

TERMINATION FORM

(Please complete form by typing or printing in black or dark blue ink)



Please note that no benefits will be paid until this form is completed and returned to Vestcor.

Section 1 - Type of Request (to be completed by the **employer**)

- RETIREMENT TERMINATION DECEASED ACTIVE EMPLOYEE
- TRANSFER OF EMPLOYMENT* DISABILITY PENSION

* If transferring within Public Service—please indicate which Employer the applicant is transferring to (please complete section 2 only). _____

Section 2 - Member Information (to be completed by the **employer**)

First name: _____ Applicant’s language preference: English French

Last name: _____ Termination Date: _____

Day Month Year

SIN: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Day Month Year

Telephone: _____ Retirement Start Date: _____

(if applicable) Month Year

Email: _____

Home address: _____ Current Bi-Weekly Salary: \$ _____

(please indicate full-time equivalent amount if less than full-time)

City: _____

Province: _____ Postal Code: _____ Is employee currently on leave? Yes No

Section 3 - Required Documents (to be completed/enclosed with this form by the **employee**)

Mandatory

- Proof of Birth Date
- Spouse’s Proof of Birth Date
(Some optional form pension amounts will be determined based on spouse’s age)
- N/A - no spouse
- Copy of Proof of Marriage or Common-Law
- Direct Deposit Form / Void Cheque

If Applicable

- TD1 Forms (if not enclosed, basic exemption will apply)
- Change of Beneficiary Card
- Group Life Conversion Form
- Health, Travel, Dental Plan Transfer Form
- NBTPP Group Insurance Form (Teachers’ only)

Section 4 - Signatures

Name of Employer Representative (please print): _____

Employer Representative Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Please return completed form as soon as possible to:

Vestcor
P.O. Box 6000, Fredericton, NB E3B 5H1

Email: info@vestcor.org
Fax: 506-457-7388

Telephone: 506-453-2296
Toll Free: 1-800-561-4012
Website: www.vestcor.org/pensions