



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 (#1850, 10303 Jasper Avenue, Edmonton, AB T5J 3N6) 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



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.