

# RETIREMENT CHECK LIST

## 1. Items you should know or bring to your Pension Interview with ATRF:

- Last ATRF plan member statement
- Recent pension estimates done by ATRF
- ATRF website PIN and password
- Benefit plans currently enrolled in
- RRSP or other investment statements
- CPP decision (apply at age 60 or age 65?)
- Register with Service Canada or Canada Revenue Agency
- Spouse's pension, investment and benefit information
- Spouse

## 2. Financial Expectations/Requirements

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

## 3. Pension

- 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
- Explain options:
  - Guarantees
  - Single/joint
  - CPP advance

## 4. Other Investments/Income (eg, RRSP, TSFA or other)

**5. Benefits**

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

**6. What to do in the meantime**

- Part-time
- Preparing for retirement

**7. Working after Retirement**

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

**8. Estate Planning**

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

**9. Documents Required:**

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

**10. How to Retire**

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

