

# Notice of Termination

## 1. MEMBER INFORMATION (Completed by Employer)

Name:  Miss  Mrs.  Ms.  Mr. \_\_\_\_\_

Social insurance number (SIN): \_\_\_\_\_ Date of birth: \_\_\_\_\_  
DD MM YYYY

Address: \_\_\_\_\_  
number street apt. city province postal code

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*\*NEW \*\* THERE IS A SEPARATE DECLARATION OF MARITAL STATUS FORM THAT THE MEMBER MUST NOW COMPLETE AND IT MUST BE FORWARDED TO NSHEPP WITH THE COMPLETED NOTICE OF TERMINATION**

## 2. FINAL PENSION INFORMATION

Date of Termination: \_\_\_\_\_  
DD MM YYYY

*If there is a difference between date contributions ceased and date of Termination, give reason here:*

Date Contributions Ceased: \_\_\_\_\_

### A. Pensionable Data (Breakdown between period 1 and period 2 required for years that had a rate change – if no rate change, use period 1)

<i>Include 'deemed' amounts for unpaid leaves</i>	Pensionable Earnings <small>(incl. retro &amp; lump sums)</small>	Pension Contributions <small>(incl. retro &amp; lump sums)</small>	Pensionable Lump Sum Payments	Pension Adjustment	Pensionable Hours	Annual Full-time Equiv. Hrs <small>(e.g. 1950 2080)</small>	Last Hourly Rate	Effective Date of Last Hrlly. Rate
Current Yr Period 1	\$	\$	\$	\$			\$	
Current Yr Period 2	\$	\$	\$				\$	
Previous Yr Period 1	\$	\$	\$	\$			\$	
Previous Yr Period 2	\$	\$	\$				\$	

### B. Retroactive Payments (Breakdown between period 1 and period 2 required for years that had a rate change – if no rate change, use period 1)

Year & period retro payment was made	Year covered by retro payment	Earnings retro to prior period 1	Earnings retro to prior period 2	Contributions on retro to prior period 1	Contributions on retro to prior period 2
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

### C. Leaves of absence in current or previous year

1) Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Did member contribute during this leave?  Yes  No  
DD MM YYYY DD MM YYYY

2) Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Did member contribute during this leave?  Yes  No

Type of leave 1): \_\_\_\_\_ Type of leave 2): \_\_\_\_\_

D. Was member in receipt of LTD Benefits in current or previous year?  Yes  No

## 3. EMPLOYER INFORMATION

I certify that the information contained in this form is correct to the best of my knowledge.

Name of Employer: \_\_\_\_\_ Employer code: \_\_\_\_\_

Employer contact name: \_\_\_\_\_ Employer contact signature: \_\_\_\_\_

DD MM YYYY

Date: \_\_\_\_\_ Employer contact e-mail: \_\_\_\_\_ Phone (and ext.): \_\_\_\_\_

Please send the original to Nova Scotia Health Employees' Pension Plan (NSHEPP) and make one copy for your files.  
 NSHEPP • 2 Dartmouth Road • Bedford • NS • B4A 2K7  
 Tel: (902) 832-8500 Toll free: 1-866-400-4400 Fax: (902) 832-8506 website: www.nshepp.ca

# INSTRUCTIONS – NOTICE OF TERMINATION

The following instructions are designed to help you complete the Notice of Termination for NSHEPP.

DD MM YYYY

**Please Note:** Date fields are to always be filled out as Day – Month – Year.

## NEW - DECLARATION OF SPOUSAL STATUS AT TERMINATION

Please note that the member must now complete a separate Declaration of Marital Status form. If the member indicates that there is a separation agreement or a court order, a copy of that separation agreement or court order must also be submitted to NSHEPP before any benefit entitlements can be paid.

### 1. MEMBER INFORMATION

• Provide the member's information including the mailing address and home telephone number. If available, please also provide their e-mail address.

### 2. FINAL PENSION INFORMATION

• Provide the member's date of termination. Also provide the date that contributions ceased. These two dates are usually the same unless the member was on a leave or on long-term disability immediately prior to termination. If the dates are different, give the reason in the space provided.

#### A. Pensionable Data (refer to the *Quick Reference Guide to Pensionable Earnings* for further details)

• Provide the following for the current year (and for the previous year if that year-end has not already been submitted to the Pension Plan). A breakdown between period 1 and period 2 is required for years that had a contribution rate change – if no rate change, use period 1.

- The member's **Pensionable Earnings**, including any 'deemed' earnings where contributions were paid during a leave period; retroactive payments; and, pensionable lump sum payments;
- The member's **Pension Contributions** including contributions paid on 'deemed' earnings during a leave period; retroactive payments and pensionable lump sums;
- Any **Pensionable Lump Sum Payments** that have been included in the total Pensionable Earnings figure (as Pensionable Lump Sum Payments are very rare, please provide details);
- **Pension Adjustments** (PA) that were reported on the member's T4 slips. The Pension Plan is required to calculate and file a Pension Adjustment Reversal (PAR), if applicable, with CRA. We began collecting Pension Adjustments in 1999 so we require any applicable Pension Adjustments from 1990 to 1998 inclusive. Please provide these figures in an e-mail or on a separate piece of paper;
- **Pensionable Hours** including 'deemed' hours where contributions were paid during a leave period;
- The **Full-time Equivalent Hours** that a full-time employee in the same position would work during a full year (for example: 1950, 2080, and 1820).
- The **Last Hourly Rate** (and **Effective Date** for that rate) that the member had at their date of termination and at the end of the previous year.

#### B. Retroactive Payments

- Breakdown between period 1 and period 2 is required for years that had a contribution rate change – if no change, use period 1.
- Complete this section if the member received any retroactive pay that applies to previous years. Retroactive pay that applies to the current year is not to be reported here. For example, if the member received a retroactive payment in the current year for \$1,000 and \$600 of this was for hours worked in the 2<sup>nd</sup> period of the prior year, and \$400 was for hours worked in the current year, it would be reported as follows:

Year & period retro payment was made	Year covered by retro payment	Earnings retro to prior period 1	Earnings retro to prior period 2	Contributions on retro to prior period 1	Contributions on retro to prior period 2
2013 - period 1	2012	\$ n/a	\$600	\$ n/a	\$46.92

#### C. Leaves of absence in current or previous year

• Please indicate the start and end dates of any leave periods in the current or previous year and indicate whether contributions were made to the plan for each leave period. Also, please indicate the type of leave.

#### D. Was member in receipt of LTD Benefits in current or previous year?

• Please indicate yes or no as there are pension entitlements for LTD recipients under the terms of the Plan.

### 3. EMPLOYER INFORMATION

- Sign and date the form, indicating that it is correct and complete to the best of your knowledge.
- Provide your contact information and include an e-mail address if you will accept questions from the Pension Plan concerning this Notice of Termination via e-mail.