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Office Use Only

MEMORANDUM

To: Human Resources Managers and Officers of Departments, Commissions, and Agencies of the Government of the Province of Nova Scotia

FROM: Nova Scotia Pension Services Corporation, PO Box 371, Halifax, NS B3J 2P8
 Delivery address: 1949 Upper Water Street, 4th Floor, Purdy's Landing, Halifax, NS B2N 3N3

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 one month prior to the employee's retirement month.

PLEASE PRINT

- 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 for employee and spouse (photocopies)
- 12) Deceased employee proof of death (copy of death certificate)
- 13) Names and birthdates of children under twenty-five year of age: _____

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

Date: _____ Signed: X _____

FORM.0002
 Also known as FORM-DF12

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