Disability Retirement Benefits Application Form

Use this form to apply for a LAPP disability pension. Two types of disability pensions are available. A partial disability pension may be granted when medical evidence indicates that a member is incapable of effectively performing the regular duties of their work as a result of their physical or mental impairment. A total disability pension may be granted when medical evidence indicates a member suffers from a physical or mental impairment that can reasonably be expected to last for the remainder of their lifetime and prevents them from engaging in any gainful occupation. The disability assessment will be based on a combination of medical evidence and rules applicable to the Plan.

To avoid delays, submit this completed form before you would like your disability pension to commence.
Please send this completed form and the *Confidential Medical Statement* (after completion by your physician(s)) to:
LAPP, 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9 Fax: 780-421-1652

1. Member Information

member's first name _____ member's middle name _____ member's last name _____

member social insurance number

member's address _____ member's address effective date (YYYY/MM/DD) _____

city, town, village, etc. _____ province _____ postal code _____ country (if outside of Canada) _____

primary phone number _____ ext. _____ country code (if outside Canada/USA) _____

❑ Work ❑ Home ❑ Cell

2. Pension Commencement Date

I want my pension to start on:

date (YYYY/MM/DD) _____

If the date you give is before you stop participating in the Plan, or before LAPP receives your application, your pension commencement date will be adjusted to the closest possible date allowed under the rules of the Plan. We will send you a *Retirement Benefit Statement* with your pension options. This statement will show the pension commencement date used to calculate those options.

Personal information on this form is collected under the authority of section 40 of Schedule 1 of the Alberta *Joint Governance of Public Sector Pension Plans Act* and section 33 of the Alberta *Freedom of Information and Protection of Privacy Act* for pension administration purposes. If you have any questions regarding the collection of this information, contact the LAPP Member Services Centre at 1-877-649-5277 or write to: 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

3. Definition of Pension Partner

Persons are pension partners on any date on which one of the following applies:

(a) they

(i) are married to each other, and

(ii) have not been living separate and apart from each other for a continuous period longer than three years;

(b) if clause (a) does not apply, they have been living with each other in a marriage-like relationship

(i) for a continuous period of at least three years preceding the date, or

(ii) of some permanence, if there is a child of the relationship by birth or adoption.

If you are not certain how the definition of pension partner applies to you, please contact the Member Services Centre at 1-877-649-5277.

According to the definition above, I have a pension partner on the date that I am completing this form (please check one):

❑ **YES** If YES, please complete section 4. Pension Partner Information

❑ **NO** If NO, please skip to section 5. Buyback Service in Pay

4. Pension Partner Information

pension partner's first name	pension partner's middle name	pension partner's last name
pension partner's date of birth (YYYY/MM/DD)	marital status (married/common law)	Please check one: ❑ female ❑ male

5. Buyback Service in Pay

If you are currently paying for prior service, do you plan to complete your buyback payments?

❑ Yes, I will complete my payments.

❑ No, I will not complete my payments. Please prorate my service.

❑ N/A

If you are currently paying for buyback service, you must complete payment in full within 90 days of your termination date or you will only receive a partial credit of buyback service based on what you paid.

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6. Member Authorization

The information on this form is, to the best of my knowledge and belief, complete and accurate. I authorize my physician(s) to release to LAPP, its representative(s) and/or consulting physician(s), any information relating to the medical condition(s) which is the cause of my disability. This information is to be used to evaluate my application for a disability pension only and permission is NOT granted for any other use or disclosure. I acknowledge that I am aware that any other disability-related benefits that I receive might be reduced as a result of my receiving a LAPP disability pension.

member's signature

member's name (please print)

date signed (YYYY/MM/DD)

Please note:

- You are responsible for the cost of obtaining any information relating to your medical condition.
- **This is an official record that must be signed to be valid.** Mailing and fax information is at the top of page 1. Keep a copy of the completed form for your records.
- If you have questions, please contact the Member Services Centre, toll free, at 1-877-649-5277.

If you are participating in LAPP, your employer must complete the following section. If you are no longer participating in LAPP, completion of this section by your former employer is not required.

7. Employer Use Only

a) Please explain whether the member is incapable of performing the duties of his or her position.

b) Is the member receiving Workers' Compensation Board benefits? ❑ YES ❑ NO

If yes, select one:

❑ temporary total disability ❑ temporary partial disability ❑ other

c) Is the member receiving benefits under a Qualifying Disability Plan or Non-Qualifying Disability Plan?

d) If there was a leave of absence this year, record the *estimated* Pensionable Service and Pensionable Salary for the leave period.

Pensionable Service _____ Pensionable Salary _____

8. Employer Certification

I certify that the information on this form is, to the best of my knowledge and belief, complete and accurate.

employer name

employer number

member's termination date (YYYY/MM/DD)

name of authorized person (please print)

phone number

ext.

signature of authorized person

date signed (YYYY/MM/DD)

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Confidential Medical Statement

The information on this form will assist LAPP in determining eligibility for disability pension benefits for the patient. No information, in whole or in part, will be released to any unauthorized person(s) without the patient's prior written consent. This statement will be held in strictest confidence and used solely to enable an assessment of the patient's disability by an independent medical consultant. The information on this form must be completed by a physician and returned to the patient. Charges for the completion of this report, if any, are the responsibility of the patient.

1. Patient Information

patient's first name _____ patient's last name _____ pension plan identification number _____

address _____

city, town, village, etc. _____ province/territory _____ postal code _____

2. Physician Information

physician's full name _____ area code _____ phone number _____

address _____

city, town, village, etc. _____ province/territory _____ postal code _____

3. Medical Relationship

a) How long have you been treating the patient? _____

b) When did you start treating the patient for the medical condition(s)? _____

c) When did you last examine the patient? _____

4. Medical Assessment

1. a) What medical condition(s) are preventing the patient from working?

_____

_____

b) What was the date of onset? _____

c) Please list all relevant symptoms

_____

_____

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2. Detail your findings on examination. Please attach supporting documentation such as reports, x-rays, or other tests.

3. Please list any medication prescribed as a result of the medical condition(s) described in 1(a).

4. Please list any medical history relating to the medical condition(s) described in 1(a).

5. Describe any relevant medical problems other than the medical condition(s) described in 1(a).

6. Describe any activities that worsen the patient's medical condition(s) described in 1(a).

7. a) Do you consider the patient to be incapable of effectively performing the regular duties of employment as a result of the physical or mental impairment? ❑ yes ❑ no

   b) Do you consider the patient is suffering from a physical or mental impairment that can reasonably be expected to last for the remainder of the patient's lifetime and prevents the patient from engaging in any gainful occupation? ❑ yes ❑ no

8. The duration of the disability is:

   ❑ Temporary (reasonable probability for recovery)
   ❑ Permanent (low probability for recovery)

9. Please provide any additional information.

5. Physician Certification

I certify that the information on this form is, to the best of my knowledge and belief, complete and accurate.

physician's signature

date (YYYY/MM/DD)