

RETIREMENT CHECKLIST (TEACHER AND ADMINISTRATOR)

- Register with iAccess Web, the secure section of the Ontario Teachers' Pension Plan (OTPP) website. Create and compare pension estimates for different retirement dates and potential incomes. To register, call OTPP at 1-800-668-0105 or 416-226-2700.
- Apply online at iAccess Web, or contact OTPP if you are unable.
 - You can access the secure website by going to www.otpp.com
 - You may need to provide proof of age and/or Marriage, Divorce, Separation Agreements.
- Submit a Retirement eForm.
 - To the attention of the Principal
 - State your retirement date = last day of workNote: Your pension will be effective the first day of the month following your retirement date.
- Once confirmation has been received in Human Resource Services, you will be sent a retirement kit from the Pension Representative.
- Consider benefit plans; compare the cost of the plan to your needs (specifically maximums of coverage, versus your annual usage).
- Contact the Benefits Representative for LTD Cancellations Rules. This information is also on the BWW for reference.
- Complete and return the "Authorization Form – Retiring Allowance (Gratuity)" to Human Resource Services. If you have chosen the RRSP option, please provide your "Service Record" which is included in your Teachers' Pension Plan Annual Statement. Personal RRSP room may be considered for sheltering a portion of your gratuity, provided you submit your most recent "Notice of Assessment" showing your RRSP Room.
- Consider the possibility of collecting an early reduced Canada Pension Plan (CPP). Please call CPP at 1-800-277-9914.
- If you are continuing your employment beyond 65 and are collecting CPP send in your "CPT30 Election Form" and Notice of Entitlement from Service Canada to Stop Contributing to CPP to Payroll Services.
- Your final pay stub will be sent to your home address.
- If you move after your retirement, please ensure that you notify Human Resource Services for tax purposes. i.e. T4 or T4A.
- Remember to return any computer equipment, cell phones, blackberry, ID badge with or without a security access card, etc. to your Principal/Supervisor.