



**REQUEST TO TRANSFER FUNDS TO
THE CIVIL SERVICE SUPERANNUATION BOARD
MONEY PURCHASE PLAN
(Registration Number 0345827)**

INSTRUCTIONS:

If you wish to transfer your funds from your prior employer's pension plan, please complete and return this form to:

The Civil Service Superannuation Board
1200 – 444 St. Mary Avenue
Winnipeg MB R3C 3T1

The applicable transfer form (or the written equivalent of the information provided on the transfer form) must accompany the cheque from your prior employer's pension plan. (T2151 for RPP & DPSP transfers or T2033 for Group RRSP transfers).

EMPLOYEE TO COMPLETE:

Employee Name: _____

Employee Number: _____ P.I.N.: _____

Prior Employer: _____

Name of Prior Pension Plan/RRSP Issuer: _____

Prior Pension Plan Registration Number/Policy No.: _____

I hereby elect to transfer funds from my prior employer's pension plan or scheme to the Money Purchase Plan administered by The Civil Service Superannuation Board (MPP).

I understand that:

- it is my responsibility to notify and provide any documentation required to my prior employer's pension plan in order to complete the transfer of funds to the MPP,
- these funds must be transferred directly from the prior employer's plan or scheme,
- these funds must be transferred to the MPP within one year of becoming a member of The Civil Service Superannuation Fund, and
- any locked-in funds will be administered according to lock-in provisions of *The Pension Benefits Act* of Manitoba.

Employee's Signature

Date

Phone number or email address: _____

FOR CSSB USE ONLY:

PED: _____ Payment Must Be Received By: _____

G/L Code: 350