

MISSED CONTRIBUTION OR EMPLOYMENT STATUS CHANGE OR NEW SIN

To be completed by the employer.

- Once you learn that an employee will be taking a leave, has reached CRA maximum dollar limit, has a new SIN #, or employment status has changed please complete this form by selecting applicable boxes.

Check one: ☐ Missed contribution(s) ☐ Employment status change ☐ New SIN number

Employer:

Employee name: Social Insurance Number:

Section A: Leave

Start day of leave: Expected date of return:
(dd/mmm/yyyy) (dd/mmm/yyyy)

Select leave type: ☐ Parental ☐ Maternity ☐ Sick ☐ Workers' Comp ☐ Disability
☐ Lay off ☐ Leave of absence ☐ Extended vacation ☐ Education leave

Note: This form is only required at the start of the leave, not each pay period.

Section B: Other

☐ CRA maximum dollar limit ☐ Less than full-time (part-time, casual, seasonal)
☐ Other
(please specify)

Section C: New SIN

Old SIN New SIN

Section D: Terminated/retired/transferred to other CO-OP or credit union

Do not complete this form, please complete an **Employee Termination Notice (ETN)** instead.

[Download ETN](#)

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

Date

(dd/mmm/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

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