



Requesting information about pension for Maternity, Parental, or Adoptive Leave

Contributing to your pension for maternity, parental, or adoptive leave increases the amount of your pension when you retire.

Today's date: _____
(YYYY/MM/DD)

I want to receive information about the option to contribute on a monthly basis while on leave (or as if still on leave). I will submit this request before the last leave ends, so long as those leaves are continuous.

I want to receive information about the option to contribute on a bi-weekly basis with interest or by lump sum once I have returned to work. I will submit this request no later than 30 days after the last leave ends, so long as those leaves were continuous.

If you are requesting information after these timelines, contact our office directly.

Name: _____ **Date of birth:** _____
(YYYY/MM/DD)

Employer: _____ **Employee #:** _____

Home mailing address: _____

Postal code: _____ **Phone #:** _____

Personal email address: _____

Approximate dates of leave

Maternity leave **From:** _____ **To:** _____
(YYYY/MM/DD) (YYYY/MM/DD)

Parental or adoptive leave **From:** _____ **To:** _____
(YYYY/MM/DD) (YYYY/MM/DD)

Send request to the CSSB

Scan or take a picture and upload through your Online Services document centre, or email to askus@cssb.mb.ca.

Fax to 204.945.0237

Mail to 1200–444 St Mary Avenue
Winnipeg, MB R3C 3T1

Secure upload <https://app.paubox.com/cssb/upload>

If sending by mail, follow up with our office within 7 days to ensure we received the form.

Additional information

- You'll receive a letter from the CSSB to your Online Services account or by mail saying we received your request for information and explaining next steps.
- We can't send an information package until after your leave starts and your employer gives us the required information.
- If your period(s) of leave spans two or more calendar years, we can only provide costing for the years where we know the Canadian Pension Plan (CPP) yearly maximum pensionable earnings amount. This amount is published each November.