



EMPLOYEE TERMINATION NOTICE

Complete this form immediately upon the termination of an employee's employment and mail or fax it to CSS Pension Plan.

This is to notify the CSS Pension Plan that [] will cease making contributions for an employee because of:
(Name of co-operative/credit-union)

Employee termination [] Employee retirement [] Age 71 legislation [] Deceased employee []
Transfer of employee to another employer member [] Administrative termination []
(Refer to definition I. on page 2)
(Select applicable reason)

EMPLOYEE INFORMATION

Surname First name and middle name(s) Employee SIN
Employee phone Employee email Termination date (dd/mm/yyyy)
Mailing address (Street address or PO Box number) (City) (Province) (Postal code)

YEAR-TO-DATE COMPENSATION AND CONTRIBUTIONS (FOR YEAR OF TERMINATION)

Total employment income* (i.e. salary, wages, commission, bonuses, etc.) from January 1 to termination date was \$
Total CSS Pension Plan contributions (employee and employer combined), from January 1 to termination date were \$
* The amounts must be the same as will appear on the employee's T4 slip in box 14 and box 52.
NOTE:
Total Pension Plan contributions indicated above CANNOT exceed 18% of employee's year-to-date employment income indicated above. Refer to definition IV. on page 2.

FINAL PENSION CONTRIBUTIONS (FOR YEAR OF TERMINATION)

Employee: Matched \$ Voluntary \$
Employer: Matched \$ Voluntary \$
and have been [], will be [] remitted for the contribution/pay period ending []
(the last time the employee's name will appear on our organization's contribution listing. Refer to definition VIII. on page 2.)

Employer representative's name Representative's phone number Date
(dd/mm/yyyy)

Employee Termination Notice

The form on page one should be used to provide all relevant information to CSS Pension Plan regarding the termination of an employee's employment. This will ensure that employees receive all contributions they are entitled to upon termination of their employment.

Upon receipt of the completed form, CSS will process the termination notice and send the member his/her account statements and options.



Payroll and contributions

Payroll and contribution information is required in order to confirm:

- The pension contributions submitted on the employee's behalf do not exceed 18% of total earnings or the CRA maximum contribution amount for year of termination.
- All contributions have been received and processed correctly for the employee.
- All final pension contributions have been received and no further contributions or adjustments are expected prior to the employee accessing his/her pension funds.



Definition of terms

- I. Administrative termination:** Although employees who are not planning to return to work may be classified as "terminated" by their employers for administrative purposes, the Plan would classify the employees as "active" CSS members if an insurance provider is continuing to make contributions on their behalf. Once the LTD file is closed, the employee termination will be processed.
- II. Total employment income:** This includes all eligible total earnings even if pension contributions are only calculated on regular earnings. Section 1.1(s) of the [CSS Rules and Regulations](#) defines regular earnings as "an employee's agreed salary or wage, including vacation pay however paid, but excluding bonuses, commissions, overtime, shift differentials, or the taxable value of non-cash benefits."

Total employment income is the total remuneration of an employee as reported to the Canada Revenue Agency (CRA) for a given year, including any prescribed compensation as defined by the *Income Tax Act* (Canada) but excluding the taxable value of non-cash benefits.
- III. Total contributions:** All pension contributions made by both the employer and the employee into the employee's CSS Pension Plan account for the year of termination.
- IV. Maximum contribution limit:** Please visit the [employer procedures page](#) of our website to view the maximum contribution limit for the year and ensure that the employee's total contributions do not exceed the maximum contribution limit. [Contact CSS](#) immediately if the contributions exceed the maximum limits to determine what actions are required.
- V. Employee and employer matched contributions:** These are the **last** required contributions made by the employee and employer upon termination of the employee's employment. These amounts should always match.
- VI. Additional Voluntary Contributions (AVCs):** These are contributions employees choose to make to their CSS account in addition to their required matched contributions. AVCs are not matched by the employer. This space should be left blank if the employee did not make any voluntary contributions during his/her **last** pay period.
- VII. Employer voluntary contributions:** These are contributions an employer chooses to make to an employee's CSS account in addition to the required matched contributions. These are not matched by the employees. This space should be left blank if the employer