

Use this form to apply for service that may be eligible for buyback using a contributions-based costing. Section I is to be completed by the member. Sections II, III and IV are to be completed by the current employer. The completed form should be sent to LAPP c/o Alberta Pensions Services Corporation (APS), 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9. Fax: 780-421-1652.
APS will return any incomplete applications to the employer.

Section I) member information and authorization (completed by the member)

I am a member of the Local Authorities Pension Plan (LAPP) and I authorize my employer to supply service and salary information to APS so that the cost of my buyback service can be calculated. If I do not qualify for a contributions-based costing, I authorize the use of information on this form to calculate the actuarial reserve cost of the service (which is based on the cost of providing a future benefit).

_____ member first name _____ member last name _____ member social insurance number

_____ member signature _____ date signed

Section II) pensionable service/salary information (completed by the current employer)

_____ employer name

2			
plan	employer number		

service year	FT/PT ¹	service from date (DD/MM/YYYY)	service to date (DD/MM/YYYY)	length of pensionable service ²	historical pensionable salary ³ (provided for each year after 1989)	reason code ⁴
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Explanation of table headings:
¹ FT = full-time; PT = anything other than full-time
² pensionable service expressed to 4 decimal places for each service period
³ pensionable salary for the length of the service

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service total this page

⁴ Reason codes:
 3A leaves without salary
 3M parental leaves without salary
 4A probationary period
 CS mandatory deficiency

Section III) salary (completed by the current employer)

Member's current employment status (check one): Full-time Part-time

- 1. Full-time:
 - Current full-time annual pensionable salary: \$ _____
- 2. Part-time: (see the example ➡)
 - a) Pensionable salary to current date: \$ _____
 - b) Credited service to current date: _____
 - c) Annualized* pensionable salary (a ÷ b = c) _____

Example of how to calculate the annualized* pensionable salary:

- a) Pensionable salary to current date: \$35,000.00
- b) Credited service to current date: 0.4823 yr
- c) $\$35,000.00 \div 0.4823 =$
\$72,568.94*

* Adjusted or calculated so as to reflect a rate that is based on a full year.

Section IV) employer authorization (completed by the current employer)

I confirm that the information in Sections II and III is accurate and calculated according to pension plan rules.

employer name

|_|_|_| - |_|_|_| - |_|_|_|_|_|
area code and phone number

signature of authorized person

printed name of authorized person

date signed (YYYY/MM/DD)

Once completed, please make a copy for your records and forward the completed form to APS at the address shown on the first page of this form, or fax it to 780-421-1652.

- Employer number Enter employer number.
- FT/PT Enter FT or PT to indicate the employment status for the period of service. PT means anything other than full-time.
- Service from date Enter the start date of the service for that year, in format dd/mm/yyyy.
- Service to date Enter the end date of the service for that year, in format dd/mm/yyyy.
- Length of pensionable service Enter the length of eligible pensionable service for the year, expressed as a decimal to four places, not exceeding 1.0000.
- Historical pensionable salary Report the employee's pensionable salary (refer to the Administration/Pensionable Salary section in *Pension e-guide* for types of pay that are eligible). If the year is after 1991, report the full uncapped pensionable salary even though it may exceed the salary cap for the year.
- Reason code Check appropriate reason code as indicated in *Pension e-guide*.
- Service total this page Enter the total length of service reported on the page.