

Complete the following to notify the *The Winnipeg Civic Employees' Pension Plan* of your retirement date. The *Pension Plan* requires at least **30 days notice** of your intention to retire.

Please be advised that you must retire from employment with your Employer before your pension can begin. **It is your responsibility to notify your Employer of your upcoming retirement.**

1. Personal Information

| | | | |
|-----------------------------------|--------------------------|--------------------------------|--------------------|
| <i>Last name</i> | <i>First name</i> | <i>Middle initial(s)</i> | |
| <i>Date of birth (yyyy/mm/dd)</i> | <i>Member ID number</i> | <i>Social Insurance Number</i> | |
| <i>Mailing address</i> | <i>City/Town</i> | <i>Province</i> | <i>Postal code</i> |
| <i>Home telephone</i> | <i>Daytime telephone</i> | <i>Personal e-mail</i> | |

2. Retirement Election

When considering a retirement date, please be aware that you must retire on the last day of a pay period.

Employer: _____

Employing Department: _____

Job Classification: _____

I elect to retire on: _____ which is the last day of a pay period.
Date (yyyy/mm/dd)

Member's signature *Date (yyyy/mm/dd)*

For Office Use Only

Listed: _____ By: _____