



The *SHEPP Retirement Guide* provides step-by-step instructions on how to apply for and receive your SHEPP pension in retirement. Your SHEPP pension will provide you with monthly income for your lifetime. However it is only one potential source of retirement income. It is important you consider your expected expenses and all potential sources of retirement income (including government programs and personal savings) when making decisions regarding retirement.

WHO TO CONSULT BEFORE RETIRING

Your Employer

Ask your employer what advance notice, forms and other documents are required from you before you retire and discuss options regarding accrued vacation and benefits.

Service Canada

Visit www.servicecanada.gc.ca or call 1.800.277.9914 for information regarding Canada Pension Plan (CPP) and Old Age Security (OAS) benefits.

3sHealth

Visit www.3shealth.ca or call 1.866.278.2301 for information regarding Retiree Benefits Plan (health and dental) and Group Life Insurance.

Other Professionals

Speak with other professionals (e.g. lawyers, accountants, financial planners, insurance or tax specialists) who may be able to answer your questions and assist you in planning for retirement.

COMPLETING THE RETIREMENT PROCESS

In order to complete the retirement process, you will need to complete the following steps:

1. Estimate your SHEPP pension.

Review your *Annual Pension Statement* for pension estimates on milestone dates, or login to [SHEPPWeb](#) and use the Pension Projection Calculator to perform pension estimates for other potential retirement dates you may be considering.

2. Set your retirement date.

This is an important decision in the retirement process and can affect the amount of your pension. For more information refer to *Choosing a Retirement Date* on our website.



Choosing a retirement date is one of the most important decisions you can make in retirement. Our Pension Projection Calculator can help by showing you how different retirement dates can affect your pension amount. For help using the calculator, watch the *How to Estimate Your Pension* video on the video tutorials page on www.shepp.ca.

3. Request your retirement package from SHEPP.

Contact SHEPP to request your retirement package approximately three to six months before your retirement date.

4. Provide notice to your employer.

It is your responsibility to notify your employer of your intention to retire. Your pension cannot be processed until your employer has submitted the required form to SHEPP.

5. Carefully review and complete retirement documents.

In order to process your retirement SHEPP requires the following:

- *Benefit Election* form: The form of pension you choose may have implications for your beneficiaries and spouse. Refer to *Choosing a Form of Pension* on our website for more information;
- *Application for Retirement Benefits* form;
- *Direct Deposit Authorisation* form;
- *Federal and Provincial Personal Tax Credits Return* forms: For tax advice speak with an accountant or tax professional;
- *Spouse's Waiver of 60% Post-Retirement Survivor Benefit* form: If you have a spouse who is waiving their entitlement, this form must be signed and dated no more than 90 days prior to your retirement.
- Photocopy of ID with date of birth: SHEPP requires a photocopy of your identification with date of birth, and if you have a spouse, a photocopy of their identification with date of birth.



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EMPLOYEES' PENSION PLAN



6. Submit retirement documents and copy of ID to SHEPP.

Completed and signed retirement documents and a copy of your ID must be submitted to SHEPP, by e-mail, fax or mail, four to six weeks prior to your first pension payment.

7. Review confirmation from SHEPP.

You will receive a letter from SHEPP confirming all required documents have been received. If further action is required, act immediately to ensure your first payment is not delayed.

8. Review pension finalisation letter.

Once your pension has been finalised you will receive a letter stating exact amounts and beneficiary information at date of retirement.

9. Begin receiving monthly pension payments.

Your first pension payment will be deposited to your bank account on the last banking day of the month.