



Calgary Board of Education

Educating Tomorrow's Citizens Today

EMPLOYEE PENSION CONTRIBUTION - OPTIONS FORM

Employee #: _____ Employee Legal Name: _____

Employee Phone Number (if follow-up contact is required by TSS): _____

Your individual LAPP employee contributions required are as follows:

Retroactive salary payment _____
Vacation Pay _____
Combined Total _____

You have the option of how to repay this amount to CBE. Please check the box to indicate your choice.
Please note: Should you not submit this form by March 6th, 2009 and your repayment is in excess of \$20.00 the default applied in your case will be Option 3. If repayment is under \$20.00 then Option 1 will be applied.

Option 1

- Collect the entire amount from my next pay
(only option available if the total amount you owe is not greater than \$20)

Option 2

- Collect half of the amount over each of the next 2 pays

Option 3

- Collect the amount evenly divided over all of the pays remaining in the school year
(minimum \$10/pay; final deduction will be on or before the last pay of June 2009)

Employee contribution will be recovered under the following guidelines:

- Repayment of contributions will be deducted on a bi-weekly basis via payroll deduction until all contributions are collected with final deductions made before the last pay of June, 2009.
- Should you terminate prior to June 30th any outstanding LAPP contributions will be recovered on final pay.
- Should repayment be less than \$20.00 the full amount will be recovered on the pay period ending either March 14 or March 28, 2009.
- Minimum repayment per pay period will be \$10.00.

Please sign and return the form as soon as possible.

Employee Signature: _____ Date: _____

Forward completed to, TSS, Pension Services either by **interdepartmental mail** or mail directly to TELUS Sourcing Solutions, Pension Services 112 - 28th Street, 2nd Floor Calgary, Alberta T2A 6J9 **no later than March 6, 2009.**

Should you have any questions please contact the Employee Contact Centre at 1-877-353-2555.