

## Application to purchase Pension Credit

To apply for purchase of pension credit in the PSPP  
Please read *Understanding your pension credit* before  
you complete this form

### Public Service Pension Plan

#### ■ Member Information

Last name		OPB client number	
First name	Initials		
Contact telephone number		<i>Please complete a separate application form for any additional periods of service.</i>	

#### ■ Address

Street number and name			
Apt. number	City	Prov.	
Home telephone number		Postal code	

#### ■ Service Information (Please see page 2 for information on *Required Supporting Documents*)

I am applying to purchase pension credit for the period of service where I:

- ☐ 1. Worked for a PSPP employer, but did not contribute. (Non-contributory service. Please have your employer complete and submit a *Service Report for Non-Contributory Buybacks* form (OPB 1035).  

Period of service from (yyyymmdd)
Period of service to (yyyymmdd)
- ☐ 2. Took a leave of absence without pay for more than 30 days, but did not contribute for the leave.  

Period of service from (yyyymmdd)
Period of service to (yyyymmdd)
- ☐ 3. Was a member of the PSPP (or a predecessor plan) and received my commuted value or a refund. (*Reinstatement*)  

Period of service from (yyyymmdd)
Period of service to (yyyymmdd)
- ☐ 4. Belonged to a non-OPS registered Canadian pension plan. (For supporting documentation, please see page 2 of this form.)  

Period of service from (yyyymmdd)
Period of service to (yyyymmdd)
- ☐ 5. Have a deferred pension entitlement with the OPSEU Pension Trust or top-up service.  

Period of service from (yyyymmdd)
Period of service to (yyyymmdd)



The personal information on this form is collected under the authority of the *Public Service Pension Act* and will be used only to administer your pension benefits. For more information, or if you have any questions about your pension, contact Client Services or the Privacy Officer at: **Phone:** 416.364.5035 or **toll-free** (Canada & USA) 1.800.668.6203 / **www.opb.ca**

Date (yyyymmdd)

■ Member signature (please sign inside box)

OPB client number

ITEM Service information item from page 1	REQUIRED SUPPORTING DOCUMENT(S)
1	Have your Employer complete and submit <i>Service Report for Buybacks</i> form (OPB 1035).
2	Supporting Documents are on file, we may contact you if we require more information.
3	Supporting Documents are on file, we may contact you if we require more information.
4	<p>If you are applying to purchase pension credit for a period of service where you belonged to a NON-OPS registered Canadian pension plan, please obtain and submit a letter from the former employer/previous plan administrator with the following required information:</p> <ul style="list-style-type: none"> <li>Name and address of former employer</li> <li>Name of the pension plan and its Canada Revenue Agency registration number</li> <li>Member's dates of plan membership (plan enrolment and termination)</li> <li>Total credited service <ul style="list-style-type: none"> <li>In total years, months, and days</li> <li>Broken down for the following service periods, if the member has service in these periods: <ul style="list-style-type: none"> <li>up to December 31, 1986</li> <li>from January 1, 1987 to December 31, 1991</li> <li>from January 1, 1992 and after</li> </ul> </li> </ul> </li> <li>Dates of non full-time employment (part-time employment, seasonal lay-off, any unpaid leave of absence)</li> <li>Pensionable/contributory earnings and pension adjustments for all service by calendar year for each year after December 31, 1989</li> <li>Confirmation of the entitlement paid or amount, if any, of post-1989 contributions or benefits that were transferred to an RRSP or paid in cash</li> <li>Confirmation that any locked-in amounts are subject to Ontario's locking-in rules.</li> </ul> <p><b>Credited Service accrued prior to January 1, 1992</b></p> <p>For any credited service accrued by the member before January 1, 1992, the former employer must provide confirmation that the funds are:</p> <ul style="list-style-type: none"> <li>Still in the previous employer's pension plan, and</li> <li>Available for transfer from the previous employer's pension plan to the Public Service Pension Plan.</li> </ul> <p><b>Please note:</b> If you have a deferred pension with a NON-OPS registered Canadian pension plan, you may have to transfer the pension benefit to purchase the pension credit. The rules vary by time period - see the <i>Understanding your pension credit</i> booklet (available on our website) for details.</p>
5	WE WILL CONTACT OPSEU PENSION TRUST FOR DEFERRED PENSION ENTITLEMENT. WE HAVE TOP-UP SERVICE INFORMATION ON FILE.

Please note that we cannot provide a cost quote without having first received the associated *Required Supporting Documents*. The cost quote will be based on your **salary rate in effect on the date all information is received**.