

# DBprime Service purchase application

## Transfer from a former employer's pension plan

This form provides the CAAT Pension Plan with the information required to produce a quote for the cost to purchase service earned with a Canadian registered pension plan, of which you are a former member. The quote process cannot be completed until this form has been submitted to the Plan.

If you have questions, contact the CAAT Pension Plan at [member@caatpension.on.ca](mailto:member@caatpension.on.ca) or call us at 416.673.9000 (Toll-Free 1.866.2228).

**Step 1:** Complete **Section A – Member Information**.

**Step 2:** Give this form to a representative of your previous employer/registered pension plan and have them complete **section B, C and D**, and return the form to you.

- **Note** that even if the value of your benefit has been transferred out, the representative from your previous pension plan must complete **section C** in order that we may provide you with the quote for the cost of the purchase.

**Step 3:** Give the form to your current participating employer. For confidentiality, you may wish to give them page 3 only. They will return the form to you.

**Step 4:** Mail or fax all 3 pages of the completed and signed form, along with your **proof of age documents** to the CAAT Pension Plan.

- Acceptable proof of age includes any government issued identification (federal or provincial) that clearly shows the card holder's date of birth, excluding health cards (e.g. passport, birth certificate, citizenship card, driver's license).

### A Member information - Completed by member

Last name		First name	Initial	Social Insurance Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Language preference	Email address		Phone number	
<input type="checkbox"/> English <input type="checkbox"/> French	<input type="text"/>		<input type="text"/>	
Mailing address				
<input type="text"/>				
Member Signature			Date (dd-mmm-yyyy)	
<input type="text"/>			<input type="text"/>	

### B Previous employer/registered pension plan information - Completed by previous employer/registered pension plan

Employer name	Employer pension plan name (if different)	Plan registration number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing address		
<input type="text"/>		
Plan Type		
<input type="checkbox"/> Defined Benefit	<input type="checkbox"/> Defined Contribution	
Member status	For part-time members, please indicate the start and end dates for any breaks in service	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time	<input type="text"/>	
Date of member enrolment	Date of termination of membership	Total pensionable service
<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the member still entitled to a benefit from your plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, what is the amount available for transfer?	\$ <input type="text"/>	
If NO, how was the benefit paid out?*	<input type="checkbox"/> Transfer to a LIRA	Amount Paid: \$ <input type="text"/>
	<input type="checkbox"/> Cash	Amount Paid: \$ <input type="text"/>

\*Note that since the benefit is no longer in the pension plan, only service that occurred after 1991 can be purchased in the CAAT Plan. The CAAT Plan will exclude all service that occurred prior to 1992 from the purchase.



**D Previous employer/pension plan authorization - Completed by previous employer/pension plan**

Provide your contact information, sign and date the form.  
Return the form with your sections completed to the member named in Section A.

By signing this application, you confirm that you are a representative of the employee's previous pension plan and that you are willing to transfer the funds if they currently remain in your plan.

**Date your office received this application:** \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**E Current CAAT Plan employer information - Completed by current employer**

Current CAAT Plan employer name  
\_\_\_\_\_

Member's current salary rate:  
\_\_\_\_\_

\_\_\_\_\_  
Employer HR Representative signature Date



# Transfer from a former employer's pension plan – non-CAAT service

## OPTION A: BENEFIT IS CURRENTLY WITH FORMER PENSION PLAN

### Service Purchase Timeline

Please use this timeline as a helpful guide to complete the service purchase process.

The average time to complete this service purchase is 6-9 months. As the process is complex and there may be delays, please note that your service purchase may take longer to complete.

This process applies if you were previously a member of a Canadian Registered Pension Plan and want to purchase this service with the CAAT Pension Plan. The cost of this service purchase is paid by the member. Follow Option A if this is a direct transfer from another pension plan, or follow Option B if the funds have been transferred out from your former pension plan.

1	2	3	4	5	6
<b>Initial estimate</b>	<b>Application form</b>	<b>Review quote from the CAAT Pension Plan</b>	<b>Submit Election form and send payment</b>	<b>PSPA Approval (if required)</b>	<b>Confirmation of Purchase</b>
<p>Use the ACE Tool on the CAAT Pension Plan website for an estimate of the service purchase cost of your transfer.</p> <p>The estimate will help you decide if you want to continue with the service purchase.</p>	<p><b>Step 2(a):</b> Complete the <i>Service purchase application, Transfer from a former employer's pension plan form</i>, available within the ACE Tool.</p> <p><b>Step 2(b):</b> Give the application to your former employer/pension plan to complete. They will return the form to you. Ask your former plan whether they have any documents that must be completed.</p> <p><b>Step 2(c):</b> Send the application to your current employer to complete. They will send it back to you.</p> <p><b>Step 2(d):</b> Send the application with all sections completed to the CAAT Pension Plan. If your former plan required documents to be completed by CAAT Pension Plan, send them with your application and we will return them to you with your quote.</p>	<p>The Plan checks your eligibility and calculates the cost of your purchase.</p> <p>If you are eligible, you will be sent a <i>Service Purchase Election form</i> within 30 days of the Plan receiving your completed application.</p> <p>Once you receive this information you can decide if you want to purchase the service. If you decide to make the purchase, proceed to step 4.</p> <p><i>You have 90 days to have the funds transferred at the quoted cost. After this date you must begin the process again. The service is re-calculated and the cost may increase.</i></p>	<p>Send your completed <i>Service Purchase Election form</i> to the CAAT Plan as soon as possible.</p> <p>You must communicate with your former pension plan to arrange the payment. The Plan included a T2151 form with your quote which you will complete and give to your former pension plan.</p> <p>Complete the T2151 form with your former pension plan and send it with the transfer of funds.</p> <p>Please ensure your former plan processes your payment so that it is received prior to the deadline on your form.</p> <p>You should follow up directly with your former pension plan to confirm the payment has been processed.</p>	<p>If the Plan determines that a Past Service Pension Adjustment is required we will submit your PSPA Request to the Canada Revenue Agency.</p> <p>The Plan will notify you to confirm it has been approved.</p>	<p>Once the full payment has been received, the CAAT Pension Plan will update your record and send you confirmation within 30 days.</p> <p>The service purchase will be reflected on your Annual Statement.</p>



# Transfer from a former employer's pension plan – non-CAAT service

## OPTION B: BENEFIT TRANSFERRED OUT OF FORMER PLAN

### Service Purchase Timeline

Please use this timeline as a helpful guide to complete the service purchase process.

The average time to complete this service purchase is 6-9 months. As the process is complex and there may be delays, please note that your service purchase may take longer to complete.

This process applies if you were previously a member of a Canadian Registered Pension Plan and want to purchase this service with the CAAT Pension Plan. The cost of this service purchase is paid by the member. Follow Option B if the funds have been transferred out from your former pension plan, or follow Option A if this is a direct transfer from another pension plan.

1	2	3	4	5	6
<b>Initial estimate</b>	<b>Application form</b>	<b>Review quote from the CAAT Pension Plan</b>	<b>Submit Election form</b>	<b>Payment</b>	<b>Confirmation of Purchase</b>
<p>Use the ACE Tool on the CAAT Pension Plan website for an estimate of the service purchase cost of your transfer.</p> <p>The estimate will help you decide if you want to continue with the service purchase.</p>	<p><b>Step 2(a):</b> Complete the <i>Service purchase application, Transfer from a former employer's pension plan</i> form, available within the ACE Tool.</p> <p><b>Step 2(b):</b> Give the application to your former employer/pension plan to complete. They will return the form to you.</p> <p><b>Step 2(c):</b> Send the application to your current employer to complete. They will send it back to you.</p> <p><b>Step 2(d):</b> Send the application with all sections completed to the CAAT Pension Plan.</p>	<p>The Plan checks your eligibility and calculates the cost of your purchase.</p> <p>If you are eligible, you will be sent a <i>Service Purchase Election</i> form within 30 days of the Plan receiving your completed application.</p> <p>Once you receive this information you can decide if you want to purchase the service. If you decide to make the purchase, proceed to step 4.</p> <p><i>You have 90 days to have the funds transferred at the quoted cost. After this date you must begin the process again. The service is re-calculated and the cost may increase.</i></p>	<p>Send your completed <i>Service Purchase Election</i> form to the CAAT Plan as soon as possible. Follow instructions on your form to determine when to send your payment.</p> <p>The Plan will submit your Past Service Pension Adjustment (PSPA) to the Canada Revenue Agency if your election form indicated it was required. The Plan will notify you to confirm it has been approved.</p> <p><i>CRA timelines vary. If a PSPA is required, we strongly recommend that you send your election form within 30 days of receiving your quote from the Plan to ensure the deadline is met. If PSPA approval is required please do not send your payment until after the Plan notifies you it is approved.</i></p>	<p>You can now proceed with the payment of your service purchase. Please ensure your payment is made prior to the deadline on your form.</p> <p>There are normally two options for payment of funds:</p> <p><b>Cash</b> - Submit your payment directly to the CAAT Plan c/o CIBC Mellon.</p> <p><b>RRSP</b> - Complete the T2033 form that the Plan included in your package; submit the form to your financial institution and have them send the payment directly to the CAAT Pension Plan c/o CIBC Mellon.</p> <p>Your financial institution may charge fees for the transfer from an RRSP. To avoid underpayment, advise your financial institution to pay 'net of fees'.</p> <p>If you transferred funds from pre-1992 service out of your former plan, this is not eligible for transfer.</p>	<p>Once the full payment has been received, the CAAT Pension Plan will update your record and send you confirmation within 30 days.</p> <p>The service purchase will be reflected on your Annual Statement.</p> <p>If you purchased service with cash the CAAT Pension Plan will send you a tax receipt.</p>