



Lump Sum Payment Request for Variable Pension Benefit (VPB)

Complete this form to request a lump-sum cash payment from your VPB account. This request will be processed within seven business days.

SECTION A: MEMBER INFORMATION (Please Print)

PEPP Member Number	Last Name	First Name and Initial	
Mailing Address	City	Province	Postal Code
Birthdate (day/month/year) / /	Phone Numbers Home Other	Email Address	

SECTION B: Complete if you wish to request a lump-sum payment.

I would like to request a single lump-sum payment of \$ _____ **(before income tax, and/or fee)**

Please make the payment from my:

Asset Allocation Fund (100%);

Bond Fund (100%);

Money Market Fund (100%); or

please pro-rate the payment based on the balance in each fund.

The first lump-sum payment in each fiscal year (April 1 - March 31) is free; **a fee of \$60.00** is charged for all subsequent lump-sum payments. Both withholding tax and fee (if applicable) will be deducted from the amount you requested above.

If you are finding that you are taking multiple lump-sum payments throughout the year, consider switching to scheduled payments to save yourself money.

SECTION C: Complete only if you want **additional tax withheld** from your lump sum payment.

Please adjust my withholding tax based on the Canada Revenue Agency and provincial TD1 Personal Tax Credits Return forms I have provided. TD1 forms are available on our [website](#).

SECTION D: Complete only if you need to update your banking information.

I have attached the completed VPB Banking Information form. (form can be found on our [website](#).)

All VPB payments are taxable, and are electronically deposited into your bank account.

SECTION E: Authorization

I authorize PEPP to complete the request as identified.

I understand that this Lump Sum Payment request does not replace my Scheduled Payment Instruction.

 Member's signature (electronic signature will not be accepted) Date (day/month/year)

SECTION F: to be completed by PEPP Administration

Entered onto system by _____ on _____
 Date (day/month/year)