

## 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 or Declaration of Domestic Partnership Certificate, and your spouse’s Birth Certificate or Passport (legal, domestic partner, 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 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:

- Nova Scotia Retired Teachers’ Association Membership Application Form\*

### TO:

Retired Teachers’ Organization  
c/o Nova Scotia Teachers’ Union  
3106 Joseph Howe Drive, Halifax, NS B3L 4L7

*\* 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.*

### 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

