

## Steps Involved in the **Purchase of Pensionable Service** in the New Brunswick Teachers Pension Plan

It is recommended that teachers work with NBTA staff pension specialists to ensure the best advice on their pension purchase.

1. Identify the actual number of days of supply teaching, leave of absence, maternity leave or other eligible time, by requesting a **Record of Service** from your District Human Resources personnel.
2. Once identified, an **“Application to Purchase”** the service must be completed by the District Office Human Resources personnel and signed by the member.
3. This document will be forwarded to Pensions Branch.
4. It will take approximately 2 months to receive the actual purchase documents. These will be forwarded directly to your home address.
5. There will be an **“Election Deadline”** indicating when the forms and funds must reach Pensions Branch. This will be 90 days from the date the purchase documents were produced.

The various **Purchase** options are;

- a. Lump sum personal cheque.
- b. Post dated personal cheques.
- c. **RRSP transfer** (full or partial)
- d. Biweekly payroll deductions
- e. Retirement Allowance (for retiring teachers only)

You will decide the method of purchase and forward the funds to the Pensions Branch. We recommend **RRSP**'s to purchase your service and you can utilize existing RRSP's or purchase RRSP's, which you would then transfer to Pensions Branch. RRSP's represent before tax funds, whereas most of the others represent taxed funds.

For service that is post 1991, there will be a Past Service Pension Adjustment. This is an RRSP adjustment based on the fact that the employer will be contributing an equal amount of funds to the pension plan in your name. This means that you will need to have a comparable amount of RRSP eligible space for the employer's contribution.