

Retirement Death Benefit Certificate Checklist - Executive Government Retirees (for Human Resource Service Centre use only)

Please ensure all forms are completed and attached to this checklist. If any forms are not provided it will cause a delay. The completed forms and checklist should be forwarded to Plannera Pensions & Benefits.

SECTION A: EMPLOYEE INFORMATION (Please Print)			
Employee Name	Date of Retirement (day/month/year)		
SECTION B: REQUIRED FORMS			
RETIREMENT UNDER AGE 65 - ELECTED COVERAGE TO AGE 65 (FORMS REQUIRED)			
<i>Group Life Insurance Enrolment Form</i>	Certified copy of Birth Certificate		
<i>Retirement Death Benefit Certificate Request Form</i>	<i>Designation of Beneficiary Form</i>		
<i>Election to Continue to Age 65 form</i>			
<i>Optional Insurance Approval Letter/E-mail – Required if retiree/spouse is electing to continue existing Optional Group Life Insurance. (Not required if salary based optional coverage was obtained during open enrolment period in September 1991 or if salary based optional coverage was elected during first 31 days of employment.)</i>			
<i>Postdated cheque(s) for 3 months of premiums, if pension is with PEPP only (in instances where a pension payment is made from both PSSP and PEPP, premiums will be deducted monthly from the PSSP pension benefit)</i>			

RETIREMENT UNDER AGE 65 - DID NOT ELECT COVERAGE TO AGE 65 (FORMS REQUIRED)			
<i>Group Life Insurance Enrolment Form</i>	Certified copy of Birth Certificate		
<i>Retirement Death Benefit Certificate Request Form</i>	<i>Election to Continue to Age 65 form</i>		

RETIREMENT AT AGE 65 OR OVER - ELECTED COVERAGE TO AGE 75 (FORMS REQUIRED)			
<i>Group Life Insurance Enrolment Form</i>	Certified copy of Birth Certificate		
<i>Retirement Death Benefit Certificate Request Form</i>	<i>Designation of Beneficiary Form</i>		
<i>Election to Continue to Age 75 form</i>			
<i>Optional Insurance Approval Letter/E-mail – Required if retiree/spouse is electing to continue existing Optional Group Life Insurance. (Not required if salary based optional coverage was obtained during open enrolment period in September 1991 or if salary based optional coverage was elected during first 31 days of employment.)</i>			
<i>Postdated cheque(s) for 3 months of premiums, if pension is with PEPP only (in instances where a pension payment is made from both PSSP and PEPP, premiums will be deducted monthly from the PSSP pension benefit)</i>			

RETIREMENT AT AGE 65 OR OVER - DID NOT ELECT COVERAGE TO AGE 75 (FORMS REQUIRED)			
<i>Group Life Insurance Enrolment Form</i>	Certified copy of Birth Certificate		
<i>Retirement Death Benefit Certificate Request Form</i>	<i>Election to Continue to Age 75 form</i>		
Checklist Completed By (Please print)	Phone Number	Email	Date (day/month/year)