

December 27, 2019

Dear CSSF Pensioner:

RE: Civil Service Superannuation Fund (CSSF) – Pensioner Declaration of Marital Status

Enclosed you will find the **Pensioner Declaration of Marital Status** form to be completed and returned to this office by **March 31, 2020**.

For your convenience, the form can be returned using one of the following:

- **Mail** – use the enclosed self-addressed, postage-paid envelope
- **Email** – scan and email to cssf@gov.pe.ca
- **Fax** – (902) 620-3096
- **In Person** – Drop off to the Pensions and Benefits office located in the Sullivan Building at 16 Fitzroy Street, Charlottetown.

The Civil Service Superannuation Act requires that all members receiving a pension report their marital status as of January 1, 2020. To help you complete the form, see the reverse side of this letter.

Should you require more information, please contact us at (902) 368-4200.

COMPLETING THE PENSIONER DECLARATION OF MARITAL STATUS FORM

When completing the enclosed form, you might find the information below helpful to determine your Marital Status for the purposes of your pension benefit.

If you have any questions about your status, please contact Pensions & Benefits at (902) 368-4200.

You are Considered to Have a Spouse on January 1, 2020 if:

- ❖ **You are Legally Married** and have formally registered your relationship as a civil or religious union.
- ❖ **You are in a Common-law Relationship** and, not being legally married to anyone else, you are living with someone in a conjugal relationship:
 - a) for at least 3 years, OR
 - b) as the natural or adoptive parents of a child.
- ❖ **You are Separated** from your legally married spouse, and living apart, but:
 - a) You do not have a legal separation, OR
 - b) You do have a legal separation that does not include a description of how your pension is to be treated.

You are Considered to NOT Have a Spouse on January 1, 2020 if:

- ❖ **You are Single**, which means you are not:
 - Legally married, or
 - In a common-law relationship as described by this pension plan, or
 - Separated, or
 - Divorced, or
 - Widowed.
- ❖ **You are Divorced** and have finalized divorce proceedings with a former spouse.
- ❖ **You are Widowed** because your legally married spouse has passed away.
- ❖ **You are Separated** from your legally married spouse, living apart, and you do have a legal separation agreement that does include a description of how your pension is to be treated. For example:
 - a) your pension is to be divided, with an amount going to your former spouse, OR
 - b) Your pension is not to be divided and your former spouse has no future claim to your pension.

PLEASE NOTE

NO supporting documents are required from you at this time.

Simply **complete and return** the enclosed Declaration Form.



P.O. Box 2000
 Charlottetown PE C1A 7N8
 Tel: (902) 368-4200
 Fax: (902) 620-3096
 Email: cssf@gov.pe.ca
 www.peicssf.ca

Office Use Only: ID:	
_____	_____
Date Entered	Initials

PENSIONER DECLARATION OF MARITAL STATUS

Freedom of Information and Protection of Privacy Act Personal information on this form is collected under clause 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 as it relates directly to and is necessary for the administration of the pension plan and will be used for that purpose. Under certain circumstances (e.g., valuing pension benefits) some information may be released subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection of personal information, you may contact the Manager of Pension & Benefits at 902-368-4200.

This form must be completed and returned no later than March 31, 2020

Section 1 – Pensioner Information

LAST NAME		FIRST NAME & INITIAL(S)	
DATE OF BIRTH (DD/MMM/YY)		EMAIL ADDRESS	
HOME PHONE NO.		CELL PHONE NO.	
MAILING ADDRESS (if different than Plan Member)	CITY/TOWN	PROVINCE	POSTAL CODE

Section 2 – Declaration of Marital Status

In accordance with the Civil Service Superannuation Act (CSSA), effective January 1, 2020, you must declare whether or not you have a spouse. See the *Declaration of Marital Status Fact Sheet* for more information.

Check the box that describes your marital status as of January 1, 2020.

I have a spouse

Legally married

Common-law relationship

Separated

I do not have a spouse

Single

Widowed

Divorced

Separated

If You Have a Spouse, Provide the Following Information:

SPOUSE'S LAST NAME		SPOUSE'S FIRST NAME & INITIAL(S)	
DATE OF BIRTH (DD/MMM/YY)	EMAIL ADDRESS	PHONE NO.	
MAILING ADDRESS (if different than Plan Member)	CITY/TOWN	PROVINCE	POSTAL CODE

 X
 Signature of Pensioner

 Date