

Use this form to apply to begin receiving your LAPP pension. To avoid delays, submit this completed form **90 days before you would like your pension to commence** (retirement date). If you are applying for a disability pension, contact your employer or visit www.lapp.ca to obtain a *Disability Retirement Benefits Application Form*.

Please complete the information on this form and send it to:
LAPP, c/o Alberta Pensions Services Corporation (APS), 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9. Fax: 780-421-1652

1. Member Information

_____ member first name _____ member middle name _____ member last name

_____ member social insurance number

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

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

_____ country (if outside Canada) _____ phone number _____ ext. _____ country code
Work Home Cell (if outside Canada/USA)

Definition of Pension Partner

“Pension Partner” means

- (i) a person who, at the relevant time, was married to a participant or former participant and had not been living separate and apart from him or her for 3 or more consecutive years, or
- (ii) if there is no person to whom subclause (i) applies, a person who, as at and up to the relevant time, had lived with the participant or former participant in a conjugal relationship
 - (A) for a continuous period of at least 3 years, or
 - (B) of some permanence, if there is a child of the relationship by birth or adoption;

Persons are living separate and apart

- (a) if they are living apart and either of them has the intention to live separate and apart from the other, or
- (b) if, before the relevant time,
 - (i) they had been living separate and apart for any period, and
 - (ii) that period was interrupted or terminated by reason only that either of them became incapable of continuing to live separate and apart or of forming or having the intention to continue to live separate and apart of that person's own volition, and the separation would probably have continued if that person had not become so incapable.

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

2. 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 3. *Pension Partner Information*
- NO → If NO, please skip to section 4. *Buyback Service in Pay*

Personal information on this form is collected under the authority of section 9.2 of the Alberta *Public Sector Pension Plans Act* and section 33 (c) of the Alberta *Freedom of Information and Protection of Privacy Act* for the primary purpose of a member applying for pension benefits, and may be used to conduct quality assurance surveys. These surveys are administered by APS employees and all personally identifiable information is kept confidential. If you have any questions regarding the collection of this information, contact the Member Services Centre (MSC) at 1-877-649-LAPP (5277), or write to LAPP, c/o 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

3. 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: <input type="checkbox"/> female <input type="checkbox"/> male

4. Buyback Service in Pay

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

- Yes, I will complete my buyback payments.
- No, I will not complete my buyback payments. Please prorate my service.

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.

5. 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 commencement will be adjusted to the closest possible date. We will send you a **Retirement Benefit Statement** with your pension options. This statement will show the commencement date used to calculate those options.

6. Member Authorization

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

_____	_____
member's signature	member's name (please print)

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-LAPP (5277).

The following section must be completed by your employer unless you are applying for a deferred retirement (meaning you previously left your funds with LAPP).

7. Employer Use Only

_____	_____	_____
employer name	employer number	member's termination date (YYYY/MM/DD) (last day paid by employer)
_____	_____	_____
name of authorized person (please print)	phone number	ext.
_____	_____	
signature of authorized person	date (YYYY/MM/DD)	

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