

## PAST SERVICE PURCHASE APPLICATION (CONTRIBUTIONS MADE UNDER FORMER RPP)

Use this form to apply to buy past service for time you worked in Canada and contributed to a registered pension plan (former RPP).

### Plan member instructions

1. Review the approximate cost table at [college.pensionsbc.ca/buying-past-service](https://college.pensionsbc.ca/buying-past-service).
2. Complete Part A.
3. Send the application to your former RPP administrator; they will complete Part B and return the form to you.
4. Submit the completed application to the College Pension Plan through [myaccount.pensionsbc.ca](https://myaccount.pensionsbc.ca) > *Message Centre*.
  - The deadline to apply is no later than 30 days from terminating all employment under the plan.
5. Upload valid proof of age through My Account > *My profile* > *Personal Information*.

### What happens next

- You will receive an email notification when your *Statement of Cost* is ready in Message Centre. The statement includes the cost to buy, payment due date, and payment options.
- If you are re-applying or requesting an updated cost, you may not need to submit a new application. Find more information about your statement on [college.pensionsbc.ca/applying-for-past-service](https://college.pensionsbc.ca/applying-for-past-service).

### Important considerations

- Any service earned before 1991 with a defined benefit plan is not eligible for purchase; however, your former RPP must report all your years of service in the table provided.

### Former RPP administrator instructions

1. Complete Part B
2. Send the application back to the plan member within 60 days.

### What you need to know

- The employee's pension plan type, hire date, and current employee status.
- Any service periods impacted by divorce or separation.
- Service and salary earned under your plan:
  - Pensionable salary refers to the earnings used to calculate pension contributions.
  - Pensionable service reflects the actual time worked while contributing to the plan, this may include approved leaves or disability periods where benefits accrued.
    - For example, the employee worked full-time Jan-Oct, went on LTD in Nov, worked full-time in Dec, enter 12.00
  - Contributory service is the number of months the member or employer made contributions to the plan, including periods such as disability where contributions are deemed to have been made.
    - For example, the employee worked Jan-Oct, took an unpaid leave in Nov, and returned to work in Dec, enter 11.
- Contact the College Pension Plan if you have further questions.

### PART A Plan member

LAST NAME		FIRST NAME AND INITIAL (if any)		PERSON ID
ADDRESS (include unit number if applicable)		CITY	PROVINCE	POSTAL CODE
DATE OF BIRTH YYYY-MM-DD	PHONE NUMBER	EMAIL		

### Purchase information

Indicate the amount of money you're considering using to buy service. The amount you provide may be used to estimate how a partial purchase may increase your pension.

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### Employment information

NAME OF CURRENT EMPLOYER	NAME OF PAST SERVICE EMPLOYER(S)	PAST SERVICE EMPLOYMENT (YYYY)	
		START DATE	END DATE

### PART B Former registered pension plan (RPP) information

This section is completed by the former RPP administrator. Please contact the employee's former employer(s) if you are missing information.

DATE APPLICATION RECEIVED YYYY-MM-DD	REGISTERED PENSION PLAN NAME	PLAN ADMINISTRATOR NAME
Registered pension plan type <input type="radio"/> DEFINED BENEFIT (DB) PLAN <input type="radio"/> HYBRID PLAN <input type="radio"/> DEFINED CONTRIBUTION (DC) PLAN <input type="radio"/> SPECIFIED MULTI-EMPLOYER PLAN		For DB plans - Was the plan underfunded when the benefit was paid out? Service that has not been paid out due to a shortfall cannot be purchased. <input type="radio"/> NO <input type="radio"/> YES (include the % remaining) _____ %

### Purchase period employer(s) information

EMPLOYEE HIRE DATE YYYY-MM-DD	Did all employment occur in Canada? <input type="radio"/> YES <input type="radio"/> NO
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### Employee status

Indicate whether the employee is receiving a monthly pension, active (their benefit remains in the plan), or terminated (membership ended and benefit removed). Provide the termination date and for DB plans, provide the total value of the paid out benefit, specifying the locked-in and cash portions.

<input type="radio"/> RECEIVING PENSION	<input type="radio"/> ACTIVE	TERMINATION DATE YYYY-MM-DD	LOCKED-IN PORTION	CASH PORTION	TOTAL
<input type="radio"/> TERMINATED					

### Does the employee have a former spouse with entitlement?

<input type="radio"/> NO <input type="radio"/> YES - Include the start and end dates of the entitlement period and percent the former spouse is entitled to. The division must be finalized before the employee can buy past service.	ENTITLEMENT PERIOD (YYYY-MM-DD) START DATE    END DATE	SPOUSE'S PERCENTAGE <input type="radio"/> Standard (50% x A/B)    OR <input type="radio"/> _____ %
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