McKeating Actuarial Services, Inc.

www.mckeating-actuarial.com

Pension Valuation Checklist (Relationship Breakdown)

We are accustomed to working with incomplete or imperfect information. Please start by sending the information that is **easily available**. We'll review it and advise if anything further is required. In general, here's what's needed:

General Information

- Names of the plan member and their former spouse and confirmation of the party that you represent
- Dates of birth for the plan member and their former spouse
- Dates of marriage (or the start of the common-law relationship if appropriate) and separation
- Status of the plan member on the date of separation (actively at work, retired, on disability leave, working at a new company, etc.)
- 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 or some other convenient date close to separation
- If possible: full year RRSP and DC pension statements for the year of separation (or the year prior)

If the pension plan member <u>was not retired at separation</u>:

- Copy of the regular annual pension statement for the year-end closest to the separation date
- Copy of the plan's standard "marriage breakdown" statement (if already requested, but not essential)

If the member <u>retired prior to separation</u>:

- 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")
- Retirement or Termination election forms outlining the plan member's entire period of plan participation, credited service, pensionable earnings, and elected form of pension

Under most circumstances, the pension plan administrator is lawfully required to keep historical documents on file. Replacement annual pension statement, retirement/termination election forms and other member specific information can be requested by the plan member from the administrator.

Special circumstances may apply to members of the federal civil service and armed forces pension plans because these plans do not produce regular annual pension statements.

Occasionally, we'll need 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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