



RECIPROCAL TRANSFER AGREEMENT WITH TEACHERS' PENSION PLAN AUTHORITIES

This information sheet provides information to help you ascertain 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
Suite 300-140 Kelsey Drive
ST. JOHN'S NL A1B 0T2
(709) 793-8772

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
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.

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 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.



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Appendix "A" Transfer Application Form

NAME	Previous Names (if different)	Date of Birth (YYYY/MM/DD)
ADDRESS	Social Insurance Number or Member Identification No.	___ MALE ___ FEMALE
CITY	Home Telephone Number ()	Work Telephone Number ()
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.

The personal information collected through this form is for the purpose of administering benefits under the Teachers' and Independent School Teachers' Pension Plans and will be input into an automated system which generates content. This collection is authorized by sections 4(a) and 4(c) of the *Protection of Privacy Act* and section 25 of the *Teachers' Pension Plans Act*. For questions about the collection of personal information, contact legal@atrf.com or 1-800-661-9582 or by mail to 500 Barnett House, 11010 142 Street NW, Edmonton, AB, T5N 2R1.

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