

# Declaration of Pension Beneficiary

*The Winnipeg Civic Employees' Pension Plan*

Before completing this form, please read the back page for more information about how your pension benefits will be paid out in the event of your death. Please print clearly in BLUE INK.

## 1. Member Information

\_\_\_\_\_

*last name*                                      *first name*                      *middle initial*                      *member's date of birth*                      *member ID #*  
(yyyy/mm/dd)

## 2. Designated Beneficiary

In the event that an eligible spouse/partner or dependent children do not survive me, I hereby appoint the following beneficiary(ies) of any monies payable upon my death under *The Winnipeg Civic Employees' Pension Plan* and revoke any previous appointment of beneficiary(ies).

<b>Beneficiary:</b>	Percent allocated:	Relationship to plan member:
_____	_____	_____
<i>last name</i> <i>first name</i> <i>middle initial</i>		
_____	_____	_____
<i>last name</i> <i>first name</i> <i>middle initial</i>		
_____	_____	_____
<i>last name</i> <i>first name</i> <i>middle initial</i>		
_____	_____	_____
<i>last name</i> <i>first name</i> <i>middle initial</i>		

To be divided as follows:  As per the percentage indicated above, or  In equal shares to the survivor(s).

## 3. Trustee Appointment

If designating a beneficiary who is a minor or who lacks legal capacity (other than a Dependent Child), you may wish to appoint a trustee/administrator by completing this section of the form. This appointment may not be suitable for all purposes. If you are designating a trustee/administrator, we recommend you consult with a legal advisor, and with any proposed trustee/administrator.

I hereby appoint the following trustee to receive and to hold in trust, on behalf of any beneficiary other than a Dependent Child, money payable to the beneficiary under this Pension Plan where, at the time payment is to be made, the beneficiary is a minor or otherwise lacks legal capacity. Any such payment, to its extent, will release *The Winnipeg Civic Employees' Pension Plan* from further liability.

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*last name*                                      *first name*                      *middle initial*                                      *relationship to plan member*

## 4. Authorization—sign in BLUE INK and submit original, signed copy

\_\_\_\_\_

*member's signature*                                      *witness' signature*                                      *date*  
(a beneficiary cannot sign as a witness)

### For Office Use Only

<i>Checked and Coded</i>		<i>Irrevocable Beneficiary</i>		
Initial: _____ Date: _____	<i>Locked In</i>	Initial: _____ Date: _____	<i>Unlocked</i>	Initial: _____ Date: _____

# YOUR GUIDE TO DESIGNATING A PENSION BENEFICIARY

Naming a beneficiary helps to ensure your benefits are paid as you wish when you die. It can also save your heirs time and money.

Your beneficiary can be one or more people or an organization, such as a charity.

You may change your beneficiary at any time—as long as he/she is not an irrevocable beneficiary—by completing a new beneficiary form.

## When your pension beneficiary will be used

If you die before you retire, and you do not have a Spouse or Common-law Partner, or Dependent Children, your beneficiary would be entitled to receive the commuted value of your pension benefit for all credited service, plus any excess contributions plus interest.

If you die after you retire, and you do not have a spouse/partner or Dependent Children, a named beneficiary would receive your Pension Plan contributions plus interest, less any pension benefits paid to your date of death.

## What if I do not designate a beneficiary?

Benefits will be payable to your estate and will be subject to the relevant taxes and fees associated with processing an estate.

## WHO TO NAME

### Should I name my Spouse or Common-law Partner as a pension beneficiary?

It is not necessary to name your spouse/partner as a pension beneficiary. Under provincial law, a spouse/partner is automatically entitled to pre-retirement death benefits and a survivor pension after you retire. However, keep in mind, that:

- Part of your benefit may be assigned to a former spouse/partner by a separation agreement or court order.
- Your spouse can waive his or her entitlement to the pre-retirement death benefit and/or survivor pension.
- A spouse/partner is not eligible for a pre-retirement death benefit, or a survivor pension, if he or she is living separate and apart from the member due to a breakdown in the relationship.

**Spouse** of a member means the person who is *married* to the member.

**Partner** refers to *common-law partner*. A common-law partner is a person who is in a *registered* common-law

relationship with the member (per *Vital Statistics Act*); or who is living with the member in a conjugal relationship for at least three years if either of them is married, or for at least one year if neither of them is married.

## Waiver of Survivor or Death Benefit

A surviving spouse/partner can waive his/her entitlement to a pre-retirement death benefit before or after the member's death. This waiver may be revoked with the agreement of the member and the spouse any time before the member's death. This allows pre-retirement death benefits to be assigned to a beneficiary other than a spouse/partner, for example to children from a prior relationship.

## Should I name my children as beneficiaries?

If you do not have a spouse/partner when you die, your Dependent Children will automatically receive a pre-retirement death benefit or a survivor pension until they no longer qualify as dependent. When the last Dependent Child ceases to be dependent, the balance of the death benefit, if any, will be paid in equal amounts to the children who were Dependent Children at the date of death. Children who are not Dependent Children will not receive any benefits unless they are named as your designated beneficiary.

## What if my beneficiary is under age 18?

If a Dependent Child is a minor, benefits will be paid to the Dependent Child's legal guardian. If you are appointing a minor who is not a Dependent Child as beneficiary, you should appoint a Trustee to receive and disburse any monies payable.

## What is an irrevocable beneficiary?

An irrevocable beneficiary is one that is required according to provincial law or by virtue of a divorce or settlement. You cannot change an irrevocable beneficiary.

## HOW TO FILL OUT THE FORM

List each beneficiary on a separate line.

Sign in blue ink. If it is not signed, it is not legally valid.

Have a witness, other than the named beneficiary or trustee, sign the form. If the named beneficiary signs as the witness, it is not legally valid.

Date the form. If you change your beneficiary but do not date the form, we may not be able to determine which beneficiary is the current one.