

# Civil Service Superannuation Fund

## WHAT TO EXPECT ONCE YOU'VE APPLIED FOR YOUR PENSION

You've done your part...you've completed your pension application forms and submitted them to the Civil Service Superannuation Board (CSSB) office. What happens now?

### **When a Pension Application is Received**

When retirement forms are received by the CSSB, they're reviewed to ensure they've been completed properly, timelines have been met, and any supporting documents have been provided. If we have any questions or if anything is missing, we'll contact you.

Once the forms have been reviewed, an acknowledgment letter will be sent to you summarizing the options you have elected or the defaults that are expected to apply to your monthly pension.

### **You Can Expect to be "On Estimate" for a Few Months**

We can start to pay your pension before your employer has notified us about your retirement and provided information on your final service and earnings. However, until that information has been received and verified, your pension will be paid on an estimated basis.

Pensions being paid on estimate are based on the last service and earnings information that has been verified by the CSSB. In most cases, this will be the amounts reported at the prior year end, but it could go back even further than that. As a result, this pension could be quite a bit lower (as much as 20%) than the pension estimates you have received, which would have included projected service and earnings amounts.

When final service and earnings information has been reported by your employer and verified by the CSSB, your final pension will be calculated. A one-time adjustment will be made to your pension to make up for any difference between the pension amounts you've received and what you should have received.

At that time, CSSB will provide you with written confirmation of your pension arrangements, including a statement of your finalized pension amount and explanations of any deductions.

Any pension paid to a person who is not eligible to receive it, or in a period for which it is not eligible to be paid, will be recovered by the Board.

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## WHAT TO EXPECT ONCE YOU'VE APPLIED FOR YOUR PENSION (cont'd)

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### Insurance Premiums While on Estimate

If you were insured on your retirement date and immediately commence your pension, your Life insurance and Dependents insurance (if applicable) will automatically continue at reduced amounts. Insurance premiums will not be deducted while your pension is being paid on estimate. When your eligibility and coverage have been confirmed, a one-time adjustment will be made to your pension to collect any missed premiums.

### Your First Pension Payment

Pensions are paid by direct deposit on the second last business day of the month. Upcoming payment dates are posted in the Pensioner section of the CSSB website ([www.cssb.mb.ca](http://www.cssb.mb.ca)).

If you retire part-way through a month, you'll receive a partial payment for that month and full payments each month thereafter. In some cases, the pension may be able to be processed in time to be paid at the end of the month that you retire. However, in most cases your first payment will be made in the following month and will include retroactive payment back to your retirement date.

### Monthly Pension Statements

CSSB will provide regular statements indicating your monthly pension amount and any deductions or adjustments made to your payment.

If you are signed up for CSSB Online Services, these statements will be available through your Online Services account each month. If you are not signed up for Online Services, a pension statement will be mailed to you only in months in which there is a change in the pension or deductions.

### Future Adjustments to Your Pension

#### A) Scheduled Adjustments

Your future pension amounts will be affected by the following, where applicable:

- **Bridging Benefit** - Any portion of your pension identified as a bridging benefit will cease when you reach age 65.
- **Integration** - If you have elected integration with Canada Pension Plan or Old Age Security benefits, your pension from CSSB will reduce at age 60 (for CPP Integration) and/or age 65 (for OAS Integration). These reductions continue for your lifetime. The OAS integration adjustments and the corresponding reduction may be adjusted in future based on indexation of the OAS program. **You should contact Service Canada directly to apply for your CPP and OAS benefits.**

#### B) Other Possible Adjustments

Your future pension amounts may be affected by the following:

- **Cost-of-Living Adjustments (COLA)** - Cost-of-living adjustments are paid in the thirteenth month following the effective date of the pension (retirement) and each July thereafter. These adjustments are not guaranteed. The increase granted each year is limited to the extent that the COLA Account is, in the

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opinion of the plan's actuary, able to pay for about half of the increase. The employer pays for the remainder of the increase.

- **Income Tax Changes** - Pension payments are taxable income. Income tax will be deducted from your monthly pension, based on the TD1 forms you provided with your retirement forms and the tax tables currently in effect. Changes to the amount of your monthly pension or to the tax tables could change the amount of tax deducted.

You can request increases to your regular tax deduction by contacting the Board office. Decreases in the tax deduction must be supported by revised TD1 forms.

### **Don't Forget to Notify Your Employer**

Until your retirement date has passed, your employer will not advise us of your retirement, and we won't discuss your retirement plans with your employer. You should be aware of your employer's requirements for providing notice, as it is your responsibility to formally notify your employer regarding your retirement plans.

You may also want to contact your employer regarding any employer sponsored benefits they may provide (e.g. severance pay) and their rules regarding these benefits.

### **Keep Your Contact Information Up to Date**

It's important that you notify CSSB of any changes to your contact information, either through the Edit My Profile feature of your Online Services Account, or by contacting the Board office. This will ensure that you continue to receive relevant information regarding your pension.

If mail is returned from your last known address, we will make reasonable efforts to contact you in order to update your information. Further pension payments may cease until we are able to contact you.

### **Questions?**

The Board's staff is available to provide information and answer questions about the plan and your entitlements. The Board's staff can be contacted by:

Mail: The Civil Service Superannuation Board  
1200-444 St. Mary Ave.  
Winnipeg MB R3C 3T1

Phone: 204-946-3200 or Toll Free (Canada): 1-800-432-5134

Fax: 204-945-0237

E-mail: [askus@cssb.mb.ca](mailto:askus@cssb.mb.ca)

Web Page: [www.cssb.mb.ca](http://www.cssb.mb.ca)

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