

This information sheet provides information to help you ascertain if you are eligible to transfer your benefit under the terms of the Reciprocal Transfer Agreement between the Alberta Teachers' Retirement Fund (ATRF) and the Alberta Public Sector Pension Plans. The purpose of a reciprocal transfer is to combine pensionable service that you have in separate pension plans into your current plan to enable you to retire with a higher pension income. Transferring may allow you to retire sooner, have less early retirement reduction, and have your pension calculated possibly with a higher average salary.

PARTICIPATING AUTHORITIES

Alberta Teachers' Retirement Fund **and** **Management Employees Pension Plan (MEPP)**
1-877-889-MEPP (6377)
Public Service Pension Plan (PSPP)
1-877-453-1PSP (1777)
Local Authorities Pension Plan (LAPP)
1-877-649-LAPP (5277)

CONTACT INFORMATION

Alberta Teachers' Retirement Fund
500 Barnett House
11010 142 Street NW
EDMONTON AB T5N 2R1
(780) 451-4166 or 1-800-661-9582

Alberta Pensions Services Corporation (APS)
5103 Windermere Blvd. SW
EDMONTON AB T6W 0S9
(780) 427-2782 or 1-800-661-8198

IF TRANSFERRING TO ATRF YOU MUST:

- have ceased to occupy a position with the exporting pension plan, and have ceased to be an active member of the exporting pension plan,
- be a contributing active member of ATRF on the date of application,
- have pensionable service credited with the exporting pension plan,
- not be in receipt of a pension from either ATRF or the exporting pension plan,
- not be entitled to an unreduced pension under the exporting pension plan and
- ensure both ATRF and the exporting pension plan receive your Transfer Application within the time limits specified below.

IF TRANSFERRING TO MEPP, PSPP, OR LAPP YOU MUST:

- have ceased to occupy a position with ATRF on or after January 1, 1995, and have ceased to be an active member of ATRF,
- be an active member of the importing plan on the date of application,
- have pensionable service credited with the importing pension plan,
- not be in receipt of a pension from either ATRF or the importing pension plan and
- ensure the importing and exporting pension plans receive your Transfer Application within the time limits specified below.

TIME LIMITS

- If you were an active ATRF plan member on December 31, 2007, you had until January 1, 2009 to apply to transfer service from MEPP, PSPP or LAPP, and are no longer eligible.
- If you joined the ATRF plan after December 31, 2007, you have one year from the date you joined to apply to transfer service from MEPP, PSPP or LAPP.
- If you were an active member of MEPP, PSPP or LAPP on December 31, 2007, you had until January 1, 2009 to apply to transfer service from ATRF, and are no longer eligible.
- If you joined MEPP, PSPP or LAPP after December 31, 2007, you have one year from the date you joined to apply to transfer service from ATRF.

DOCUMENTS ATRF REQUIRES TO PROCESS YOUR APPLICATION

- Two copies of the Transfer Application Form are attached – complete both and send one to the importing pension plan and the other to the exporting pension plan.
- Verification of your date of birth is required. **A listing of acceptable proof of age documents can be found further in this document.** If your name is different on your date of birth documents from what we have on file, a copy of your marriage certificate may be required.

PROCESS AND DETAILS ABOUT THE TRANSFER

- You must send a completed Transfer Application Form to both the importing and exporting pension plans.
- Outstanding issues such as a division of pension due to relationship breakdown must be resolved before the transfer can take place.
- The amount available for transfer is equal to the actuarial value of the exporting pension plan's benefit.
- The amount requested by the importing plan will be equal to the actuarial value of the service to be credited.
- The actuarial value reflects your salary, your credit and plan features, such as early retirement options, inflation protection and survivor benefits. Because of different actuarial values, the credit you receive in your new pension plan may not equal the credit you have in your former pension plan.
- If the amount available for transfer by the exporting pension plan is less than the amount requested by the importing plan, the importing plan will credit you with a portion of the service. You will have the opportunity to purchase any shortfall in service. If you decide not to pay the difference, your pensionable service will be reduced proportionately.
- If the amount requested by the importing pension plan is less than the value you could withdraw as a termination benefit, the difference will be dealt with in accordance with the terms and conditions of the exporting plan.
- If ATRF is the exporter, and the amount requested by the importing pension plan is less than the value of the benefit you would receive if you were withdrawing funds as a termination benefit, the difference will be paid directly to you in cash with income tax deducted. It cannot be transferred to an RRSP. ATRF must withhold income tax at source based on the rates listed below. However, the actual tax payable will be calculated when you complete your income tax return, and could be higher than the amount withheld. ATRF will issue a T4A Supplementary Form with your cheque, detailing the payment and the tax withheld.

Amount of Payment	Withholding Tax Rate
Up to and including \$5000	10%
Over \$5000 up to and including \$15,000	20%
Over \$15,000	30%

- You will be asked to approve the transfer of funds, by signing a "Transfer Election Form" within 90 days of being provided with detailed transfer and benefit information.
- The transfer of pension credit for service accumulated after 1989 may result in past service pension adjustment (PSPA). A PSPA will reduce your RRSP contribution room. A PSPA is usually generated if your new and former pension plans have different benefit formulas, or if you top up any shortfall of funds being transferred.
- A PSPA must be approved by the Canada Revenue Agency (CRA) before the transfer can be completed. CRA usually takes 60 to 90 days to do that. If the PSPA is not approved, you may not be allowed to transfer credit.

ONCE THE TRANSFER HAS BEEN COMPLETED

- The service is no longer to your credit with the exporting pension plan, and no benefit is payable.
- The benefit available to you from the importing pension plan will be paid according to its provisions.
- You will be credited with the contributions that represent your employee contributions as reported by the exporting pension plan.



Transfer Application Form

Table with 3 columns: NAME, ADDRESS, and Date of Birth. Includes fields for Previous Names, Social Insurance Number, Home Telephone Number, and Work Telephone Number.

POSTAL CODE Area Code Area Code

EXPORTING PLAN _____

IMPORTING PLAN _____

PERIOD TO BE TRANSFERRED FROM _____ TO _____ YYYYY/MM/DD YYYYY/MM/DD

PRESENT EMPLOYER _____

DATE OF EMPLOYMENT WITH PRESENT EMPLOYER _____ YYYYY/MM/DD

LAST FORMER EMPLOYER WHILE PARTICIPATING IN THE EXPORTING PLAN _____

Is there a Family Property Order between you and your spouse dividing your benefits under the Exporting Plan? (If you have never been legally married, this section does not apply to you so you should check not applicable)

YES NO Not applicable

I hereby request that the Pension Authorities of the Exporting and Importing Pension Plans submit for my consideration two (2) copies of a transfer estimate under the reciprocal transfer agreement between the Pension Plans.

I certify that I am a member of the Importing Plan and began participating in the Importing Plan after ceasing to be an Active Member of the Exporting Plan and before the date of this application.

I hereby authorize both the Exporting Plan and the Importing Plan to release to each other the information necessary to calculate the amount transferable, including my social insurance number and any information relevant to the processing of this application.

DATE _____ APPLICANT SIGNATURE _____

A signed copy of this Application must be returned to both the Importing and Exporting Pension Plan Authorities.

Personal information on this form is collected under the authority of section 25 of the Alberta Teachers' Pension Plans Act and sections 33(a) and 33(c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of administering benefits under the Teachers' and Private School Teachers' Pension Plans.

Alberta Teachers' Retirement Fund

500 Barnett House, 11010 142 Street NW, Edmonton AB T5N 2R1 Tel 780 451-4166 Fax 780 452-3547 Toll Free 800 661-9582 www.atrf.com



ACCEPTABLE PROOF OF AGE DOCUMENTS

If your name on the documents used to verify your date of birth is different than the name ATRF has on file, documents substantiating the name change, such as a marriage certificate, will be required.

These documents can be submitted to ATRF by mail or electronically by fax or email to member@atrf.com. If you choose to submit copies of your document via email, please note that the email is not secure.

ATRF will accept photocopies of the following documents:

- Birth certificate
- Adoption papers
- Canadian registration of birth
- Canadian passport (valid or expired)
- Canadian citizenship papers
- Certificate of Indian Status (status card)
- Driver's license issued by a Canadian province or territory
- Alberta identification card

If you do not have one of the documents listed above, ATRF will accept a copy of any two of the following documents:

- Marriage records
- School records
- Military records
- Foreign passport (valid or expired)
- Age of Majority card
- Statutory Declaration
- Baptismal papers
- Canadian immigration papers
- Foreign driver's license
- Health care card issued by a Canadian province or territory



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