

## Transfer from a former employer's pension plan – non-CAAT employment

### Transfer of funds related to a former employer's pension plan

#### Timeline

Please use this timeline as a helpful guide to complete the purchase process. The average time to complete this purchase is 6-9 months.

As the process is complex and there may be delays, please note that your purchase may take longer to complete. This process applies if you were previously a member of a Canadian Registered Pension Plan and want to purchase this period with the CAAT Pension Plan. The cost of this purchase is paid by the member.

1	2	3	4	5	6
<p><b>Get an estimate</b></p> <p>Use the DBplus Purchase Tool on the CAAT Pension Plan website for an estimate of the purchase.</p> <p>The estimate will help you decide if you want to continue with the purchase.</p>	<p><b>Complete the application form</b></p> <p>Complete the <i>DBplus purchase application form</i>, available within the DBplus Purchase Tool.</p> <p>Give the application to your former employer or pension plan to complete. They will return the form to you.</p> <p>Send the application with all sections completed to the CAAT Pension Plan.</p>	<p><b>CAAT Pension Plan prepares purchase quote documents</b></p> <p>The CAAT Plan will check your eligibility and the eligibility of your T4 earnings, and send a purchase quote within 30 days of receiving your completed application. The purchase quote package includes a <i>Purchase Election</i> form that you complete to make the purchase.</p> <p>You cannot purchase pension earned before 1992 with another employer's pension plan if it was a defined benefit plan.</p>	<p><b>Review the purchase quote</b></p> <p>Once you have a purchase quote document from the Plan, you can decide if you want to purchase the additional pension.</p> <p>You have 90 days to have the funds transferred.</p> <p>After that date, you must contact the CAAT Pension Plan to begin the process again. The amount of purchasable pension may decrease with future calculations.</p>	<p><b>Make your payment</b></p> <p>Send your completed <i>Purchase Election</i> form and a copy of your proof of age to the CAAT Pension Plan prior to the deadline date on the form.</p> <p>Complete the T2033 form that was included with your package.</p> <p>Submit the T2033 form to your financial institution and have them send the payment directly to the CAAT Pension Plan c/o CIBC Mellon.</p> <p>Your financial institution may charge fees for the transfer from an RRSP. Indicate on the T2033 form to pay "net of fees".</p>	<p><b>CAAT Pension Plan confirms the purchase</b></p> <p>Once the payment has been received, the CAAT Pension Plan will update your record and send you confirmation within 30 days.</p> <p>The purchased pension will appear on your Annual Pension Statement distributed the year following the purchase.</p>