



To Teachers' Pension Plan employers

From Pension Corporation

February 24, 2010

Member retirement and termination forms

BC Pension Corporation has simplified the **forms required for member**

retirement and termination. To date, employers have sent us a *Termination Notice* form when plan members terminate employment, and an *Employee Service, Salary and Contributions at Retirement (ESSC)* form when plan members retire. To simplify the process, we have combined these two forms into a single form, *Employee Information at Termination or Retirement*, to be used for both retiring and terminating members. This new form will be effective as of March 2010.

However, please note that, beginning in March 2010, we will no longer include the new *Employee Information at Termination or Retirement* form in members' *Retirement Application Packages*. As a result, you will no longer need to rely on the member to bring the form to you for completion and submission; you can now fill it out and submit it to us yourself.

What the employer needs to do:

Starting in March 2010, submit the *Employee Information at Termination or Retirement* form to us whenever a member is retiring or terminating (instead of using the *Termination Notice* or *ESSC* form). Please ensure the data on the form is accurate, as it will be used to calculate the plan member's benefits. There are statutory deadlines for providing terminating and retiring members with pension information. We depend on you to provide us with this information as soon as possible when a member terminates or retires.

tpp.pensionsbc.ca

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The new form can be

- ✓ downloaded online at tpp.pensionsbc.ca. From the homepage,
- ✓ click **Employer Login** and **Forms**.
- ✓ Then, click the form title to download.
- ✓ Once you have downloaded the form, you can type your information into the form directly on screen, print it out, sign it and submit it to the address, fax or e-mail on the form.