

PAST SERVICE PURCHASE APPLICATION (CONTRIBUTIONS MADE UNDER FORMER RPP)

Use this form to apply to buy past service for time you worked in Canada and contributed to a registered pension plan (former RPP).

Plan member instructions

1. Review the approximate cost table at college.pensionsbc.ca/buying-past-service.
2. Complete Part A.
3. Send the application to your former RPP administrator; they will complete Part B and return the form to you.
4. Submit the completed application to the College Pension Plan through myaccount.pensionsbc.ca > *Message Centre*.
 - The deadline to apply is no later than 30 days from terminating all employment under the plan.
5. Upload valid proof of age through My Account > *My profile* > *Personal Information*.

What happens next

- 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

- Any service earned before 1991 with a defined benefit plan is not eligible for purchase; however, your former RPP must report all your years of service in the table provided.

Former RPP administrator instructions

1. Complete Part B
2. Send the application back to the plan member within 60 days.

What you need to know

- The employee's pension plan type, hire date, and current employee status.
- Any service periods impacted by divorce or separation.
- Service and salary earned under your plan:
 - Pensionable salary refers to the earnings used to calculate pension contributions.
 - Pensionable service reflects the actual time worked while contributing to the plan, this may include approved leaves or disability periods where benefits accrued.
 - For example, the employee worked full-time Jan-Oct, went on LTD in Nov, worked full-time in Dec, enter 12 months.
 - Contributory service is the number of months the member or employer made contributions to the plan, including periods such as disability where contributions are deemed to have been made.
 - For example, the employee worked Jan-Oct, took an unpaid leave in Nov, and returned in Dec, enter 11 months.
- Contact the College Pension Plan if you have further questions.

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		

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.

\$

Employment information

NAME OF CURRENT EMPLOYER

NAME OF PAST SERVICE EMPLOYER(S)	PAST SERVICE EMPLOYMENT (YYYY-MM-DD)
	START DATE END DATE

PART B—Former registered pension plan (RPP) information

This section is completed by the former RPP administrator. Please contact the employee's former employer(s) if you are missing information.

DATE APPLICATION RECEIVED YYYY-MM-DD	REGISTERED PENSION PLAN NAME	PLAN ADMINISTRATOR NAME
Registered pension plan type ☐ DEFINED BENEFIT (DB) PLAN ☐ HYBRID PLAN ☐ DEFINED CONTRIBUTION (DC) PLAN ☐ SPECIFIED MULTI-EMPLOYER PLAN		For DB plans - Was the plan underfunded when the benefit was paid out? Service that has not been paid out due to a shortfall cannot be purchased. ☐ NO ☐ YES (include the % remaining) _____ %

Purchase period employer(s) information

EMPLOYEE HIRE DATE YYYY-MM-DD	Did all employment occur in Canada? ☐ YES ☐ NO
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Employee status

Select the employee's status: ☐ ACTIVE (benefit remains in the plan) ☐ RECEIVING PENSION (monthly payment) ☐ TERMINATED (membership ended and benefit removed)	For TERMINATED: Provide TERMINATION DATE and the TOTAL VALUE paid-out, and what amount was LOCKED-IN and/or CASH. TERMINATION DATE YYYY-MM-DD TOTAL VALUE CASH PORTION LOCKED-IN PORTION
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Does the employee have a former spouse with entitlement?

☐ NO ☐ YES - Include the start and end dates of the entitlement period and percent the former spouse is entitled to. The division must be finalized before the employee can buy past service.	ENTITLEMENT PERIOD (YYYY-MM-DD) START DATE END DATE	SPOUSE'S PERCENTAGE ☐ Standard (50% x A/B) OR ☐ _____ %
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