

**Employee Personal Information**

_____	_____	_____	_____	_____
First Name	Last Name	Last 4 SIN	Date of Birth	Marital Status
Address 1 _____		City _____		
Address 2 _____		Prov _____	Postal Code _____	
Personal Email Address _____				
Phone Number _____		Phone Number (Alternate) _____		

(Please refer to reverse for more information)

**Employer Use**

Participating Employer \_\_\_\_\_

Total current calendar year pensionable earnings to date of termination: \_\_\_\_\_

Total current calendar year contributions to date of termination: \_\_\_\_\_

Date of Termination: \_\_\_\_\_ Reason for Terminating: \_\_\_\_\_

Note: If reason for terminating is death, please complete the following, if applicable:

_____	_____	_____	_____
Date of Death	Spouse First Name	Spouse Last Name	Spouse Social Insurance Number

Spouse Contact Information (if different than above)

Address 1: \_\_\_\_\_ City, Province: \_\_\_\_\_

Address 2: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Personal Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**A copy of the Employee's Birth Certificate is required. If the termination is as a result of death, a copy of the Employee's Birth Certificate and the Employee's Death Certificate is required**

Does the employee have an outstanding Purchase of Service contract or GMPP Transfer request submitted to Provident<sup>10</sup>? \_\_\_\_\_

Did the employee have retroactive earnings in the last six years? \_\_\_\_\_

I confirm, and I have verified with the employee, that the above information is complete, accurate and up-to-date

_____	_____	_____
Date	Employer Representative Name	Employer Phone Number

(Please submit this form electronically to pensions@provident10.com using Kiteworks or another secure, encrypted method.)

The personal information collected or provided will only be used for purposes relating to the operation of the relevant pension programs and for statistical reports. All information will be kept confidential and will not be disclosed to third parties without your consent unless required or authorized by law. If you have any questions or concerns, please contact Provident<sup>10</sup>.

**When should this form be used?**

This form is to be completed and submitted to Provident<sup>10</sup>, by the employer, within 30 calendar days of the date of termination, for an employee who has terminated employment and who is not eligible to receive an immediate unreduced pension benefit.

The employer must also update the employee's employment status in their payroll files by changing the status from Active (ACTI), to Terminated Employee-Pending Status (TEPG), or to Death From Active Status - Pending Status (DAPG).

This form should not be submitted for an employee who has recall rights, unless employee has officially terminated their employment relationship or had their recall rights expire.

Please complete the Retirement Application for an employee who is eligible to retire and receive an immediate unreduced pension. Please refer to immediate unreduced pension eligibility criteria below when completing this form.

**What is the targeted service standard for processing a Termination of Employment Form?**

Provident<sup>10</sup> has established a targeted service standard to process the termination form within 30 days of:

- i) The date of termination; or
- ii) The date that the form is received at Provident<sup>10</sup>, whichever is later.

How long does the plan member have to select their option and return their completed Termination of Employment Election Form (TEEF) to enable Provident<sup>10</sup> to complete the process within the prescribed 180 days from the date of termination?

In order to enable Provident<sup>10</sup> to meet the processing requirements in accordance with Section 7.2 of the Plan Text, the completed Termination of Employment Election Form (TEEF) and supporting documents must be received by Provident<sup>10</sup> within 60 days from the date stated on the TEEF. If the required documents are not received by this date it may result in a delay in final processing.

**What will happen to a plan member's contributions or pension benefits if they do not return their TEEF within 180 days from the date of termination?**

- i) For terminated, non-vested plan members, their contributions and interest will remain in the plan, pending a further request from the plan member.
- ii) For terminated, vested plan members, they will be deemed to have elected to receive a deferred pension. A deferred pension can be revoked anytime before the plan member is eligible to receive an immediate unreduced pension.

**Immediate Unreduced Pension Eligibility Criteria:**

- i) Age 55, with a minimum of 30 years of credited service in the PSPP, provided the 30 years was credited prior to January 1, 2020
- ii) Age 58, with a minimum of 30 years of credited service in the PSPP
- iii) Age 60, with a minimum 5 years of credited service, provided member was 60 and had a minimum of 5 years of service prior to January 1, 2020.
- iv) Age 60, with a minimum of 10 years of credited service in the PSPP
- v) Age 65, with a minimum of 5 years of credited service in the PSPP