

# RECIPROCAL TRANSFER AGREEMENT WITH TEACHERS' PENSION PLAN AUTHORITIES

This information sheet provides information to help you ascertain as to whether you may be eligible to transfer a benefit under the terms of the Reciprocal Transfer Agreement between the Teachers' Pension Plan Authorities. The purpose of a reciprocal transfer is to combine pensionable service that you have in separate pension plans with 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

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

### British Columbia

**BC Pension Corporation**  
**Teachers' Pension Plan Administration**  
PO Box 9460  
**VICTORIA** BC V8W 9V8  
(250) 953-3022  
1-800-665-6770 (Toll free in BC)

### Manitoba

**Manitoba Teachers' Retirement**  
**Allowances Fund Board**  
Johnston Terminal 330 - 25 Forks Market Road  
**WINNIPEG** MB R3C 4S8  
(204) 949-0048  
1-800-782-0714

### Newfoundland

**Newfoundland and Labrador**  
**Teachers' Pension Plan**  
**Department of Finance**  
101-130 Kelsey Dr  
**ST. JOHN'S** NL A1B 0T2  
(709) 729-7901

### New Brunswick

**Province of New Brunswick**  
**Office of Human Resources, Pension Division**  
PO Box 6000 Kings Place, Room 680  
**FREDERICTON** NB E3B 5H1  
(506) 453-2296  
1-800-561-4012 (Toll Free in NB only)

### Nova Scotia

**Nova Scotia Pension Services Corporation**  
**NS Teachers' Pension Plan**  
PO Box 371  
**HALIFAX** NS B3J 2P8  
(902) 424-5070  
1-800-774-5070 (Toll Free in NS only)

### Ontario

**Ontario Teachers' Pension Plan Board**  
5650 Yonge St  
**TORONTO** ON M2M 4H5  
(416) 226-2700  
1-800-668-0105

### Prince Edward Island

**Teachers' Superannuation**  
**Commission of PEI**  
PO Box 2000  
**CHARLOTTETOWN** PEI C1A 7N8  
(902) 368-4623

### Quebec

**Retraite Québec**  
**Régimes de retraite du secteur public**  
Case postale 5500, succursale Terminus  
**QUEBEC** QC G1K 0G9  
(418) 643-4881  
1-800-463-5533

### Saskatchewan

*If you started teaching in Saskatchewan before July 1, 1980:*

**Saskatchewan Teachers'**  
**Superannuation Commission**  
RM 129, 3085 Albert St  
**REGINA** SK S4S 0B1  
(306) 787-6440  
1-877-364-8202

*If you started teaching in Saskatchewan after July 1, 1980:*

**Saskatchewan Teachers' Federation**  
**Saskatchewan Teachers Retirement Plan**  
2317 Arlington Ave  
**SASKATOON** SK S7J 2H8  
(306) 373-1660  
1-800-667-7762



## ELIGIBILITY REQUIREMENTS

- You are currently a contributing active member of the importing pension plan. **NOTE:** If you are transferring to ATRF, you may be eligible to transfer if you ceased to be an active member with ATRF on or after February 1, 1995 but before July 28, 2001.
- If you are transferring from ATRF you must have ceased to be an active member with ATRF on or after February 1, 1994, unless the Importing Plan is the British Columbia Teachers' Pension Plan (BCTPP). If the Importing Plan is the BCTPP, you must have ceased to be an active member with ATRF on or after February 1, 1995.
- You have ceased to occupy a position with the exporting pension plan and are not an active member of the exporting pension plan.
- You have been participating under the importing pension plan for any portion of a day in each of at least 20 days.
- You have pensionable service with the exporting pension plan.
- You are not in receipt of a pension from either the importing or exporting pension plan.
- Outstanding issues such as a division of pension due to relationship breakdown must be resolved before the transfer can take place.

## REQUIRED DOCUMENTS

- 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 & DETAILS ABOUT THE TRANSFER

- You must send a completed Transfer Application Form to both the importing and exporting pension plans.
- 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.
- 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 do not pay the difference, your pensionable service will be reduced proportionately.
- 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.

<b>Amount of Payment</b>	<b>Withholding Tax Rate</b>
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 Estimate and Acceptance Form" within 60 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.



Appendix "A" Transfer Application Form

Table with 3 columns: NAME, ADDRESS, CITY and rows for Previous Names, Social Insurance Number, Home Telephone Number, Date of Birth, etc.

POSTAL CODE Area Code Area Code

EXPORTING PLAN \_\_\_\_\_

IMPORTING PLAN \_\_\_\_\_

PERIOD TO BE TRANSFERRED FROM \_\_\_\_\_ TO \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_

DATE OF EMPLOYMENT WITH PRESENT EMPLOYER \_\_\_\_\_

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 have participated in the Importing Plan for at least 20 days 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.

## **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](mailto: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



Appendix "A" Transfer Application Form

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EXPORTING PLAN \_\_\_\_\_

IMPORTING PLAN \_\_\_\_\_

PERIOD TO BE TRANSFERRED FROM \_\_\_\_\_ TO \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_

DATE OF EMPLOYMENT WITH PRESENT EMPLOYER \_\_\_\_\_

LAST FORMER EMPLOYER WHILE PARTICIPATING IN THE EXPORTING PLAN

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Alberta Teachers' Retirement Fund