Reset Form

Voluntary Contributions to PEPP by Payroll Deduction

Complete this form and **submit it to your payroll branch**. Your payroll branch will deduct your voluntary contribution(s) from your paycheque and forward the funds to the Public Employees Pension Plan (PEPP). PEPP does not require a copy of this form. This form is to be retained by the employer.

Employee Information (please print)

PEPP Employee ID or SIN: _____ Employer Name: _____

Last Name: _____ First Name & Initial: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Birthdate (dd/mm/yyyy): _____ Email Address: _____

Payroll deduction options

To make voluntary contributions you must be an active and contributing PEPP member. Voluntary contributions can be made within the limit set by the Income Tax Act (Canada). Refer to the explanation of limits on the reverse side. The employee and employer are responsible for ensuring that the voluntary contributions do not exceed the limit.

- ☐ One-time lump-sum contribution amount: $_____
- ☐ Pay period contribution amount: $_____ per pay period
- ☐ Change pay period contribution amount to: $_____ per pay period
- ☐ Stop voluntary contributions by payroll deduction.

Your voluntary contributions will be invested as per your instructions for required PEPP contributions. If you wish to change your investment funds or instructions, please fill out a *PEPP Investment Option Changes* form.

I understand that, in making the above choices, it is my responsibility to seek the appropriate financial counseling.

_____ _____

Signature of Member Date (dd/mmm/yyyy)

To be completed by Employee's Payroll Branch

Has the above voluntary contributions request been entered on the payroll system? ☐ Yes ☐ No

Entered onto system by: _____ on _____
Date (dd/mmm/yyyy)

Comments: _____

_____

Comments and Instructions

Making Voluntary Contributions by Payroll Deduction

To make voluntary contributions by payroll deduction, you must be an active and contributing member of the Public Employees Pension Plan (PEPP). Employers are not required to match voluntary contributions.

This form is to be retained by the employer. Do no return this form to PEPP.

Process for making voluntary contributions for payroll deduction:

1. Complete the form and submit it to your payroll branch.
2. Your payroll branch will deduct your voluntary contribution(s) from your paycheque and forward the funds to PEPP.
3. If you change your employment from one PEPP participating employer to another, a new Voluntary Contributions by Payroll

Deduction form must be completed to notify your new payroll branch.

Note: The deposit instructions for their voluntary payroll deductions will be applied to the member's account in the same manner as the required contributions. If the member wishes to change their overall deposit instructions, they will need to log onto PLANet and make the changes online or submit an Investment Option Changes form to PEPP.

Contribution Limits:

The contribution limit for your pension is the lessor of: 18% of your current year's earned income or a maximum dollar amount set by the Income Tax Act (Canada). This maximum includes all contributions made by you and your employer, on your behalf, to your pension plan. See www.cra-arc.gc.ca

Accessing Your Voluntary Contributions:

Voluntary contributions made on or after January 1, 2001 are accessible once your terminate your employment or retire. This means that when you stop working you can withdraw from PEPP any of these eligible contributions, including any return on investment they accrued. If you become re-employed with a PEPP participating employer and you have not withdrawn your voluntary contributions they will immediately become inaccessible again until your next termination date.