

Retirement Process

The first step in preparing for retirement should be to request an official estimate from Vestcor (1-800-561-4012). This will ensure your decisions are based upon the most accurate numbers available.

Retirement Notice to District

Forward a letter (email) stating your intention to retire to the Superintendent. The date of retirement on the letter should be the last day of the month. The following template may be helpful when you create your own letter to the Superintendent: [Retirement Letter](#)

Once you have forwarded your letter to the Superintendent, the District HR department will contact you requesting various information items from you:

- Birth Certificate for you and your partner if you have one.
- Blank/void Cheque or Direct Deposit Form for bank account you would like your pension deposited into.
- Information regarding the financial institution where they will send your Retirement Allowance.
- Marriage Certificate (if applicable)
- Income Tax Notice of Assessment for the previous year to verify eligible RRSP space for your Retirement Allowance.

The district will either forward to you or ask you to come to the District Office to complete the following forms (which will be provided for you):

- Termination Notice – This is required by Vestcor to confirm you are ending employment
- TD1 for Canada and TD1 for New Brunswick
- Retirement Allowance calculation and verification form
- NBTF Group Insurance transfer form

Vestcor

Your official pension documents will be sent to you by Vestcor. These will provide your monthly pension amount along with five options for survivor benefit. More information on Survivor Benefits can be found here: [Teacher Pension Plan Survivor Benefits](#)

It is important that Vestcor receive the necessary forms at least 90 days prior to the month you expect to receive your first pension deposit. Your school district will work with you to complete and send these forms.