



OPSEU Pension Trust  
Fiducie du régime de  
retraite du SEFPO

**Mail to:**  
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## Application for Past Service Credit

- completed at enrollment  
 completed during membership

1. Personal and Current Employment Information			
Member's Last Name	First Name	Initials	Social Insurance Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Home Address: No. and Street		Apt. No.	Business Telephone No. ext.
<input type="text"/>		<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> <input type="text"/>
City/Town	Province	Postal Code	Home Telephone No.
<input type="text"/>	<input type="text"/> ON	<input type="text"/> <input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Name of Current Employer (Ministry, Agency, Board, Commission)		Branch	
<input type="text"/>		<input type="text"/>	

Important information is provided on the reverse side. Please take time to read it before completing Section 2.

2. Past Service Information	
Name of your employer during the past service: <input type="text"/>	
Name of your pension plan, if you contributed during the past service: <input type="text"/>	
Type of Past Service:	Period of Service From: YYYY/MM/DD To: YYYY/MM/DD
<input type="checkbox"/> <b>A. Service with an employer who contributed to the OPSEU Pension Plan, Public Service Pension Plan or its predecessor:</b>	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> <b>B. Leave of absence during which contributions were not made:</b>	
<input type="checkbox"/> A leave without pay for illness, WSIB, pregnancy, parental leave, or adoption of a child	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> A leave without pay for special or educational purposes	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Other: <input type="text"/>	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> <b>C. Service with a registered Canadian pension plan other than (A):</b>	
<input type="checkbox"/> Service before January 1, 1992 where contributions remain in the previous plan	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Service after December 31, 1991	From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/>
Would you like OPTrust to determine if you are eligible for a transfer of credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If either (A) or (C) above are applicable	
Did you receive:	<input type="checkbox"/> a refund
	<input type="checkbox"/> a commuted value transfer to a locked-in retirement savings plan
	<input type="checkbox"/> a deferred pension
	<input type="checkbox"/> no payment because you did not make contributions during that period

I have read and understand the Application Rules provided on the back of this form. I understand that it is my responsibility to ensure that OPTrust receives this application form within the 24-month Application Time Limit explained on the reverse.

Member's Signature \_\_\_\_\_ Date Mar 11, 2003

## TYPES OF PAST SERVICE THAT YOU CAN PURCHASE

### A. Service with an employer who contributed to the OPSEU Pension Plan (the Plan), the Public Service Pension Plan (PSPP) or its predecessor:

This type of service includes periods of employment during which no contributions were made to the Plan and periods of service for which contributions were refunded.

The cost for purchasing (or "buying back") non-contributory service is based on the following formula:

$$\begin{array}{ccccc} \text{Annual} & & \text{Employee} & & \text{Years of Credit You} \\ \text{Salary Rate} & \times & \text{Contribution Rate} & \times & \text{Are Purchasing} \\ \text{(when OPTrust receives your} & & \text{(during the period you are} & & \\ \text{complete application)} & & \text{purchasing)} & & \end{array}$$

For contributory service that was refunded or transferred to an RRSP, the cost equals the higher of: i) the amount based on the formula above, or ii) the total amount paid to you from the Plan, plus interest. For pre-1992 service that was refunded or transferred to an RRSP, the only payment method available is a direct transfer from a tax-sheltered source.

### B. Leave of absence during which contributions were not made:

If you take an unpaid leave of absence of longer than one month and do not contribute to the Plan during your leave, you may apply to purchase this service after you return to work. This applies to leaves due to illness and WSIB; pregnancy, parental and adoption leaves; and leaves for special and educational purposes.

The cost of purchasing credit for leaves for illness and WSIB, and pregnancy, parental and adoption leaves is based on the formula in (A) above. For special and educational leaves, the cost is based on either i) two times the employee contribution rate, or ii) the employee contribution rate plus the employer contribution rate.

### C. Service with another registered Canadian pension plan:

This type of service includes periods when you worked for an employer who did not contribute to the OPSEU Pension Plan, the PSPP or its predecessor. To buy back this type of service you must have been a member of your previous employer's pension plan during the period you are purchasing, and that plan must have been registered under the *Income Tax Act*.

The Canada Customs and Revenue Agency (CCRA) has established additional conditions for these purchases:

- For service prior to January 1, 1992, you must still have credit in the prior plan for the service you are buying and transfer the funds directly to the OPSEU Pension Plan.
- For service after December 31, 1991, CCRA must approve your purchase. Your purchase will be approved if you have enough RRSP contribution room.

The cost for purchasing this type of service is based on the projected value of the additional pension you will receive from the OPSEU Pension Trust (OPTrust) when you retire.

#### Transfers:

If you currently have credit in your previous employer's pension plan and it has a "reciprocal transfer agreement" with the OPSEU Pension Plan, you may qualify for a transfer of credit. Such transfer agreements include the Major Ontario (Public Sector) Pension Plans (MOPPs) portability agreement, the special arrangements between the OPSEU Pension Plan and the PSPP, and reciprocal transfer agreements with other pension plans.

Each of these agreements sets out specific eligibility criteria and application deadlines. If you are eligible, a credit transfer will generally cost you less than a buyback. If you provide the details of any service with another pension plan in section "C" of this form, OPTrust will check whether you qualify for a credit transfer.

## APPLICATION RULES

- 1. Application time limit:** You must complete and submit your *Application for Past Service Credit* to the OPSEU Pension Trust by the latest of:
  - 24 months after becoming a member of the OPSEU Pension Plan, (or the PSPP, if you were transferred from it), or
  - 24 months after the last day of the period of service you are buying back.It is your responsibility to ensure that OPTrust receives your application form within the 24-month application deadline. While the application form is the only document that must be received within the 24-month time limit, additional documents may be needed to complete your application. OPTrust cannot process your buyback until we have received all the required documents.
- 2. Acknowledgement of your application:** When OPTrust receives your application form, we will mail you an acknowledgement, and send a copy to your employer, if applicable. We will also inform you if additional documents are needed to complete your application.
- 3. Completing your application:** It is your responsibility to ensure that OPTrust receives any supporting documents or other evidence that is needed to complete your application.
- 4. Costing your purchase:** One factor in the cost of your purchase is your salary rate on the date that OPTrust receives your *complete* application. Your complete application consists of this form plus any required supporting documentation. It is in your interest to ensure that OPTrust receives all the necessary documents as quickly as possible.
- 5. Liability:** The OPSEU Pension Trust is not liable for any increase in the cost of your purchase resulting from delays outside the OPSEU Pension Trust or from revised salary information received after your *Agreement to Purchase Credit* is signed.
- 6. Address information:** It is your responsibility to notify OPTrust immediately of any change of address.

## FOR MORE INFORMATION

For additional information on buying back credit with the OPSEU Pension Plan, please refer to the OPTrust booklet *Your Pension and Buying Back Credit*. This booklet is available from OPTrust or your Human Resources representative and on the OPTrust Web site at: [www.optrust.com](http://www.optrust.com).