



# Supplementary Employee Retirement Plan (SERP)



## Employer SERP Participation Form

This form may be used by eligible employers under the **Public Service Superannuation Plan** to opt out of participation in the SERP.

For the purposes of this document, “employer” refers to an employer under the Public Service Superannuation Plan (PSSP); “employee” refers to an active employee or a pensioner of the PSSP; “participating employer” refers to an employer that participates in the SERP. In accordance with the Public Service Superannuation Act and the Supplementary Pension Regulations, the following are the terms the employer must adhere to while participating in the SERP.

- 1. Payment of the supplementary pension associated with the SERP** – The Income Tax Act (ITA) places a limit on the amount of pension we, a defined benefit registered pension plan, can pay. For this reason, the cost of the supplementary pension under the SERP must be paid by the employer when the employee retires.
- 2. Employee purchases of service** – If an employee purchased or purchases service for a period during which the employee was employed by a participating employer, the employer at the time of retirement is responsible for paying the cost of the supplementary pension associated with that service.
- 3. Refunds of excess contributions** – If an employee terminates employment prior to qualifying for an immediate pension, the employee will receive a refund of contributions made on the portion of their salary above which the PSSP cannot pay a pension (due to the cap under the Income Tax Act). This refund will be paid by the employer at the time of termination, and will include interest. The employer should contact the Nova Scotia Pension Services Corporation to determine the amount of the refund.

If the employee moves to a new participating employer within 30 days of terminating employment with a former employer, the former employer will pay the refund of excess contributions directly to the new employer. The new employer will then be responsible for paying the cost of the supplementary pension under the SERP. If an employee moves to a new participating employer 30 days or more after terminating employment with the former participating employer, and the employee received a refund of excess contributions from the former employer, the employee may pay that refund to the new employer, with interest to restore credit for SERP purposes for their former service. The new employer will then be responsible for paying the cost of the supplementary pension under the SERP.

The new employer should contact the Nova Scotia Pension Services Corporation to verify the amount owed to them (if the employee wishes to restore SERP credit for their prior service).

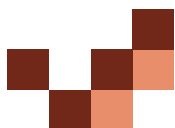
Nova Scotia Pension Services Corporation  
PO Box 371, Halifax NS B3J 2P8

Purdy's Wharf, Tower 2, Suite 700, 1969  
Upper Water St., Halifax, NS B3J 3R7

Toll Free in NS: 1-800-774-5070  
Local: 902-424-5070  
Fax: 902-424-0662  
Email: [info@nspension.ca](mailto:info@nspension.ca)  
Website: [www.novascotiapension.ca](http://www.novascotiapension.ca)

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## The Supplementary Employee Retirement Plan (SERP)

4. **Procedure for Opting out of the SERP** – You may use this form to opt out of participation in the SERP. The instructions below provide further explanation. Unless and until you opt out of the SERP, you must be considered a participating employer and are required to adhere to the terms and conditions of the SERP in accordance with the Public Service Superannuation Act and the Supplementary Pension Regulations. Please note you are still responsible for paying the supplementary pension under the SERP for any employee who retired prior to the date on which you opt out. If at any time you should decide to opt out, you may do so. **Your decision to opt out of the SERP must be provided in writing in the form of a letter, or by return of this completed form to:**

Attention: Kim Blinn, Chief Pensions Officer  
Nova Scotia Pension Services Corporation  
PO Box 371, Halifax, NS B3J 2P8

**OR Courier to:** Nova Scotia Pension Services Corporation, Purdy's Wharf, Tower 2, Suite 700, 1969 Upper Water St., Halifax, NS B3J 3R7  
**OR Fax to:** 902-424-0662

DO NOT DETACH – RETURN PAGES 1 AND 2

PLEASE COMPLETE THE FOLLOWING TO OPT OUT OF THE SERP:

- A. You are considered a participating employer under the Supplementary Employee Retirement Plan (SERP) until you opt out. Please check the box to opt out of the SERP.

\_\_\_\_\_ wishes to opt out of the SERP.

INSERT NAME OF YOUR ORGANIZATION HERE

- B. Identification of authorizing officer for \_\_\_\_\_:

INSERT NAME OF YOUR ORGANIZATION HERE

\_\_\_\_\_  
SIGNATURE  
AUTHORIZATION OF CHIEF FINANCE OFFICER OR EQUIVALENT

\_\_\_\_\_  
PLEASE PRINT  
NAME OF AUTHORIZING OFFICER

\_\_\_\_\_  
TITLE OF AUTHORIZING OFFICER

\_\_\_\_\_  
DATE

- C. If you choose to use this form to opt out of the SERP, please return this form to the Nova Scotia Pension Services Corporation using any of the methods listed in #4 above.

### QUESTIONS?

Please contact the Nova Scotia Pension Services Corporation  
Toll free in NS: 1-800-774-5070 | Local: 902-424-5070  
Email: info@nspension.ca

FORM.0075

