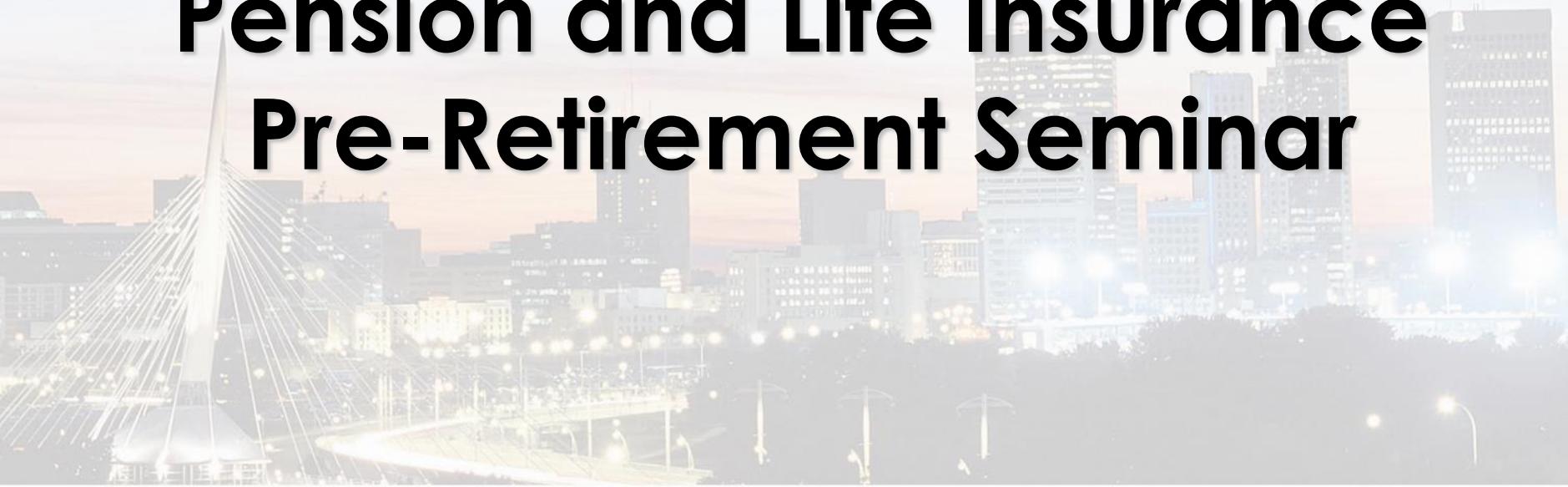


# The Civil Service Superannuation Fund

## Pension and Life Insurance Pre-Retirement Seminar



# The Civil Service Superannuation Board

**Our Mission and Purpose is:**

***To deliver to our plan members their pension entitlements.***

**We do this by:**

- Acting collaboratively with each other, with employers and with the plan sponsor, constantly seeking member-focused outcomes
- Prudently investing and monitoring plan assets
- Delivering timely, accurate information to members, allowing them to make educated, informed decisions
- Fostering a working environment that attracts & retains motivated, talented people

# What to expect from today's seminar

- Our roles and responsibilities
- Contribution rates and pension formula
- Ways to increase your pension
- Pension options and integration
- Pension estimates and Online Services
- Summary of group insurance benefits
- Applying for pension and applicable deadlines

This presentation is general in nature and doesn't cover all circumstances.

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designed for the future of our members.*

# The Civil Service Superannuation Board

The major objectives and responsibilities of the CSSB are to:

- Pay benefits promptly and efficiently
- Maintain detailed, accurate records
- Safeguard the assets of The Civil Service Superannuation Fund
- Provide direction to employers concerning their responsibility in administering the various benefits
- Inform all members of their benefit entitlements and ensure that their needs concerning benefit information have been satisfied
- Maximize productivity and quality in all segments of the operation
- Practice good governance

# Other Sources of Information

In planning for retirement, you may also wish to contact:

- Your employer
  - For information on other employer benefits (such as severance benefits, vacation accruals and cash-outs, etc.) and the policies applicable to any such benefits
- Service Canada
  - For information on Federal benefits, such as Canada Pension Plan and Old Age Security
- A Financial Advisor
  - If you require assistance with your decisions. (The Board doesn't provide financial advice or retirement planning)
- Retiree Health Insurance Carriers
  - For information on health care through MARGE (c/o Johnson Inc.) or Manitoba Blue Cross

# Civil Service Superannuation Pension

- This is a “defined benefit” pension plan
- Employees contribute a percentage of earnings to the plan and accrue a pension. Employers also fund a portion of the benefits earned
- The pension is determined using a formula that uses service and earnings. Your pension amount does not directly depend on what you contributed

# Employee Contribution Rate

Employees contribute 8% on salary up to CPP maximum  
and 9% on salary over the CPP maximum  
(salary = regular earnings and vacation pay)

(CPP Maximum = the maximum earnings used to determine CPP benefits)



YEAR	CPP MAXIMUM
2021	\$61,600
2020	\$58,700
2019	\$57,400
2018	\$55,900
2017	\$55,300

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# Contribution Example (2021)

Salary = \$65,000

2021 CPP Maximum = \$61,600

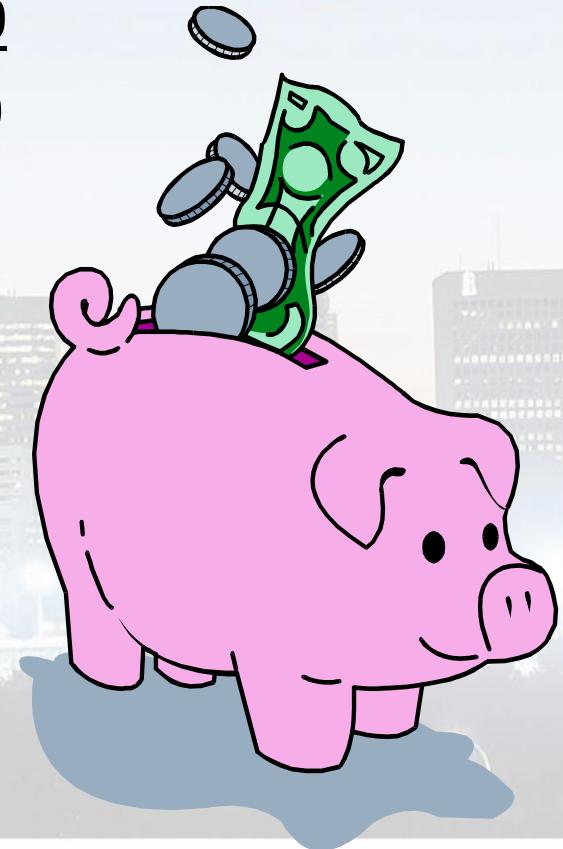
Earnings over CPP Maximum = \$3,400

## Contributions

\$61,600 x 8.0% = \$4,928

\$3,400 x 9.0% = + 306

TOTAL \$5,234



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# Pension Depends on Service

- Qualifying Service:
  - Used to determine benefit eligibility
    - Early Retirement/Rule of 80
    - Disability Pension
    - Pre-retirement Survivor Benefits
  - Generally measured from start date to end date
  - Unbroken unless there's been a suspension of service in excess of 54 consecutive weeks
- Pensionable Service:
  - Used to determine the pension payable
  - Actual service on which contributed
  - May be able to be enhanced by purchasing service or by transferring service from another pension plan (if eligible)

# Service Example

Employee working half time

<u>Year</u>	<u>Pensionable Service</u>	<u>Qualifying Service</u>
2021 (June 30)	.2500	.5000
2020	.5000	1.0000
2019	.5000	1.0000
2018	.5000	1.0000
2017	.5000	1.0000
2016	.5000	1.0000
2015	.5000	1.0000
2014	.5000	1.0000
2013	.5000	1.0000
2012	.5000	1.0000
2011 (July 1)	<u>.2500</u>	<u>.5000</u>
Total	5.0000	10.0000

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# Annual Pension Formula

**2% x average best five-year pensionable earnings  
x pensionable service**

**MINUS**

**.4% x average CPP pensionable earnings  
x pensionable service**

# Pension Calculation - Example

## Calculate Best 5-Year Average Salary

### At December 31, 2021

Year	Service	Salary	CPP Pensionable Salary
2021	1.0000	\$64,000	\$61,600
2020	1.0000	63,000	58,700
2019	1.0000	62,000	57,400
2018	1.0000	61,000	55,900
2017	1.0000	60,000	55,300
Average		\$62,000	\$57,780

# Pension Calculation

## Example #1

**Retirement Date:** December 31, 2021

**Employee Age:** 55

**Pensionable Service:** 30 years

**Average Salary:** \$62,000

**Average CPP Pensionable Earnings:** \$57,780

$$.02 \times \$62,000 \times 30 = \$37,200.00$$

$$\text{Less: } .004 \times \$57,780 \times 30 = \underline{\underline{6,933.60}}$$

Annual Pension of \$30,266.40

or a monthly pension of \$2,522.20 (Lifetime Only)

- No early retirement reduction (Rule of 80)

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# Pension Calculation - Example

## Calculate Best 5-Year Average Salary

### At June 30, 2021

Year	Actual Service	Salary	CPP Pensionable Salary	Portion of Year Used	Salary Used	CPP Pensionable Salary Used
2021	.5000	\$32,000	\$61,600	.5000	\$32,000	\$30,800
2020	1.0000	63,000	58,700	1.0000	63,000	58,700
2019	1.0000	62,000	57,400	1.0000	62,000	57,400
2018	1.0000	61,000	55,900	1.0000	61,000	55,900
2017	1.0000	60,000	55,300	1.0000	60,000	55,300
2016	1.0000	59,000	54,900	.5000	29,500	27,450
Average				5.0000	\$61,500	\$57,110

# Vacation Cash Out

- Unused vacation days can often be cashed out and paid to you at retirement
- A lump sum payment for vacation, to a limited extent, is subject to pension contributions (8% or 9%). Gross vacation earnings can be included in pensionable salary when you cease to be an employee
- Limited to the amount of vacation days earned in the last two years and an overall maximum of 50 days
- Earned vacation credits are determined by your employer and may be based on your employment status (e.g. Full-time vs Part-time)
- This can increase pensionable salary in the final year, which usually increases pension benefits, often by 4 or 5%
- Check with your employer about banking and cashing out your vacation days and to get an estimate of vacation days earned in your last two years

# Pension Calculation - Example

## Calculate Best 5-Year Average Salary

### At December 31, 2021 including 50 Vacation Days

Year	Service	Salary	CPP Pensionable Salary
2021	1.0000	\$76,308	\$61,600
2020	1.0000	63,000	58,700
2019	1.0000	62,000	57,400
2018	1.0000	61,000	55,900
2017	1.0000	60,000	55,300
Average		\$64,462	\$57,780

# Pension Calculation

## Example #2

### Vacation Days = 50

Retirement Date: December 31, 2021

Employee Age: 55

Pensionable Service: 30 years

Average Salary: \$64,462

Average CPP Pensionable Earnings: \$57,780

.02 x \$64,462 x 30	=	\$38,677.20
Less: .004 x \$57,780 x 30	=	<u>6,933.60</u>
		\$31,743.60

Annual Pension of

or a monthly pension of \$2,645.30 (Lifetime Only)

- No early retirement reduction (Rule of 80)

(Monthly pension of \$2,645.30 compared to \$2,522.20)

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# Pension Calculation - Example

## Calculate Best 5-Year Average Salary

### At June 30, 2021 including 50 Vacation Days

Year	Actual Service	Salary	CPP Pensionable Salary	Portion of Year Used	Salary Used	CPP Pensionable Salary Used
2021	.5000	\$44,308	\$61,600	.5000	\$44,308	\$30,800
2020	1.0000	63,000	58,700	1.0000	63,000	58,700
2019	1.0000	62,000	57,400	1.0000	62,000	57,400
2018	1.0000	61,000	55,900	1.0000	61,000	55,900
2017	1.0000	60,000	55,300	1.0000	60,000	55,300
2016	1.0000	59,000	54,900	.5000	29,500	27,450
Average				5.0000	\$63,962	\$57,110

# Pension Reduction Due to Early Retirement: Unreduced Retirement Dates

No reduction if you retire between the ages of 55 and 60 and  
your age plus qualifying service equals 80 or more

OR

You retire at age 60 or older with 10 or more years of  
qualifying service

OR

You retire at age 65 or older

(Possible increase in pension for retirements after age 65)

Correctional Officers

Age 50 with rule of 75

Must have been contributing extra 1% for minimum 5 years

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# Pension Reduction Due To Early Retirement: 10 or More Years of Qualifying Service

Between the ages of 55 and 60

- if age and service is less than 80, pension reduction is effectively 3/4% per year prior to age 60 or “Rule of 80”, whichever is less

If impacted by higher reduction under the Income Tax Act for service after 1991, difference is converted to a Temporary Additional Allowance (a.k.a.”bridging”)

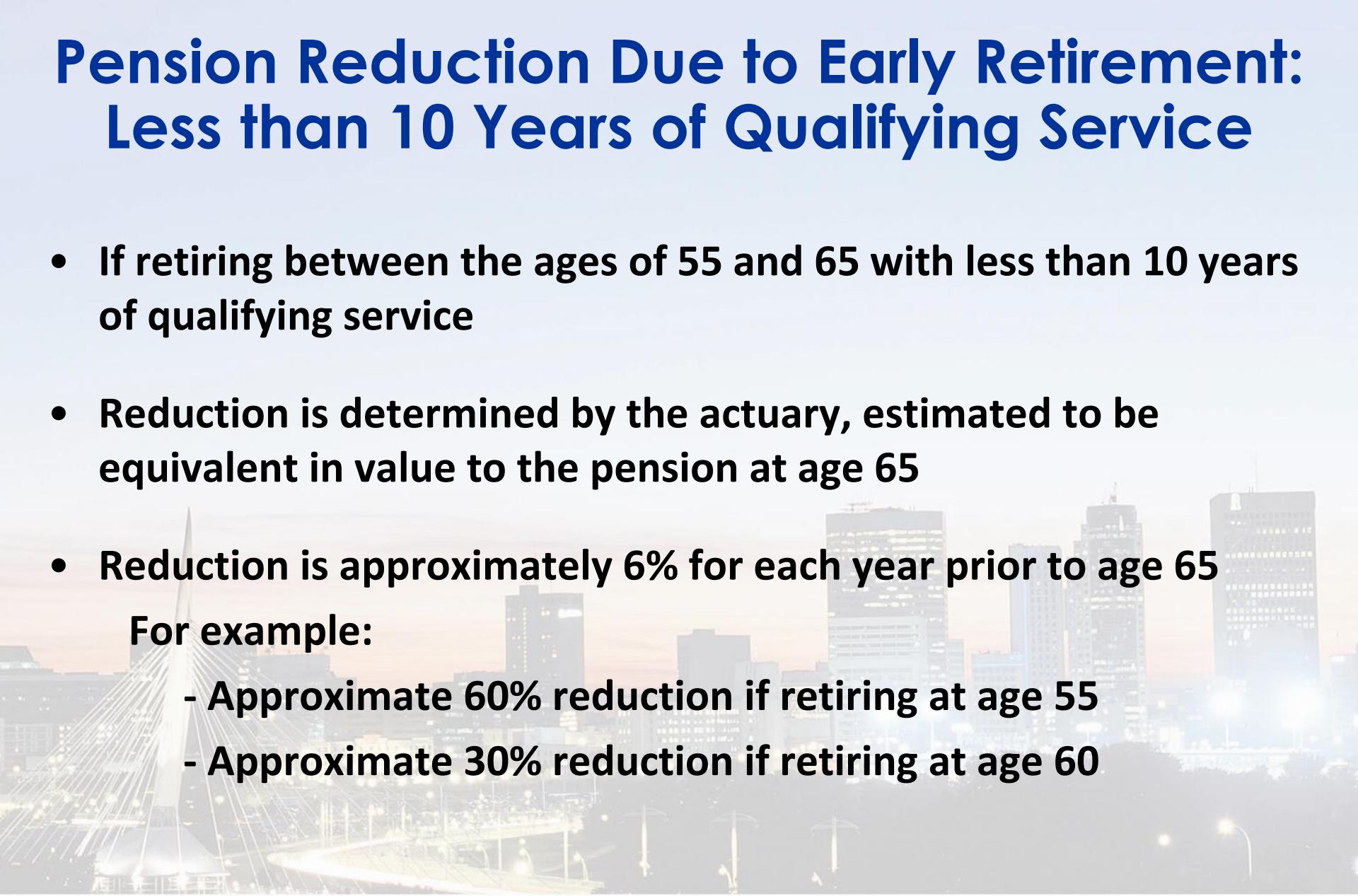
- Bridging is paid only to age 65

# Pension Reduction Due to Early Retirement: Less than 10 Years of Qualifying Service

- If retiring between the ages of 55 and 65 with less than 10 years of qualifying service
- Reduction is determined by the actuary, estimated to be equivalent in value to the pension at age 65
- Reduction is approximately 6% for each year prior to age 65

For example:

- Approximate 60% reduction if retiring at age 55
- Approximate 30% reduction if retiring at age 60



# Transfer Option

- Instead of electing a monthly pension, an employee who ceases employment can select to transfer the value of the pension to a Locked-In Retirement Account or Life Income Fund
- Transfer value increases significantly at age 55 with 10 years of service
- Income Tax Act limits the amount that can be transferred tax sheltered; any excess must be paid as a taxable cash payment
- No retiree life insurance
- Proceed at your own risk
- Check with your employer to see if this impacts any other employer benefits
- You can get an estimate of the transfer value by running a termination estimate online up to one month into the future



# Service Purchase

- Purchasing eligible service before you retire may increase your pension
- If there's a difference between your pensionable service and your qualifying service, you may be able to purchase this

## Types

- Prior Non-Pensionable Employment (PNE) (service before January 1, 1984)
- Maternity Leave/Parental Leave
- Year round to Seasonal
- Reduced Hours in Last Five Years of Employment
- Special Service Buy Back (SSBB)

## Application

- Apply through your payroll/personnel
- Must be an employee to apply

## Cost

- Depends on type of service and when you apply

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# Reduced Hours (In Last 5 Years Prior to Retirement)

- Eligibility Requirements
  - must be within 5 years of an unreduced pension
  - employer must agree to reduced hours of employment
  - not eligible while on leave of absence or sick leave without pay
- Application
  - apply through your payroll/personnel prior to change in status
  - you may cancel your application at any time
- Cost
  - 8% of salary up to the Canada Pension Plan maximum and 9.0% on any salary above the maximum, PLUS an equal matching amount, on the salary difference between full-time and reduced hours
- Caution: confirm with employer if any impact on vacation accrual

# Special Service Buy Back

- If you are not eligible to buy back service under any other provision, you may be able to purchase prior periods of non-pensionable service and periods of leave or lay-off
- Terms and Conditions
  - employer was and is currently participating in the Fund
  - contract service is not included
  - service cannot be purchased under any other provision of the Act
- Application
  - applications available Online or from the Board office
  - you may cancel your application at any time
- Cost
  - full actuarial cost of the service to be purchased calculated at the date of application

# Special Service Buy Back

## Estimated Cost/Benefit

Approximate Cost to Purchase One Year of Service  
(Effective January 1, 2021)

Annual Salary	Age in Years					Estimated Increase in Monthly Lifetime Pension
	30	40	50	55	60	
\$30,000	\$3,700	\$4,383	\$5,533	\$6,435	\$7,375	\$40
\$40,000	\$4,933	\$5,845	\$7,377	\$8,580	\$9,833	\$53
\$50,000	\$6,166	\$7,306	\$9,221	\$10,725	\$12,291	\$67
\$60,000	\$7,399	\$8,767	\$11,066	\$12,870	\$14,749	\$80
\$70,000	\$8,891	\$10,535	\$13,297	\$15,466	\$17,724	\$96
\$80,000	\$10,433	\$12,361	\$15,602	\$18,147	\$20,796	\$113

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# Service Purchase Payment Options

- The application must be submitted before the date of retirement.
- The cost and estimated increase to the pension will be provided to make an informed decision.
- For most service purchases, payments can be made through one or more of the following methods:
  - Lump sum payment (personal cheque)
  - Transfer from a Registered Retirement Savings Plan (RRSP) or a Manitoba Locked-In Retirement Account (LIRA)
  - Bi-weekly installments
- Lump sum and bi-weekly amounts paid to purchase service may be tax deductible.
- There is no obligation to proceed with the purchase once you apply.

For SSBB and PNE, the transfer of vacation cash out or severance pay are also options of making payments - contact your employer for more information.

# Pension Options

- Pension is calculated as a lifetime pension. Other options are available at retirement
- A member who is married or in an eligible common-law relationship must be paid a pension that provides a minimum 2/3 survivor benefit on death, unless:
  - Living separate and apart by reason of the breakdown of the relationship, or
  - Spouse or partner signs a waiver form within the 60 days prior to the pension commencement date

# Pension Options

	Pensioner	Beneficiary
Lifetime	Full	n/a
Minimum 10 Year	Reduced	Same amount as pensioner (for balance of guarantee period)
Minimum 15 Year	Reduced	Same amount as pensioner (for balance of guarantee period)
1/2 to Survivor	Reduced	1/2 of pensioner's pension (for life)
2/3 to Survivor	Reduced	2/3 of pensioner's pension (for life)
Full to Survivor	Reduced	Same amount as pensioner (for life)

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# Sample Cost To Provide Pension Options

- Employee age 55, spouse/common-law partner age 55
- Amount of Monthly Lifetime Pension = \$1,000

	Amount of Pension	Cost to Provide To Beneficiary	Amount To Beneficiary
Lifetime	\$1,000	N/A	N/A
Minimum 10 Year	\$992	\$8	\$992 for remainder of 10 years
Minimum 15 Year	\$983	\$17	\$983 for remainder of 15 years
1/2 to Survivor	\$961	\$39	\$481
2/3 to Survivor	\$948	\$52	\$632
Full to Survivor	\$925	\$75	\$925

# Which one best suits your needs



# Integration

- A payment option that lets you get a higher CSSF pension until age 60 for CPP and/or age 65 for OAS benefits
- May help you level out your pension income from these different sources
- Your CSSF pension is reduced for your lifetime at age 60 for CPP integration and/or at age 65 for OAS integration



# Integration Example

Non-Integrated



Integrated



These charts illustrate how payment of a CSSF pension might change if integration is chosen. Actual amounts will vary and will be determined at retirement.

Contact Service Canada for information or to apply for CPP and OAS benefits.

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# Integration – Points to Consider

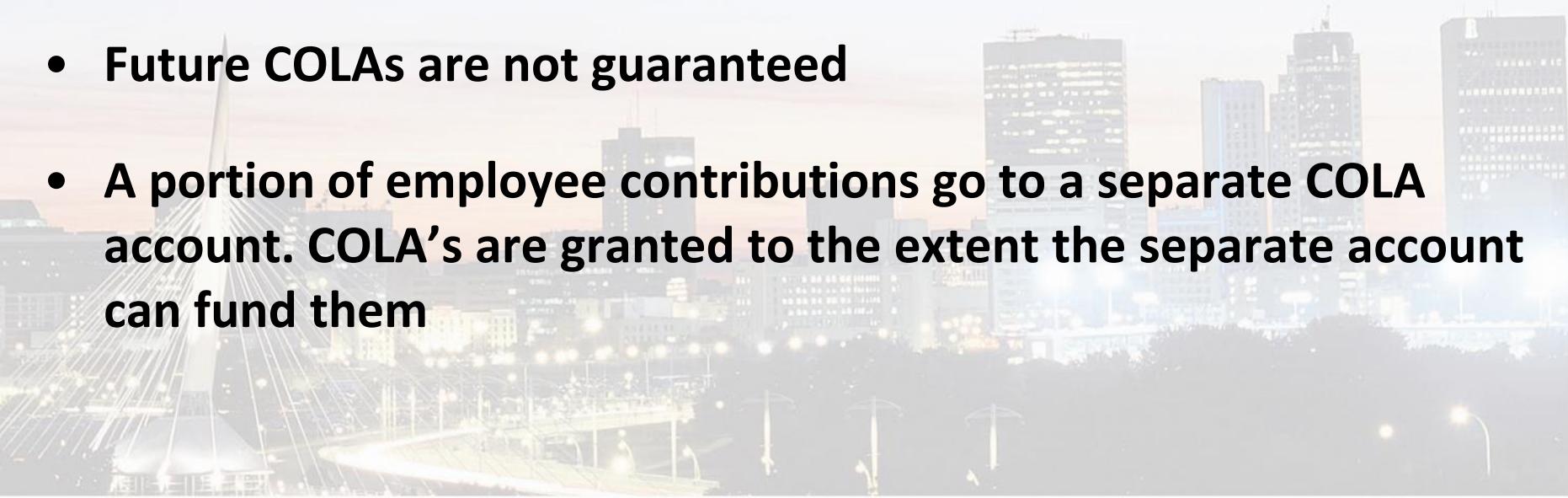
- Integration adjustments apply only during your lifetime. Upon your death, any increases or decreases in your CSSF pension resulting from the integration option would cease
- Adjustments occur regardless of how much you actually receive from these Federal plans or when they are actually paid
- We do not apply for the Federal benefits on your behalf
- Spouse/partner consent required (Form 5B)
- Integration is entirely optional. You can integrate your pension:
  - with CPP (if you retire before age 60),
  - with OAS (if you retire before age 65),
  - with both OAS and CPP (if you retire before age 60),
  - or none of the above

# Possible Adjustments to your Pension: Estimate to Final

- Your pension may be paid on an estimated basis for the first several months
- Estimated pensions are generally based on service and earnings at the prior year end, with no vacation cash out
- This will likely be different from the pension estimate we provide (typically between 0% and 20% lower)
- Pension will generally be lower while on estimate, then will increase when final calculations are completed
- Retroactive payment will be made if you've been underpaid while on estimate

# Possible Adjustments to your Pension: Cost-of-Living Adjustment (COLA)

- Up to 2/3 of the increase in Consumer Price Index (Canada)
- First COLA paid in the 13<sup>th</sup> month following your retirement
- Subsequent adjustments each July 1<sup>st</sup> thereafter
- Future COLAs are not guaranteed
- A portion of employee contributions go to a separate COLA account. COLA's are granted to the extent the separate account can fund them



# Possible Adjustments to your Pension: Marriage/Common-Law Relationship Separation

IF: A) Physical separation on or after January 1, 1984;

AND

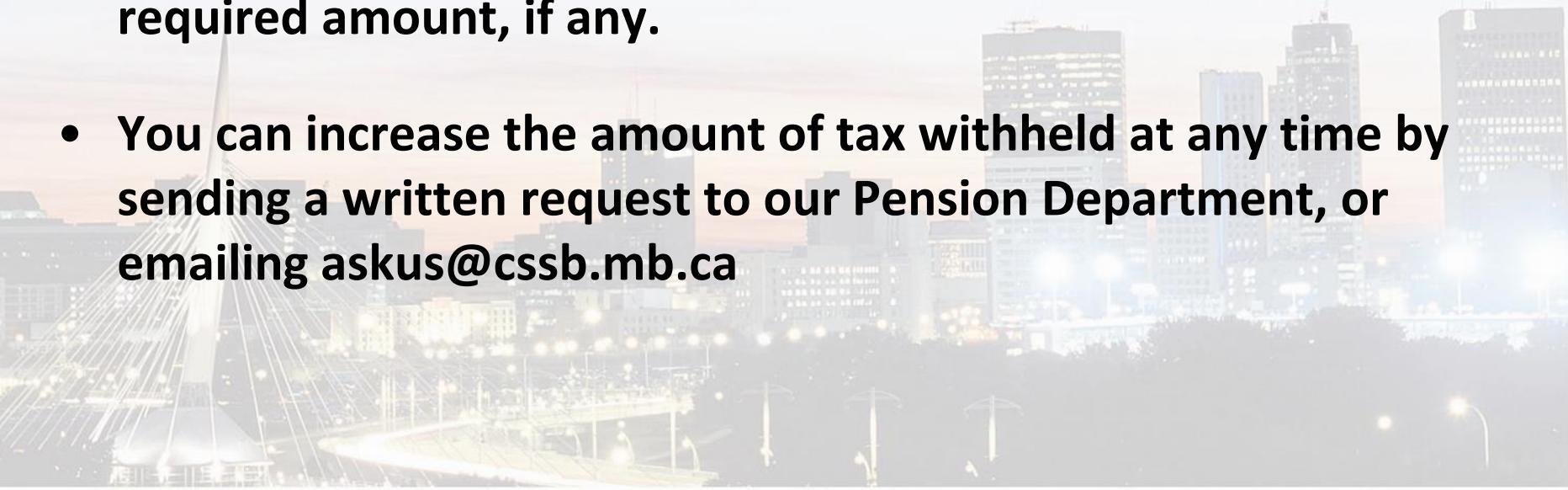
B) Had an agreement or Court Order to divide assets

THEN: The pension earned during the marriage or common-law relationship may be divided UNLESS the parties provide the required documentation to waive the division.

Please email [askus@cssb.mb.ca](mailto:askus@cssb.mb.ca) to request a statement of the pension earned during the relationship.

# Income Tax Deductions

- Pension is taxable income and is subject to income tax withholding
- You will be provided a set of TD1 forms (one federal and one provincial) with your pension forms. We withhold the minimum required amount, if any.
- You can increase the amount of tax withheld at any time by sending a written request to our Pension Department, or emailing [askus@cssb.mb.ca](mailto:askus@cssb.mb.ca)

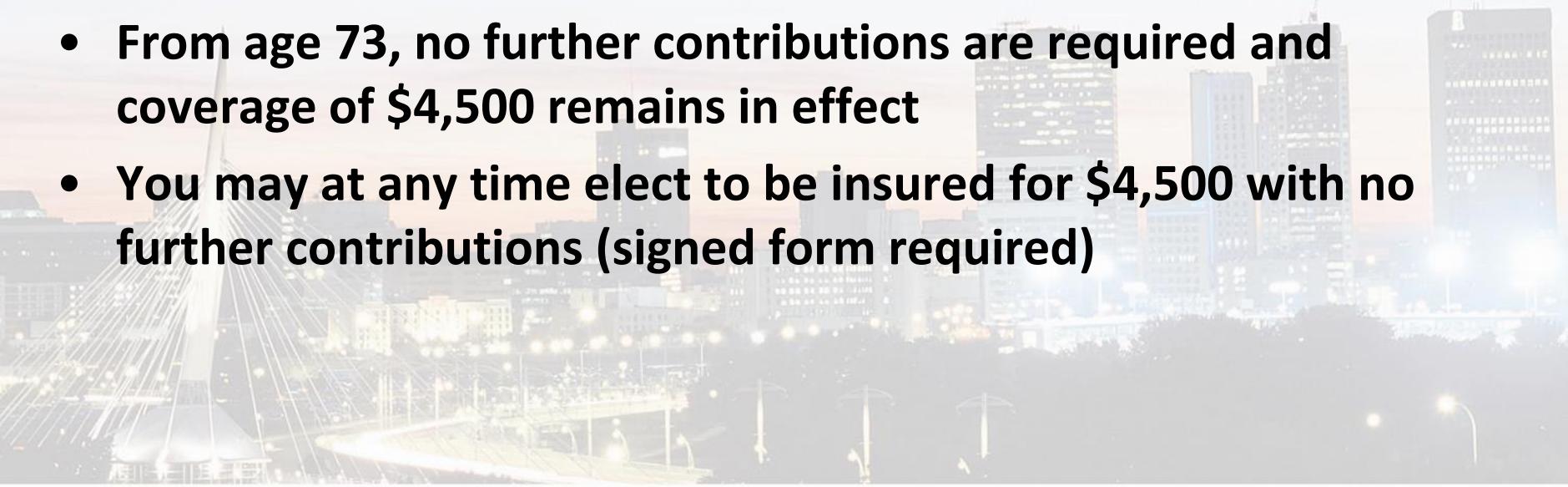


# Employee Life Insurance (Pre-Retirement)

- Participation mandatory for most members of the pension plan (min Class 1)
- Coverage = Class (max 5) x Salary
- Max. insurance \$1,000,000
- Employee reductions at:
  - age 65 to 75%
  - age 70 to 62.5%
  - age 75 to \$4,500 paid-up insurance
- Biweekly cost is 10.59¢ /\$1,000 of employee insurance, typically shared between employees and employers
- Increases, decreases, or changes in beneficiary
  - Apply through payroll/personnel

# Retirement Life Insurance

- Group Life Insurance continues automatically if you had coverage at retirement and you commenced your pension
- You cannot change your class of insurance after retirement
- CSSB will provide you with a schedule showing insurance amounts for each year to age 73
- From age 73, no further contributions are required and coverage of \$4,500 remains in effect
- You may at any time elect to be insured for \$4,500 with no further contributions (signed form required)



# Coverage Changes in Retirement

- Life Insurance coverage changes in retirement as follows:

<u>Age</u>	<u>% of salary x class</u>
under 60	75
60-64	60
65-69	40
70-72	15
73 and over	\$4,500 no charge

- Monthly cost is 23¢/\$1,000 of insurance

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# Retirement Insurance Example

If Annual Salary at Retirement is \$65,000

Age	Insurance Class 1	Monthly Contribution
under 60	\$48,750	\$11.21
60-64	\$39,000	\$8.97
65-69	\$26,000	\$5.98
70-72	\$9,750	\$2.24
73 and over	\$4,500	no charge

You may elect at any time to be insured for \$4,500, with no further contributions, by completing the required form.

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# Dependents Insurance for Employees (Pre-Retirement)

This is life insurance on the death of a covered eligible dependent

Optional for members with Life insurance

Cost: bi-weekly - \$1.60 per Unit (max 4)

- Eligible child: under 22, single, living in North America
- Eligible spouse/partner: Legally married or cohabiting for more than one year (stops at divorce, spouse/partner reaching age 70)

Can apply for increase (subject to approval) or decrease in Units of insurance

Number of Units	1	2	3	4
Spouse/partner	\$17,500	\$35,000	\$52,500	\$70,000
Each Child	\$3,500	\$7,000	\$10,500	\$14,000
Bi-weekly Contribution	\$1.60	\$3.20	\$4.80	\$6.40

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# Dependents Insurance (Post-Retirement)

- Continues automatically as follows:

Number of Units	1	2	3	4
Spouse/partner	\$8,750	\$17,500	\$26,250	\$35,000
Each Child	\$1,750	\$3,500	\$5,250	\$7,000
Monthly Contribution	\$3.48	\$6.96	\$10.44	\$13.92

- Eligible child: under 22, single, living in North America
- Stops at spouse/common-law partner reaching age 70 or upon divorce

You may cancel your Dependents Insurance at any time (signed form required)

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# **Waiver Of Premiums & Conversion**

## **WAIVER OF PREMIUMS:**

- Employees who terminate or retire due to ill health or injury may apply for waiver of premiums.
- If approved, Life and Dependents insurance continues as if employed until the earlier of age 65, death or recovery, at no cost. At age 65, retirement provisions apply.

## **CONVERSION:**

- Life and Dependents insurance (spouse only) can be converted to a private policy within 60 days of termination or retirement.
- For information, contact Canada Life Assurance Company agent: Deborah Capek at 204-297-6224 or [deborah@capekfinancial.ca](mailto:deborah@capekfinancial.ca)

# **Group Life Insurance Advance Payment Due to Terminal Illness**

- Insured members (employees or retirees) who have been diagnosed as terminally ill can apply to receive a prepayment of a portion of their Life Insurance death benefit.
- An advance payment of up to \$25,000 or 50% of the Life Insurance in force (whichever is the lesser) is available to eligible members.
- Application is made through the Board office.

**If you would like further information, please contact our office.**

# Online Services

- 1. Go to our website at [www.cssb.mb.ca](http://www.cssb.mb.ca)**
  
- 2. Click on “Sign in to Online Services”**
  
- 3. Click on “Register Online” for Registration instructions**

**An email address will be required to register. It is recommended to use your home email address since work email would no longer be valid after retirement.**

**Forgot your password?**

You can reset it using our Online Services, or we can reset it for you.

Go to [www.cssb.mb.ca](http://www.cssb.mb.ca), or call Karen at 204-946-3242 or  
1-800-432-5134 ext 242 or email [askus@cssb.mb.ca](mailto:askus@cssb.mb.ca).

**Retirement forms can be completed and submitted online within six months prior to your retirement date.**

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# Online Services Dashboard

CSSB Online Services

- Document Centre
  - Inbox
  - Send Us a Document
  - Sent Documents
- Home
  - My Dashboard
  - Pension Estimate
  - Termination Estimate
  - Employee Insurance
  - Employee Pension Statement
  - View Online Seminar
  - Register for Group Seminars
  - Account History
  - Income Tax Estimate
  - Edit My Profile
  - Complete Retirement Forms
  - Log Off

My Dashboard (Prepared for: [REDACTED])

[Customize My Dashboard](#)

Online member services and website information provided by the Civil Service Superannuation Board relate almost exclusively to the Civil Service Superannuation Fund plan. Any information on other plans the Board administers or for which it provides services would be identified under that particular plan. We recommend you get detailed personalized information from your plan administrator.

# Online Services Pension Estimate

Run an Estimate   Recent Estimates

For further information regarding retiring, please click here

Estimate Retirement: (Choose retirement date or age at retirement)

Retirement Age: - OR - Retirement Date: \*

yyyyymmdd  Earliest Eligible Date  Earliest Unreduced Date

**?** INFORMATION ON RETIREMENT DATES AND VACATION DAYS

Optional Inputs:

**?** Before selecting this option, we recommend you read the explanation of the adjustments that will be made to your pension here

Integrate With CPP  Integrate With OAS

Salary Increase (%): Number of Vacation Days

0.0

Spouse Birth Date : 1 January, 1964  Edit Spouse

Your Pension Estimate

Retirement Date Used for this Estimate:	22 December, 2021	Age At Retirement:	58.0 years
Projected Annual Salary Increase:	0.0%	Total Qualifying Service:	32.1342 years
Average Pensionable Salary:	\$46,463.52	Total Pensionable Service:	31.0654 years
		Vacation Days:	50

Print or Save this Estimate  Display Retirement Insurance Estimate

# Online Services Pension Estimate

Pension Option	Pensioner Pension	Beneficiary Pension	Video
<b>2/3 to Survivor</b>	<b>\$1,811.38</b>	<b>\$1,207.65</b>	<b>▶ Click here to watch video</b>
1/2 to Survivor	\$1,838.51	\$919.26	▶ Click here to watch video
Full to Survivor	\$1,759.80	\$1,759.80	▶ Click here to watch video
Lifetime	\$1,924.54	\$0.00	▶ Click here to watch video
Minimum 10 Year	\$1,906.26	\$1,906.26	▶ Click here to watch video
Minimum 15 Year	\$1,884.51	\$1,884.51	▶ Click here to watch video

Estimated Payment Schedule

**With CPP & OAS Integration - 2/3 to Survivor**

Effective Date	Pensioner CSSB Pension	Pensioner CPP Integration	Pensioner OAS Integration	Pensioner Total	Beneficiary CSSB Pension	Beneficiary OAS Integration	Beneficiary Total
December 2021	\$1,811.38	\$434.56	\$360.55	\$2,606.49	\$1,207.65	\$0.00	\$1,207.65
January 2024	\$1,811.38	-\$70.92	\$360.55	\$2,101.01	\$1,207.65	\$0.00	\$1,207.65
January 2029	\$1,811.38	-\$70.92	-\$254.82	\$1,485.64	\$1,207.65		\$1,207.65

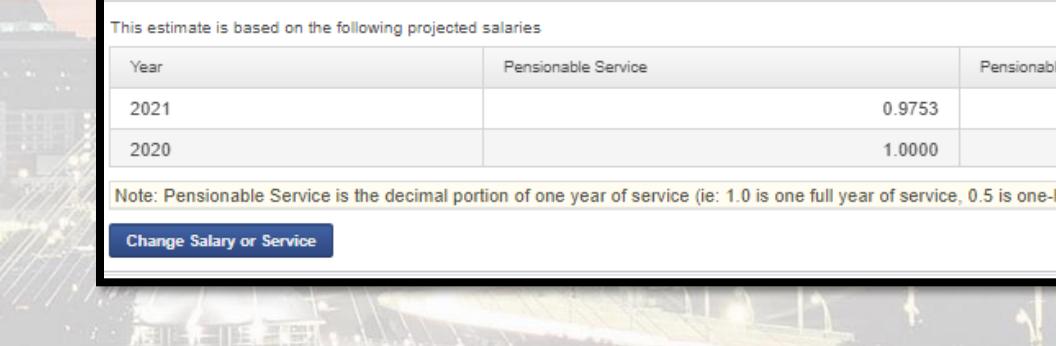
Note: All values refer to gross monthly amounts

This estimate is based on the following projected salaries

Year	Pensionable Service	Pensionable Salary	Vacation Pay
2021	0.9753	\$43,940.00	\$8,664.00
2020	1.0000	\$45,052.80	

Note: Pensionable Service is the decimal portion of one year of service (ie: 1.0 is one full year of service, 0.5 is one-half year of service)

[Change Salary or Service](#)



# We Can Provide a Pension Estimate

Name

Birth date, P.I.N, or Employee #

Home Address

Retirement Date(s)

Spouse/Common-Law Partner Date of Birth

Vacation Days

You can contact us for a pension estimate and forms, or to schedule a one-on-one meeting.

# Applying for your Pension and Insurance

- Refer to checklist at the end of your Pre-Retirement Seminar Booklet
  - *Pension does not start automatically.* Must contact us to apply for your pension or can do so through Online Services
  - Forms must be completed and returned to our office before your retirement date in order to have full options. Delay may mean loss of pension payments and/or default pension option may apply
  - Must notify your employer of your retirement
  - Must apply separately for Federal benefits

# Completing the Retirement Process Online

The screenshot shows the CSSB Online Services dashboard. On the left sidebar, under the 'Home' section, the 'Complete Retirement Forms' link is highlighted with a red arrow pointing to it. The main content area displays the 'My Dashboard (Prepared for: [REDACTED])' and a 'Customize My Dashboard' button. A descriptive text block explains that the online member services and website information provided by the Civil Service Superannuation Board relate almost exclusively to the Civil Service Superannuation Fund plans.

- Document Centre
  - ✉ Inbox
  - ↗ Send Us a Document
  - ✉ Sent Documents
- Home
  - ⌚ My Dashboard
  - 📋 Pension Estimate
  - 📋 Termination Estimate
  - 📋 Employee Insurance
  - 📋 Employee Pension Statement
  - 📋 View Online Seminar
  - 📋 Register for Group Seminars
  - 📋 Account History
  - 📋 Income Tax Estimate
  - 📋 Edit My Profile
  - 📋 Complete Retirement Forms
  - ➡ Log Off

▶ Videos     📧 Contact Us

My Dashboard (Prepared for: [REDACTED])

⌚ Customize My Dashboard

Online member services and website information provided by the Civil Service Superannuation Board relate almost exclusively to the Civil Service Superannuation Fund plans. Any information on other plans the Board administers or for which it provides services would be identified under that particular plan. We recommend you get detailed personalized information from the plan administrator.

# Completing the Retirement Process Online



1. Select Retirement Date    2. Spouse Information    3. Select Pension Option    4. Bank Information    5. Insurance    6. Retiree Health Insurance    7. Address    8. Federal TD1    9. Provincial TD1    10. Summary

When do you wish to retire?

You may complete online retirement forms today if your date of retirement is between February 19, 2021 and August 23, 2021

Select Retirement Date \*

YYYYMMDD

[? INFORMATION ON RETIREMENT DATES AND VACATION DAYS](#)

[Save for Later](#)

[Cancel](#) [Previous](#) [Next](#) [Generate Forms](#)

# Completing the Retirement Process Online

Finalize Retirement Application + X

PLEASE NOTE: Once you finalize your application, you will not be able to make anymore changes without contacting our office.

In order to finalize your retirement application, please select what you would like to do:

I will print my forms, sign them, and return them to your office. \*

Please print my forms for me, and mail them, I will sign them and return them to your office.

Ok Cancel

# Retirement Forms

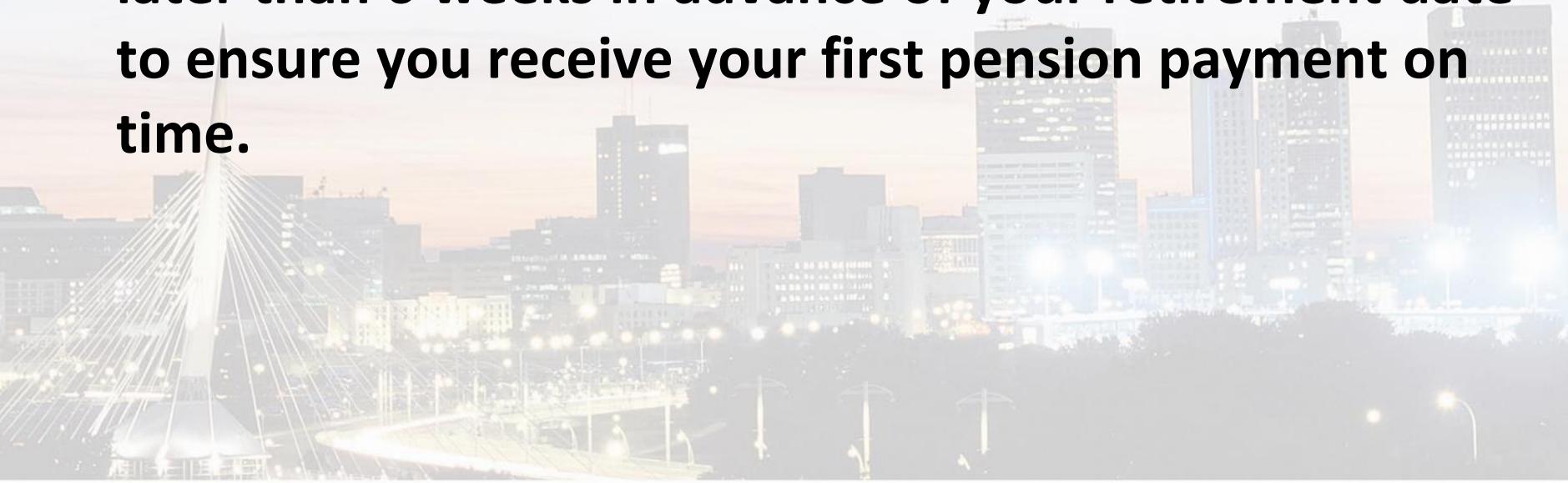
- Retirement forms (paper or online) will include :
  - CSSB Notice of Retirement
  - CSSB Retirement Form:
    - Pension Option Application
    - Direct Deposit Information
    - Integration Application
    - Election to Reduce Retirement Insurance
  - Forms from other Organizations, including:
    - Canada Revenue Agency TD1's
    - Manitoba Pension Commission Waiver Forms (5A & 5B)

# Notice of Retirement

- An employee can retire if he or she:
  - Ceases to be an employee and is at least age 55 (age 50 for eligible Correctional Officers with Rule of 75), AND
  - Submits a Notice of Retirement to the Board and employer.
- Retirement date is the last day the employee is employed. Pension commencement date is normally the day after, but depends on when a Notice of Retirement is provided to the Board.
- Notice of Retirement must be provided to the Board within 30 days of ceasing to be an employee, or pension is considered Deferred.
- For members with Deferred pensions, the pension commencement date is no earlier than the date a Notice of Retirement is received by the Board.

# Pension Payments

- Pensions are paid by direct deposit on the second last business day each month.
- Completed forms should be submitted to our office no later than 6 weeks in advance of your retirement date to ensure you receive your first pension payment on time.



# Questions?



# The Civil Service Superannuation Board

**1200-444 St. Mary Ave.**

**Winnipeg MB R3C 3T1**

**Phone number: 204-946-3200**

**Toll-Free in Canada: 1-800-432-5134**

**Fax 204-945-0237**

**Email: [askus@cssb.mb.ca](mailto:askus@cssb.mb.ca)**

**Web Page: [www.cssb.mb.ca](http://www.cssb.mb.ca)**