

# PENSION ENROLMENT ELECTION

PENSION PLAN USE ONLY

PERSON ID

**College Pension Plan**

PO Box 9460  
Victoria BC V8W 9V8

Location 2995 Jutland Road, Victoria

Web [pensionsbc.ca](http://pensionsbc.ca)

Victoria 250 953-4324

Toll-free in BC 1 888 440-0111

Fax 250 953-0412

E-mail [CPP@pensionsbc.ca](mailto:CPP@pensionsbc.ca)

**INSTRUCTIONS:**

- This form is to be completed by an employee who is eligible to contribute under the College Pension Plan Rules (the “Pension Plan”), has previously waived enrolment and now chooses to contribute. (See page 2 for eligibility.)
- Submit a copy of the *Waiver of Pension Coverage* with this form.
- The employee and the employer should each retain a copy of this form for their records.
- This form should not be used for mandatory enrolment.

EMPLOYER NAME

EMPLOYER NO.

EMPLOYEE LAST NAME

EMPLOYEE FIRST NAME

EMPLOYEE SOCIAL INSURANCE NO.

HIRE DATE

YYYY / MM / DD

SPOUSE LAST NAME

SPOUSE FIRST NAME

SPOUSE DATE OF BIRTH

YYYY / MM / DD

SPOUSE SOCIAL INSURANCE NO.

**Employee Declaration:**

1. I understand that I am eligible to enrol in the pension plan.
2. I have been provided with an explanation or summary of the pension plan and of the relevant entitlements and obligations under the pension plan.
3. I wish to enrol in the pension plan.
4. By signing this form, I understand that contributions will be deducted from each payment of salary made to me in accordance with the rules of the pension plan.
5. I understand that this election is irrevocable and that I may not terminate my membership in the pension plan, except in accordance with the rules of the pension plan.
6. Further, I understand that by signing below, contributions to the pension plan will not be retroactive in respect of any past service.
7. I expressly revoke any previous election made by me to waive enrolment in the pension plan.

**By signing below, I expressly elect to participate in the pension plan.**

EMPLOYEE SIGNATURE

DATE SIGNED (*contribution start date*)

YYYY / MM / DD

*Freedom of Information and Protection of Privacy Act*—The personal information on this form is collected under the authority of the *Public Sector Pension Plans Act* and will be used by the Pension Corporation to administer a plan member’s pension and other non-pension benefits. If you have any questions about the collection and use of this information, contact the Chief Executive Officer at 2995 Jutland Road, Victoria BC V8T 5J9 or by telephone at 250 387-1002.

**RETURN ORIGINAL TO PENSION PLAN**

**EMPLOYER AND EMPLOYEE MAKE A COPY FOR YOUR RECORDS**

## College Pension Plan Eligibility Conditions

Employees who meet the following criteria must be enrolled and cannot sign a *Waiver of Pension Coverage*:

Employees hired before September 1, 1999:

- full-time senior administrative staff members.

Employees hired on or after September 1, 1999:

- full-time senior administrative staff members,
- full-time employees, including librarians, who provide educational services to students,
- part-time senior administrative staff members who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE\*, and
- part-time employees who provide educational services to students, including librarians, who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE.

An employee hired after August 31, 1999, who has the option to enrol and does not sign a *Waiver of Pension Coverage*, will be automatically enrolled.

An employee who has elected not to participate in the plan may later elect coverage under the plan by applying to their employer for coverage.

Once members begin to contribute to the plan, they must continue to contribute, regardless of any change in their employment status (full- or part-time) and regardless of whether enrolment was mandatory or optional. These conditions apply provided there is no termination of employment.

\*YMPE: The Year's Maximum Pensionable Earnings (YMPE) is the maximum salary, including overtime, upon which Canada Pension Plan contributions are made, as set by the federal government. We post the current YMPE on our website each year.