1-800-774-5070 toll free
(902) 424-5070 local
(902) 424-0662 fax
e-mail: pensionsinfo@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);

plus:

☐ Photocopy of Your Birth Certificate or Passport; and, where applicable:

- ☐ Photocopy of Spouse's Birth Certificate or Passport; (legal, domestic partner or common-law)
- ☐ Photocopy of your Marriage Certificate or Declaration of Domestic Partnership Certificate

☐ Direct Deposit Form (completed)

Income Tax Forms
(Your Pension Plan is a new Payor so both forms must be completed):

☐ TD1 Federal; and

☐ TD1NS

Note: For maximum income tax deduction, choose only the Basic Personal Amount on each form; sign & date.

Other

☐ Member Information Form (FORM.0092)

Questions?

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Toll free in NS: 1-800-774-5070
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