



The Civil Service Superannuation Board Application to Purchase Special Service Buy Back

Important Information From The Civil Service Superannuation Board

The Civil Service Superannuation Act now permits the purchase of prior periods of employment which were previously non-pensionable, excluding contract employment. To be eligible, the prior period of employment must have been with an employer who is currently participating in The Civil Service Superannuation Fund (Fund).

The purchase of any prior period of employment increases the years of service used to calculate your pension benefits and your contributions may be tax deductible.

Please complete the information below and forward this form to The Civil Service Superannuation Board (Board), 1200-444 St. Mary Ave., Winnipeg MB R3C 3T1. The Board will verify the periods of employment with the applicable employer(s). Upon verification, you will receive information outlining the cost, the methods of purchase, and the estimated increase in pension benefits. You will then have the option of purchasing any eligible employment or cancelling your application.

Name _____ Employee # _____

S.I.N. _____ Work Phone Number _____

Home Address _____

_____ Postal Code _____

Home Phone Number _____

In the space below, indicate period(s) of employment for consideration of purchase. Only employees currently contributing to the Fund are eligible to purchase employment. The period(s) of employment must be with an employer who is currently participating in the Fund.

Employer/Department Name	Work Location (City/Town)	From	To
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____ (yy/mm/dd)	____/____/____ (yy/mm/dd)

I authorize release of this information to any employer above for verification purposes and I understand that this request will in no way obligate me to purchase any eligible service.

Signature of Employee _____ Date _____

NOTES:

The cost will be based on your salary, age, and the Fund's actuarial assumptions as at the date you sign this application.

If you plan to retire from the Fund in the next six months, please contact our office at (204) 946-3201 or Toll free at 1-800-432-5134 ext. 201 and indicate your intention to apply to purchase prior periods of employment.

Please return this form to The Civil Service Superannuation Board when completed.

Applications may take 6 to 8 weeks to process.