



Office Use Only

Member Information Form

Please complete this form upon Plan enrolment and/or to correct or change information.

Section 1 – Plan Member Identification:

- If you are an **active member**, please contact your employer for corrections or updates to personal data, including name, address, phone number and e-mail.
- If you are a **retired member**, please contact the Nova Scotia Pension Services Corporation, 1-800-774-5070 toll free in NS, 902-424-5070 local to ensure you are completing the correct form.

Section 2 – Marital Status and Identification of Spouse and/or Eligible Children – Completion of Marital Status is required

Section 3 – Designation of Beneficiary(ies) – if applicable

Section 4 – Declaration of Plan Member – Sign and date

Return pages 1 and 2 to: Nova Scotia Pension Services Corporation, PO Box 371, Halifax, NS B3J 2P8
Email: info@nspension.ca

*** PLEASE PRINT CLEARLY IN ALL SECTIONS OF THE FORM ***

Section 1 – Plan Member Identification

LAST NAME		GIVEN NAME(S)	
DATE OF BIRTH (DD/MM/YYYY)	PROFESSIONAL # (Teachers' Pension Plan only)	MEMBER ID (optional)	

Section 2 – Marital Status and Identification of Spouse and/or Eligible Children

Upon your death, a survivor pension may be payable to your spouse and/or eligible children.

Marital Status: Check ✓ one (required):

- Single
 Married
 Common-law Partner
 Domestic Partnership
 Separated
 Widow
 Divorced – **Please forward a copy of the court order or divorce decree**
 Domestic Partner Terminated – **Please forward a copy of the Termination of Domestic Partnership Certificate**

Identification of Spouse (if applicable) – Important: see definition of spouse for your Plan on page 3

LAST NAME		GIVEN NAME(S)	
DATE OF BIRTH (DD/MM/YYYY)	GENDER		

Identification of Eligible Children (if applicable)

Eligible children are defined as children under 18 years of age or children between 18 and 25 years of age if they are in continuous full-time attendance at a recognized educational institution. **Continuous full-time attendance**, as directed by the Income Tax Act, means there can be no break in attendance each school year and attendance must continue solely on a full-time basis.

LAST NAME	GIVEN NAME(S)	DATE OF BIRTH (DD/MM/YYYY)

Section 3 – Designation of Beneficiary(ies)

A designated beneficiary does not receive a survivor pension upon your death. Designated beneficiaries would receive a lump sum payment of **any remaining death benefit** after a spouse and/or eligible children have received their benefit from the plan.

IMPORTANT NOTES:

- **A spouse identified in Section 2 should not be listed as a beneficiary as they are the primary recipient of a survivor pension.**
- In order for your eligible children, as identified in Section 2, to receive any remaining death benefit (in the event that they are no longer considered eligible children at the time of your death), list them as beneficiaries below.
- If you designate more than one beneficiary, death benefits will be divided equally among them unless you indicate otherwise under the "Percent %" column below.

PERSON OR ORGANIZATION		RELATIONSHIP or CHARITY REGISTRATION #	DATE OF BIRTH (DD/MM/YYYY)	PERCENT % (should total 100)
LAST NAME	GIVEN NAME(S)			

Section 4 – Declaration of Plan Member

I certify that the information given on this form is correct and complete. I understand that any death benefits payable to a spouse and/or eligible children and/or beneficiaries are subject to the terms of the pension plan that I am a member of.

Signature of Plan Member

Date (DD/MM/YYYY)

Definition of Spouse

A spouse is defined as either of two persons who:

- (i) are married to each other,
- (ii) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity,
- (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or, where they have ceased to cohabit, have cohabited within the twelve-month period immediately preceding the date of entitlement,
- (iv) are domestic partners within the meaning of Section 52 of the *Vital Statistics Act*,

OR Common-Law as set out in the definition for your plan below:

Nova Scotia Public Service Superannuation Plan

- (v) not being married to each other, are cohabiting in a conjugal relationship with each other, which relationship has continued for at least a) three years, if either of them is married, or b) one year, if neither of them is married.

Nova Scotia Teachers' Pension Plan

- (v) are neither married to each other nor to another person and have cohabited in a conjugal relationship for three consecutive years immediately preceding the relevant time and are cohabiting in a conjugal relationship at the relevant time.

Members of the Legislative Assembly Pension Plan

- (v) neither of them being married and are cohabiting in a conjugal relationship of at least two years with each other.