

Unpaid Leave of Absence Service Purchase – within 6 months

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 purchase your service within 6 months of the end date of your unpaid leave of absence. The cost of this service purchase is paid by the member.

1. Application form	2. PA or PSPA Calculation	3. Payment	4. Confirmation of Purchase
<p>Your employer gives you the <i>LOA Purchase within 6 months</i> form and explains your cost and payment options. Both you and your employer complete the form, and your employer sends it to the CAAT Pension Plan.</p> <p>Ensure form is complete to prevent delays.</p> <p>You have 6 months from the end date of your leave to make full payment 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>We strongly recommend that your signed form be sent as soon as possible to ensure your payment meets the deadline.</p>	<p>Your employer indicates on your Purchase form whether a Pension Adjustment (PA) or a Past Service Pension Adjustment (PSPA) is required depending on the timing of your purchase.</p> <p>If a PSPA is required the Plan calculates and submits your PSPA request to the Canada Revenue Agency and will notify you and your employer to confirm it has been approved.</p> <p>Your employer will notify you when to proceed with your payment.</p> <p>If a PSPA is required please do not send your payment until after it is approved.</p>	<p>Once step 2 is completed you can now proceed with the payment of your service purchase.</p> <p>You have two options for payment: Cash - submit payment to your employer.</p> <p>RRSP - Your employer requests a T2033 form from the Plan. You submit 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>Once the full 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>