

CHECKLIST – NSCC TEACHERS’ RETIREMENT APPLICATION

SEND:

- Signed and dated **Application for Service Pension and Retirement Benefit Statement**, plus:
 - Photocopy of your Birth Certificate or Passport
 - If applicable, photocopy of your Marriage Certificate, and your spouse’s Birth Certificate or Passport (legal or common law)
- Direct Deposit Form** (completed)
- Income Tax Forms**
(Your Pension Plan is a new Payor; both forms must be completed):
 - TD1 Federal and
 - TD1NS
(Note: For maximum income tax deduction, choose only the Basic Personal Amount on each form; sign & date.)
- Member Information – Data Update Form**

TO:

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

Questions?
Phone: (902) 424-5070
Toll free in NS: 1-800-774-5070
Email: pensionsinfo@nspension.ca
Fax: (902) 424-0662

FOR INFORMATION REGARDING POST-RETIREMENT BENEFITS, CONTACT:

Nova Scotia Community College
Lynn MacEachern, Group Benefits Consultant

SEND:

- Written notice of your intent to retire
(All teachers, including substitutes, must complete this step.) *NOTE – your resignation date must be at the end of a month in order for your pension to become effective on the first of the following month.

TO:

Nova Scotia Community College

