

EMPLOYEE TERMINATION NOTICE

Complete this form upon the termination of an employee's employment and final pension contributions have been calculated.

This is to notify the CSS Pension Plan that will cease making contributions for an employee because of: *(Name of co-operative/credit-union)*

- Employee termination
 Employee retirement
 Age 71 legislation
 Deceased employee
 Transfer of employee to another employer member
 Administrative termination *(Refer to definition I. on page 2)*
(Select applicable reason)

Section A: Employee information

Last name	First name	Social Insurance Number
Employee phone	Employee email	Termination date <i>(dd/mm/yyyy)</i>
Address <i>(Street address or PO Box number)</i> <i>(City/Town)</i> <i>(Province)</i> <i>(Postal Code)</i>		

Section B: Year-to-date compensation and contributions (for year of termination)

Total employment income* *(i.e. salary, wages, commission, bonuses, etc.)* from January 1 to termination date was \$ _____
(Refer to definition II. on page 2)

Total CSS Pension Plan contributions *(employee and employer combined)*, from January 1 to termination date were \$ _____
(Refer to definition III. on page 2)

* The amounts must be the same as will appear on the employee's T4 slip in box 14

NOTE: The total of CSS Pension Plan contributions indicated above CANNOT exceed 18% of employee's year-to-date total employment income or the CRA maximum dollar limit. Refer to definition IV. on page 2.

Section C: Final pension contributions (for year of termination)

(include pension deductions from final pay and pension deductions from any accrued vacation pay)

Employee Matched \$ _____ *(Refer to definition V. on page 2)*
 Employee Voluntary \$ _____ *(Refer to definition VI. on page 2)*

Employer Matched \$ _____ *(Refer to definition V. on page 2)*
 Employer Unmatched \$ _____ *(Refer to definition VII. on page 2)*

and have been , will be remitted for the contribution/pay period ending _____ .
(the last time the employee's name will appear on our organization's contribution listing. Refer to definition VIII. on page 2.)

Employer notes:

NOTE: Please send completed form to CSS Pension Plan by fax or upload PDF through myCSSPEN for employers online portal.

Employer representative's name:
 Representative's phone number:
 Date: *(dd/mm/yyyy)*

Privacy notice: Personal information on this form is collected under the authority of relevant privacy legislation for pension administration purposes. Please review the Privacy Policy as posted to the CSS Pension Plan's website. If you have questions regarding the collection of this information, write to:

CSS Pension Plan
 ATTN: Privacy Officer
 5th Floor – 333 3rd Avenue N
 PO Box 1850
 Saskatoon, SK S7K 3S2

EMPLOYEE TERMINATION NOTICE

The form on page one should be used to provide all relevant information to CSS Pension Plan regarding the termination of an employee's employment. This will ensure that employees receive all contributions they are entitled to upon termination of their employment.

Upon receipt of the completed form, CSS will process the termination notice and send the member their account statements and options.

No further action is required from the employer. It is up to the member to contact CSS Pension Plan with any questions thereafter.



Payroll and contributions

Payroll and contribution information is required in order to confirm:

- ▶ The pension contributions submitted on the employee's behalf do not exceed 18% of total earnings or the CRA maximum contribution amount for year of termination.
- ▶ All contributions have been received and processed correctly for the employee.
- ▶ All final pension contributions have been received and no further contributions or adjustments are expected prior to the employee accessing their pension funds.



Definition of terms

- I. Administrative termination:** Although employees who are not planning to return to work may be classified as "terminated" by their employers for administrative purposes, the Plan would classify the employees as "active" CSS members if an insurance provider is continuing to make contributions on their behalf. Once the LTD file is closed, the employee termination will be processed.
- II. Total employment income:** This includes all eligible total earnings even if pension contributions are only calculated on regular earnings. Section 1.1(s) of the [CSS Rules and Regulations](#) defines regular earnings as "an employee's agreed salary or wage, including vacation pay however paid, but excluding bonuses, commissions, overtime, shift differentials, or the taxable value of non-cash benefits."

Total employment income is the total remuneration of an employee as reported to the Canada Revenue Agency (CRA) for a given year, including any prescribed compensation as defined by the *Income Tax Act* (Canada) but excluding the taxable value of non-cash benefits.
- III. Total contributions:** All pension contributions made by both the employer and the employee into the employee's CSS Pension Plan account for the year of termination.
- IV. Maximum contribution limit:** Please visit the [employer procedures page](#) of our website to view the maximum contribution limit for the year and ensure that the employee's total contributions do not exceed the CRA maximum contribution limit. [Contact CSS](#) immediately if the contributions exceed the maximum limits to determine what actions are required.
- V. Employee and employer matched contributions:** These are the **last** required contributions made by the employee and employer upon termination of the employee's employment. These amounts should always match.
- VI. Additional Voluntary Contributions (AVCs):** These are contributions employees choose to make to their CSS account in addition to their required matched contributions. AVCs are not matched by the employer. This space should be left blank if the employee did not make any additional voluntary contributions during their **last** pay period.
- VII. Employer unmatched contributions:** These are contributions an employer chooses to make to an employee's CSS account. These are not matched by the employees. This space should be left blank if the employee did not make any employer unmatched contributions during the **last** pay period.
- VIII. Last contribution period:** This is the end date of the last pay period for which the employer will remit contributions for the employee.

Contact CSS Pension Plan if you have any questions regarding the completion of this form.