

RETIREMENT CHECKLIST

1. Item to gather and/or research:

- Last ATRF plan member statement
- Recent pension estimates done by ATRF
- RRSP or other investment statements
- CPP decision (apply at age 60 or age 65?)
- Register with Service Canada or Canada Revenue Agency
- Spouse/partner's pension, investment and benefit information

2. Financial Expectations/Requirements to think about:

- Regular expenses
- Unforeseen expenses
- Renovations and home maintenance
- Vehicles
- Travel
- Hobbies
- Children/grandchildren
- Long term care

3. Pension Checkup:

- Check years of service
- Check into transferring service from other provinces
- Other sources of teaching service:
 - Disability (accrual)
- Purchase service
 - Leaves
 - Substitute
- Review divorce documents for claims on pension
- Review pension estimates, now, six months, one year, two years
- Estimate CPP at 60 and 65
- OAS (age 65-70)
- Income tax calculation
- Understand pension options:
 - Guarantees
 - Single/joint
 - CPP advance

4. What Other Investments/Income do/will I have (eg, RRSP, TSFA or other)

5. Benefits Decisions to Make

- ASEBP (or other carrier) Early Retiree
- ARTA – Benefits and Social Events
- Spouse's benefits

6. Will I Work after Retirement? Find out if it's feasible:

- Cost to pension (0.6 FTE threshold)
- Benefits
- Taxes / Accountant
- Contract
- Sick days (90 or stat)

7. Estate Planning:

- Will
- Personal Directive
- Power of Attorney
- Pension beneficiary
- Funeral planning

9. Documents Required to File for my Pension:

- Birth Certificate (*teacher and spouse*)
- Marriage Certificate
- If you were divorced or are separated, check with ATRF

10. Steps to Retire:

- Submit letter of resignation to Board
- Submit Application for Benefits
- Complete ATRF forms:
 - Employee Termination Notice
 - Pension Application
 - Spousal/Pension Partner Status Declaration
- Apply for CPP (at age 60 or 65)