

INSTRUCTIONS

The following instructions are designed to help you complete the Notice of Termination for the Hospitals of Ontario Pension Plan (HOOPP).

If a part-time employee wants to stop making HOOPP contributions at your organization because he or she is now employed full time at another HOOPP employer, this form does not need to be completed. Instead, a Contribution Status Change Form should be completed.

1. Member Information

- Provide the member's mailing address, home and work (if applicable) telephone numbers, fax number, and e-mail address.
- Proof of age for the member, and if applicable, the member's spouse is necessary to determine termination benefits; age also affects the size of the benefit. HOOPP will ask the member for proof of age if it has not already been provided. HOOPP will accept one copy of a valid Canadian passport, birth certificate, baptismal certificate, citizenship papers, or a valid Canadian driver's licence. Alternatively, HOOPP will accept a copy of any two of the following documents: a valid foreign passport, an expired Canadian passport, an Ontario picture health card, Canadian immigration papers, marriage records, or an Ontario age of majority card. If none of these documents can be obtained, HOOPP will accept a statutory declaration of your age, made before a judge, lawyer, commissioner of oaths, or notary public.

2. Spousal Information

- Indicate whether or not the member has a qualifying spouse. If you know the spouse's name, social insurance number, and address (if different from the member's), please provide it in this section. If this information is not known, leave this part of the section blank. This information is very useful to HOOPP, as it can help us locate a spouse to whom a pension benefit may be owed.
- A qualifying spouse is someone who, at the time a determination is required:
 - is legally married to the member, but not separated from the member;
 - has been living with the member continuously in a conjugal relationship for at least a year, or
 - is the mother or father (natural or adoptive) of the member's child, and lives with the member in a relationship of some permanence.
- A member's qualifying spouse is the primary beneficiary for HOOPP benefits, unless entitlement to spousal benefits has been waived. If there is no spouse, or a waiver has been signed, the primary beneficiary can be any person, persons, or organization the member names. Members whose spouse is their primary beneficiary should also name a secondary beneficiary - the person, persons, or organization they want to receive any benefits after both the member and surviving spouse have died.
- HOOPP will require proof of age documentation for the member's spouse; the member will be asked for this information (if it is not already on file) when HOOPP contacts the member regarding pension options.

3. Final Pension Information

Termination of membership date

- Provide the member's termination of membership date. Also provide the member's last day at work. These two dates are usually the same unless the member was on a health leave or termination notice period. If the dates are different, give reason in the space provided.
- An additional point to be aware of:
 - If the member participates in HOOPP at more than one employer, he or she cannot receive a pension from HOOPP until membership in HOOPP has been terminated at all the HOOPP employers where the member works

A. Inactive member

- If member was inactive at termination of membership, provide annualized earnings for the current and/or previous year in the space provided.

B. Weeks and Contributions Information

- Provide, for the current year, the member's weeks of contributory service, contributions (low, and if applicable, high rate) and pension adjustment. If the member made contributions for a leave (or topped up contributions for a temporary period of reduced earnings) in the current year that have not been reported to HOOPP, include that information (as it relates to the leave and/or temporary period of reduced earnings) in the totals reported here. Provide the same information for the previous year, if not already reported to HOOPP.
- There are only a couple of situations where there can be no contributions reported for a member on this form. Refer to Section 5 of the online Administration Manual for details.

Important: Please also include weeks and contributions that relate to a leave (or to "top up" contributions for a temporary period of reduced earnings) that have not already been reported to HOOPP in the table above. Also fill out Section D.

C. Retroactive Pay

- Complete this section if the member received any retroactive pay that applies to previous years paid in the current or previous year.

D. Leaves/temporary periods completed in current year

- If the member completed a leave or temporary period of reduced earnings **that has not already been reported to HOOPP**, provide the type of leave/period and its start and end dates.
- Please indicate the start and end dates of the part of the leave/period where no earnings were received.

Example – a member might receive earnings for the first 13 weeks of a pregnancy/parental leave, but none after that.

- Indicate, for the current and previous year, the deemed earnings on which contributions were based. Deemed earnings represent the difference between what the member would have earned had he/she worked as scheduled during the leave/period, and his/her actual earnings during the leave period.
- If the employee works part time, base his or her deemed earnings on the average weekly earnings received by the member for the 10 weeks prior to the leave.

Here are some examples:

Example 1: If a member earning \$1,000 per week takes a 13-week employer approved leave, and receives no employment earnings, and chooses to contribute for the leave period, the deemed earnings on which contributions are based would be \$13,000, and that would be the figure you enter in the deemed earnings field.

Example 2: If a member earning \$1,000 per week takes a one-year pregnancy/parental leave, and is paid 40 per cent of his/her pre-leave earnings for the first 13 weeks of the leave, the deemed earnings are calculated as follows:

$\begin{aligned} & \$1,000 \text{ per week} \times 52 \text{ weeks} = \$52,000 \\ & \text{Deemed earnings} = \$52,000 - [13 \text{ weeks} \times .40 \times \$1,000] \\ & = \$52,000 - [13 \times \$400] \\ & = \$52,000 - \$5,200 \\ & = \$46,800 \end{aligned}$

For more information about leaves and temporary periods of reduced earnings, please refer to Section 9 of the online HOOPP Administration Manual.

4. Employer Information

- Sign and date the form, indicating it is correct and complete to the best of your knowledge