

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.** When we receive this application form, we will confirm your retirement date with your Employer.

## 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: \_\_\_\_\_