



NS Pension Services Corporation

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MEMORANDUM

FROM: Nova Scotia Pension Services Corporation, PO Box 371, Halifax, NS B3J 2P8
Delivery address: Purdy's Wharf, Tower 2, Suite 700, 1969 Upper Water St., Halifax, NS B3J 3R7

SUBJECT: Retirements/Deferred Pensions under the Public Service Superannuation Act

In order to ensure that all pensioners will receive a superannuation allowance payment the month following their retirement from the public service, it is necessary that the following information be supplied to the Nova Scotia Pension Services Corporation office at least **two (2) months** month prior to the employee's retirement month.

- 1) Employee's name in full _____
- 2) Employee's date of birth _____
- 3) Employee's Social Insurance Number _____
- 4) Completed Revenue Canada TD1 Tax Exemption Return
- 5) Department/Agency employed _____
- 6) Employment date _____ Retirement date _____
- 7) Spouse's name in full _____
- 8) Spouse's date of birth _____
- 9) Spouse's Social Insurance Number _____
- 10) Date of Marriage (photocopy of marriage certificate) _____
- 11) Birth Certificates or passports for employee and spouse (photocopies)
- 12) Deceased employee proof of death (copy of death certificate)
- 13) Names, birthdates and SINS of children under twenty-five year of age: _____

- 14) Full mailing address (including postal code) _____

Date: _____ Signed: **X** _____
Member

