

# Other Than Regular Full-Time Employees Pension Plan Enrolment Form



Note: Date format is dd-mmm-yyyy for all date fields

Employer Name \_\_\_\_\_

## Member Section – please fill in your personal information

Last Name		First Name		Initial	Social Insurance Number
Date of Birth	Sex	Language preference English      French	Email address		Phone number

Mailing Address \_\_\_\_\_

**Marital Status:** Your spouse is the person to whom you are legally married or in a common-law relationship. Common-law, for the purposes of the CAAT Pension Plan means a couple that has been living together for at least three years (or less if the couple has children).

Single	Married	Common-Law	Widowed	Divorced	Separated
Spouse Last name	Spouse First name	Sex (M/F)	Spouse date of birth	Date of marriage/Start of common-law	

## Pre-retirement death benefit and Designated Beneficiaries – Use this section to name your designated beneficiaries

The CAAT Pension Plan pays a pre-retirement death benefit if you die before you retire. Your designated beneficiaries can only receive the pre-retirement death benefit if you do not have an eligible spouse on the date of your death. You should name as your designated beneficiaries the person or persons who you would like to receive the pre-retirement death benefit in the event that you do not have an eligible spouse on the date of your death. If you do not have an eligible spouse on the date of your death and have not named any designated beneficiaries, the pre-retirement death benefit will be paid to your estate. Nevertheless, if you do not have an eligible spouse, but have eligible children on the date of your death (dependent children, under age 18), they receive a children's pension and the pre-retirement death benefit paid to your designated beneficiaries or estate will be correspondingly reduced.

The CAAT Pension Plan considers your spouse to be the eligible spouse for the pre-retirement death benefit if:

- You and your spouse are living together at the time of your death (in other words, not living "separate and apart"), and
- Your spouse has not waived pre-retirement death benefits.

Please refer to the CAAT Plan's website ([www.caatpension.on.ca](http://www.caatpension.on.ca)) for more details on the pre-retirement death benefit, eligible spouse, and waiver.

If you want to name more than 3 beneficiaries, please attach an additional form. The total % share should add to 100%.

Designated Beneficiary Full Name	Date of Birth	Relationship	% Share
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Employment/Membership status

Are you currently employed at another employer that participates in the CAAT Plan?

No      Yes      If yes, indicate other employer(s): \_\_\_\_\_ Status at other employer:      Full-time      OTRFT/contract

Are you already a member of the CAAT Pension Plan?

No      Yes      If yes, indicate other employer(s): \_\_\_\_\_

## Member Signature

### I wish to enroll in and become a member of the CAAT Pension Plan

My membership in the Plan is subject to the Plan terms. As a member I may not opt out. During my membership, I am required to contribute to the Plan on all eligible pensionable earnings from all employment with all participating employers. If my employment ends before retirement, my membership in the Plan will continue for 24 months, which limits the payment options that may be available to me during this time. I understand that a summary of the terms of membership, including contribution rates is available on the Plan's website ([www.caatpension.on.ca](http://www.caatpension.on.ca)).

I confirm that the information provided on this form is correct. I authorize the Plan and its agents to collect, share and use my personal information as may be needed for the purposes of calculating and paying pension benefits and activities related to the administration of the Plan. Personal information is collected, used and maintained by the Plan in accordance with its privacy policy available at [www.caatpension.on.ca](http://www.caatpension.on.ca).

\_\_\_\_\_      \_\_\_\_\_  
Member Signature      Date

## Employment information – this information is completed by your employer

Date of Hire	Enrolment Date	Please note, the employee must be actively employed on the date of enrolment.	Employee group (indicate the core position held, if more than one) Administration      Faculty      Support
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## Employer Signature

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Employer HR Representative Name      Employer HR Representative Signature      Date



## Using this form

Use this form to enroll in the CAAT Pension Plan.

Complete the Member Section of the form, and return it to your employer's HR department.

An HR representative must complete the Employer section, sign the form, and return it to the CAAT Pension Plan.

After you have enrolled, contributions will begin to be deducted from each pay.

You will receive a membership certificate from the CAAT Plan confirming your enrolment.

Joining the Plan may or may not make sense for you. If you have any questions, contact the CAAT Pension Plan to speak to a pension specialist.

## CAAT Pension Plan highlights

The CAAT Pension Plan is a jointly-sponsored, multi-employer pension plan providing reliable retirement income to the full-time and participating Other Than Regular Full-time (OTRFT) active and retired employees of Ontario's college system.

Our main purpose is to pay a predictable stream of lifetime pension payments to retired members and their surviving spouses.

To that end, the Plan manages a pool of assets which is funded by contributions from members, matching contributions from employers and the investment earnings on those contributions.

Visit our website at [www.caatpension.on.ca](http://www.caatpension.on.ca) for more information on the Plan, including the Plan Text, and current contribution rates.



### A defined benefit lifetime pension

In a defined benefit plan, the benefit is determined by a formula. The contributions you make do not directly affect the amount of your pension. Your CAAT Plan pension is calculated based on your highest consecutive 5 years of earnings and your years of service in the Plan. Service is calculated as a percentage of an equivalent full-time position.



### Flexible retirement options

All members can retire as early as age 55. Members with over 20 years of pensionable service can retire starting at age 50. The "normal retirement" age is 65. Members can work and earn benefits in the Plan up to the end of November of the year in which they turn 71, which is, by law, the date when they must start collecting a pension, even if they continue to work.



### Options if you leave your job before you retire

If you leave your job before you are old enough to retire, your membership in the Plan continues for 24 months. During these 24 months you do not make contributions or earn service. Your options are focused on portability: the ability to move your pension to another employer's pension plan to continue building your pension. At the end of the 24-month extension of membership, additional options become available to you.



### Survivor benefits upon your death

If you die before you retire, the value of the pension you earned will go to your eligible spouse, eligible children, or beneficiaries, if you have no eligible spouse or children.

If you die in retirement, your eligible spouse will receive a pension for his or her life. Under some circumstances, your children and beneficiaries may also receive survivor benefits.



### Inflation protection increases the value of your pension

The impact of inflation is partially offset through the Plan's inflation protection, helping pensions retain purchasing power over time.



### Your pension is paid for life

The pension you earn in the CAAT Plan is paid for your life. If you retire before age 65, your early retirement pension may be reduced. Your early pension includes a bridge benefit – an additional pension paid until you turn 65. If your early pension is reduced, your bridge benefit is also reduced.



### A tax-effective way to save for retirement

You contribute on every pay and your contributions to the Plan are tax-deductible. Investment returns on contributions provide the majority of funding for your pension. Once you join the Plan, you cannot opt out.