



## CHECKLIST - TEACHERS' RETIREMENT APPLICATION

### SEND:

### TO:

- 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**

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

### SEND:

### TO:

- Nova Scotia Teachers' Union Group Insurance Plan Form

Johnson Incorporated  
137 Venture Run Dartmouth, NS B3B 0L9

### SEND:

### TO:

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

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:

### TO:

- 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.

Your Regional Centre for Education

