YOUR RETIREE CHECKLIST

THE UNIVERSITY OF BRITISH COLUMBIA

VPLA (or Variable Payment Life Annuity)

The following forms and documentation must be completed and submitted to the UBC Pension Administration Office before your first annuity payment can be initiated.

- ☐ **Variable Payment Life Annuity enrolment form**
- ☐ For payment method complete:
  - ☐ **Direct deposit enrolment form** (Canadian banks only), or
  - ☐ **Request for benefit payment by wire** form.
- ☐ A proof of age document for both you and your spouse (if applicable). Accepted documents include:
  - ☐ BC Driver's Licence and Services Card* (combined)
  - ☐ BC Photo ID Card*
  - ☐ BC Services Card*
  - ☐ Birth Certificate
  - ☐ Canadian Citizenship Card (issued prior to February 2012)
  - ☐ Driver's Licence* (regular or enhanced)
  - ☐ Nexus Card*
  - ☐ Passport*
  - ☐ Permanent Resident Card*
  - ☐ Secure Certificate of Indian Status*

  * All asterisked documents must have a valid expiry date (not expired) at the time of submitting your documents.
- ☐ If you are a resident of Canada, please complete both Federal and Provincial *TD1 Personal Tax Credits Return* forms.
- ☐ If you are a non-resident of Canada, please complete a *NR301 Declaration of eligibility for benefits (reduced tax) under a tax treaty for a non-resident person* form.

Do you have a spouse?

If you have a spouse and are electing a single life annuity, your spouse must waive their entitlement to the minimum 60% death benefit by completing the following BC prescribed form:

- ☐ *Form 2 – Spouse's Waiver of 60% Lifetime Survivor Benefit and/or Beneficiary Rights From a Pension Plan or Annuity After Payments Start*

LIF-Type (or LIF-Type Payment Account)

The following forms must be completed and submitted to the UBC Pension Administration Office before LIF-Type payments can be set up.

- ☐ **LIF-Type payments application**
- ☐ For payment method complete:
  - ☐ **Direct deposit enrolment form** (Canadian banks only), or
  - ☐ **Request for benefit payment by wire** form.
- ☐ A proof of age document for both you and your spouse (if applicable). Accepted documents include:
  - ☐ BC Driver's Licence and Services Card* (combined)
  - ☐ BC Photo ID Card*
  - ☐ BC Services Card*
  - ☐ Birth Certificate
  - ☐ Canadian Citizenship Card (issued prior to February 2012)
  - ☐ Driver's Licence* (regular or enhanced)
  - ☐ Nexus Card*
  - ☐ Passport*
  - ☐ Permanent Resident Card*
  - ☐ Secure Certificate of Indian Status*

  * All asterisked documents must have a valid expiry date (not expired) at the time of submitting your documents.
- ☐ If you are a non-resident of Canada, please complete a *NR301 Declaration of eligibility for benefits (reduced tax) under a tax treaty for a non-resident person* form.

Do you have a spouse?

If you have a spouse, your spouse must agree to the use of pension funds for LIF-Type payments by completing the following BC prescribed form:

- ☐ *Form 3 – Spouse's Consent to a Transfer to a Life Income Fund or Establishment of a Life Income Type Benefits Account*

RRIF-Type (or RRIF-Type Payment account)

The following forms and documentation must be completed and submitted to the UBC Pension Administration Office before RRIF-Type payments can be set up:

- ☐ **RRIF-Type payment application**
- ☐ For payment method complete:
  - ☐ **Direct deposit enrolment form** (Canadian banks only), or
  - ☐ **Request for benefit payment by wire** form.
- ☐ A proof of age document for both you and your spouse (if applicable). Accepted documents include:
  - ☐ BC Driver's Licence and Services Card* (combined)
  - ☐ BC Photo ID Card*
  - ☐ BC Services Card*
  - ☐ Birth Certificate
  - ☐ Canadian Citizenship Card (issued prior to February 2012)
  - ☐ Driver's Licence* (regular or enhanced)
  - ☐ Nexus Card*
  - ☐ Passport*
  - ☐ Permanent Resident Card*
  - ☐ Secure Certificate of Indian Status*

  * All asterisked documents must have a valid expiry date (not expired) at the time of submitting your documents.
- ☐ If you are a non-resident of Canada, please complete a *NR301 Declaration of eligibility for benefits (reduced tax) under a tax treaty for a non-resident person* form.

Instructions for Form 2 - Spouse's Waiver of 60% Lifetime Survivor Benefit and/or Beneficiary Rights From a Pension Plan or Annuity After Payments Start

In the event that a member wishes to elect less than a 60% survivor benefit, the member's spouse must waive their entitlement to the minimum 60% death benefit by completing this form.

The following information is required on page 2 of Form 2:

- Name of pension plan: **UBC Faculty Pension Plan**
- Address of plan administrator: **201 - 2389 Health Sciences Mall, Vancouver, BC V6T 1Z3**
- Plan's provincial registration number: **P085435**

Additional notes:

- Your spouse must place their initials in the appropriate waiver(s).
- If applicable, indicate the number of years under the guarantee period under Waiver A.

Please contact the Pension Administration Office at **fpp@hr.ubc.ca** or **604-822-8100** if you have any questions about the waivers.

Please note: Form 2 must be completed in the absence of the member and not more than 90 days before the annuity start date.

Instructions for Form 3 - Spouse's Consent to a Transfer to a Life Income Fund or Establishment of a Life Income Type Benefits Account

If any portion of a member's account is used for a Life Income Fund (LIF) or LIF-Type Payments, the member's spouse must complete a consent form.

The following information is required on page 1 of Form 3:

- Name of pension plan: **UBC Faculty Pension Plan**
- Address of plan administrator: **201 - 2389 Health Sciences Mall, Vancouver, BC V6T 1Z3**
- Plan's provincial registration number: **P085435**
- Benefits in the pension plan are to be: (initial one box only)

  [ ] transferred to a life income fund (initial this box if you are transferring to an external LIF)

  [ ] used to establish a LITB account in the pension plan (initial this box if you are electing the LIF-Type Payment Account income option from the UBC FPP)

The following information is required on page 3 of Form 3:

- I am signing this form to consent to the following: (initial one box only)

  [ ] the establishment of a LITB account in the pension plan identified on this form (initial this box if you are electing the LIF-Type Payment Account income option from the UBC FPP)

  [ ] the transfer of the member's/former member's benefits in the pension plan identified on this form to a life income fund (initial this box only if you are transferring to an external LIF)

Please note: Form 3 must be completed in the absence of the member and not more than 90 days before the annuity start date.

Instructions for T2151 - Transfer to an external RRSP, LIRA, RRIF or LIF*

Complete **Section I - Applicant**:

- Enter your personal information on the top two lines
- Do not complete Part A
- Under Part B:
  - ☐ Check the first box: **I am a member of the RPP**
  - ☐ Canada Revenue Agency's RPP registration number: **0211987**
  - ☐ Plan number: **your UBC ID#**
  - ☐ Employer's name: **UBC Faculty Pension Plan**
  - ☐ Employer's address: **c/o Sun Life Financial, PO Box 11001, Station CV, Montreal, QC H3C 3P3**
- Under Part C:
  - ☐ Check the first box to transfer the total balance of your account, or
  - ☐ Check the second box for a specified dollar amount
- Under Part D:
  - ☐ Check the first box if transferring to an **RRSP or LIRA** and enter the name of your financial institution and the **RRSP or LIRA** account number under RRSP plan number and name
  - ☐ Check the second box if transferring to a **RRIF or LIF** and enter the name of your financial institution and the **RRIF or LIF** account number under RRIF fund number and name
  - ☐ Transferees' address: your financial institution's address to receive the cheque (for transfers-in)
  - ☐ Sign and date the form

Do not complete **Section II** or **Section III**

***For a transfer to a LIF, if you have a spouse, also include Form 3. If you do not have a spouse, include the Spousal Status Declaration Form.**