



NS Pension Services Corporation
1-800-774-5070 toll free in NS
(902) 424-5070 local
(902) 424-0662 fax
e-mail: info@nspension.ca
www.novascotiapension.ca

CHECKLIST

PUBLIC SERVICE SUPERANNUATION PLAN RETIREMENT APPLICATION

- YOU MUST NOTIFY** your HR Consultant/Employer of your intent to retire.

SEND THE FOLLOWING DOCUMENTS TO:

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

- Application for Service Pension (signed & dated).
- Your proof of birth - Photocopy of your Birth Certificate, Passport or Driver's License.
*Other documents **may** be accepted; please contact our office for more details.
- Your spouse's (legal, domestic partner or common-law) proof of birth, if applicable.
- Photocopy of your Marriage Certificate or Declaration of Domestic Partnership Certificate, if applicable.
- If you are legally divorced, please provide a copy of your court order, if not already provided.
- Direct Deposit Form (completed)
- Income Tax Forms - TD1 Federal and TD1 Provincial (Completed)
*For maximum income tax deduction, choose only the Basic Personal Amount on each form.
- Member Information Form (Completed)