



Termination

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Reporting a Termination

A member is considered to have ceased active membership and terminated from the Plan if they:

- sever their employment relationship with the employer;
- move to a non-participating position;
- die;
- are part of an amalgamation; or
- reaches their latest pensionable service date.

When a member terminates from the Plan, the employer must report the following information for the current year in the employer portal within 30 days:

- pensionable salary;
- pensionable service;
- member contributions;
- employer contributions;
- Start and End dates (first day of the service year or member's commencement and the last day of eligibility).
- Termination status:
 - Blank for regular terminations
 - Immediate Pension for members who have applied to begin collecting their PSPP pension
 - Disability Pension for members who have applied to begin collecting a disability pension from PSPP
 - Deceased for members who have passed away
 - Combined Pensionable Service (CPS) for members moving into MEPP or UAPP and establishing a Combined Pensionable Service relationship
 - Amalgamation/Split for members affected by an organizational amalgamation or split (please contact your Employer Services Representative for further instructions)
- Leave details if applicable.

For more information on reporting a termination, visit:

<https://pspp.ca/page/er-data-collections-terminations>

Member Deadlines

Buyback Application

When a member terminates from the Plan, there are deadlines for applying to buy back service from a leave without salary and for completing the purchase of an existing buyback.

If they want to purchase service from a leave of absence in the year of termination, they need to apply within 30 days of their termination date. Submission of a leave of absence in the Employer Portal with the termination detail is considered to be the member's application.

Read more about purchasing service from a leave of absence here:

[Leaves Of Absence - Public Service Pension Plan \(pspp.ca\)](#)

If a member is already paying for a leave or making prior service payments, they'll have 90 days from their termination date to complete the purchase.

If the buyback is not paid in full before the deadline, the amount of service will be prorated to reflect the payments that have been made.

Read more about paying for buybacks here:

[Paying For Buybacks - Public Service Pension Plan \(pspp.ca\)](#)

Termination Election Form

The member must return their completed Termination Election form, along with any other required documents, directly to APS by the due date indicated at the top of the form, which is 90 days from the date the member's Termination Benefit Statement was produced.

If a member does not send back their Termination Election form, APS will assume that they wish to leave their funds in the Plan, unless the member is not vested, in which case their contributions and interest will be automatically returned to them.

A termination payout is normally completed within 21 days of the date APS receives all the information required to process the member's choice.

A member cannot change their termination election once the benefit is paid or transferred out of the Plan or, in the case of a deferred pension, once regular pension payments commence.

Termination Benefit Options

The benefit options a member has upon termination from the plan depends on age and if they have less than two years of service or two or more years of service. Click on the link(s) below for more information.

[Fewer Than Two Years Of Service](#)

[Two Or More Years Of Service](#)

If a member rejoins the Plan before requesting a termination benefit, the pensionable service they left with the plan when participation was terminated will be connected to a subsequent period of pensionable service. Once service is connected, the member will no longer be able to receive a termination payout or transfer the funds until they have again terminated from the Plan.

If a member is employed in more than one participating positions (with one or more employers), the pensionable service associated with each position is connected. This is because the Plan pays a single benefit regardless of the number of participating positions. As a result, if a member terminates from one position while remaining active in another, the member is ineligible for any benefit.

If a member has additional questions about their options, they should contact the Member Services Centre directly. Members should also be encouraged to seek independent and impartial financial advice as the choice they make now will affect their future retirement income.

Overview of Termination Options

The following chart provides a high-level overview of the choices available to members when they terminate from the Plan. The ages set out in this chart reflect a member's age at the termination date.

Not Vested for Pension or Commuted Value Payout	
At any age before 65 (After January 1, 2004, if the member's termination date is after age 65, they are immediately vested.)	<ul style="list-style-type: none"> • Leave funds in the Plan • Refund of member contributions plus interest • Transfer to another plan
Vested for Pension or Commuted Value (CV) Payout	
Under age 55	<ul style="list-style-type: none"> • Leave funds in the Plan • CV payout • Transfer to another plan • Deferred pension • Disability pension
Vested for Pension	
Age 55 or older but under age 65, before 85 points	<ul style="list-style-type: none"> • Immediate (reduced) pension • Deferred pension • Disability pension • Transfer to another plan
Age 55 or older with 85 points or age 65	<ul style="list-style-type: none"> • Immediate (unreduced) pension • Deferred pension
Age 55 or older but under age 65, before 85 points	<ul style="list-style-type: none"> • Immediate (reduced) pension • Deferred pension • Disability pension • Transfer to another plan
Age 55 or older with 85 points or age 65	<ul style="list-style-type: none"> • Immediate (unreduced) pension • Deferred pension

Termination Benefits for Non-residents

Effective July 1, 2009, former members considered non-residents of Canada, may have the value of their pension at termination paid as a taxable payout. Members need to contact CRA if they want a taxable payout instead of having the funds transferred to a Locked-in Retirement Account (LIRA).