

# Pension Plan Registration Form

## SECTION A – EMPLOYEE INFORMATION

Name: \_\_\_\_\_  
First Name Last Name

Date of Birth: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_  
(YYYY-MM-DD)

Work Email Address: \_\_\_\_\_ Gender: Male Female X

Home Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Proof of Age is required - attach one of the following:** Valid Driver's Licence, Birth Certificate, Valid Canadian Passport, Canadian Citizenship Card, Permanent Resident Card.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date (YYYY-MM-DD)

If your employer participates in the Public Service Group Insurance Plan and you do not complete the Group Life Insurance and Dependents Insurance Appointment and Election Statement, you will automatically be enrolled at the maximum level for group life (class 5) and dependents insurance (4 units).

## SECTION B – TO BE COMPLETED BY THE EMPLOYER (ensure all fields are completed)

Employer: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department #: \_\_\_\_\_ Insurance Annual Salary: \_\_\_\_\_  
(Rounded to the nearest dollar)

Corrections Officer: Yes No Two Week Delay: Yes No

Employment Start Date: \_\_\_\_\_ Fund Entry Date: \_\_\_\_\_  
(YYYY-MM-DD) (YYYY-MM-DD)

Bi-weekly or Hourly Rate: \_\_\_\_\_ Full-Time Bi-weekly Hours for Position: \_\_\_\_\_

Please indicate how the employee is entering the fund by checking **one** of the following:  
*(Refer to the Pension Plan Administration Manual for eligibility requirements and pension entry information)*

- Permanent Full-Time or Permanent Part-Time (at least 50% part-time)
- Became Permanent Full-Time or Permanent Part-Time (at least 50% part-time)
- Term Employee - Completed 1 year of service
- Term Employee - Reached 25% of the YMPE in two consecutive years
- Part-Time or Casual or Departmental or Other (Reached 25% of the YMPE in two consecutive years)
- Signed Notice of Desire (Notice of Desire must be signed by the employee and attached with the registration)
- Currently contributing to the Fund under another position/job

\_\_\_\_\_  
 Payroll Contact Name

\_\_\_\_\_  
 Phone # / Email Address

\_\_\_\_\_  
 Date (YYYY-MM-DD)

**For CSSB Use Only**



## Registration Form

### Proof of Age:

Must be submitted to The Civil Service Superannuation Board (Board) office before any pension entitlements will be paid.

The following is a list of documents that will be accepted by the Board:

Birth Certificate	Valid Canadian Passport
Canadian Citizenship Card	Permanent Resident Card
Valid Driver's Licence	

### Reciprocal Transfer Agreements (RTA):

The Civil Services Superannuation Board has entered into Reciprocal Transfer Agreements with other pension plans within Manitoba, with other provincial agencies and with the federal government. Please see our website for a detailed listing.

If you wish to pursue transferring your pension benefits, please contact the Board office for further information as there are application deadlines.

### Reinstatement:

If you were previously an active member of the Civil Service Superannuation Fund and have been rehired within three years of the date you ceased to be an employee, please contact the Board office. You may be able to combine your prior Fund account with your new Fund account. Board staff will be able to determine if you are eligible for this option and provide you with further information.

### Money Purchase Plan:

If a RTA does not exist with your prior employer's pension plan, you may be able to transfer your pension benefit from that pension plan to the Money Purchase Plan. Please contact the Board office for more information and for time restrictions.

### Online Services:

The Civil Service Superannuation Board offers Online Services that can provide personalized information regarding your pension benefits. (<https://member.mypension.ca>) Please note however, that the information available to new employees through Online Services is limited until at least one year end reporting has been made to the Board by the employer and the Board's records have been updated. Until that happens, new employees will not have any service or earnings information recorded on their account, and cannot run pension estimates.

Information that can be updated through your Online Services profile includes: spousal information, home address, phone number(s), password, & email address.

### Important Note to Employers:

If the employee has not returned the registration certificate prior to the Fund Entry Date and the date required for payroll deductions, please complete Section A (employee signature is not required) and Section B.

Registration certificates **MUST** be submitted to the Board office prior to December 31<sup>st</sup> of the year the member qualified to enter The Civil Service Superannuation Fund.