

# APPLICATION FOR TRANSFER-OUT OR WITHDRAWAL

**Do not complete this form if you wish to remain a member of the CSS Pension Plan.** You are welcome to remain a member of the CSS Pension Plan and enjoy the pension and retirement services and benefits directly offered by the Plan.

**Section A: Member information** If you are transferring/withdrawing out of CSS Pension Plan, this form is **required**.

Social Insurance Number <u>OR</u> Member ID			
Last name	First name	Initial	Birthdate (dd/mm/yyyy)
Address (Street address or PO Box number)		(City/Town)	(Province) (Postal Code)
Home/cell phone		Work/other phone	
Email		Email type	<input type="checkbox"/> Work/other <input type="checkbox"/> Home

**Section B: Spousal information**

If you have a "spouse" within the meaning of this term (or similar) as defined under applicable pension legislation (see Schedule A) Please check one:     Yes     No

If you have indicated "yes" above, and are transferring locked-in monies to an income fund product (e.g., LIF, pRRIF, etc.). You must ensure that properly completed spousal waiver and consent forms are submitted along with this Application for Transfer-out or Withdrawal. Please see Schedule B for additional information.

**Section C: Option selection**

**Do not** return this form if you wish to leave all your pension funds in the CSS Pension Plan. Complete this form only if you wish to exercise any of the options below. You can exercise these options at anytime, provided you are not employed by an Employer member at the time.

Check the appropriate box(es).

Options	Description	Additional instructions
<input type="checkbox"/> Option 1	I wish to withdraw <b>all</b> my non-locked-in pension funds in cash (subject to tax).	▶ You must include a copy of your signed photo ID.
<input type="checkbox"/> Option 2	I wish to transfer <b>all</b> my non-locked-in pension funds to an RRSP/RRIF.	▶ You must include a CRA T2151 form.
<input type="checkbox"/> Option 3	I wish to withdraw <b>and</b> transfer <b>all</b> of my non-locked-in pension funds, as follows: ▶ Withdraw this amount in cash (subject to tax): \$ _____ ▶ Transfer the remaining to my RRSP/RRIF.	▶ You must include a copy of your signed photo ID. ▶ You must include a CRA T2151 form.
<input type="checkbox"/> Option 4	I wish to transfer <b>all</b> my locked-in pension funds to a locked-in retirement savings or income product (e.g., LIRA, LRSP, LIF, SK-pRRIF), as permitted by pension legislation.	▶ You must include a CRA T2151 form. ▶ You must include waiver and consent forms, if applicable (see Schedule A and B).
<input type="checkbox"/> Option 5	I wish to transfer <b>part</b> of my locked-in pension funds to a locked-in retirement savings or income product (e.g., LIRA, LRSP, LIF, SK-pRRIF), as permitted by pension legislation. ▶ \$ _____  I wish to withdraw this amount from my CSS investment funds: _____ Fund(s).	▶ If transferring to an AB-LIF and requesting the AB 50% unlocking option, then you must also include the Alberta Application to Unlock 50% of Locked-In funds. ▶ If electing Option 5, a minimum of \$25,000 of your locked-in funds must be left in your CSS Pension Plan account.
<input type="checkbox"/> Option 6	I wish to transfer my pension funds to another Registered Pension Plan (RPP). The estimated amount I wish to transfer is: _____ All or \$_____ (this amount). The remainder, if any, will remain in my CSS Pension Plan or be administered as I directed on this form or similar.	▶ You must include a CRA T2151 form. Be sure to provide the CRA number for the RPP that you are transferring to. ▶ Additional information might be required.

**Section D: Transferee information** If you selected Options 2, 3, 4, 5 or 6 (if applicable), this section **must** be completed

Which type of product are your funds being transferred to? Check all that apply. Please use one row per product.

If you require more space, please list on a separate sheet, including the requested information.

You must attach a completed T2151 or Transfer Authorization form for EACH product and EACH pension jurisdiction. On each of these form(s), indicate locked-in or non-locked-in funds and the account / policy number.

Product type(s)	Account or policy number	Applicable pension legislation
<input type="checkbox"/> Registered savings or income plans (e.g., RRSP, RRIF)		Not Applicable
<input type="checkbox"/> Locked-in savings account (e.g., LIRA/LRSP)		<input type="checkbox"/> BC <input type="checkbox"/> SK <input type="checkbox"/> ON <input type="checkbox"/> NS <input type="checkbox"/> AB <input type="checkbox"/> MB <input type="checkbox"/> Federal
<input type="checkbox"/> Locked-in income account (e.g., pRRIF, LIF, LRIF)		<input type="checkbox"/> BC <input type="checkbox"/> SK <input type="checkbox"/> ON <input type="checkbox"/> NS <input type="checkbox"/> AB <input type="checkbox"/> MB <input type="checkbox"/> Federal
<input type="checkbox"/> Registered Pension Plan		<input type="checkbox"/> BC <input type="checkbox"/> SK <input type="checkbox"/> ON <input type="checkbox"/> NS <input type="checkbox"/> AB <input type="checkbox"/> MB <input type="checkbox"/> Federal <input type="checkbox"/> N/A

**Name of receiving Credit Union, Financial Institution or Registered Pension Plan where the funds are being sent.**

Address	<i>(Street address or PO Box number)</i>	<i>(City/Town)</i>	<i>(Province)</i>	<i>(Postal Code)</i>
---------	--	--------------------	-------------------	----------------------

If you are working with a financial advisor, please provide their information below:

Name	Home/cell phone	Email address
------	-----------------	---------------

**Section E: Locked-in confirmation** If you selected Options 4, 5 or 6 this section **MUST** be completed by the receiving credit union, financial institution or registered pension plan.

The receiving institution named in section D agrees to administer all locked-in funds transferred under this Application in accordance with the applicable pension legislation indicated in Section D above. Any subsequent transfers of these locked-in funds to another credit union or financial institution will be made only to another registered plan, which will continue to be administered in accordance with the requirements set out herein. No transfer of locked-in funds will be permitted unless the receiving plan is appropriately registered and in compliance with applicable pension legislation, regulations and the *Income Tax Act* (Canada).

**Signature of an authorized signing officer / agent of the receiving institution**

**Date:** *(dd/mm/yyyy)*

**Section F: Payment options**

If you selected Option 1 or 3 in Section C, please select a payment type for the cash portion.

- Cheque (mailed to your mailing address).
- EFT- Please attach a personal cheque marked "VOID" or direct deposit form (Canadian bank accounts only). Your name must be present on the cheque or the direct deposit form.

Funds withdrawn will be forwarded by cheque via regular mail or by EFT as indicated in Section F. Funds transferred will be forwarded by cheque via regular mail to the credit union or financial institution. If you wish to arrange a courier, you may do so at your own expense. Please advise the CSS Pension Plan if you are arranging a courier.

## Section G: Notes

1. The amount of your withdrawal/transfer will be based on the market value of your pension funds on the date of processing and may be greater or less than the amount(s) reported. Market value adjustments will apply in all cases. It is not possible to transfer the investment funds held in your CSS Pension Plan "in-kind"; any withdrawal or transfer-out results in your investment funds being liquidated at the time that this request is processed.
2. Funds withdrawn will be forwarded by cheque via regular mail or by EFT as indicated in Section F. Funds transferred will be forwarded by cheque via regular mail to the credit union or financial institution. If you wish to arrange a courier, you may do so at your own expense. Please advise the CSS Pension Plan if you are arranging a courier.
3. Withholding taxes will be applied on withdrawals.
4. The CSS Pension Plan must receive an Employee Termination Notice (ETN) from your employer and must have received all final contributions before a withdrawal/transfer can be processed.
5. **See Schedule B for the Spousal Waiver and additional forms that may be required.**

## Section H: Authorization and signature

### By completing and signing this form, I hereby acknowledge and certify that:

- ▶ I have not accepted employment with any other co-operative or credit union that is a member of the CSS Pension Plan.
- ▶ Where original withdrawal or transfer documents are not provided, CSS Pension Plan may process my withdrawal or transfer request upon receipt of photocopies, emailed or faxed copies of these documents.
- ▶ I understand that I have made a withdrawal or transfer request and I require no further information on my options or this request.
- ▶ My request may be subject to income tax withholding and market value adjustments.
- ▶ Neither I, nor my beneficiaries or estate, have any further claim against the CSS Pension Plan, its servants or agents with respect to the funds withdrawn or transferred hereunder.
- ▶ Upon completion of a transfer, I will have full responsibility for the investment and expenditure of the funds transferred hereunder, including the risk that my funds may be fully spent during my lifetime.
- ▶ The information in this form is accurate, true and complete.
- ▶ Without restricting the generality of the foregoing, I acknowledge that these funds cannot be withdrawn until my employment has terminated and I have reached the minimum age necessary to qualify for retirement under the terms of the Plan.
- ▶ Pension legislation provides that requests for withdrawals/transfers must be processed within 60 days after receipt of all proper documentation. In most cases, the CSS Pension Plan processes withdrawal and transfer request within 10-15 business days.

### I hereby request the transfer or withdrawal of my funds as described herein.

**Signature of member**

**Date:** (dd/mm/yyyy)

**Note:** If you are signing this form with a digital signature (e.g., picture of signature, software-embedded signature, etc.), CSS requires the following:

- ▶ If digitally signed without using a reputable e-signing platform/provider, we require a copy of the member's signed Photo ID, or
- ▶ If digitally signed using a reputable e-signing platform/provider, we require the member's signed Photo ID OR the digital signature certificate.

**Privacy notice:** Personal information on this form is collected under the authority of relevant privacy legislation for pension administration purposes. Please review the Privacy Policy as posted to the CSS Pension Plan's website. If you have questions regarding the collection of this information, write to:

#### **CSS Pension Plan**

ATTN: Privacy Officer  
5th Floor - 333 3rd Avenue N  
PO Box 1850  
Saskatoon, SK S7K 3S2

## Schedule A: Definitions of “spouse”

The definition of “spouse” varies by jurisdiction, as summarized below, and is subject to change. Where this summary conflicts with the provisions of applicable pension legislation, the provisions in applicable pension legislation will govern.

### Alberta

Pension partner – A person who:

- ▶ at the relevant time, is married to the member and has not been living separate and apart from the member for three or more consecutive years, or;
- ▶ if the above does not apply, has lived with the member in a marriage-like relationship for a continuous period of at least three years preceding the date, or;
- ▶ of some permanence, has a biological or adopted child with the member.

### British Columbia

Spouse – A person who:

- ▶ is married to the member and has not lived separate and apart from the member for longer than two years immediately prior to the relevant time, or;
- ▶ if the above does not apply, was living with the member in a marriage-like relationship for a period of at least two years immediately preceding the relevant time.

### Federal (Northwest Territories, Nunavut and Yukon)

Spouse – A person who:

- ▶ is married to the member, or;
- ▶ is a party to a void marriage with the member.

Common-law partner – A person who, at the relevant time, has lived with the member in a marriage-like relationship for at least one year.

### Manitoba

Spouse – A person who is married to the member.

Common-law partner – A person who:

- ▶ registered a common-law relationship under the *Vital Statistics Act* with the member or former member, or;
- ▶ is not married to the member or former member but has lived with him or her in a marriage-like relationship for
  - ▶ at least three years, if either of them is married, or;
  - ▶ at least one year, if neither of them is married.

### New Brunswick

Spouse – A person who:

- ▶ is married to the member, or;
- ▶ is married to the member by a marriage that is voidable and has not been avoided by a declaration of nullity, or;

- ▶ has gone through a form of marriage with the member in good faith that is void and has lived with the member within the preceding year.

Common-law partner – A person who is not married to the member or former member but has been living with him or her in a marriage-like relationship for a continuous period of at least two years immediately preceding the relevant time.

### Nova Scotia

Spouse – A person who:

- ▶ is married to the member, or;
- ▶ is married to the member by a marriage that is voidable and has not been annulled by a declaration of nullity, or;
- ▶ has gone through a form of marriage with the member in good faith that is void and is cohabitating or, if he or she has ceased to cohabit, cohabitated with the member within the 12-month period immediately preceding the date of entitlement, or;
- ▶ is a domestic partner within the meaning of Section 52 of the *Vital Statistics Act*, or;
- ▶ is not married to the member but has lived with him or her in a marriage-like relationship for a period of:
  - ▶ at least three years, if either of them is married, or;
  - ▶ at least one year, if neither of them is married.

### Ontario

Spouse – A person who:

- ▶ is married to the member, or;
- ▶ is not married to the member but has been living with the member in a marriage-like relationship:
  - ▶ continuously for a period of not less than three years, or;
  - ▶ is in a relationship of some permanence, if the person and member are the parents of a child as set out in Section 4 of the *Children’s Law Reform Act*.

### Saskatchewan

Spouse – A person who:

- ▶ is married to the member or former member, or;
- ▶ if the member or former member is not married, has continuously cohabitated with the member or former member as spouses for at least one year before the relevant time and who was still cohabiting with the member at the relevant time.

### **Alberta**

- ▶ Alberta Pension Partner Waiver to Permit Unlocking on Establishment of a LITB or LIF. (Form 7).
- ▶ Alberta Pension Partner Waiver to Establish a LIF. (Form 15).
- ▶ Alberta Application to Unlock 50% of Locked in Funds (please email [repayments@csspension.com](mailto:repayments@csspension.com) if you choose this option).

### **British Columbia**

- ▶ British Columbia Spouse's Consent to a Transfer to a Life Income Fund or Establishment of a Life Income Type Benefit Account. (Form 3).

### **Federal**

- ▶ Spouse's or Common-Law Partner's Consent for the Transfer of a Pension Benefit Credit. (Form 3.1).

### **Manitoba**

- ▶ Manitoba Waiver of 60 per cent Joint Survivor Pension for Pension Plan or Locked-In Retirement Account.

### **Nova Scotia**

- ▶ Nova Scotia Spousal Consent to Transfer to a LIF or to a Variable Benefit. (Form 9).

### **Ontario**

- ▶ Ontario Spouse's Consent to a Transfer to a Life Income Fund (LIF).

### **Saskatchewan**

- ▶ Saskatchewan Spouse's Consent to Transfer to a Registered Retirement Income Fund Contract (pRRIF from RPP or LIRA). (Form 1).