



## RETIREMENT REQUEST FORM

*This form is used to request a retirement package to commence your pension.*

*You may retire on the 1<sup>st</sup> of any month following your 55<sup>th</sup> birthday. Normal retirement is the 1<sup>st</sup> of the month following your 65<sup>th</sup> birthday. If you retire prior to age 65, your pension is subject to a reduction of 0.5% per month before you turn 65. Please notify the Plan Administrator within 60 days of your retirement date.*

Please print clearly and in ink.

1. MEMBER INFORMATION		
LAST NAME	FIRST NAME	INITIAL(S)
ADDRESS (Street number and name)		APARTMENT / SUITE #
CITY	PROVINCE	POSTAL CODE
DATE OF BIRTH (YYYY-MM-DD)	TELEPHONE NUMBER	SOCIAL INSURANCE NUMBER
2. RETIREMENT DATE		
RETIREMENT DATE (YYYY-MM-DD)	UNION AFFILIATION & LOCAL NO.	LAST DATE OF EMPLOYMENT (YYYY-MM-DD)
3. SPOUSAL INFORMATION		
I declare that, as at the date of retirement: (PLEASE CHECK ONE) <input type="checkbox"/> I DO NOT have a spouse <input type="checkbox"/> I DO have a spouse, whose information is as follows:		
LAST NAME	FIRST NAME	INITIAL(S)
SPOUSE'S DATE OF BIRTH (YYYY-MM-DD)		SPOUSE'S SOCIAL INSURANCE NUMBER (OPTIONAL)
4. SIGNATURE		
SIGNATURE <b>X</b>	DATE (YYYY-MM-DD)	

## DEFINITION OF SPOUSE UNDER PENSION BENEFITS LEGISLATION

### Alberta

Your spouse/pension partner is the person who, at the date a determination of spousal status is required:

- (a) is married to you and, if no longer living with you, has not lived separate and apart from you for three or more consecutive years; or
- (b) if there is no person described in (a) above, the person who has been living with you in a conjugal relationship:
  - (i) for a continuous period of at least three years, or
  - (ii) of some permanence, if there is a child of the relationship by birth or adoption.

### British Columbia

Your spouse is the person who, at the date of determination of spousal status is required:

- (a) is married to you and, if no longer living with you, has not lived separate and apart from you for more than two years; or
- (b) if there is no person described in (a) above, the person who has been living with you in a marriage-like relationship for at least two years.

### Manitoba

Your spouse is the person who, at the date a determination of spousal status is required:

- (a) is married to you or has registered a common law relationship with you under Section 13.1 of the *Vital Statistics Act*; or
- (b) is not married to you or is not your registered common law partner but has cohabited with you in a conjugal relationship:
  - (i) for a period of at least three years, if either of you is married; or
  - (ii) for a period of at least one year, if neither of you is or married.

### New Brunswick

Your spouse is the person of the opposite sex who, at the date a determination of spousal status is required:

- (a) is married to you;
- (b) is married to you by a marriage that is voidable and has not been voided by a declaration of nullity;
- (c) with whom you have, in good faith, gone through a form of marriage that is void and who has cohabited with you within the preceding year; or
- (d) without being married to you, has cohabited with you in a conjugal relationship continuously for at least three years, and part of this three year period was within the preceding year, provided that one of you has been substantially dependent upon the other for support; or
- (e) without being married to you, has cohabited with you in a relationship of some permanence within the preceding year, if you jointly are the natural parents of a child.

### Newfoundland and Labrador

Your spouse is the person who, if you have no cohabiting partner at the date a determination of spousal status is required:

- (a) is married to you; or
- (b) is married to you by a marriage that is voidable which has not been voided by a judgement of nullity, or
- (c) has, in good faith, gone through a form of marriage with you that is void and is or has cohabited with you within the preceding year.

Your cohabiting partner is the person who, at the date a determination is required:

- (a) is not your spouse and has cohabited continuously with you in a conjugal relationship for a period of at least three years, if you have a spouse and is cohabiting with you or has cohabited with you within the preceding year; or
- (b) is the person who has cohabited continuously with you in a conjugal relationship for a period of at least one year, if you do not have a spouse and is cohabiting with you or has cohabited with you within the preceding year.

### Nova Scotia

Your spouse is the person who, at the date on which a determination of spousal status is required:

- (a) is married to you;
- (b) is married to you by a marriage that is voidable and has not been annulled by a declaration of nullity;
- (c) with whom you have gone through a form of marriage, in good faith, that is void and who is cohabiting with you or, if you have ceased to cohabit, has cohabited with you within the immediately preceding 12 month period;
- (d) is your "registered domestic partner" under the Nova Scotia Vital Statistics Act; or
- (e) if there is no person to whom (a), (b), (c), or (d) applies, a person who is not married to you but has been cohabiting with you in a conjugal relationship for at least 2 years, provided that neither of you is married to another person or is a registered domestic partner of another person.

### Ontario

Your spouse is the person who, at the date a determination of spousal status is required:

- (a) is married to you and is not living separate and apart from you; or
- (b) is not married to you and has been living with you:
  - (i) in a conjugal relationship continuously for a period of not less than three years; or
  - (ii) in a conjugal relationship of some permanence if you both are the natural or adoptive parents of a child.

### Quebec

Your spouse is the person who, at the date a determination of spousal status is required:

- (a) is married to or in a civil union with you and is not legally separated from bed and board; or
- (b) if you are not married to or in a civil union with anyone, the person who has been living in a conjugal relationship with you for a period of not less than three years, or for a period of not less than one year if:
  - (i) at least one child is born or to be born of your union;
  - (ii) you have jointly adopted at least one child while living together in a conjugal relationship; or
  - (iii) one of you has adopted at least one child who is the child of the other while living together in a conjugal relationship.

For the purposes of paragraph (b) above, the birth or adoption of a child during a marriage or civil union or a period of conjugal relationship prior to the period of conjugal relationship existing on the day as of which spousal status is established may qualify a person as a spouse.

### Saskatchewan

Your spouse is the person who, at the date a determination of spousal status is required:

- (a) is married to you; or
- (b) if you are not married to anyone, has cohabited continuously with you as your spouse for at least one year.

### Federal

Your spouse is the person who, at the date a determination of spousal status is required:

- (a) if there is no person described in (b) below, is married to you or is party to a void marriage with you; or
- (b) has been cohabiting with you in a conjugal relationship for at least one year.

*(Note: All spousal definitions are subject to the requirements of the Income Tax Act. Special rules may apply in the event of a marriage or relationship breakdown. For more information, please contact your benefits administrator)*