



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**

belairdirect
PO Box 4291 STN A, Toronto, ON M5W 0N2

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