



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

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## **PSSP RETIREE'S CHECKLIST & INFORMATION**

1. Contact the Pension plan and request a Pension Application Form or complete form online. **Ontario Municipal Employees' Retirement System (OMERS)** 1-800-387-0813, Fax: (416) 369-9704 [www.omers.com](http://www.omers.com). Have your social insurance number ready when you call.
2. Notify the TVDSB by Fax (519-452-2478) or email ([L.griffith-jones@tvdsb.ca](mailto:L.griffith-jones@tvdsb.ca)) with a letter **BEFORE THE 1<sup>ST</sup> DAY OF THE MONTH** to the Associate Director (Lynne Griffith-Jones) in Organizational Support Services stating your intent to retire to Pension with effective date (use the last day of the month); and send a copy of your letter to OSSTF District 11 President, John Bernans ([johnbernans@osstf11.com](mailto:johnbernans@osstf11.com)) Include your **home address** and **home email**. Human Resources will confirm your letter and send information on gratuities (if it applies to you). A Sample letter is attached.
3. When you are eligible for a **Canada Pension Plan** (age 60 or greater), you may take early CPP. Taking your CPP early will not affect your OMERS pension. OMERS pension will be reduced the month after your 65<sup>th</sup> birthday to reflect its integration with CPP. For information on CPP or Old Age Security call **1-800-277-9914**. To apply, see: [www.esdc.gc.ca/encpp/index.page](http://www.esdc.gc.ca/encpp/index.page)  
[www.esdc.gc.ca/en/cpp/oas/index.page#how](http://www.esdc.gc.ca/en/cpp/oas/index.page#how)
4. If you plan to retire effective June 30<sup>th</sup>, you will receive the balance of your salary (July & August) usually of your last pay cheque. Pension payments for OMERS are direct deposits at the beginning of each month, however, the 1<sup>st</sup> payment may be delayed due to timelines and processing of your documents. If you retire and the end of another month, TVDSB payroll will usually make the pay adjustment on your last pay date. **\*BE SURE TVDSB GETS THE INFO TO OMERS AS SOON AS POSSIBLE SO YOU DO NOT HAVE TO WAIT AS LONG FOR YOUR PENSION PAYMENTS TO BEGIN\***
5. **Your OSSTF Benefits** will end on your last day of employment.
6. **Retirement Benefit Plans:** OSSTF Active Retired Members' (ARM) organization offers several benefit plans through Retired Teachers' Insurance Plan (RTIP). Please call 1-800- 267-6847 or check [www.otip.com](http://www.otip.com) for more information. Edvantage membership continues for members who carry benefits with ARM (OTIP).
7. Fill out the [OSSTF Retirement Dinner Google Form](#) in preparation for the Annual Retirement Dinner being held on June 12, 2024. Save the date!

# Notice of Retirement Sample Letter

"Cut and paste" this letter into a word processing document. Insert names and dates as they pertain to you.

Retirees should send a copy of their letter to the District Office so that the office is aware of their retirement. Please include your home address. The District Office also maintains an email list of retirees and this address should also be given to the District Office.

## **DATE**

Mrs. Lynne Griffith-Jones, Associate Director  
Thames Valley District School  
Board 1250 Dundas Street  
London, Ontario N5W 5P2

Dear Mrs. Griffith-Jones:

It is my intention to retire on [date] \_\_\_\_\_. Therefore, please accept this letter as my notice of retirement effective (date) to the OMERS Pension Plan.

Please forward to me all the necessary documentation and information pertinent to the retirement process.

Please indicate your receipt of this letter at your earliest convenience. Thank you for your cooperation.

Sincerely,

cc [supervisor]

John Bernans, District President, OSSTF District 11