UNIVERSITIES ACADEMIC PENSION PLAN

Request for Former Member's Service Record

(Please Print Clearly)

Completed by Member

Surname _____ **Given Name & Initial(s)** _____

Employer _____ **Employee Number** _____

Address _____
Number, Street City, Province Postal Code

Former Name (if applicable) _____ **Phone Number** ( ) _____

Former Position / Department / Employee Number _____

Service From Date (DD/MM/YYYY) ____/____/____

Service To Date (DD/MM/YYYY) ____/____/____

Member Authorization

I am currently contributing to the Universities Academic Pension Plan and can increase my pensionable service by applying to buy service with other public bodies. Please provide the information requested below and return this form to me at the above address.

Date **Member's Signature**

Completed by Former Employer

Salary and Service Record

Please complete the service and salary record on the reverse side of this form.

Please √ the appropriate boxes:

Yes	No	
☐	☐	Did an employee/employer relationship (as opposed to a consulting or contract relationship) exist?
☐	☐	If teaching or research, was the service with a university or college in Canada?
☐	☐	If yes, was the employee paid for performing the service?

If the employee was a member of a registered pension plan (RPP), complete the following:

☐	☐	Is the employee entitled to receive a pension benefit in respect of his/her service?
☐	☐	Did the employee receive a refund of pension benefits on leaving the pension plan?
		If yes, state the total amount that was transferred to the employee's registered retirement savings plan (RRSP) and/or locked-in retirement account (LIRA). **$**_____

Former Employer Name: _____ **Contact Number:** ( ) _____

I certify that the information given on this form, including the information on the reverse side, is accurate and complete.

Name (please print) _____

Date **Authorized Signature**

Note: Upon receipt of the completed form from your former employer, please forward it to the UAPP Trustees' Office (1002, 10611 – 98 Avenue, Edmonton, AB T5K 2P7) for further processing.
This personal information is being collected under the authority of the *Employment Pension Plans Act* and will be used for the purpose of administering your pension benefits. It is protected as per the provisions of the *Freedom of Information and Protection of Privacy Act.*

see reverse

UNIVERSITIES ACADEMIC PENSION PLAN

Request for Former Member's Service Record

(Please Print Clearly)

Completed by Former Employer

Former Employee's Surname | **Given Name & Initial(s)**

Service and Salary Record:

Y/N	Service From Date (DD/MM/YYYY)	Service To Date (DD/MM/YYYY)	Length of Service	Salary (for years after 1989)	PA (for years after 1989)

↑ **Did the employee accrue service in a registered pension plan?**

↓ **Enter Total Service**

Completion Instructions:

Length of service should be expressed as a decimal to four places. Part-time service should be prorated against the regular full-time equivalent.

Report the employee's full earned salary by calendar year for post-1989 service regardless of any cap on the salary. Do not include payments for overtime, acting incumbency, bonuses or honorariums.

Enter the Pension Adjustment (PA) amounts that were reported to the Canada Revenue Agency in "Box 52" of the employee's T4 forms.