

Complete the following to notify *The Winnipeg Civic Employees' Pension Plan* of your retirement date. It is important to note that the *Pension Plan* requires at least **30 days notice** of your intention to retire and you must retire on the last day of a pay period.

Please be advised that you must retire from employment with your Employer before your pension can begin. **It is your responsibility to notify your Employer of your upcoming retirement.**

A *Retirement Statement* and all of the forms you may need to complete your retirement will be mailed to the address you provide below within 60 days of the *Plan* receiving this completed application.

1. Personal Information

<i>Last name</i>	<i>First name</i>	<i>Middle initial(s)</i>	
<i>Date of birth (yyyy/mm/dd)</i>	<i>Member ID number</i>		
<i>Mailing address</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal code</i>
<i>Home telephone</i>	<i>Daytime telephone</i>	<i>Personal e-mail</i>	

2. Retirement Election

When considering a retirement date, please be aware that you must retire on the last day of a pay period and provide the *Plan* with 30 days notice. You may contact us to confirm your chosen date is acceptable.

Employer: _____

Employing Department: _____

Job Classification: _____

I elect to retire on: _____ which is the last day of a pay period.
Date (yyyy/mm/dd)

Member's signature *Date (yyyy/mm/dd)*

For Office Use Only
Listed: _____ By: _____