



**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
DISTRICT 11 THAMES VALLEY**

680 Industrial Road London, Ontario N5V 1V1

Phone: (519) 659-6588 Fax: (519) 659-2421 Web: www.osstf11.com

RETIREE'S CHECKLIST

1. Contact the appropriate Pension plan and request a Pension Application kit:

Ontario Teachers' Pension Plan (OTPP) 1-800-668-0105, Fax: (416) 730-5349 Have your SIN number ready when you call. The Pension Application Kit may be downloaded from www.otpp.com
Ont. Municipal Employees' Retirement System (OMERS) 1-800-387-0813, Fax: (416) 360-0217
www.omers.com

OTPP members can apply to retire online, provided that they are registered for *iAccess Web*, the secure OTPP website section. To complete the registration form for this personalized pension service, go to www.otpp.com or call OTPP.

2. Notify the TVDSB with a letter to the Executive Superintendent of Human Resources stating your intent to retire to Pension with effective date; copy letter to OSSTF District 11 President (Fax:519-659-2421) Include your **home address** and **home email**. Sample letter attached.
Human Resources will acknowledge your letter and send information about Board Retiree Benefit plans, and gratuities.

If you wish to be considered for the TVDSB Occasional Teachers' list, request an application from the HR Department.

3. **LEAVES** to retirement can be accessed by requesting a leave from the beginning of a semester until the actual retirement date. This leave request should be used by members retiring at a date other than dates accepted by the Board in Article 7 of the Collective Agreement. The member will need to arrange with OTPP to purchase credit for the time on leave and arrange with the Board to pay the full cost of Benefits.

4. **Long Term Disability** premiums DO NOT have to be paid for the last 60 working days before retirement date OR if you have achieved a **64% unreduced service pension (32 years of credit)**. You are responsible for sending (FAX it) a copy of retirement letter and an application form (attached) to discontinue LTD coverage ASAP to: **OTIP, 125 Northfield Drive West, Waterloo, On N2J 3Z9 Phone: 519-888-9683 Fax: 519-533-0797**

5. When you are eligible for a **Canada Pension Plan pension** (age 60 or greater), you may take early CPP. Taking your CPP early will not affect your Teachers' pension. Your teachers' pension will be reduced the month after your 65th birthday to reflect its integration with CPP.
For information on CPP or Old Age Security call for an application **1-800-277-9914**

6. If you do not plan to do Occasional teaching, or renew your **Ontario College of Teachers' fees**, download a **Notice of Retirement** form from www.oct.ca Complete the form to change your status on the public registry to "retired" rather than "suspended for non-payment of fees".

7. FYI: If you plan to retire effective June 30th, you will receive the balance of your salary (July & August) usually on your last June pay cheque. Pension payments will then begin on the last day of July. For Jan. 31st retirement dates, the TVDSB Payroll department will provide a pay adjustment usually on your last January pay cheque.

8 . FYI: Last day of TVDSB Board Benefit coverage is the last day of employment (eg. June 30th)

9. Retirement Benefit Plans:

TVDSB offers a Retirees Standard Health and Dental Benefit Plan and a Retirees Deluxe Health and Dental Benefit Plan.

OSSTF Active Retired Members' (**ARM**) organization: contact OTIP

OTIP (Ontario Teachers Insurance Plan) provides several Retiree Health and Dental Benefit Plans.

1-800-267-6847 www.otip.com

RTO (Retired Teachers of Ontario) provides a Retirees health and Dental Plan. 1-800-361-9888

www.rto-ero.org
