

Unpaid Leave of Absence Purchase – within six months

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 make your purchase within six months of the end date of your unpaid leave of absence.

1 Complete the application form	2 Make your payment	3 CAAT Pension Plan confirms the purchase
<p>Your employer gives you the <i>Leave Notification and Purchase Request</i> form and explains your cost and payment options. Both you and your employer complete the form, and your employer sends it to the CAAT Pension Plan.</p> <p>Ensure form is complete to prevent delays.</p> <p>You have six months from the end date of your leave to make full payment at the quoted cost. After this date, you must begin the process again. The amount of purchasable pension may decrease with future calculations.</p> <p>We strongly recommend that your signed form be sent as soon as possible to ensure your payment meets the deadline.</p>	<p>Complete the <i>T2033</i> form provided by your employer. Submit the <i>T2033</i> 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 <i>T2033</i> form to pay “net of fees”.</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>