



Transfer from a former employer's pension plan – non-CAAT service

OPTION A: BENEFIT IS CURRENTLY WITH FORMER PENSION PLAN

Service Purchase Timeline

Please use this timeline as a helpful guide to complete the service purchase process.

The average time to complete this service purchase is 6-9 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 were previously a member of a Canadian Registered Pension Plan and want to purchase this service with the CAAT Pension Plan. The cost of this service purchase is paid by the member. Follow Option A if this is a direct transfer from another pension plan, or follow Option B if the funds have been transferred out from your former pension plan.

1	2	3	4	5	6
Initial estimate	Application form	Review quote from the CAAT Pension Plan	Submit Election form and send payment	PSPA Approval (if required)	Confirmation of Purchase
Use the ACE Tool on the CAAT Pension Plan website for an estimate of the service purchase cost of your transfer. The estimate will help you decide if you want to continue with the service purchase.	Step 2(a): Complete the Service purchase application, Transfer from a former employer's pension plan form, available within the ACE Tool. Step 2(b): Give the application to your former employer/pension plan to complete. They will return the form to you. Ask your former plan whether they have any documents that must be completed. Step 2(c): Send the application to your current employer to complete. They will send it back to you. Step 2(d): Send the application with all sections completed to the CAAT Pension Plan. If your former plan required documents to be completed by CAAT Pension Plan, send them with your application and we will return them to you with your quote.	The Plan checks your eligibility and calculates the cost of your purchase. If you are eligible, you will be sent a Service Purchase Election form within 30 days of the Plan receiving your completed application. Once you receive this information you can decide if you want to purchase the service. If you decide to make the purchase, proceed to step 4. <i>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.</i>	Send your completed Service Purchase Election form to the CAAT Plan as soon as possible. You must communicate with your former pension plan to arrange the payment. The Plan included a T2151 form with your quote which you will complete and give to your former pension plan. Complete the T2151 form with your former pension plan and send it with the transfer of funds. Please ensure your former plan processes your payment so that it is received prior to the deadline on your form. You should follow up directly with your former pension plan to confirm the payment has been processed.	If the Plan determines that a Past Service Pension Adjustment is required we will submit your PSPA Request to the Canada Revenue Agency. The Plan will notify you to confirm it has been approved.	Once the full payment has been received, the CAAT Pension Plan will update your record and send you confirmation within 30 days. The service purchase will be reflected on your Annual Statement.