



## Canada Post Corporation Registered Pension Plan Retirement Planning Checklist

Use this list of tools and resources to help you plan your transition from work to retirement. It outlines some of the actions and decisions you will need to make as you approach your retirement date. Make sure you complete the required tasks on time, to avoid delays with the start of your pension benefit payments.

- Attend a *Canada Post Pre-Retirement Seminar* when you receive your invitation. The seminars are offered to help you make the most of your retirement preparation and increase your understanding of the pension plan.
- Inform your Team Leader at least 90 days before your planned retirement date. This will allow enough time to send you your pension kit and give you the time you need to review, complete and return the required documentation. **Please note that once you've submitted your retirement notice, the Corporation will consider your decision as final, and any exceptional circumstances will need to be reviewed by Human Resources.**
- Take advantage of the no-cost personalized pre-retirement and financial planning counselling service through the Employee & Family Assistance Program. For information, contact Homewood Health at 1-866-565-4903 (TTY 1-888-384-1152).
- Review your mailing address and marital status. Make any updates through Employee Self Serve (ESS) on Intrapost or contact AccessHR.
- Complete a *Designation of beneficiaries form* for your pension benefits. Visit **cpcpension.com** or call the Pension Centre to obtain a copy of the form.
- If you have any prior service with Canada Post or the Post Office Department that you can elect to count as eligibility service, call the Pension Centre to request an *Elective Service Kit*. As a condition of purchasing the prior service, you may be required to undergo a medical examination.
- Special arrangements will be required to continue any elective service contributions in retirement. The Pension Centre will send you complete information, once your retirement date is confirmed.
- Inform the Pension Centre as soon as possible in the event of a spousal relationship breakdown. The Pension Centre will send you a personalized information kit, which contains preliminary information and general spousal relationship breakdown settlement options.

Waiting until retirement to report your spousal relationship breakdown can cause important delays in processing and paying your pension benefits.

Refer to the *Spousal relationship breakdown checklist* on **cpcpension.com**.

- If your pension was subject to a division of benefits due to marriage or relationship breakdown, your retirement kit estimate will reflect the reduction that was applied to your pension benefits. If you reported a marriage or relationship breakdown and we have a legal document on file which calls for the division of pension at source, no estimate will be provided until the division is resolved. Also, estimates generated using the Web calculator will yield inaccurate results. Call the Pension Centre for more information.
- If you are retiring because of disability, you must contact the Pension Centre and request the required medical forms that your physician will need to complete to confirm your disability and apply for your disability pension.

- If you are in receipt of long-term disability benefits from Sun Life or Canada Life, these benefits will be reduced once you start receiving your pension benefit payments from Canada Post.
- You may be eligible for Canada Pension Plan/Quebec Pension Plan benefits (CPP/QPP). To request information and review your options, contact either CPP at 1-800-277-9914 (TTY 1-800-255-4786) or QPP at 1-800-463-5185 (TTY 1-800-603-3540).
- You can calculate how much you can expect to receive from **all** retirement income sources, including CPP/QPP and OAS<sup>1</sup>, your Canada Post pension and other employer-sponsored pension plans, and your personal savings, with Service Canada's [Canadian Retirement Income Calculator](#)<sup>2</sup>
- You may wish to discuss your retirement plans and options with a personal financial advisor. You are responsible for any costs associated with seeking such advice.

Pension Centre phone inquiries:	Mail all forms and documents to:
1-877-480-9220	Canada Post Pension Centre
1-866-370-2725 (TTY)	PO Box 6300 STN B
613-683-5908 (Outside North America)	Mississauga ON L4Y 0H1

**Note:** Include your Canada Post employee number **on all** correspondence sent to the Pension Centre.

<sup>1</sup>: Old Age Security

<sup>2</sup>: [www.canada.ca/en/services/benefits/publicpensions/cpp/retirement-income-calculator.html](http://www.canada.ca/en/services/benefits/publicpensions/cpp/retirement-income-calculator.html)

### **Post-retirement benefits**

Pension is only one aspect of your retirement planning. At retirement, you will also need to make decisions about your benefits.

Depending on your pension options, you may be eligible to continue the Basic Life Insurance, Dental Care Plan and Extended Health Care Plan upon retiring from Canada Post.

After you advise your Team Leader of your retirement date, AccessHR will send you *Your Benefits on Retirement Kit* along with the necessary forms. One or more of the following may apply to you:

- If you are entitled to an immediate monthly pension benefit, you will have the option to continue your Basic Life Insurance coverage at the same benefit level and cost that you were paying during your employment.
- If you are entitled to a lump sum or deferred pension benefit, you will be eligible to continue your Basic Life Insurance coverage but at normal commercial rates.
- You may be eligible for Extended Health Care Plan coverage, Dental Care Plan coverage, and Global Medical Assistance & Emergency out of Country coverage.
- You may want to review/update your beneficiaries for your Basic Life Insurance and Canada Post Paid Death Benefit.

If you require additional information on these benefit plans, contact AccessHR at 1-877-807-9090 or by email at [AccessHR@canadapost.ca](mailto:AccessHR@canadapost.ca).

The official Plan text governs the actual benefits from the Plan and is the final authority in any case of dispute.