



MEPP *In-Depth*

Applying for Your Pension

This issue provides information on applying for your pension benefit from MEPP.

Getting Started

Now that you have decided to retire, there are a few steps you will need to do to access your pension benefits. First, you should contact us and request a pension estimate **at least six months before the date you want to retire**. This can be done either by phone, email, fax or in writing. See page 3 for MEPP's contact information.

We will provide you with a written estimate that explains your pension options. Plus, we will also send you the following forms:

- an [Application for Pension Benefit](#) form;
- a [Retirement Declaration](#) form;
- a [Designation of Beneficiary at Retirement](#) form; and
- the [TD1 Personal Tax Credits Return](#) form and the [TD1 Saskatchewan Personal Tax Credits Return](#) form.

If you wish to receive your pension payments from MEPP and you have a spouse at retirement, you must choose a guarantee period and survivor benefit. To learn which options are available to you, refer to the MEPP *In-Depth* issue on [Pension Options](#).

Applying for Your Pension

You may apply for your pension several months before the date you plan to retire. Ideally, we require between six weeks and two months notice to start processing your pension application. The earlier you contact us, the more time you will have to make informed decisions about your retirement.

When you apply for your pension, you will need to complete and submit the following:

- an [Application for Pension Benefit](#) form;
- a [Retirement Declaration](#) form signed by you and your employer;
- a [Designation of Beneficiary at Retirement](#) form;
- federal and provincial [TD1 Personal Tax Credits Return](#) forms; and
- provide PlannerA with any other information or documents, as requested.

We need to receive your application and documents before the first day of the month in which you wish to retire. If we receive your application after the first of the month, your retirement will be effective on the first of the following month and you will receive your first pension payment in that month as well.

You can withdraw your pension application at any time until the first of the month in which your pension is to start.

Receiving Your Pension Payment

You will receive your pension payment by **direct deposit on the 25th of each month**. If the 25th falls on a weekend or statutory holiday, you will receive your pension payment on the preceding business day.

Pension Benefits are Taxable

Income tax is withheld from regular pension payments and remitted to the Canada Revenue Agency (CRA) on your behalf. Keep in mind that the income tax calculation is based on the tax credit information you provide on the CRA's federal and provincial *Personal Tax Credits Return* forms, which are also referred to as TD1 forms.

The Meaning of Retirement

You are eligible to receive a pension when you have:

- reached retirement age **or** you have met the age plus eligibility service requirements;
- terminated employment with a MEPP employer and have no intention of returning to work with a MEPP employer in any significant capacity; and
- not committed to or discussed returning to work for your employer after retirement.

At the time you retire, there cannot be any arrangement in place for continued employment that would otherwise require you to contribute to the Plan.

For a full explanation of the Plan's position on employment after retirement, refer to the MEPP website [Employment After Retirement](#).

Other Retirement Income

Your benefit from MEPP is only one source of retirement income. Other sources could include:

- Federal retirement income programs;
- Canada Pension Plan (CPP);
- Old Age Security (OAS); and
- Personal savings.

Contact **Employment and Social Development Canada** for information about federal pension programs. Visit www.sdc.gc.ca or call 1-800-277-9914 or 1-800-255-4786 (TTY).





The forms required for your MEPP pension application are available on the website.



Looking for more information? You'll find more information from these sources:

- [MEPP Member Booklet](#)
- [MEPP Matters](#) – the Plan newsletter
- [Your Path to Retirement Workshop Series](#) – a workshop for every stage of your career



Need assistance? Contact us using one of these convenient options:

Email: mepp@plannera.ca

Phone: 306-787-2684 (in Regina)
1-877-506-6377 (toll-free)

Fax: 306-787-0244

This information does not replace or supersede *The Municipal Employees' Pension Act* or *The Pension Benefits Act, 1992* or related regulations. In the case of error or discrepancy, the terms of the Acts and regulations apply.

