



# Statutory declaration for proof of eligible service (member) - former employment with an OMERS employer

Use this form to confirm eligible service in the OMERS Primary Pension Plan, where, as a former employee, you have tried but are unable to obtain proof of your service from your former OMERS participating employer. The glossary on page 4 has definitions of terms used in this form.

Mail the completed signed form and supporting documents to OMERS, One University Avenue, Suite 400, Toronto, ON M5J 2P1. Do not fax this form.

Providing OMERS with your personal information is considered consent for its use and disclosure for the purposes set out in our Privacy Statement, as amended from time to time. You can find out more about our collection, use, disclosure and retention of personal information by reviewing our Privacy Statement at [www.omers.com](http://www.omers.com).

If you have questions about privacy at OMERS, please call OMERS Client Services at 1-800-387-0813.

How to use this declaration form:

- Complete sections 1 to 5. If you need more space for previous employment or service information, attach a separate sheet; include your name and OMERS membership number.
- Attach supporting documents (see definition on page 4), for the periods of employment in this declaration.
- Sign the completed declaration form (Section 5) in the presence of a Commissioner of Oaths.

## SECTION 1 - MEMBER INFORMATION

Group Number		OMERS Membership Number*		Date of Birth (m/d/y)	
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Ms.	First Name	Middle Name	Last Name
<input type="radio"/> Other:					
Apt/Unit	Address		City	Province	Postal Code
Phone		Email			
Name of Current Employer					

\*Your membership number appears on your Pension Report or any personalized statement from OMERS.

## SECTION 2 - PREVIOUS EMPLOYMENT INFORMATION

If you have more than one period of employment information to report, please attach a separate sheet; include your name and OMERS membership number.

Group Number	Employer Name	Start Date (m/d/y)	End Date (m/d/y)
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### Employment status during the period

Were you a full-time employee during the period? (See definitions of full-time and non-full-time employment on page 4.)

- Yes, I was a full-time employee       No, I was not a full-time employee.

Enter the percentage of full-time hours worked. If your percentage worked varies over the period, enter an average percentage of full-time hours spanning the entire period. For example, if you worked one year at 60% of full-time, and one year at 70% of full-time, enter 65%.

**SECTION 3 - BREAKS IN SERVICE**

Important! If you were not a full-time employee, OMERS must ensure that the amount of eligible service from Section 2 is not overstated. To the best of your knowledge, please provide information on any breaks in service or absences during the employment period.

Were there any breaks in service, absences without pay, layoffs, or terminations during the period of employment in Section 2?

Yes    No

If yes, indicate the dates and the type of absence:

Start Date (m/d/y)	End Date (m/d/y)	Type of Absence
Start Date (m/d/y)	End Date (m/d/y)	Type of Absence
Start Date (m/d/y)	End Date (m/d/y)	Type of Absence
Start Date (m/d/y)	End Date (m/d/y)	Type of Absence
Start Date (m/d/y)	End Date (m/d/y)	Type of Absence
Start Date (m/d/y)	End Date (m/d/y)	Type of Absence

**SECTION 4 - PREVIOUS PENSION PLAN INFORMATION**

Were you a member of a registered pension plan (other than the Canada Pension Plan) during the service period above?

Yes    No

If yes, please provide the following information:

Name of Registered Pension Plan	Plan Registration Number	Date you enrolled in the plan (m/d/y)

When you left your former employer, which option did you choose for the pension you earned? For example, deferred pension, or commuted value transfer to an RRSP or LIRA?

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## SECTION 5 - MEMBER'S DECLARATION - to be signed in the presence of a Commissioner of Oaths

Please read carefully before signing this declaration in the presence of a Commissioner of Oaths.

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of Ontario,  
Name Name of City

MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath by virtue of the *Canada Evidence Act*. I understand that OMERS reserves the right to request that I provide additional information to prove my prior service.

I confirm that I am not able to obtain proof of my employment service from my former employer for the period indicated in Section 2. I further understand that should new information come to light that contradicts this Declaration, OMERS will remove the ineligible service from my OMERS record and the following consequences may occur, including but not limited to:

- My early unreduced retirement date (without adjustment) shown on the OMERS pension report annually or shown previously in a pension estimate may no longer be valid;
- The estimated early retirement pension amount shown previously on a pension estimate may no longer be valid;
- If I have concluded a buy-back that involves inaccurate information, the purchase contributions without interest that are not permissible in the OMERS Plan will be returned as originally received (in cash or by RRSP transfer); I further understand there may be income tax implications if I have already claimed these contributions as a deduction to my taxable income;
- If my pension has already commenced, I understand that I will be required to pay back the additional pension received, including inflation increases, as a result of the ineligible service being included in my early retirement pension calculation.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date (m/d/y)

## SECTION 6 - TO BE COMPLETED BY A COMMISSIONER OF OATHS\*

Declared before me at \_\_\_\_\_ country of \_\_\_\_\_ in the province or territory of \_\_\_\_\_  
Name of City, Town or Village Country

\_\_\_\_\_. Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Province or Territory Day Month Year

\_\_\_\_\_  
Name of Commissioner of Oaths

\_\_\_\_\_  
Signature of Commissioner of Oaths

Municipal Official: please provide the office you currently hold and the municipality:

\_\_\_\_\_  
Office

\_\_\_\_\_  
Municipality

Lawyer or judge: please provide your Law Society number:

\_\_\_\_\_  
Law Society Number

Please affix seal/stamp here  
if applicable

\*A Commissioner of Oaths can be:

- a lawyer entitled to practice law in Ontario;
- a judge or justice of the peace;
- a Notary Public;
- certain municipal officials (such as a City Clerk); or
- a person appointed as a Commissioner by the Attorney General.

## Breaks in service

A break in service could be any period of absence from an employer without pay:

- where you did not contribute to the pension plan or subsequently purchase the service in that plan; or
- your employer did not provide automatic pension coverage; or
- you did not have a PA reported.

Example: a period of pregnancy/parental leave, strike, or layoff (with or without recall rights).

If a bona fide termination occurred (e.g., a contract or period of seasonal work ended), this should be reported as the end date of a period of employment.

## Eligible service

Service with a participating OMERS employer that is not credited service in the OMERS Plan. Eligible service may be purchasable in the OMERS Plan. Eligible service can be used for the early retirement age+service Factor (90 Factor or 85 Factor) or 30-years-of-service provision. More about eligible service is in Your OMERS Pension handbook, available at [www.omers.com](http://www.omers.com).

## Employment status

### • Full-time

An employee hired as part of the permanent complement of the employer, who works full-time hours (minimum 32 hours per week, for 52 weeks of the year including vacation) as specified by the employer, is considered continuous full-time for OMERS purposes.

### • Non-full-time

Any other arrangement (including an employee working full-time hours on a time-limited contract basis) is not considered continuous full-time for OMERS purposes. For these periods, provide the percentage of full-time hours worked on average during the period.

Example: if full-time hours were 37.5 hours per week, and you regularly worked 30 hours per week, the percentage of full-time hours worked would be 80% (or  $30 \div 37.5 = 0.80$ ).

## Pension adjustment (PA)

A pension adjustment (PA) is the value of the pension benefit a member earned in the year in the employer's registered pension plan. The PA is reported annually to the Canada Revenue Agency (on the T4) and will lower the amount of RRSP room available for a member for the following year.

## Registered pension plan (RPP)

A pension plan that has been registered with a pension regulator in a Canadian jurisdiction (such as the Financial Services Commission of Ontario), and is also a registered plan under the Income Tax Act (Canada) and Regulations.

## Supporting documents

OMERS requires that you must submit supporting documents with the statutory declaration demonstrating the periods of employment you are declaring, as follows:

- A letter from your former employer (if they are still in existence) confirming that they are unable to produce the service records.
- T4 slip: a copy of your T4 income tax slip for each of the calendar years of the employment period. Contact Canada Revenue Agency (CRA) to request a copy of your T4s.
- Summary of previous tax returns: If CRA cannot provide T4s, request a summary of your previous tax returns showing the pension adjustment (PA) for each year of employment after 1989 that you wish to declare.
- Record of employment: a copy of your Record of Employment (ROE) for the employment period you are declaring. Contact Service Canada to request a copy.

## T4 slip

The income tax form issued by your employer for reporting your taxable income during a calendar year. A T4 will show taxable income, pension adjustment (PA), a pension plan registration number, and any pension contributions made.