

Complete the following to notify *The Winnipeg Civic Employees' Pension Plan* of your retirement date. 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.

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.** In order to process your retirement request, the *WCEBP* requires a copy of the email or written notice that you submitted to your employer. If we do not receive a copy from you, we will contact your employer for confirmation within two weeks of your retirement date.

A *Retirement Statement* and all of the forms you 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</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. CURRENT RELATIONSHIP STATUS

- I do not currently have a Spouse or Common-law Partner.
- I currently have a (circle one) Spouse or Common-law Partner.

Spouse/Common-law Partner's name: _____

3. RETIREMENT DATE

Please be aware that you must retire on the last day of a pay period and provide the *Plan* with at least 30 days notice of your intention to retire. If you choose a date that is not the end of a pay period we will adjust it to the nearest pay period end date.

I elect to retire on: _____ which is the last day of a pay period.
Date (YYYY/MM/DD)

- I authorize the *WCEBP* to confirm my pension commencement date by email.

<i>Member's signature</i>	<i>Date (YYYY/MM/DD)</i>
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FOR OFFICE USE ONLY

Listed: _____ By: _____