



Statutory declaration for proof of eligible service – member

FORMER EMPLOYMENT WITH AN OMERS EMPLOYER

Use this statutory declaration to confirm eligible service in the OMERS Primary Pension Plan, where, as a former employee, you have tried but are unable to obtain proof of your service from your former OMERS participating employer. The glossary on page 4 has definitions of terms used in this form.

How to use this declaration form:

- Complete sections 1 to 5. If you need more space for previous employment or service information, attach a separate sheet; include your name and OMERS membership number.
- Attach supporting documents (see definition on page 4), for the periods of employment in this declaration.
- Sign the completed declaration form (Section 5) in the presence of a Commissioner of Oaths. Send the original signed form and supporting documents to OMERS; do not fax this form.

Personal information is collected for pension administration purposes by OMERS under the authority of Section 35 of the *OMERS Act, 2006*. OMERS does not share personal information with any other person other than for purposes of pension plan administration, and, the provision of personal information is considered consent to its use for those purposes. The collection, use, retention and destruction of personal information are subject to our Privacy Policy at www.omers.com.

Any questions regarding the collection of personal information should be directed to OMERS Client Services at 1-800-387-0813.

Sections 1 to 5 are to be completed by the member

1. MEMBER INFORMATION (please complete all fields in this section)

Group number		OMERS membership number		Birthdate (m/d/y)	
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:		Last name		First name	
				Middle name	
Address (street number and name)				City	Province
					Postal code
Daytime telephone ()		Email		Name of current employer	

2. PREVIOUS EMPLOYMENT INFORMATION

If you have more than one period of employment information to report, please attach a separate sheet; include your name and OMERS membership number.

Group number (if known)	Employer name	Start date (m/d/y)	End date (m/d/y)

Employment status during the period

Were you a full-time employee during the period? (See definitions of full-time and non-full-time employment on page 4.)

Yes, I was a full-time employee No, I was not a full-time employee.

Enter the percentage of full-time hours worked. If your percentage worked varies over the period, enter an average percentage of full-time hours spanning the entire period. For example, if you worked one year at 60% of full-time, and one year at 70% of full-time, enter 65%.

	%
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OMERS membership number

3. BREAKS IN SERVICE

Important! If you were not a full-time employee, OMERS must ensure that the amount of eligible service from Section 2 is not overstated. To the best of your knowledge, please provide information on any breaks in service or absences during the employment period.

Were there any breaks in service, absences without pay, layoffs, or terminations during the period of employment in Section 2?

Yes No

If yes, indicate the dates and the type of absence:

Start date (m/d/y)	End date (m/d/y)	Type of absence

4. PREVIOUS PENSION PLAN INFORMATION

Were you a member of a registered pension plan (other than the Canada Pension Plan) during the service period above?

Yes No

If yes, please provide the following information:

Name of registered pension plan	Plan registration number	Date you enrolled in the plan (m/d/y)

When you left your former employer, which option did you choose for the pension you earned? For example, deferred pension, or commuted value transfer to an RRSP or LIRA?

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OMERS membership number

Section 5 is to be signed in the presence of a Commissioner of Oaths

5. MEMBER'S DECLARATION

Please read carefully before signing this declaration in the presence of a Commissioner of Oaths.

I, (name) _____ of _____ in the Province of Ontario,
(Print name) (Print name of city)

MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath by virtue of the *Canada Evidence Act*. I understand that OMERS reserves the right to request that I provide additional information to prove my prior service.

I confirm that I am not able to obtain proof of my employment service from my former employer for the period indicated in Section 2. I further understand that should new information come to light that contradicts this Declaration, OMERS will remove the ineligible service from my OMERS record and the following consequences may occur, including but not limited to:

- My early unreduced retirement date (without adjustment) shown on the OMERS pension report annually or shown previously in a pension estimate may no longer be valid;
- The estimated early retirement pension amount shown previously on a pension estimate may no longer be valid;
- If I have concluded a buy-back that involves inaccurate information, the purchase contributions without interest that are not permissible in the OMERS Plan will be returned as originally received (in cash or by RRSP transfer); I further understand there may be income tax implications if I have already claimed these contributions as a deduction to my taxable income;
- If my pension has already commenced, I understand that I will be required to pay back the additional pension received, including inflation increases, as a result of the ineligible service being included in my early retirement pension calculation.

Member's signature	Date (m/d/y)
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Section 6 is to be completed by a Commissioner of Oaths

6. COMMISSIONER OF OATHS

Declared before me at _____ country of _____,
Name of city, town or village Province or territory
in the province or territory of _____ . Dated this _____ day of _____, _____ .
Province or territory Day Month Year

Name of Commissioner of Oaths (printed)
Signature of Commissioner of Oaths

Municipal official: please provide the office you currently hold and the municipality

Office	Municipality
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Lawyer or judge: please provide your Law Society number

Law Society number

Please affix seal/stamp here if applicable.

Breaks in service

A break in service could be any period of absence from an employer without pay:

- where you did not contribute to the pension plan or subsequently purchase the service in that plan; or
- your employer did not provide automatic pension coverage; or
- you did not have a PA reported.

Example: a period of pregnancy/parental leave, strike, or layoff (with or without recall rights).

If a bona fide termination occurred (e.g., a contract or period of seasonal work ended), this should be reported as the end date of a period of employment.

Commissioner of Oaths

A Commissioner of Oaths can be:

- a lawyer entitled to practice law in Ontario;
- a judge or justice of the peace;
- a Notary Public;
- certain municipal officials (such as a City Clerk); or
- a person appointed as a Commissioner by the Attorney General.

Eligible service

Service with a participating OMERS employer that is not credited service in the OMERS Plan. Eligible service may be purchasable in the OMERS Plan. Eligible service can be used for the early retirement age+service Factor (90 Factor or 85 Factor) or 30-years-of-service provision. More about eligible service is in Your OMERS Pension handbook, available at www.omers.com.

Employment status

• Full-time

An employee hired as part of the permanent complement of the employer, who works full-time hours (minimum 32 hours per week, for 52 weeks of the year including vacation) as specified by the employer, is considered continuous full-time for OMERS purposes.

• Non-full-time

Any other arrangement (including an employee working full-time hours on a time-limited contract basis) is not considered continuous full-time for OMERS purposes. For these periods, provide the percentage of full-time hours worked on average during the period.

Example: if full-time hours were 37.5 hours per week, and you regularly worked 30 hours per week, the percentage of full-time hours worked would be 80% (or $30 \div 37.5 = 0.80$).

Pension adjustment (PA)

A pension adjustment (PA) is the value of the pension benefit a member earned in the year in the employer's registered pension plan. The PA is reported annually to the Canada Revenue Agency (on the T4) and will lower the amount of RRSP room available for a member for the following year.

Registered pension plan (RPP)

A pension plan that has been registered with a pension regulator in a Canadian jurisdiction (such as the Financial Services Commission of Ontario), and is also a registered plan under the *Income Tax Act* (Canada) and Regulations.

Supporting documents

OMERS requires that you must submit supporting documents with the statutory declaration demonstrating the periods of employment you are declaring, as follows:

- **A letter from your former employer** (if they are still in existence) confirming that they are unable to produce the service records.
- **T4 slip:** a copy of your T4 income tax slip for each of the calendar years of the employment period. Contact Canada Revenue Agency (CRA) to request a copy of your T4s.
- **Summary of previous tax returns:** If CRA cannot provide T4s, request a summary of your previous tax returns showing the pension adjustment (PA) for each year of employment after 1989 that you wish to declare.
- **Record of employment:** a copy of your Record of Employment (ROE) for the employment period you are declaring. Contact Service Canada to request a copy.

T4 slip

The income tax form issued by your employer for reporting your taxable income during a calendar year. A T4 will show taxable income, pension adjustment (PA), a pension plan registration number, and any pension contributions made.



Phone

416-369-2444
1-800-387-0813



Fax

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1-877-369-9704



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(en français ou en anglais)



Web

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