent](#) ([myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](http://myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)).

## Cancel or Postpone Retirement

If you wish to cancel or postpone your retirement after you have started the process, you must take the following steps:



- Discuss the cancellation or change in date with your supervisor and Human Resources office (approvals may be required),
- If there is an agreement between you and your department, contact your Pay and Benefits contact to advise of the cancellation or change in date, and
- Contact the plan's [Member Services Centre](#) (see page 11) immediately. Provide your plan written notification of your direction to change or cancel. The secure email service through [mypensionplan.ca](#) is available for this purpose for both [PSPP](#) ([mypensionplan.ca/pspp](#)) and [MEPP](#) ([mypensionplan.apsc.ca/mepp](#)).

---

### What are my options for my United Way pledge?

You will be asked to decide whether you want to pay the balance of your pledge or cancel your commitment upon retirement.



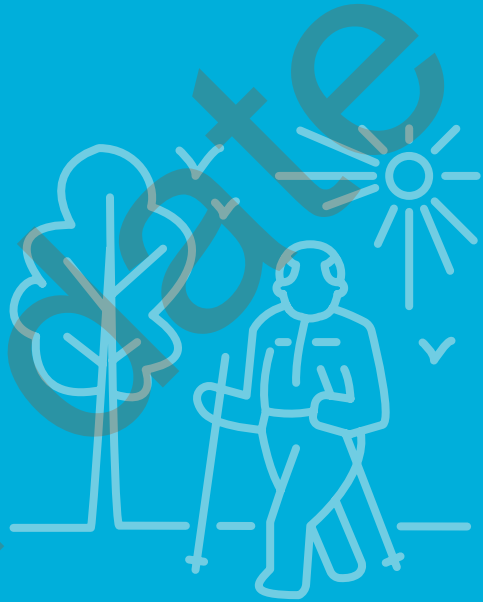
**United Way**  
**Alberta Capital Region**

### Important Note:

You will want to review your retirement package carefully because once your benefit begins to be paid, you cannot change the pension option you have chosen.

---

# Retirement



Out of State

## Your first pension payment

Your pension will be finalized after all the required documents have been received by your plan. Your plan will send you the Final Retirement Benefit Statement. This statement confirms your retirement benefit request has been processed, your pension choice, pension amount and commencement date. It also provides your membership information used to calculate the benefit and additional information about the choice you have made. Your plan aims to get your first payment to you within 30 days of your pension commencement date.

**Note:** your pension amount on the Final Retirement Benefit Statement may change if the final termination details are reported to your plan after the first pension payment is made. This includes any retroactive service and/or salary adjustments being reported.

If you participate in more than one plan, you will receive only one combined payment (e.g. cheque or direct deposit).

Your plan pays pensions on a monthly basis on the second last business day of the month except for December. In December, the pension is paid before December 25. If you choose to receive cheques, the cheque will be mailed on the payment date. If your retirement occurs on any day except for the first of the month, your first month's pension will be prorated. For example, if your last day worked is July 14, your pension commencement date will be July 15 and you will receive 16/31 of a full month's pension payment. Alberta Pensions Services Corporation will issue a weekly special pay run for your first payment if your pension is finalized after the first month of retirement.

Refer to the important pension payment date information available on the website for [PSPP](https://pspp.ca/page/pension-payment-dates) (pspp.ca/page/pension-payment-dates) and [MEPP](https://mepp.ca/page/pension-payment-dates) (mepp.ca/page/pension-payment-dates) websites.

## How will my pension be calculated when I retire?

The pension you receive when you retire will be based on your length of total pensionable service, the average of your highest five consecutive years of pensionable salary (including [CPS](#) (see page 47)) and the plan's pension benefit rate. The final amount of your pension is also based on when you retire, the pension option you choose at retirement and whether you choose to coordinate your [PSPP](https://pspp.ca/page/coordination) (pspp.ca/page/coordination) or [MEPP](https://mepp.ca/page/coordination) (mepp.ca/page/coordination) pension.

Refer to the information on "How your pension is calculated?" on the [PSPP](https://pspp.ca/page/how-your-pension-is-calculated) (pspp.ca/page/how-your-pension-is-calculated) and [MEPP](https://mepp.ca/page/how-your-pension-is-calculated) (mepp.ca/page/how-your-pension-is-calculated) websites.



## How long is my pension benefit paid?

Your pension is a lifetime benefit.

You must make a pension choice when you retire to determine how your pension will be paid following your death. If you have a pension partner when you retire, you must choose one of the joint lifetime pension options unless your pension partner chooses to complete a Pension Partner Waiver giving up the right to a survivor pension. A joint lifetime pension means if you pass away first, your pension partner will continue to receive a lifetime pension.

A single lifetime option can be chosen if you do not have a pension partner at retirement or if your pension partner chooses to complete a Pension Partner Waiver giving up the right to a survivor benefit. These pension options are also paid to you for as long as you live. If you choose an option with a guaranteed period (5, 10 or 15 years), your designated beneficiary (ies) will continue to receive payments until the end of the chosen term. For PSPP, you can also select a pension option that has no guaranteed period and pays no further payments upon your death.

**Note:** Your plan requires notification if you or your pension partner passes away.

## Income Tax

Income tax still applies during your retirement. You may have gone from one source of income while working to several now that you are retired. In addition to your PSPP and/or MEPP pension, you might have payments from Canada Pension Plan (CPP), Old Age Security (OAS) and other retirement investment income. You might even return to work post-retirement. You should consider reviewing the income tax information available on the websites for [PSPP](https://pspp.ca/page/income-taxes) (pspp.ca/page/income-taxes) and [MEPP](https://mepp.ca/page/income-taxes) (mepp.ca/page/income-taxes).

Income tax will be deducted from your monthly pension payments. Your plan will deduct income tax based on government requirements and the information you have provided, especially the Canadian province or territory, or country where you reside. If the country you are (or will be) living in does not have a tax treaty with Canada, your pension will be taxed at a standard rate of 25 per cent. You can review the amount of tax deducted at [mypensionplan.ca](https://mypensionplan.ca) for [PSPP](https://mypensionplan.apsc.ca/pspp) (mypensionplan.apsc.ca/pspp) and [MEPP](https://mypensionplan.apsc.ca/MEPP) (mypensionplan.apsc.ca/MEPP).

Your plan will calculate your tax deductions as if your only source of income is your PSPP and/or MEPP pension and any other pensions administered by APSC. Your plan does not know what your other sources of income might be and the tax withheld is based only on your pension income. Other income might push you into a new tax bracket.

### Tax receipts

Request a T4 or information on your pensionable service from the GoA Time and Benefits team at [GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca) or 780-644-8114 (toll free in Alberta by first dialing 310-0000).

Your plan assumes that you qualify for the Basic Personal Exemption if you live in Canada, unless you tell them otherwise by submitting a form from the Canada Revenue Agency (CRA). You should review the amount of tax deducted from your pension on [mypensionplan.ca](http://mypensionplan.ca) as government tax rates change from time to time.

If you want more income tax deducted, use the secure mailbox in [mypensionplan.ca](http://mypensionplan.ca) to request additional tax deductions. The other option is to complete a [Federal TD1 Tax Form](http://canada.ca/en/revenue-agency/services/forms-publications.html) (canada.ca/en/revenue-agency/services/forms-publications.html). Fill in the request for additional tax box with the new amount you would like deducted from each payment.

If you are eligible and would like to claim additional credits from the TD1 form, complete both the federal and provincial forms and return them to PSPP and/or MEPP. You will receive a T4A to report on your income taxes. Your plan sends the T4As out to all pensioners every February.

**It is recommended you speak to CRA or a tax professional (e.g. accountant) if you have any tax questions.**

For pension tax reporting documents such as a T4A, contact Alberta Pensions Services.

## Cost-of-Living Adjustment (COLA)

Your pension may increase each January by a COLA to compensate for an increase in the cost of living. This assessment will occur each year while your pension is being paid. COLA is based on 60 per cent of the year-over-year change to the [Alberta Consumer Price Index](#) (see page 47). For more information about COLA visit the [PSPP](http://pspp.ca/page/will-my-pension-amount-change) (pspp.ca/page/will-my-pension-amount-change) and [MEPP](http://mepp.ca/page/will-my-pension-amount-change) (mepp.ca/page/will-my-pension-amount-change) websites.

---

# Benefit Options During Retirement

Out of Date



## Alberta Blue Cross (ABC) Retiree Plan

Alberta Blue Cross offers a retiree health and dental benefits plan. This plan enables current and future retirees from the GoA between the ages of 50 and 75 to apply to enroll in a retiree benefit program paid for entirely by the retiree. This program is open to Bargaining Unit, Management and Opted Out and Excluded retirees who participated in group benefits (Group 5) while employed with the GoA. The program includes three levels of coverage for Extended Health Care with an Out-of-Province/Canada Emergency Travel Option, prescription drugs and Dental Care for retirees, their spouses/partners, and dependent children.

### Important Note:

You must apply for coverage within 60 days of losing your existing employer-sponsored group benefits (Group 5).

The program details can be accessed through the [ABC website](http://ab.bluecross.ca/individuals-families/retiree-plan.php) (ab.bluecross.ca/individuals-families/retiree-plan.php) and [brochure](http://ab.bluecross.ca/pdfs/83604-Retiree-Member-Booklet.pdf) (ab.bluecross.ca/pdfs/83604-Retiree-Member-Booklet.pdf). For additional information about the program, contact ABC toll-free at 1-800-563-6910 or by email.

## Alberta Public Service Retiree Health and Wellness Benefit Plan

The Public Service Commission has partnered with the Alberta Union of Provincial Employees (AUPE) to enable current and future retirees from the GoA to enroll in a group benefits program paid for entirely by the retiree. The Alberta Public Service Retiree Health and Wellness Benefits Plan is sponsored by the Alberta Retired Teachers' Association (ARTA) and administered by the Alberta School Employee Benefit Plan (ASEBP). This program is open to Bargaining Unit, Management, Opted Out and Excluded GoA retirees. It includes Extended Health Care with an Out-of-Province/Canada Emergency Travel Option, Dental Care, Long Term Care, and Life Insurance plans for retirees, their spouses/partners, and dependent children.

### Important Note:

You must apply for coverage within 60 days of losing your existing employer-sponsored group coverage to avoid having to submit medical evidence for eligibility.

The program details can be accessed through the [ARTA](http://arta.net/) website (arta.net/) and [plan summary](http://arta.net/member-services/participating-organizations/public-sector/alberta-public-service-employees/) (arta.net/member-services/participating-organizations/public-sector/alberta-public-service-employees/). For additional information about the program, contact ASEBP at 780-989-8709 in the Edmonton area or toll-free at 1-855-444-ARTA (2782) or by email at [arta@asebp.ca](mailto:arta@asebp.ca).

## Non-group Benefit Coverage for Seniors Sponsored by Alberta Health

The Government of Alberta provides premium-free Alberta Blue Cross coverage for seniors for health-related services not covered by the Alberta Health Care Insurance Plan ([AHCIP](#)) (see page 52). This coverage is available to all Albertans 65 years of age or older and their dependents. Alberta Blue Cross administers the coverage for seniors on behalf of [Alberta Health](#) (alberta.ca/financial-assistance-for-seniors.aspx).

---

# Suggested Timeline



Out of date

Each person affected by retirement is responsible for completing tasks leading up to retirement. The timeline below describes a number of items common to retirement for permanent, temporary, and wage 2850 GoA employees.

Items in ***bold italics*** are time sensitive. Other tasks or procedures may be required for specific ministries as they relate to individual work units or positions and should be considered when appropriate. For example: submission of retirement applications forms, making arrangements for private retiree benefit coverage, transition for replacement and knowledge transfer, etc.

- “Other Liaisons” refers to individuals in the GoA who might support an employee or supervisor in managing transitions to retirement. This can include Human Resource professionals, pay and benefits professionals, IT support, administrative professionals, and other colleagues in the immediate work unit.
- The [references section](#) (see page 52) at the end of this guide contains links to a variety of websites with additional information about leaves including the Public Service Commission, Public Service Pension Plan, Management Employees Pension Plan, Alberta Blue Cross, and many more. These resources are valuable information sources for both employees and supervisors throughout the leave process.

### Thinking about retiring (at least 3 to 5 years prior to retirement)

| EMPLOYEE  | SUPERVISOR   | OTHER LIAISONS   |
|---|--|--|
| Research pension, health benefits and late career management on the Public Service Commission and pension plan websites*  | Understand how to access GoA policies, procedures, tools and resources related to managing <a href="#">careers</a> in the GoA ( <a href="http://psc.alberta.ca/Practitioners/?file=learning/careermgmtkit/resources/late-careers-in-aps&amp;cf=9">psc.alberta.ca/Practitioners/?file=learning/careermgmtkit/resources/late-careers-in-aps&amp;cf=9</a> ) | Human Resources: upon request, direct employee to resources for managing late careers in the GoA |
| Consider attending pension and retirement information sessions offered through your plan ( <a href="http://pspp.ca/page/information-sessions">PSPP</a> ( <a href="http://pspp.ca/page/information-sessions">pspp.ca/page/information-sessions</a> ) or <a href="http://mepp.ca/page/one-on-one-sessions">MEPP</a> ( <a href="http://mepp.ca/page/one-on-one-sessions">mepp.ca/page/one-on-one-sessions</a> )) | Upon request, support and encourage participation in pension information sessions and retirement planning seminars   |  |
| Consider attending financial and retirement planning seminars when developing your learning and development plans   | Assist with learning and development plans   |  |

| EMPLOYEE  | SUPERVISOR   | OTHER LIAISONS  |
|---|--|---|
| Consider seeking professional advice (e.g. retirement, financial, tax, legal, estate planning)  | Provide Employee and Family Assistance Program ( <a href="#">EFAP</a> ) resources ( <a href="http://myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx">myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx</a> ) |   |
| Consider finding a mentor to discuss strategies for approaching retirement in the GoA. This could be a supervisor, an AUPE representative, or another trusted colleague   | Support formal and informal mentoring  |   |
| Consider impacts on income, your investments, personal savings, <a href="#">Canada Pension Plan</a> (CPP) (see page 47), <a href="#">Old Age Security</a> (OAS) (see page 48), your health, lifestyle and retirement plans in order to plan financially | Understand how to access GoA policies, procedures, tools and resources related to termination of employment and retirement including CPP and OAS   | Pay and Benefits/Human Resources: upon request, refer employee to Government of Canada for contact and website information ( <a href="http://canada.ca/en/services/benefits/publicpensions/cpp.html">CPP</a> ( <a href="http://canada.ca/en/services/benefits/publicpensions/cpp.html">canada.ca/en/services/benefits/publicpensions/cpp.html</a> ), <a href="http://canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/apply.html">OAS</a> ( <a href="http://canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/apply.html">canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/apply.html</a> )) |
| Consider the alignment of all your pension income, withdrawal options and tax implications  |  |   |
| Think about your pension options following retirement   | Upon request, direct employee to pension resource information and tools <a href="#">myAPS/Pensions and retirement</a> ( <a href="http://myaps.alberta.ca/Pages/My-HR/Pensions-and-Retirement/Pensions.aspx">myaps.alberta.ca/Pages/My-HR/Pensions-and-Retirement/Pensions.aspx</a> )                               |   |
| Consider your employment options following retirement   |  |   |
| Consider the pension estimators to compare different retirement scenarios available on your pension plan's website  |  |   |
| Consider purchasing any eligible buyback service (e.g. prior service, leave service)  |  | Pay and Benefits: upon request, provide buyback service process information   |

\*See [reference](#) section (see page 52)



## Making your decision (1 to 3 years prior to retirement)

| EMPLOYEE   | SUPERVISOR   | OTHER LIAISONS   |
|--|--|--|
| Develop a financial strategy for retirement income, including pension options, tax implications and premiums for health benefits   | <p>Upon request, support and encourage participation in pension information sessions and retirement planning seminars</p> <p>Upon request, direct employee to information on retiree health programs and available resources (e.g. <a href="http://arta.net/partners/alberta-public-service-employees/">ARTA</a> (arta.net/partners/alberta-public-service-employees/), <a href="http://ab.bluecross.ca/individuals-families/retiree-plan.php">Alberta Blue Cross</a> (ab.bluecross.ca/individuals-families/retiree-plan.php))</p> | Human Resources: provide <a href="http://myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx">EFAP</a> (myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx) information |
| Project your future pension using the pension projection calculator on <a href="http://mypensionplan.ca">mypensionplan.ca</a> for <a href="http://mypensionplan.apsc.ca/pspp">PSPP</a> (mypensionplan.apsc.ca/pspp) and/or <a href="http://mypensionplan.apsc.ca">MEPP</a> (mypensionplan.apsc.ca) | <p>Upon request, direct employee to pension resource information and tools</p> <p><a href="http://myAPS/Pensions-and-retirement">myAPS/Pensions and retirement</a> (myaps.alberta.ca/Pages/My-HR/Pensions-and-Retirement.aspx)</p>   | Human Resources/Pay and Benefits: upon request, direct employee to your plan's contact information and pension plan website  |
| Review your personal information on <a href="http://mypensionplan.ca">mypensionplan.ca</a> or directly with your plan to ensure it is accurate and up-to-date  |  |  |
| Consider purchasing any eligible buyback service (e.g. prior service, leave service)   |  | Pay and Benefits: provide buyback service process information on request   |
| Decide when to retire  | Upon request, have a conversation with employee regarding retirement date and transition plan  |  |
| Consider the transition path that will meet your needs   |  |  |

## You Decided to Retire (3 to 12 months prior to leave)

| EMPLOYEE   | SUPERVISOR  | OTHER LIAISONS  |
|--|---|---|
| Collaborate with employer to support hiring process requested by the employer (if required)  | Determine strategy to transfer knowledge and fill the employee's position upon retirement; contact Human Resources as appropriate                                       | Human Resources: prepare job postings and support hiring process, if required   |
| Determine when you will start your retirement and ensure you submit written notice to your supervisor, Human Resources and Pay and Benefits contacts <b>at least four (4) months before that date to satisfy pension plan documentation timeframes</b> |   | <b>Pay and Benefits: provide employee with retirement information package as soon as possible following written notice of retirement</b>      |
| Review your personal information and vacation balances in MyAGent to ensure they are accurate and up-to-date   | Discuss options for vacation balances (e.g. use, payout)  | Pay and Benefits: answer questions on vacation balances (e.g. payout)   |
| Confirm when you will retire and ensure you submit your retirement application forms to your Pay and Benefits contact and your plan <b>at least 4 months before that date</b>  | Assist the employee to find liaisons within the organization to assist with questions or procedures (e.g. Human Resources Consultants, Pay and Benefit Representatives) | Pay and Benefits: answer questions (e.g. retirement process, forms), and complete the "For Employer Use Only" section of the application form |
| Work with your supervisor to develop a transition plan   | Consider the transition path that will meet your needs  |   |

**Countdown: transition from work to retirement (2 to 3 months prior to retirement)**

| EMPLOYEE  | SUPERVISOR  | OTHER LIAISONS  |
|---|---|---|
| <p>Ask your Pay and Benefits contact about any outstanding balances for purchasing buyback service (prior service or leave service), and make arrangements to pay the balance within <b>90 days from your last day of employment</b></p>  | <p>Assist the employee in finding liaisons within the organization to assist with questions or procedures (e.g. Human Resources consultants, Pay and Benefit contacts)</p>    | <p>Pay and Benefits: upon request, work with employee to develop a final payment plan for purchasing buyback service, including any leaves during the year you are retiring (also known as in-year leaves).</p>   |
| <p>Review your time exceptions in MyAGent (i.e. absence, overtime) to ensure all time exceptions are submitted and approved <b>before your last day of employment</b></p>   | <p>Ensure all time exceptions are reviewed and approved before the last day of employment.</p>  | <p>Pay and Benefits/Human Resources: provide employee with any additional payroll information as needed to finalize termination of employment and retirement</p>  |
| <p>Your plan issues and directly mails your Retirement Benefits Statement (Choice Package).</p> <p>It is important that you respond to your plan and provide your pension option selection <b>prior to your pension commencement date and within 90 days of receipt of your Choice Package, whichever comes first. Otherwise you may cause a delay in the commencement of your pension.</b></p> |   | <p>The employee can consider using the plan’s secure email offered through <a href="http://mypensionplan.ca">mypensionplan.ca</a> or <a href="#">Member Services Centre</a> (see page 11) to answer any questions they have about their pension options.</p> <p>The employee’s plan will prepare the pension and final Retirement Benefits Statement.</p> |
| <p>Prepare work for transition – such as ensuring documents are available on shared drives, projects are up-to-date and catalogued for your replacement</p>   | <p>Meet with the employee to develop a knowledge transition plan</p> <p>Explore including another employee in any cross-ministry working groups to support the transition</p> |   |

| EMPLOYEE   | SUPERVISOR  | OTHER LIAISONS |
|--|---|----------------|
| Provide preferences for retirement recognition celebration   | If the employee so desires, work with the employee to plan a retirement celebration   |                |
| Make arrangements with provider for private retiree health and dental coverage <b><i>within 60 days from your last day of employment</i></b> | Upon request, direct employee to information on retiree health programs and available resources (e.g. <a href="http://arta.net/partners/alberta-public-service-employees/">ARTA</a> (arta.net/partners/alberta-public-service-employees/), <a href="http://ab.bluecross.ca/individuals-families/retiree-plan.php">Alberta Blue Cross</a> (ab.bluecross.ca/individuals-families/retiree-plan.php)) |                |

Out of date

## Less than 1 month prior to retirement

| EMPLOYEE  | SUPERVISOR   | OTHER LIAISONS   |
|---|--|--|
| Submit claims for health and dental services provided on or before your last day of coverage to Alberta Blue Cross. You have <b>12 months from the date the services were provided to claim for reimbursement</b>       | Direct employee to group benefit and third-party service provider information as requested <a href="http://myaps/benefits">myAPS/Benefits</a> (myaps.alberta.ca/Pages/My-HR/Benefits.aspx) |  |
| Submit claims for HSA expenses to Alberta Blue Cross <b>within two (2) months of your last day of employment</b>  |  |  |
| If eligible, apply for an individual policy through The Great-West Life Assurance Company <b>within 31 days from your last day of employment</b> to take advantage of your conversion privilege for lost life insurance |  | Pay and Benefits: provide employee with the group life conversion notice   |
| Cancel parking through OPRA as applicable   | Review and complete Employee Termination/Retirement Checklist  |  |
| Return any GoA property such as laptop computer, cell phone, tablet, access cards, etc.   | Initiate deactivation of employee's IT accounts, hardware, software and mobile devices   |  |
|   |  | Pay and Benefits: prepare final pay  |
| Your plan will finalize your pension payments and directly mail your final Retirement Benefits Statement confirming your monthly payment amounts to you   |  | Pay and Benefits: submit final employment details to APSC.<br><br>The employee can consider using the plan's secure email offered through <a href="http://mypensionplan.ca">mypensionplan.ca</a> or <a href="#">Member Services Centre</a> (see page 11) to answer any questions they have about their final statement and pension payments. |
| Celebrate with your colleagues  | Finalize retirement recognition  |  |

---

# Helpful Resources



Out of date

The [My Career section on myAPS](https://myaps.alberta.ca/Pages/My-Career/Plan-your-career/Careers-in-the-APS.aspx) (myaps.alberta.ca/Pages/My-Career/Plan-your-career/Careers-in-the-APS.aspx) offers a wide variety of general guidelines, checklists and information beneficial to late career employees in the GoA.

The [Employee and Family Assistance program](https://myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx) (myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx) provides personalized support including financial counselling, legal advice and healthy living supports. You can visit the website or download the app [here](https://www.shepell.com/en-ca/) (https://www.shepell.com/en-ca/).

Alberta Health offers non-group benefit [coverage](https://alberta.ca/drug-coverage-health-benefits.aspx) (alberta.ca/drug-coverage-health-benefits.aspx) to ensure all Albertans have access to an economical supplementary health benefits program that provides coverage for a variety of health-related services not covered by the Alberta Health Care Insurance Plan.

Alberta Seniors and Housing provides a range of programs and supports for seniors such as Alberta seniors benefit, dental and optical assistance. You can visit the website or download the [Seniors Financial Assistance Programs Information Booklet](https://open.alberta.ca/publications/6758057) (open.alberta.ca/publications/6758057).

## Helpful External Resources

Alberta Blue Cross provides non-group and individual plans with benefit coverage for non-seniors and seniors, including prescription drugs and health-related coverage. You can visit the website [here](https://ab.bluecross.ca/) (ab.bluecross.ca/).

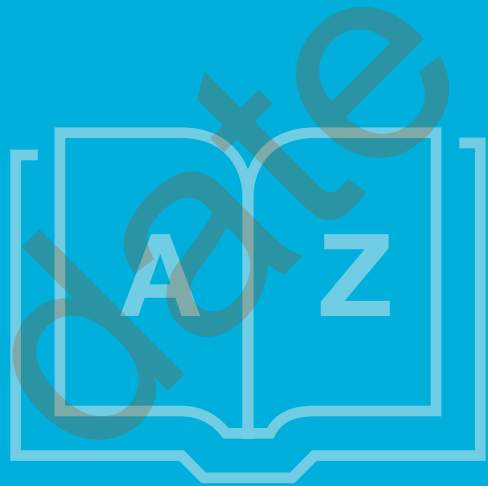
Alberta Health Services has a range of support for seniors, including information about [seniors' health](https://albertahealthservices.ca/scns/Page7702.aspx), [continuing care](https://albertahealthservices.ca/scns/Page7702.aspx) (albertahealthservices.ca/scns/Page7702.aspx) and [oral health](https://albertahealthservices.ca/info/Page14890.aspx) (albertahealthservices.ca/info/Page14890.aspx).

As noted above, Alberta Blue Cross offers a retiree benefit program for GoA retirees, including extended health care, prescription drug, dental care and supplementary travel insurance. You can visit the website [here](https://ab.bluecross.ca/individuals-families/retiree-plan.php) (ab.bluecross.ca/individuals-families/retiree-plan.php).

The Alberta Retired Teachers' Association provides a retiree benefit program for GoA retirees, including extended health care, dental care and supplementary travel insurance. You can visit the website [here](https://arta.net/member-services/participating-organizations/public-sector/alberta-public-service-employees/) (arta.net/member-services/participating-organizations/public-sector/alberta-public-service-employees/).

---

# Glossary of Terms



Out of date



### **Alberta's Consumer Price Index (ACPI)**

ACPI is a weighted average of the cost of a basket of goods and services that are normally purchased by Alberta households. It includes such items as clothing, food, housing, gasoline, health, personal care services, recreation and education.

### **Alberta Pensions Services Corporation (APSC)**

APSC is responsible for all functions in relation to the administration of the benefits on behalf of Alberta's public sector pension plans including PSPP and MEPP. APSC was incorporated in 1995 under Alberta's Business Corporations Act with the Government of Alberta as the sole Shareholder.

### **Combined Pensionable Service (CPS)**

A combined pensionable service relationship is established if you move between PSPP and MEPP with no break in pensionable service with the same employer. You will maintain any CPS you have from other employment prior to working with the GoA. It is used to determine milestones such as when you become vested, qualify for an unreduced pension or reach the maximum pensionable service limit of 35 years. It is also taken into account in the calculation of your highest five consecutive years of pensionable salary.

Your total pensionable service from both plans will be used to determine if you are vested for a pension under each plan. For example, if you have two years of pensionable service in PSPP then move to MEPP with the same employer with no break in service, CPS means you will only need three more years of service to reach five years of service and become vested in MEPP.

It is important to note that under CPS you will receive two separately calculated pensions, each using only the pensionable service earned in that plan. See the plan websites for [PSPP](http://pspp.ca/page/combined-pensionable-service) (pspp.ca/page/combined-pensionable-service) and [MEPP](http://mepp.ca/page/combined-pensionable-service) (mepp.ca/page/combined-pensionable-service) for additional information on CPS.

### **Canada Pension Plan (CPP)**

The CPP is a federal pension plan administered by Employment and Social Development Canada on behalf of employees in all provinces and territories of Canada except Quebec, which operates the equivalent Quebec Pension Plan (QPP). CPP provides contributors and their families with partial replacement of earnings in the case of retirement, disability or death. Almost all individuals who work in Canada outside of Quebec contribute to CPP. The CPP provides a monthly retirement benefit to eligible applicants. You can apply for and receive a full CPP retirement pension at age 65 or receive as early as age 60 with a reduction, or as late as age 70 with an increase to the benefit. CPP is being enhanced starting in 2019. Visit the Government of Canada's website for more information on the [CPP](http://canada.ca/en/services/benefits/publicpensions/cpp.html) (canada.ca/en/services/benefits/publicpensions/cpp.html) enhancements.

### **Defined Benefit Pension Plan**

Both PSPP and MEPP are defined benefit (DB) pension plans. DB plans pay a monthly pension based on your pensionable salary and length of pensionable service. The pension plan's obligation is to pay a stated benefit to you based on your salary and length of service. The main benefits of a DB are:

- Your benefit is paid for your lifetime regardless of market conditions or how long you live.
- You can plan for your retirement because you can estimate your future pension income. The pension [estimators](#) (see page10) available on the plans' websites allow you to estimate your future monthly payments.

### **Highest Average Salary**

The average of your highest five consecutive years of salary used to calculate your pension benefits. For the purpose of calculating your highest average salary, for service after 1991, the portion of salary used for purposes of the calculation cannot exceed the corresponding plan-specific salary cap. The salary caps do not apply to service prior to 1992.

### **Locked-in Retirement Account (LIRA)**

A special type of Registered Retirement Savings Plan (RRSP) designed to hold locked-in pension funds. The money in your LIRA is locked-in. The money is to be used to provide you with retirement income. It cannot be withdrawn or transferred except as permitted by the applicable legislation.

### **Old Age Security (OAS)**

The OAS program is the Government of Canada's largest pension program. It is funded out of the general revenues of the Government of Canada, which means that you do not pay into it directly.

The OAS pension is a monthly payment available to seniors aged 65 and older who meet the Canadian legal status and residence requirements. You need to apply to receive it. There are three types of OAS benefits.

- Guaranteed Income Supplement (GIS) is a monthly non-taxable benefit that can be added to your OAS pension if you live in Canada and you have a low income.
- You might be eligible to receive an allowance benefit if you are 60 to 64 years of age and your spouse or common-law partner is receiving the OAS pension and is eligible for the GIS.
- You might be eligible to receive an allowance benefit as a survivor if you are 60 to 64 years of age and you are widowed.

### **Pensionable Salary**

Pensionable salary is the basic pay for the performance of your regular duties. Salary can include shift work, weekends, and acting pay governed by employer [policy](http://myaps.alberta.ca/Pages/My-HR/Collective-Agreement-and-HR-Directives/Directives/Benefits-Directives/-Pension-plan-membership,-.aspx) (myaps.alberta.ca/Pages/My-HR/Collective-Agreement-and-HR-Directives/Directives/Benefits-Directives/-Pension-plan-membership,-.aspx). Salary does not include earnings such as expense allowances or overtime payments. The salary used in the calculation of your PSPP and/or MEPP benefit entitlement will be subject to any limits set out under the plan rules to ensure that your benefit is not greater than what is allowed under the [Income Tax Act](http://laws-lois.justice.gc.ca/eng/acts/l-3.3/) (laws-lois.justice.gc.ca/eng/acts/l-3.3/).

### **Pensionable Service**

Your years of service during which you contribute to the pension plan, plus service recognized from a transfer, purchase of prior service or leave service. The maximum pensionable service limit in PSPP and MEPP is 35 years, including [CPS](#) (see page 47). If a CPS relationship exists, your pensionable service from both plans will be used to determine when you will reach the 35-year maximum service limit.

### **Prior Service (Known as Buyback or Past Service)**

Prior service is previous employment during which you participated (or could have participated) in a registered pension plan. You may be able to buy back this period of service if you are not receiving a current or future pension in respect of that service. Only some types of service are eligible to be purchased in PSPP and MEPP.

By buying prior service you can increase your length of pensionable service thereby increasing your future benefits. Visit the plans' websites to learn more about buying prior service for [PSPP](http://pspp.ca/page/buying-prior-service) (pspp.ca/page/buying-prior-service) and [MEPP](http://mepp.ca/page/buying-prior-service) (mepp.ca/page/buying-prior-service).

### **Reduced Pension**

You can retire any time after you reach age 55 if you are [vested](#) (see page 50). Your pension will be reduced by three per cent for each year you retire early. For PSPP this reduction will be based on the number of years you are short of age 65 or 85 points (whichever is less). You will reach 85 points when your years of pensionable service (see definition listed above) plus your age total at least 85 (also known as the 85 factor). For MEPP this reduction will be based on the number of years you are short of age 60 or 80 points (whichever is less). You will reach 80 points when your years of pensionable service plus your age total at least 80 (also known as the 80 factor). The maximum pension reduction is 30 per cent. The reduction will be prorated for partial years.

**Note: for MEPP the reduction only applies to pension benefits for service after December 31, 1991.**

### **Registered Retirement Savings Plan (RRSP)**

A type of tax-deferred investment that is set up to hold and invest your savings until you retire. Most can be withdrawn at any time, but you will be taxed on the amount withdrawn.

### **Salary Cap**

The salary cap is the maximum salary set by the plan rules, in order to ensure your benefit does not exceed the [defined benefit limit](https://canada.ca/en/revenue-agency/services/tax/registered-plans-administrators/pspa/mp-rrsp-dpsp-tfsa-limits-ympe.html) (canada.ca/en/revenue-agency/services/tax/registered-plans-administrators/pspa/mp-rrsp-dpsp-tfsa-limits-ympe.html) set under the *Income Tax Act*.

### **Unreduced Pension**

An unreduced pension is a pension that will not be reduced for early retirement. For PSPP you can retire with an unreduced pension at age 65, or as early as age 55 if your age plus your years of [pensionable service](#) (see page 49) (including [CPS](#) (see page 47)) equal 85 or more (known as the 85 factor).

For MEPP you can retire with an unreduced pension when you are at least 55 years of age and your years of pensionable service (including CPS) plus your age equal 80 or more (known as the 80 factor). You can also retire with an unreduced pension starting at age 60 if you are vested.

### **Vested Employees**

A term used by pension plans that means you qualify to receive a monthly pension. To be vested with PSPP, an employee needs to have two years of pensionable service (including [CPS](#) (see page 47)). You will be vested immediately if you are at least age 65 and active in the plan. To be vested with MEPP an employee needs to have five years of pensionable service (including CPS). You will be vested immediately if you are at least age 65 and active in the plan.

---

# Resources



Out of date

**211 Alberta**

(Includes information on community and social services)

<http://www.ab.211.ca/>

**Alberta Blue Cross**

(Includes claim forms and a secure site for plan members to view the status of claims)

<https://www.ab.bluecross.ca/index.php>

**Alberta Blue Cross**

(Includes details on retiree benefits programs for GoA retirees)

<https://www.ab.bluecross.ca/individuals-families/retiree-plan.php>

**Alberta Blue Cross Coverage for Seniors**

(Includes non-group individual plans for extended health and dental benefits for seniors)

<https://www.ab.bluecross.ca/government/government-programs.php>

**Alberta Employment Standards Code**

<http://www.qp.alberta.ca/documents/Acts/E09.pdf>

**Alberta Health Care Insurance Plan (AHCIP)**

<https://www.alberta.ca/ahcip.aspx>

**Alberta Health Services**

(Includes information on health care, seniors health strategic clinical network, continuing care)

<http://www.albertahealthservices.ca/>

**Alberta Health Services Health Link**

<http://www.albertahealthservices.ca/info/Page12630.aspx>

**Alberta Human Rights Commission**

(Includes information on rights and responsibilities related to age in the workplace and duty to accommodate)

<https://www.albertahumanrights.ab.ca/Pages/default.aspx>

**Alberta Retired Teachers' Association**

(Includes details on retiree benefits program for GoA retirees)

<https://www.arta.net/member-services/participating-organizations/public-sector/alberta-public-service-employees/>

**Alberta Supports Contact Centre**

(Support for access to various programs and community services)

1-877-644-9992 or 780-644-9992

<https://www.alberta.ca/alberta-supports.aspx>

**Canada Revenue Agency (CRA) Contact Information**

<https://www.canada.ca/en/revenue-agency/corporate/contact-information.html>

**Canada Revenue Agency Eligible Medical Expenses**

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/lines-330-331-eligible-medical-expenses-you-claim-on-your-tax-return.html>

**Canadian Association for Retired Persons (CARP)**

(Includes information on advocacy for better healthcare and financial security for Canadians as they age)

<http://www.carp.ca/>

**Canadian Human Rights Commission**

(Includes information on rights and responsibilities related to age in the workplace and duty to accommodate)

<http://www.chrc-ccdp.gc.ca/index.html>

**Canadian Life and Health Insurance Association Inc. (CLHIA)**

(Includes a quick reference guide for transition to retirement)

<https://www.clhia.ca/rs/en/ready-set-retire.html>

**Employment and Social Development Canada**

(Includes information on an intergovernmental Seniors Forum)

<https://www.canada.ca/en/employment-social-development/corporate/seniors/forum.html>

**Employee and Family Assistance Program**

(Includes information about the scope of the program and how to access its services)

<https://myaps.alberta.ca/Pages/My-HR/Health-Management-Wellness/Employee-and-Family-Assistance-Program.aspx>

**Shepell FGI**

(Includes information and resources related to the Employee and Family Assistance Program)

<https://www.shepell.com/en-ca/>

**Shepell FGI Publications**

(Includes an article titled Coping with Retirement Stress)

<https://www.bcit.ca/files/hr/pdf/copingretirementstress.pdf>

**Government of Alberta Community and Social Services**

(Includes information on the Alberta Adult Health Benefit program for Albertans with low income)

<https://www.alberta.ca/ministry-community-social-services.aspx>

**Government of Alberta Help Desk**

(Support for IT systems and access) – 780-427-1462

**Government of Alberta Health**

(Includes information on non-group benefit coverage for all Albertans)

<https://www.alberta.ca/drug-coverage-health-benefits.aspx>

**Government of Alberta Health**

(Includes information on the premium-free Alberta Blue Cross Coverage for seniors)

<https://www.alberta.ca/drug-coverage-health-benefits.aspx>

**Government of Alberta Online Parking Request and Administration System (OPRA)**

<https://www.opra.alberta.ca/Account/Welcome>

**Government of Alberta Public Service Commission**

(Includes information on the collective agreement, employer pension policy and vacation policy)

<https://www.alberta.ca/public-service-commission.aspx>

**Government of Alberta myAPS/Benefits**

(Includes details on group benefit plans, the Health Spending Account, Alberta Public Service retiree health and wellness program available to GoA retirees, and benefit contact lists)

<https://myaps.alberta.ca/Pages/My-HR/Benefits.aspx>

**Government of Alberta Public Service Commission Career Management Portal**

(Includes details on careers in the Alberta Public Service for current employees)

<https://myaps.alberta.ca/Pages/My-Career/Plan-your-career/Career-Coach-Consultant-&-Support.aspx>

**Government of Alberta Seniors and Housing**

(Includes information on a range of programs and services for seniors)

<https://alberta.ca/ministry-seniors-housing.aspx>

**Government of Alberta Seniors and Housing Seniors' Forms and Publications**

(Includes an information guide for seniors' programs and services)

<https://open.alberta.ca/publications/6758057>

**Government of Alberta Treasury Board and Finance Pensions**

(Includes an overview of pensions in Alberta)

<https://finance.alberta.ca/business/pensions/index.html>

**Government of Alberta Treasury Board and Finance Taxes and Rebates**

(Includes information on tax programs, personal income tax and calculator)

[https://finance.alberta.ca/business/tax\\_rebates/index.html](https://finance.alberta.ca/business/tax_rebates/index.html)

**Government of Canada Financial Literacy in Canada**

<https://www.canada.ca/en/financial-consumer-agency/programs/financial-literacy.html>

**Government of Canada Canadian Retirement Income Calculator**

<https://www.canada.ca/en/services/benefits/publicpensions/cpp/retirement-income-calculator.html>

**Government of Canada Pensions and Retirement**

(Includes details on CPP, OAS and retirement planning)

<https://www.canada.ca/en/services/finance/pensions.html>

**Management Employees Pension Plan**

<https://www.mepp.ca/page/mepp-home>

**Management Employees Pension Plan Main Forms and Publication Page (includes member handbook and At-a-Glance)**

<https://www.mepp.ca/page/forms-and-publications>



### **Management Employees Pension Plan Retirement Checklist**

<https://www.mepp.ca/assets/mepp/files/publications/mepp-retirement-checklist.pdf>

### **MyAGent**

(Includes job information, online time entry, health benefits information and forms, vacation balances)

[https://www.myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://www.myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

### **Public Service Pension Plan**

<https://www.pspp.ca/page/pspp-home>

**Public Service Pension Plan Publications Page (includes At-a-Glance, and reports to members)**

<https://www.pspp.ca/page/publications>

### **Public Service Pension Plan Retirement Checklist**

[https://www.pspp.ca/assets/pspp/files/documents/publications/pspp\\_retirement\\_checklist.pdf](https://www.pspp.ca/assets/pspp/files/documents/publications/pspp_retirement_checklist.pdf)

### **Retirement Planning Association of Canada (RPAC)**

(Includes retirement planning book reviews)

[http://www.retirementplanners.ca/book\\_reviews.html](http://www.retirementplanners.ca/book_reviews.html)

## **Feedback**

If you have comments or questions about this document, please contact Human Resources or the GoA Time and Benefits team at: [GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca) or 780-644-8114 (toll free in Alberta by first dialing 310-0000).

---

# Appendices

Out of date

A large, light blue paperclip icon is positioned diagonally across the page, overlapping the 'Out of date' text.

## Appendix 1

### PSPP Sample Statement



Date

Name  
Address

Re: **Public Service Pension Plan (PSPP) – Retirement Benefit Statement**

Dear:

Now that you are retiring, you have an important choice to make concerning your pension. **The effect of your pension option choice is permanent and not reversible.** The information in this package will guide you in making that choice and completing the necessary forms to begin your pension.

It is important that you carefully read the options available to you. To this effect, the following documents are provided to you:

- Membership Information
- Retirement Benefit Statement
- Explanation of Benefits
- List of Required Documents
- *Declaration of Pension Partner Status* form
- *Request for Direct Deposit* form
- *TD1 Personal Tax Credits Return* form
- *TD1AB Alberta Personal Tax Credits Return* form
- *Designation of Beneficiary(ies)* form
- *Form 1 Pension Waiver of Pension Partner as at Pension Commencement* form

Send all required forms by September 20, 2017 (please see the List of Required Documents section for more information).

PSPP encourages the electronic submission of documents through [mypensionplan.ca](http://mypensionplan.ca). This quick, convenient and secure method will save you time and can be used to submit your Retirement Benefit Statement, in addition to managing and updating your pension information. Registration is easy! Go to [www.mypensionplan.ca](http://www.mypensionplan.ca).

Alternatively, you may send your documents to the address shown below. For more information, please go to [www.pspp.ca](http://www.pspp.ca). If you have additional questions, please contact us at 1-877-453-1PSP (1777).

Yours sincerely, Member

Services Centre  
5103 Windermere Blvd. SW  
Edmonton AB T6W 0S9  
Encl.

## Membership Information

Every effort has been made to ensure the accuracy of the information shown below. Any change to your information may invalidate the calculations. If any of the information is incorrect, please contact the Member Services Centre.

### EVENT INFORMATION

|                              |                 |
|------------------------------|-----------------|
| Last day of employment ..... | August 16, 2017 |
| Date of retirement .....     | August 17, 2017 |

### BASIC PERSONAL INFORMATION

|                                |                   |
|--------------------------------|-------------------|
| Date of birth .....            | June 2, 1953      |
| Date of membership .....       | November 29, 1982 |
| Date of credited service ..... | March 2, 1979     |
| Gender .....                   | Male              |

### PENSION PARTNER AND BENEFICIARY(IES) AS PER OUR RECORDS

|  |               |
|--|---------------|
| Name of pension partner .....          | Name          |
| Date of birth of pension partner ..... | April 1, 1954 |
| Gender of pension partner .....        | Female        |
| Beneficiary(ies) .....                 | Name          |

### SERVICE

|                                      |         |
|--------------------------------------|---------|
| Pensionable service (in years) ..... | 34.0522 |
|--------------------------------------|---------|

### HIGHEST AVERAGE SALARY

|                              |             |
|------------------------------|-------------|
| Highest average salary ..... | \$98,685.87 |
|------------------------------|-------------|

### AVERAGE YEARLY MAXIMUM PENSIONABLE EARNINGS (YMPE)

|                    |             |
|--------------------|-------------|
| Average YMPE ..... | \$53,089.69 |
|--------------------|-------------|

**Retirement Benefit Statement**

Before making any decision, carefully read the **Explanation of Benefits** section and the options available to you in this **Retirement Benefit Statement**. Choose only **one** option by indicating the letter at the end of this section. Sign and date this statement. Please note that any change to your information may increase or decrease the benefit entitlement. **The final amounts will be determined upon processing the pension payment. The effect of your pension option choice is permanent and not reversible.**

|   |   | Monthly pension payable                |                                    |
|---|---|--|------------------------------------|
|   |   | To pensioner                           | On death of pensioner              |
| <b><u>WITH A PENSION PARTNER</u></b>    |   |  |                                    |
| A                                       | Joint Lifetime Reduced by 1/3 Guaranteed At Least 5 Years*<br>From August 17, 2017  | \$4,364.69                             | \$2,909.80                         |
| B                                       | Joint Lifetime Guaranteed At Least 5 Years<br>From August 17, 2017  | \$3,964.08                             | \$3,964.08                         |
| C                                       | Joint Lifetime Reduced by 1/3 Guaranteed At Least 5 Years (With Coordination)*<br>From August 17, 2017 to June 1, 2018<br>From July 1, 2018                         | \$5,933.09<br>\$4,240.39               | \$2,909.80<br>\$2,909.80           |
| D                                       | Joint Lifetime Guaranteed At Least 5 Years (With Coordination)<br>From August 17, 2017 to June 1, 2018<br>From July 1, 2018   | \$5,532.47<br>\$3,839.77               | \$3,964.08<br>\$3,964.08           |
| <b><u>WITHOUT A PENSION PARTNER</u></b> |   |  |                                    |
| E                                       | Single Lifetime<br>From August 17, 2017   | \$4,739.21                             | \$0.00                             |
| F                                       | Single Lifetime Guaranteed At Least 5 Years<br>From August 17, 2017 to July 1, 2022<br>From August 1, 2022  | \$4,696.88<br>\$4,696.88               | \$4,696.88<br>\$0.00               |
| G                                       | Single Lifetime Guaranteed At Least 10 Years<br>From August 17, 2017 to July 1, 2027<br>From August 1, 2027   | \$4,579.92<br>\$4,579.92               | \$4,579.92<br>\$0.00               |
| H                                       | Single Lifetime Guaranteed At Least 15 Years<br>From August 17, 2017 to July 1, 2032<br>From August 1, 2032   | \$4,408.64<br>\$4,408.64               | \$4,408.64<br>\$0.00               |
| I                                       | Single Lifetime (With Coordination)<br>From August 17, 2017 to June 1, 2018<br>From July 1, 2018  | \$6,307.60<br>\$4,614.90               | \$0.00<br>\$0.00                   |
| J                                       | Single Lifetime Guaranteed At Least 5 Years (With Coordination)<br>From August 17, 2017 to June 1, 2018<br>From July 1, 2018 to July 1, 2022<br>From August 1, 2022 | \$6,265.27<br>\$4,572.57<br>\$4,572.57 | \$4,696.88<br>\$4,696.88<br>\$0.00 |

## Retirement Benefit Statement

|   |  |            |            |
|---|--|------------|------------|
| K | Single Lifetime Guaranteed At Least 10 Years (With Coordination) |            |            |
|   | From August 17, 2017 to June 1, 2018                             | \$6,148.31 | \$4,579.92 |
|   | From July 1, 2018 to July 1, 2027                                | \$4,455.61 | \$4,579.92 |
|   | From August 1, 2027  | \$4,455.61 | \$0.00     |
| L | Single Lifetime Guaranteed At Least 15 Years (With Coordination) |            |            |
|   | From August 17, 2017 to June 1, 2018                             | \$5,977.03 | \$4,408.64 |
|   | From July 1, 2018 to July 1, 2032                                | \$4,284.33 | \$4,408.64 |
|   | From August 1, 2032  | \$4,284.33 | \$0.00     |

\* Your pension will be reduced should your pension partner die before you. Please see the *Explanation of Benefits* section for more information.

Please send all required forms by September 20, 2017 in order to ensure your first payment will be made on time, one banking day before the end of the month following your retirement date.

## Retirement Benefit Statement

I hereby request that the benefits to which I am entitled under the Plan be paid according to option \_\_\_\_\_ effective August 17, 2017.

I have read the options available to me, the “Explanation of Benefits” and other documents provided with this Retirement Benefit Statement, and **I understand that the pension option chosen cannot be changed once payments begin.** I acknowledge that I can seek further information or professional advice before signing below if I wish to do so.

Further, I understand that my pension entitlements, or loss of rights, are always subject to what is allowed or not allowed by the Plan rules, so any inaccuracy in, or misunderstanding of pension information arising from the pension option chosen cannot alter the benefits available to me or my identified pension partner (if any), beneficiary(ies) or estate under the Plan rules. If it turns out at any time in the future that my identified pension partner was not legally entitled to be declared my pension partner, the Plan is entitled to require that person to repay any funds that he or she has received.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

Personal information on this form is collected under the authority of section 9.2 of the Alberta Public Sector Pension Plans Act and section 33 of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of making a pension choice. If you have any questions regarding the collection of this information, please contact the Member Services Centre (MSC) at 1-877-453-1PSP (1777) or please write to the MSC, c/o 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

**DESCRIPTION OF FORMS OF PENSIONS****Survivor Pension**

If you have an eligible pension partner at your retirement date, you and your pension partner have to decide whether or not your pension partner will receive a Survivor Pension upon your death.

- With a Pension Partner: Your pension partner will receive a lifetime monthly pension corresponding to a percentage of your pension. Your pension will be adjusted based on the option you choose. The amount of the adjustment is an actuarial equivalent based on your age and your pension partner's age.
- Without a Pension Partner: Your beneficiary(ies) or estate will receive a monthly pension until the end of your guaranteed period. If you choose a Single Life Pension, there will be no further benefit payable. Your pension may be adjusted based on the option you choose. The amount of the adjustment is an actuarial equivalent based on your age. To choose this option, your pension partner must waive her rights to a Survivor Pension by completing the enclosed *Pension Waiver of Pension Partner as at Pension Commencement* form.

After reading the following definition of a Pension Partner at Retirement Date, please complete the enclosed *Declaration of Pension Partner Status* form.

**Definition of Pension Partner:**

“pension partner” means

- (i) a person who, at the relevant time, was married to a participant or former participant and had not been living separate and apart from him or her for 3 or more consecutive years, or
- (ii) if there is no person to whom subclause (i) applies, a person who, as at and up to the relevant time, had lived with the participant or former participant in a conjugal relationship
  - (A) for a continuous period of at least 3 years, or
  - (B) of some permanence, if there is a child of the relationship by birth or adoption;

Persons are living separate and apart

- (a) if they are living apart and either of them has the intention to live separate and apart from the other, or
- (b) if, before the relevant time,
  - (i) they had been living separate and apart for any period, and
  - (ii) that period was interrupted or terminated by reason only that either of them become incapable of continuing to live separate and apart or of forming or having the intention to continue to live separate and apart of that person's own volition, and the separation would probably have continued if that person had not become so incapable.

If you need assistance understanding whether you have a pension partner, contact our Member Service Centre.



## Explanation of Benefits

### Coordinated Pension

Coordinated Pension:

Eligible members can choose a coordinated pension if retirement is before age 65. This option temporarily increases the monthly payment from the time of retirement until age 65. **At that time, a reduced monthly pension will continue as long as the member is alive.**

The coordinated options shown in this statement illustrate the maximum amount by which your pension can be increased before age 65 as set out in the Plan rules. You may choose a lower amount of increase, within the prescribed limits. If you wish to coordinate your pension by an amount that is different than those shown in your options, please contact our Member Services Centre.

### Joint Lifetime Reduced by 1/3 Guaranteed At Least 5 Years

This pension is payable for the lives of you and/or your pension partner. At the first death of either you or your pension partner, the monthly payment is reduced by 1/3. This reduced pension will continue to be paid to the survivor for his or her life. This means that if your pension partner dies before you, your pension will be reduced to 2/3 of the pension amount.

If both you and your pension partner die within 5 years from the date your pension begins, the reduced benefit is paid to a designated beneficiary(ies) until the end of the 5-year period.

### Joint Lifetime Guaranteed At Least 5 Years

This pension is payable for the lives of you and/or your pension partner. On the death of either you or your pension partner, the pension is paid to the survivor for his or her life.

The same monthly payment is made as long as either you or your pension partner is alive.

If both you and your pension partner die within 5 years from the date your pension begins, a benefit is paid to a designated beneficiary(ies) until the end of the 5-year period.

### Single Lifetime

This pension is payable for your lifetime. No payments are made to a beneficiary(ies) after your death.

### Single Lifetime Guaranteed At Least 5 Years

This pension will be paid to you for as long as you live. If you die before the end of the 5 years, the pension will be paid to your beneficiary(ies) until the end of the 5-year period.

### Single Lifetime Guaranteed At Least 10 Years

This pension will be paid to you for as long as you live. If you die before the end of the 10 years, the pension will be paid to your beneficiary(ies) until the end of the 10-year period.

## Explanation of Benefits

### Single Lifetime Guaranteed At Least 15 Years

This pension will be paid to you for as long as you live. If you die before the end of the 15 years, the pension will be paid to your beneficiary(ies) until the end of the 15-year period.



## **GENERAL INFORMATION:**

### **Date of pension payment**

Monthly pensions are paid one banking day before the end of the month.

### **Important note about the form of your pension**

The form of pension you elect at retirement is irrevocable and cannot be modified should your Pension Partner Status change following receipt of your first pension payment.

It is very important that the Member Services Center be notified immediately when a member, pension partner or designated beneficiary dies.

### **Cost-of-living-adjustment (COLA)**

COLA will be applied to your pension every year. COLA is generally 60% of the average increase in Alberta's Consumer Price Index over the last year. In the first year of termination, COLA is prorated for the number of months since your date of termination.

### **Assumptions used to calculate your retirement benefit**

Alberta Pensions Services Corporation (APS) and your pension plan are not responsible for the decisions you make based on these benefit estimates. These are estimates only and were based on one or more of the following factors:

- They are not audited or verified by APS;
- They are based on a series of assumptions that can include Pension Partner Status, salary and length of service; and
- The rules that govern your plan are set in legislation and may change when you start to receive your pension.

You should contact a financial advisor to help you make the best decision based on your personal circumstances.

### **How to get help with this package**

APS proudly serves PSPP and provides responsive and focused member service on behalf of the Plan. For more information, please go to [www.pspp.ca](http://www.pspp.ca). If you have questions, please contact PSPP at the Member Services Centre at 1-877-453-1PSP (1777).

Should you move, change bank accounts, or need to report a death, please advise the Member Services Centre.

## List of Required Documents

The document(s) listed below are required to process your benefit entitlement.

### Always Required:

- Retirement Benefit Statement
  - You have indicated your Pension Option.
  - You have signed and dated the form.
- Declaration of Pension Partner Status
  - You have completed the *Declaration of Pension Partner Status* form.
- Request for Direct Deposit* form
  - You have attached a void cheque and/or completed this form.
- Proof of Age for your pension partner
  - Provide an exact copy of one of the following as acceptable proof of your age:
    - A Passport (current or expired).
    - Birth Certificate (if last name is the same).
    - Birth Certificate **and** Marriage Certificate (if last name is different or has changed).
    - Canadian Citizenship document.
    - Provincial Health Care Card **and** Driver's License (with matching names).

### May be Required:

- Tax Credits Returns Forms
  - You have completed the *TD1 Personal Tax Credits Return* form for income tax purposes.
  - You have completed the *TD1AB Alberta Personal Tax Credits Return* form for income tax purposes, or for the applicable province of residence.

If you do not complete a TD1 form, APS will deduct taxes after allowing the basic personal amount only.

- Beneficiary Designation
  - You have completed the *Designation of Beneficiary(ies)* form.

Personal information on this form is collected under the authority of section 9.2 of the Alberta Public Sector Pension Plans Act and section 33 of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of managing your benefit entitlement. If you have any questions regarding the collection of this information, please contact the Member Services Centre (MSC) at 1-877-453-1PSP (1777) or please write to the MSC, c/o 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

## List of Required Documents

Depending on the Pension Option elected this form may be required:

*Form 1 Pension Waiver of Pension Partner as at Pension Commencement form*

- Your pension partner has completed this form because you have chosen a pension option that does not provide them with a lifetime survivor benefit.
- This form was not completed any earlier than 90 days before the date your pension begins.
- It was completed before a Commissioner for Oaths.
- You were not present when your pension partner completed this form.

Please provide the required documents to:

Member Services Centre  
5103 Windermere Blvd. SW  
Edmonton AB T6W 0S9  
Fax Number: 780-421-1652

Personal information on this form is collected under the authority of section 9.2 of the Alberta Public Sector Pension Plans Act and section 33 of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of managing your benefit entitlement. If you have any questions regarding the collection of this information, please contact the Member Services Centre (MSC) at 1-877-453-1PSP (1777) or please write to the MSC, c/o 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

## Appendix 2

### MEPP Sample Statement



December 22, 2016

MEMBER NAME  
ADDRESS

Re: **Management Employees Pension Plan (MEPP) – Retirement Benefit Statement**

Dear MEMBER NAME:

Now that you are retiring, you have an important choice to make concerning your pension. **The effect of your pension option choice is permanent and not reversible.** The information in this package will guide you in making that choice and completing the necessary forms to begin your pension.

It is important that you carefully read the options available to you. To this effect, the following documents are provided to you:

- Membership Information
- Retirement Benefit Statement
- Explanation of Benefits
- List of Required Documents
- *Declaration of Pension Partner Status* form
- *Request for Direct Deposit* form
- *TD1 Personal Tax Credits Return* form
- *TD1AB Alberta Personal Tax Credits Return* form
- *Designation of Beneficiary(ies)* form

Send all required forms by March 22, 2017 (please see the List of Required Documents section for more information).

MEPP encourages the electronic submission of documents through [mypensionplan.ca](http://mypensionplan.ca). This quick, convenient and secure method will save you time and can be used to submit your Retirement Benefit Statement, in addition to managing and updating your pension information. Registration is easy! Go to [www.mypensionplan.ca](http://www.mypensionplan.ca).

Alternatively, you may send your documents to the address shown below. For more information, please go to [www.mepp.ca](http://www.mepp.ca). If you have additional questions, please contact us at 1-877-889-MEPP (6377).

Yours sincerely, Member

Services Centre  
5103 Windermere Blvd. SW  
Edmonton AB T6W 0S9

Encl.

**Membership Information**

Every effort has been made to ensure the accuracy of the information shown below. Any change to your information may invalidate the calculations. If any of the information is incorrect, please contact the Member Services Centre.

**EVENT INFORMATION**

|                              |                  |
|------------------------------|------------------|
| Last day of employment ..... | January 20, 2017 |
| Date of retirement.....      | January 21, 2017 |

**BASIC PERSONAL INFORMATION**

|                                |                  |
|--------------------------------|------------------|
| Date of birth .....            | March 24, 1947   |
| Date of membership .....       | March 14, 2005   |
| Date of credited service ..... | December 1, 1986 |
| Gender.....                    | Female           |

**PENSION PARTNER AND BENEFICIARY(IES) AS PER OUR RECORDS**

|  |             |
|--|-------------|
| Name of pension partner .....          | Not on file |
| Date of birth of pension partner ..... | Not on file |
| Gender of pension partner.....         | Not on file |
| Beneficiary(ies) .....                 | Not on file |

**SERVICE**

|                                      |         |
|--------------------------------------|---------|
| Pensionable service (in years) ..... | 11.8625 |
|--------------------------------------|---------|

**HIGHEST AVERAGE SALARY**

|                              |              |
|------------------------------|--------------|
| Highest average salary ..... | \$102,953.37 |
|------------------------------|--------------|

The average salaries illustrated above include any pensionable salaries recognized from the Public Service Pension Plan.



ELE1200-4NZLSB0

MEPP (REGISTRATION NO. 0570887)

## Retirement Benefit Statement

Before making any decision, carefully read the **Explanation of Benefits** section and the options available to you in this **Retirement Benefit Statement**. Choose only **one** option by indicating the letter at the end of this section. Sign and date this statement. Please note that any change to your information may increase or decrease the benefit entitlement. **The final amounts will be determined upon processing the pension payment. The effect of your pension option choice is permanent and not reversible.**

|                                  |   | Monthly pension payable  |                       |
|----------------------------------|---|--------------------------|-----------------------|
|                                  |   | To pensioner             | On death of pensioner |
| <b>WITHOUT A PENSION PARTNER</b> |   |                          |                       |
| A                                | Single Lifetime Guaranteed At Least 5 Years<br>From January 21, 2017 to December 1, 2021<br>From January 1, 2022  | \$2,109.84<br>\$2,109.84 | \$2,109.84<br>\$0.00  |
| B                                | Single Lifetime Guaranteed At Least 10 Years<br>From January 21, 2017 to December 1, 2026<br>From January 1, 2027 | \$2,035.47<br>\$2,035.47 | \$2,035.47<br>\$0.00  |
| C                                | Single Lifetime Guaranteed At Least 15 Years<br>From January 21, 2017 to December 1, 2031<br>From January 1, 2032 | \$1,924.48<br>\$1,924.48 | \$1,924.48<br>\$0.00  |

Please send all required forms by March 22, 2017 in order to ensure your first payment will be made on time, one banking day before the end of the month following your retirement date.





ELE1200-4NZLSB0

MEPP (REGISTRATION NO. 0570887)

## Retirement Benefit Statement

I hereby request that the benefits to which I am entitled under the Plan be paid according to option \_\_\_\_\_ effective January 21, 2017.

I have read the options available to me, the "Explanation of Benefits" and other documents provided with this Retirement Benefit Statement, and **I understand that the pension option chosen cannot be changed once payments begin.** I acknowledge that I can seek further information or professional advice before signing below if I wish to do so.

Further, I understand that my pension entitlements, or loss of rights, are always subject to what is allowed or not allowed by the Plan rules, so any inaccuracy in, or misunderstanding of pension information arising from the pension option chosen cannot alter the benefits available to me or my identified pension partner (if any), beneficiary(ies) or estate under the Plan rules. If it turns out at any time in the future that my identified pension partner was not legally entitled to be declared my pension partner, the Plan is entitled to require that person to repay any funds that he or she has received.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date



ELE1200-4NZLSB0

MEPP (REGISTRATION NO. 0570887)

## Explanation of Benefits

### DESCRIPTION OF FORMS OF PENSIONS

#### Survivor Pension

If you have an eligible pension partner at your retirement date, you and your pension partner have to decide whether or not your pension partner will receive a Survivor Pension upon your death.

- With a Pension Partner: Your pension partner will receive a lifetime monthly pension corresponding to a percentage of your pension. Your pension will be adjusted based on the option you choose. The amount of the adjustment is an actuarial equivalent based on your age and your pension partner's age.
- Without a Pension Partner: Your beneficiary(ies) or estate will receive a monthly pension until the end of your guaranteed period. Your pension may be adjusted based on the option you choose. The amount of the adjustment is an actuarial equivalent based on your age.

After reading the following definition of a Pension Partner at Retirement Date, please complete the enclosed *Declaration of Pension Partner Status* form.

#### Definition of Pension Partner:

"pension partner" means

- (i) a person who, at the relevant time, was married to a participant or former participant and had not been living separate and apart from him or her for 3 or more consecutive years, or
- (ii) if there is no person to whom subclause (i) applies, a person who, as at and up to the relevant time, had lived with the participant or former participant in a conjugal relationship
  - (A) for a continuous period of at least 3 years, or
  - (B) of some permanence, if there is a child of the relationship by birth or adoption;

Persons are living separate and apart

- (a) if they are living apart and either of them has the intention to live separate and apart from the other, or
- (b) if, before the relevant time,
  - (i) they had been living separate and apart for any period, and
  - (ii) that period was interrupted or terminated by reason only that either of them become incapable of continuing to live separate and apart or of forming or having the intention to continue to live separate and apart of that person's own volition, and the separation would probably have continued if that person had not become so incapable.

If you need assistance understanding whether you have a pension partner, contact our Member Service Centre.

#### Single Lifetime Guaranteed At Least 5 Years

This pension will be paid to you for as long as you live. If you die before the end of the 5 years, the pension will be paid to your beneficiary(ies) until the end of the 5-year period.



ELE1200-4NZLSB0

MEPP (REGISTRATION NO. 0570887)

## Explanation of Benefits

### Single Lifetime Guaranteed At Least 10 Years

This pension will be paid to you for as long as you live. If you die before the end of the 10 years, the pension will be paid to your beneficiary(ies) until the end of the 10-year period.

### Single Lifetime Guaranteed At Least 15 Years

This pension will be paid to you for as long as you live. If you die before the end of the 15 years, the pension will be paid to your beneficiary(ies) until the end of the 15-year period.



ELE1200-4NZLSB0

MEPP (REGISTRATION NO. 0570887)

## Explanation of Benefits

### GENERAL INFORMATION:

#### Date of pension payment

Monthly pensions are paid one banking day before the end of the month.

#### Important note about the form of your pension

The form of pension you elect at retirement is irrevocable and cannot be modified should your Pension Partner Status change following receipt of your first pension payment.

It is very important that the Member Services Center be notified immediately when a member, pension partner or designated beneficiary dies.

#### Cost-of-living-adjustment (COLA)

COLA will be applied to your pension every year. COLA is generally 60% of the average increase in Alberta's Consumer Price Index over the last year. In the first year of termination, COLA is prorated for the number of months since your date of termination.

#### Assumptions used to calculate your retirement benefit

Alberta Pensions Services Corporation (APS) and your pension plan are not responsible for the decisions you make based on these benefit estimates. These are estimates only and were based on one or more of the following factors:

- They are not audited or verified by APS;
- They are based on a series of assumptions that can include Pension Partner Status, salary and length of service; and
- The rules that govern your plan are set in legislation and may change when you start to receive your pension.

You should contact a financial advisor to help you make the best decision based on your personal circumstances.

#### How to get help with this package

APS proudly serves MEPP and provides responsive and focused member service on behalf of the Plan. For more information, please go to [www.mepp.ca](http://www.mepp.ca). If you have questions, please contact MEPP at the Member Services Centre at 1-877-889-MEPP (6377).

Should you move, change bank accounts, or need to report a death, please advise the Member Services Centre.



MEPP (REGISTRATION NO. 0570887)

## List of Required Documents

The document(s) listed below are required to process your benefit entitlement.

### Always Required:

- Retirement Benefit Statement
  - You have indicated your Pension Option.
  - You have signed and dated the form.
- Declaration of Pension Partner Status
  - You have completed the *Declaration of Pension Partner Status* form.
- Request for Direct Deposit* form
  - You have attached a void cheque and/or completed this form.

### May be Required:

- Tax Credits Returns Forms
  - You have completed the *TD1 Personal Tax Credits Return* form for income tax purposes.
  - You have completed the *TD1AB Alberta Personal Tax Credits Return* form for income tax purposes, or for the applicable province of residence.

If you do not complete a TD1 form, APS will deduct taxes after allowing the basic personal amount only.

- Beneficiary Designation
  - You have completed the *Designation of Beneficiary(ies)* form.

Please provide the required documents to:

Member Services Centre  
5103 Windermere Blvd. SW  
Edmonton AB T6W 0S9  
Fax Number: 780-421-1652

Personal information on this form is collected under the authority of section 9.2 of the Alberta Public Sector Pension Plans Act and section 33 of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of managing your benefit entitlement. If you have any questions regarding the collection of this information, please contact the Member Services Centre (MSC) at 1-877-889-MEPP (6377) or please write to the MSC, c/o 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

Out of date

Out of date