

McKeating Actuarial Services, Inc.

www.mckeating-actuarial.com

Contingent Tax Adjustment Report Checklist (Relationship Breakdown)

If the pension plan member was **NOT RETIRED** at separation, this is the information that is required in most cases:

- Dates of marriage and separation, plan member's date of birth
- Regular annual pension statement for the year-end following and/or closest to the separation date (these are provided to plan members automatically each year, no need to make a special request)
- Draft financial/net family property statement or other documentation of the member's RRSP, LIRA and/or defined contribution pension account balances as of the separation date
- If possible: full year (January 1 to December 31) RRSP and DC pension statements for the year of separation (or the year prior)
- Ontario only: Statement of Family Law Value (FSCO Form 4) prepared by the pension administrator

If the member **RETIRED** prior to separation, here's what we need:

- Dates of marriage and separation, plan member's date of birth
- Confirmation of the gross amount of pension in the year of separation (T4A slip, notice of pension amount issued at the beginning of the year, or recent "pension paystub")
- Draft financial/net family property statement or other documentation of the member's RRSP, LIRA and/or defined contribution pension account balances as of the separation date
- Ontario only: Statement of Family Law Value (FSCO Form 4) prepared by the pension administrator

Occasionally, we will require additional information. If that's the case, we will let you know.

Questions? Not sure exactly what we require? Contact us:

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