



## Removing a Pension Partner

Complete this section to remove a pension partner.

**Note: Updating your pension partner information does not remove a pension partner's entitlement to a portion of your benefit entitlement under the Plans.**

**In addition, your pension partner will not be removed until all supporting documentation is received by ATRF.**

Indicate the reason you are removing your pension partner. Please note, additional information may be required.

- Death (Death Certificate enclosed)
- Married, but living separate and apart (note: your pension partner will remain entitled to death benefits until you have been separated three or more years)
- Divorce (Divorce Certificate enclosed)
- Common-law relationship has dissolved (Participant Declaration that a Common-law Relationship has Dissolved statutory declaration enclosed)

Date of Event: \_\_\_\_\_  
YYYY/MM/DD

Former Pension Partner's Name Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

## Your Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_  
YYYY/MM/DD

## IMPORTANCE OF REGISTERING AS A NEW MEMBER

The Alberta Teachers' Retirement Fund (ATRF) maintains information about your ATRF contributions, your pensionable salary and years of service. This information will be used to calculate a benefit for you. In order to provide an annual plan member statement, newsletters and other updates, ATRF needs your current address and personal information.

## WHY DOES ATRF REQUIRE CERTAIN SPECIFIC INFORMATION?

The information is used to prepare your individualized Plan Member Statement, which contains your most current benefit entitlements, and benefits that would be paid on your death. It is sent to you annually, after your employer has finished reporting to ATRF for each school year. You can obtain a statement anytime by accessing your personal data online through *MyPension* or by contacting ATRF.

We encourage members to update their personal details online. However, you can also use this form to report an **address change**. Please ensure you notify your employer of any changes because your employer reports your address to ATRF with each monthly payroll submission. If your employer still has your previous address, that information will override any change made by ATRF or by you online.

**Name changes** cannot be reported online. You must complete this form and submit it to ATRF. If your name has changed as a result of marriage, please send ATRF a copy of your marriage certificate. If you have changed your name for reasons other than marriage, we will require a copy of your legal change of name document. See below for further information.

If you wish to change your beneficiary, you must complete an ATRF **Beneficiary Designation** form.

## REQUIRED DOCUMENTS

When ATRF pays you a benefit, we require certain documents to verify your eligibility. To eliminate the need to provide them later, we encourage you to send ATRF a copy of your birth certificate, drivers' license, or Canadian passport, your marriage certificate or other change of name document, and a copy of your pension partner's birth certificate, drivers' license, or Canadian passport.