

CMS Termination Request

Termination Request

1. Proceed to enter the required information to complete the online form. Please note, this online version contains the same fields as the pdf version. Some notable differences:
 - a. Mandatory fields are indicated by an asterisk. These must be filled in before you can successfully save the form or proceed to the next step.
 - b. Once you submit a form, you cannot edit it. You must contact Provident10 to make changes.
2. Click the **Request For** field. A list of your employees' names will appear. Search for the applicable employee and select it. You can find the Plan Member quicker by typing in the name or SIN of the Plan Member.

Termination Request
Termination of Employment Form

* Indicates required

Employer Representative
Employer/Chad

Participating Employer
Labrador Hydro Project

Date of Birth
1949-11-12

* Request For
[Employee Name]

Marital Status
-- None --

* Are there any changes to the address?
No

Address 1
[Address]

Address 2
[Address]

City
NL

Province
[Province]

Postal Code
[Postal Code]

* Personal Email Address
[Email]

Phone Number
[Phone Number]

Phone Number (Alternate)
[Phone Number]

Submit

Required Information
Personal Email Address
Total current calendar year pensionable earnings to date of termination
Total current calendar year contributions to date of termination

4. If the reason for terminating is death, **Death of Member** should be chosen. Enter **Date of Death**.

Participating Employer	Date of Death
<input type="text" value="Labrador Hydro Project"/>	<input type="text" value="MM-DD-YYYY"/>
* Total current calendar year pensionable earnings to date of termination	
<input type="text" value="32000"/>	
* Total current calendar year contributions to date of termination	
<input type="text" value="3000"/>	
* Date of Termination	
<input type="text" value="08-31-2023"/>	
* Reason for Terminating	
<input type="text" value="Death of Member"/>	

5. Depending on the **reason for termination**, continue to complete the various fields as prompted.

* Does the employee have an outstanding Purchase of Service contract or GMPP Transfer

- None --
- No
- Unknown
- Yes, included with application
- Yes Previously Sent

* Did the employee have retroactive earnings in the last six years?

- None --
- No
- Unknown
- Yes Included with Application
- Yes Previously Sent



Participating Employer

Lebredor Hydro Project

* Total current calendar year pensionable earnings to date of termination
32000

* Total current calendar year contributions to date of termination
3000

* Date of Termination
08-31-2023

* Reason for Terminating
Employment Terminated

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
No

* Did the employee have retroactive earnings in the last six years?
No

Note any required attachments and be sure to include.



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

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 Provident10



Don't forget to check the verification box before proceeding.

6. Review the following notes to ensure the transaction meets all the requirements for **Termination Requests** and to ensure you have completed all sections as needed. **Add any required documents.**



When should this form be used?

This form is to be completed and submitted to Provident10, 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?

Provident10 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 Provident10, 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 Provident10 to complete the process within the prescribed 180 days from the date of termination?

In order to enable Provident10 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 Provident10 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 January1, 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

 Add attachments

Click to add attachments.



Important Notes:

- Based on the pensionable service in Provident10's pension administration system at the end of the prior year, ServiceNow will open a Termination – Vested case (at least 5 years of service) or Termination – Non-Vested case (less than 5 years of service).
- If the reason for termination is entered as Death of Member, ServiceNow will either open a Death – Non-Vested Pre-Retirement or Death-Vested Pre-Retirement case.
- Eg. If Member has 54 months of service at the end of 2022 and the reason for termination is not death, a Termination – Non-Vested case will be opened.
- If the member has earned enough service in the current year to be vested but ServiceNow has opened a Non-Vested, the analyst assigned to the case will amend the case type to Vested and it will be automatically reassigned.

7. Once the case has been created, the system will automatically assign a case number. Per the screen below, prior to submitting, you can add any messages for Provident10 in the open text box. All communications regarding a specific case **should be entered here** versus email. You can also attach documents as needed, per Step 6 above.

The screenshot shows a ServiceNow case page titled "My Request - CS0015068". The case details include: Number CS0015068, Created just now, Updated just now, State Case Pending, and Title Termination - Non Vested. The case information table shows Process Status Case created, Employer Labrador Hydro Project, Plan Member [redacted], Category Termination, and Subcategory Non Vested. The Activity tab is selected, showing a text input field with a rich text editor toolbar (bold, italic, underline, font size, bulleted list, numbered list, link, unlink) and a Send button. Below the input field is an activity log with two entries from Employer Chad: "Termination-of-Employment-Form_Revised_CS0015068.pdf" (104 KB) and "CS0015068 Created". A "Start" button is at the bottom left of the activity log. An orange arrow points to the text input field with the text "Enter messages to P10 here." and a large orange dashed circle is positioned to the right of the activity log.

- 8. Once the form is submitted, a PDF will be created with the information you entered. This can be viewed in the Activity and Attachments section in the screenshot above.



TERMINATION OF EMPLOYMENT FORM

15 International Place, Suite 200, St. John's, NL A1A 0L4
Email: pensions@provident10.com

Employee Personal Information

First Name Last Name Last 4 SIN Date of Birth Marital Status

Address 1 _____ City NL
Address 2 _____ Prov _____ Postal Code _____

Personal Email Address _____
Phone Number _____ Phone Number (Alternate) _____

(Please refer to reverse for more information)

Employer Use

Participating Employer Labrador Hydro Project

Total current calendar year pensionable earnings to date of termination: 32000

Total current calendar year contributions to date of termination: 3000

Date of Termination: 08-31-2023 Reason for Terminating: employment terminated

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 Provident¹⁰? No

Did the employee have retroactive earnings in the last six years? No

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

