



SECTION 1 - EMPLOYEE USE

I, _____, hereby acknowledge that I *MAY* elect to contribute to the Civil Service Superannuation 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, plus an equal matching amount based on my annual salary at the date of loan to _____ for the period from _____ to _____.

Name of Employer

I elect _____ contribute to the Civil Service Superannuation Fund during the above loan period.
to/not to

I acknowledge that:

1. I must elect within *two months* of the date of the loan to continue as a contributor during the loan period, and
2. leave of absence under the Civil Service Superannuation Act can only be granted for a period not exceeding two years. This may be extended for an additional two years providing I request an extension within two months of the termination of the first two year period of leave of absence.

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