<Date>

Member Number: **<member number>**

Plan: Public Employees Pension Plan

<member name>

<address line 1>

<address line 2 if required>

<address line 3 if required>

<city> <province> <postal code>

<country>

Dear <member first name>

Congratulations on qualifying for retirement! You have several retirement choices available to you. We’ve prepared a package of materials to help you assess your retirement options.

1. The personalized ***Statement on retirement*** provides up-to-date information about your account.
2. The *Retirement Income Options* booklet provides you with more details on the different retirement income options.
3. The ***Retirement options: My choice*** form. Please complete this and return to PEPP. If we do not receive your form within 30 days, we will assume you wish to delay your retirement income decision. Simply contact us when you are ready.

We hope PEPP and our services will continue to be a part of your life’s next phase. By choosing to stay in PEPP, you will continue to have access to:

* lower fees than most retail retirement savings products;
* eight investment funds (aggressive to conservative including a lifecycle fund) and the ability to transfer among them;
* **<P1>**the Variable Pension Benefit (VPB)\* – our most popular retirement income choice;**<P1>**
* the option to transfer outside eligible registered assets into PEPP to consolidate and simplify;
* online tools, such as PLANet which allows you to manage your account and PEPP’s Retirement Planner; and
* knowledgeable staff to answer calls and emails. We have Certified Financial Planner® and Qualified associate Financial Planner™ professionals who are happy to meet with you to discuss your options for free!

If you have questions or need clarification about your estimates or options, feel free to contact us.

Sincerely

PEPP Administration

**<P2>**\*The Variable Pension Benefit may not be available in some jurisdictions outside Saskatchewan. For details, see the Working Beyond Saskatchewan section on our website. **<P2>**

**Statement on retirement for <member name>**

**PEPP Member Number** <**member number**>:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth | <member birth date> | Vested date | Immediate |
| Date of employment | <employ date> | Vesting status | Vested |
| PEPP enrolment date | <enrol date> | Termination date | <term date> |
| Relationship status | <relationship status> |  |  |
| Spouse’s name | <spouse’s name> |  |  |
| Spouse’s date of birth | <spouse date of birth> |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Beneficiary(ies) |  |  |  |
| <ben1 name> | | <Relationship1> | <%1> |
| <ben2 name> | | <Relationship2> | <%2> |
|  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your PEPP account balance as at <last val date >** | | | | |
|  | **Member** | **Employer** | **Voluntary** | **Total** |
| Opening balance at <date of last statement> | <$opening bal-mem> | <$opening bal-er> | <$opening bal-vol> | <$opening bal-total> |
| Contributions/transfers in | <$transfers in-mem> | <$transfers in-er> | <$transfers in-vol> | <$transfers in- total> |
| Withdrawals/transfers out | <$transfers out-mem> | <$transfers out-er> | <$transfers out-vol> | <$transfers out- total > |
| Earnings | <$earnings-mem> | <$earnings-er> | <$earnings-vol> | <$earnings- total > |
| Closing balance at <last val date> | <$closing bal-mem> | <$closing bal-er> | <$closing bal-vol> | <$closing bal- total> |
| Amount subject to locking-in requirements (SK) | <$lock in SK-mem> | <$lock in SK-er> |  | <$lock in SK- total > |
| Amount subject to locking-in requirements (ON) | <$lock in ON-mem> | <$lock in ON-er> |  | <$lock in ON- total > |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your investment summary as at <last val date >** | | |  |
|  | **Balance (units)** | **Unit value\*** | **Total** |
| <fund name1> | <units in fund1> | <$fund 1 unit value> | <$fund 1 value> |
| <fund name 2> | <units in fund2> | <$fund 2 unit value> | <$fund 2 value> |
| <fund name 3> | <units in fund3> | <$fund 3 unit value> | <$fund 3 value> |
| Total |  |  | <$total value> |

\*Unit values shown are net of fees. Please refer to our Fund Fact Sheets on the PEPP website for more information on the fees associated with the investment and administration of each fund.

Your PEPP account will remain invested in the same fund you are currently in and will continue to be valued based on the market value until you inform us otherwise.

**<P3>**PEPP is governed by Saskatchewan legislation. Our records indicate a portion of your locked-in money is governed by another province’s legislation. For further details, see the *Working Beyond Saskatchewan* section on our website.**<P3>**

*The Public Employees Pension Plan Act* and *Regulations*, Statement of Investment Policy and Goals and the Public Employees Pension Board Governance Manual are available on the PEPP website.

Refer to the *Retirement options: My choice* form for your options.

**Retirement income**

You may begin receiving retirement income any time after your earliest retirement date:

|  |  |  |
| --- | --- | --- |
| Earliest retirement | <earliest retirement date> | <age 50/55> |
| Normal retirement | <age 65 birth date> | age 65 |
| Latest retirement | December 31, <year age 71> | the end of the year you turn age 71 |

You may choose one retirement income option, or a combination of options. To ensure your payments begin on time, please contact PEPP at least 45 days before your expected pension start date.

**Variable Pension Benefit (VPB)\* <P4>estimates<P4>**

The Variable Pension Benefit puts you in control of your money. You can choose how much to withdraw and how often to receive payments – either on a regular basis or in lump-sum payments. To learn why VPB is popular among retired PEPP members, read the VPB brochure included in this package.

**<P5>**PEPP's Retirement Planner produces the enclosed Retirement Income Guide. These are estimates only and provide guidance on how much you may wish to withdraw from your VPB account. You'll want to review the assumptions used to create your estimates. **<P5>**

If you haven’t already done so, we encourage you to try PEPP’s Retirement Planner. Based on your estimated expenses, the Planner creates a personalized report showing how long your retirement savings will last. Plus, you’ll get a retirement score – telling you if you’re on track to meet your retirement goal. If not, you’ll get tips to help you close the gap. To access, log in to your online account in PLANet and then select *PEPP Retirement Planner* in the Quick Links menu.

Looking for other resources to help you prepare for your retirement? Visit the Learning Events section on the PEPP website. We have two workshops tailored for members like you: PREPARE to Retire and BUILD Your Retirement Plan.

If you still have questions, our Retirement Information Consultants are here to help. You can meet with them in person, by phone or online - whatever works best for you - and at no cost to you. Book your appointment today. Call 306-787-3170 or email us at: ric@peba.gov.sk.ca.

**<P6>**\*Variable Pension Benefit is not available in some jurisdictions outside of Saskatchewan. Also, some jurisdictions outside Saskatchewan have annual withdrawal limits. **<P6>**

**<P7>Saskatchewan Pension Annuity Fund (SPAF) life annuity estimates**

SPAF’s life annuity gives you guaranteed monthly payments for your lifetime and if applicable, your surviving spouse’s lifetime. The amount is determined by the annuity type (joint or single), the survivor benefit and the guarantee option you choose. Once you enter into an annuity, you cannot change the terms of the contract.

**JOINT life annuity options – members in a spousal relationship:**

Spouse’s name <spouse full name>

Spouse’s date of birth <spouse birth date>

**<P8>**We don’t have your spouse’s date of birth on file. To prepare this annuity estimate, we have used your date of birth for both you and your spouse. Contact us with your spouse’s date of birth if you would like an updated annuity statement. **<P8>**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Guarantee options** |  | **Joint Life – survivor benefit options** | | | |
| **100%** | **75%** | **66.67%** | **60%** |
| Life only | member (for life) | <$member100%lo> | <$member75%lo> | <$member66%lo> | <$member60%lo> |
| Surviving Spouse | <$spouse100%lo> | <$spouse75%lo> | <$spouse66%lo> | <$spouse60%lo> |
| 5 years | member (for life) | <$member100%/5> | <$member75%/5> | <$member66%/5> | <$member60%/5> |
| Surviving Spouse | <$spouse100%/5> | <$spouse75%/5> | <$spouse66%/5> | <$spouse60%/5> |
| 10 years | member (for life) | <$member100%/10> | <$member75%/10> | <$member66%/10> | <$member60%/10> |
| Surviving Spouse | <$spouse100%/10> | <$spouse75%/10> | <$spouse66%/10> | <$spouse60%/10> |
| 15 years | member (for life) | <$member100%/15> | <$member75%/15> | <$member66%/15> | <$member60%/15> |
| Surviving Spouse | <$spouse100%/15> | <$spouse75%/15> | <$spouse66%/15> | <$spouse60%/15> |

**SINGLE life annuity options – single members or members whose spouse has signed a spousal waiver:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Guarantee options** | **Member’s monthly benefit for life** | **Beneficiary’s benefit** | |
| **During guarantee period** | **After guarantee period** |
| Life only | <$memberlo> | NO FURTHER PAYMENT MADE | |
| 5 years | <$member5yr> | <$benef5yr> | NO FURTHER PAYMENT MADE |
| 10 years | <$member10yr> | <$benef10yr> | NO FURTHER PAYMENT MADE |
| 15 years | <$member15yr> | <$benef15yr> | NO FURTHER PAYMENT MADE |

These estimates are for information purposes only and are not guaranteed. All benefit calculations will be determined at the time they are paid and will be fully audited. **<P7>**

**Retirement options: My choice**

<Member name> **Member Number**: <**member number**>

<address line 1>

<address line 2 if required>

<address line 3 if required>

<city> <province> <postal code>

<country>

Please let us know what you decide by completing this form and returning to PEPP. You may choose one option or a combination of options. *If you don’t respond, your account will remain invested as it is currently.*

|  |  |  |
| --- | --- | --- |
| **Jurisdiction** | **Value** |  |
| <SK funds> | <$SK amount> | Locked in/non-locked in |
| <other jurisdiction1> | <$other jurisd1 amount> | Locked in/non-locked-in |
| <other jurisdiction2> | <$other jurisd2 amount> | Locked in/non-locked-in |
| <voluntary contributions> | <$voluntary amount> | Non-locked in |

**I choose to stay with PEPP:**

🞏 Leave my account balance invested in PEPP.

🞏 Start my pension! Send me an application for the Variable Pension Benefit.\*

🞏 Call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I need more information.

<\*VPB is available for money under SK, AB, BC, MB, ON, QC, NS and Federal jurisdictions.>

**I choose to transfer all or a portion of my balance out of PEPP and into one or more of the following options:**

* **<P9>**The Saskatchewan Pension Annuity Fund (SPAF). Send me a SPAF application form. **<P9>**
* A Prescribed Registered Retirement Income Fund (pRRIF)^ (SK funds only).
* A Life Income Fund (LIF) or Locked-in Retirement Income Fund (LRIF) (for provinces outside Saskatchewan).
* A life annuity from an outside provider^.
* A Locked-in Retirement Account (LIRA)^ / Locked-in Registered Retirement Savings Plan (RRSP)^.
* A registered pension plan. A portability or reciprocal transfer agreement completed by both PEPP and the importing plan is required to initiate this transaction. Contact PEPP for further details.

**This account qualifies as a small pension. The value of the account is always changing and may no longer qualify at time of processing. Please choose an option for your small pension.**

* Send me a full cash payout less withholding tax.
* Transfer my small pension to my RRSP^ or RRIF^.

**I have non-locked in and/or voluntary money. I would like PEPP to:**

* Leave these funds in my PEPP account.
* Send me a full cash payout less withholding tax.
* Transfer my voluntary contributions to my RRSP^ or RRIF^ .

^A Canada Revenue Agency T2151 form completed by your financial institution is required to initiate this transaction. The form is available from your financial institution or PEPP.

**Declaration**

**By signing below, I acknowledge that:**

* I have read and understand the retirement options available to me and understand the choices I have made on this application;
* it is my responsibility to seek the appropriate financial counselling in making my retirement decision;
* if I remain in PEPP and do not choose another investment choice, my account balance will continue to be invested according to the investment choice on file with PEPP; and
* the information provided on this form is accurate and correct as of the date of my signature.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of <member name> Date (dd/mm/yyyy)

Member number: <member number>

In order to receive a cash payment of any kind, your Social Insurance Number is required for income tax reporting.

SIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_