

Use this form to apply to buy service for time you worked for a College Pension Plan employer before that employer joined the plan or for time you worked for a College Pension Plan employer but chose not to participate in the plan.

Plan member instructions

1. Review the approximate cost table at college.pensionsbc.ca/buying-past-service.
2. Complete Part A Plan member.
3. Send the application to the employer with whom the period of past service occurred.
 - The deadline to apply is no later than 30 days from terminating all employment under the plan.
4. Upload valid proof of age at myaccount.pensionsbc.ca > *My profile* > *Personal information*.

What happens next

- Your employer will send the application to the plan.
- You will receive an email notification when your *Statement of Cost* is ready in My Account Message Centre. The statement includes the cost to buy, payment due date, and payment options.
- If you are re-applying or requesting an updated cost, you may not need to submit a new application. Find more information about your statement on college.pensionsbc.ca/applying-for-past-service.

Important considerations

- You may be eligible to buy past service for periods that include long term disability or leaves of absence.
- If you are buying past service for a period when you were covered by another registered pension plan, use the *Past Service Purchase Application (Contributions made Under Former RPP)*.

Employer instructions

1. Complete Part B
2. Refer to the *Employer Instruction Manual* (EIM) section 2.6.3 for guidance on completing this form.
3. Send the application within 30 days of receiving it to the plan email, cpp@pensionsbc.ca with the subject:
[Past Service POS - EMPLOYER ORG #]

PART A—Plan member

LAST NAME		FIRST NAME AND INITIAL (if any)		PERSON ID
ADDRESS (include unit number if applicable)				
CITY			PROVINCE	POSTAL CODE
DATE OF BIRTH YYYY-MM-DD	PHONE NUMBER	EMAIL		
NAME OF CURRENT EMPLOYER				
NAME OF PAST SERVICE EMPLOYER (if different from current employer)			PAST SERVICE EMPLOYMENT (YYYY-MM-DD)	
			START DATE	END DATE

Purchase information

Enter the amount of money you're considering using to buy service. The amount you provide may be used to estimate how a partial purchase may increase your pension.

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