

Prior Service

(includes vested prior and non-vested prior service)

Timeline

Please use this timeline as a helpful guide to complete the service purchase process. The average time to complete this service purchase is six to nine months. As the process is complex and there may be delays, please note that your service purchase may take longer to complete.

This process applies if you previously terminated from the CAAT Plan and transferred out the commuted value (vested), OR if you previously terminated and received a refund of your contributions plus interest (non-vested). The cost of the prior service purchase is paid by the member.

1. Submit application form	2. Review quote from the CAAT Pension Plan	3. Submit Election form	4. Payment	5. Confirmation of Purchase
<p>Your employer gives you the Request to Purchase Service form. Both you and your employer complete and sign the form.</p> <p>Your employer sends the form to the CAAT Pension Plan within 60 days of your request.</p> <p>Ensure all sections of your form are complete to prevent delays</p>	<p>The Plan will calculate the cost of your purchase and send a <i>Service Purchase Election</i> form to your employer within 30 days of receiving your completed request. Your employer will then share this with you.</p> <p>You can now decide if you want to purchase the service. If you decide to make the purchase, proceed to step 3.</p> <p>You have 90 days to have the funds transferred at the quoted cost. After this date you must begin the process again. The service is re-calculated and the cost may increase.</p>	<p>Return your completed <i>Service Purchase Election</i> form to your employer as soon as possible.</p> <p>Your employer will notify the Plan if a Past Service Pension Adjustment (PSPA) is required. The Plan submits your PSPA request to the Canada Revenue Agency for approval and will notify you and your employer when it has been approved.</p> <p>Your employer will notify you when to proceed with your payment.</p> <p>If a PSPA is required, we strongly recommend that your employer send the PSPA form within 30 days of receiving your quote to ensure the deadline is met. If a PSPA is required please do not send your payment until after it is approved.</p>	<p>Once step 3 is complete you can now proceed with the payment of your service purchase. Please ensure your payment is made prior to the deadline on your form.</p> <p>There are normally two options for payment:</p> <p>Cash - submit your payment to your employer.</p> <p>RRSP - Complete the T2033 form that the plan included in your package; send the form to your financial institution, and have them send the payment directly to the CAAT Pension Plan c/o CIBC Mellon.</p> <p>Your financial institution may charge fees for the transfer from an RRSP. To avoid underpayment, advise your financial institution to pay 'net of fees'.</p> <p>Pre-1992 service must be purchased through an RRSP Transfer.</p>	<p>Once the payment has been received, the Plan will update your record and send you confirmation within 30 days.</p> <p>The service purchase will be reflected on your Annual Statement.</p> <p>If you purchased service with cash your employer will send you a T4 slip.</p>