

**CIVIL SERVICE SUPERANNUATION BOARD  
SUPERANNUATION CONTRIBUTIONS IN ARREARS**

1. Employer \_\_\_\_\_ Department \_\_\_\_\_

2. Employee Number \_\_\_\_\_ 3. Social Insurance Number \_\_\_\_\_

4. Name \_\_\_\_\_

5. Mailing Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

\_\_\_\_\_ Work Phone # \_\_\_\_\_

6. Reason for Arrears \_\_\_\_\_

\_\_\_\_\_

7. Period during which Superannuation should have been deducted:

Year	Period	Pensionable Service	Pensionable Earnings	Contributions
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. New Entry Date (if applicable) \_\_\_\_\_

9. Number of Arrears payments to be made and amount of each payment:

\_\_\_\_\_

10. Method of Payment
- 1. Lump Sum \_\_\_\_\_
  - 2. Payroll Deduction \_\_\_\_\_
  - 3. Other (Please specify) \_\_\_\_\_

The employee has the option of either making a lump sum payment or regular bi-weekly installment payments, minimum 4% bi-weekly, providing this would not place too great a financial burden on the employee.

11. Date Payments are to commence \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Authorized Signing Officer's Signature \_\_\_\_\_ Phone # \_\_\_\_\_