



**SECTION 1 - EMPLOYEE USE**

I, \_\_\_\_\_, hereby elect \_\_\_\_\_ contribute to the Civil Service Superannuation  
to/not to  
Fund at the rate of 6.5% of salary up to the Canada Pension Plan maximum and at the rate of 7.5% on any salary above the  
maximum while I am on Loan in accordance with sections 6 (3)(h) and 6(5) of The Civil Service Superannuation Act to  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I acknowledge that I may elect within *two months* of the date of the loan to continue as a contributor during the loan period at a  
reduced cost as outlined above.

\_\_\_\_\_  
Employee Number                      Department                      Home Phone                      Work Phone

\_\_\_\_\_  
Current Address                      Postal Code

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

**SECTION 2 - EMPLOYER USE**

We confirm that the above information is correct, the loan has been approved by the employer and the above employee's  
annual salary as at the date of the loan was \$\_\_\_\_\_.

Current year pensionable service to date of on loan \_\_\_\_\_

Current year pensionable earnings to date of on loan \_\_\_\_\_

\_\_\_\_\_  
Date                      \_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Work Telephone Number                      \_\_\_\_\_  
Title and Department