



**NS Pension Services Corporation**  
1-800-774-5070 toll free in NS  
(902) 424-5070 local  
(902) 424-0662 fax  
e-mail: info@nspension.ca  
www.novascotiapension.ca

## CHECKLIST

### NOVA SCOTIA TEACHERS' PENSION PLAN RETIREMENT APPLICATION

- YOU MUST PROVIDE YOUR REGIONAL CENTRE OF EDUCATION A WRITTEN NOTICE OF YOUR INTENT TO RETIRE**  
All plan members, including substitutes, must complete this step.

#### SEND THE FOLLOWING DOCUMENTS:

#### TO:

- Retirement Benefit Statement**  
✓ Choose a retirement benefit option, sign and date
- Application for a Service Pension**  
✓ Complete the Plan Member Identification section and the Identification of Spouse section (if applicable), sign and date
- Photocopy of your Birth Certificate or Passport**
- Photocopy of your Spouse's Birth Certificate or Passport**  
✓ Provide this document if you have completed the Identification of Spouse section on the Application for a Service Pension form
- Photocopy of your Marriage Certificate (or Declaration of Domestic Partnership Certificate)** (if applicable)
- Direct Deposit Form**  
✓ Complete, sign and date  
✓ Attach a void cheque or direct deposit form
- Member Information Form**  
✓ Complete all sections, sign and date
- Income Tax Forms\* (TD1 and TD1NS)**  
✓ Complete both forms, sign and date
- \* Your pension plan is considered a new Payor; these forms must be completed. For the maximum income tax deduction, choose only the Basic personal amount on each form.

**Nova Scotia Pension Services Corporation**  
PO Box 371, Halifax NS B3J 2P8

**Questions?**  
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Fax: (902) 424-0662

#### SEND THE FOLLOWING DOCUMENT:

#### TO:

- Nova Scotia Teachers Union Group Insurance Plan Form**

**Johnson Inc.**  
137 Venture Run, Dartmouth NS B3B 0L9

#### SEND THE FOLLOWING DOCUMENT:

#### TO:

- Retired Teachers Organization Membership/Authorization Form**
- Note:** *The Teachers' Pension Plan Trustee Inc. and the Nova Scotia Pension Services Corporation does not directly or indirectly solicit, endorse, publicize, or promote the products and/or activities of any Third Party, potential Third Party, or External Party.*

**Nova Scotia Teachers Union**  
3106 Joseph Howe Dr, Halifax NS B3L 4L7