

NS Pension Services Corporation

1-800-774-5070 toll-free (902) 424-5070 local (902) 424-0662 fax e-mail: info@nspension.ca

www.novascotiapension.ca

CHECKLIST

MEMBERS OF THE LEGISLATIVE ASSEMBLY PENSION PLAN RETIREMENT BENEFIT APPLICATION YOU MUST NOTIFY the Director of Operations & Administration for the Office of the Speaker of your intent to retire. SEND THE FOLLOWING DOCUMENTS: TO: Application for Retirement Benefit **Nova Scotia Pension Services Corporation** PO Box 371, Halifax NS B3J 2P8 ✓ Complete, sign and date Deposit Form ✓ Complete, sign and date ☐ Member Information Form ✓ Complete, sign and date Income Tax Forms* (TD1 Federal and Provincial) ✓ Complete both forms, sign and date *Your pension plan is considered a new Payor; these forms must be completed. For the maximum income tax deduction, choose only the Basic personal amount on each form. Proof of Birth ✓ Photocopy of proof of birth (e.g. birth certificate, passport, driver's license) Spouse Information (if applicable) Married ✓ Photocopy of your marriage certificate ✓ Photocopy of their Birth Certificate, Passport, or Driver's License Common-Law ✓ Completed Statutory declaration of common-law relationship (include supporting documents) ✓ Photocopy of their Birth Certificate, Passport, or Driver's License ☐ Domestic Partner ✓ Photocopy of Domestic Partnership Certificate ✓ Photocopy of their Birth Certificate, Passport, or Driver's License

NOTE: If you are separated but not yet divorced, you are still considered legally married, and you **MUST** provide the information required above.



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Office Use Only	

MEMBERS OF THE LEGISLATIVE ASSEMBLY PENSION PLAN

APPLICATION FOR RETIREMENT BENEFIT

Identification of Plan Mem	ber (PLEASE I	PRINT)		
LAST NAME:				
GIVEN NAME(S):				
SOCIAL INSURANCE NUMBER:				
DATE OF BIRTH (DD/MM/YYYY):				
MAILING ADDRESS Line 1:				
MAILING ADDRESS Line 2:				
CITY/TOWN:	PROVINCE:		POSTAL CODE:	
HOME PHONE #:		CELL PHO	ONE #:	
EMAIL ADDRESS:				
DATE OF RETIREMENT (DD/MM/YY	YY):			
SIGNATURE OF PLAN MEMBER		DATE		



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Direct Deposit Form

Nova Scotia Pension Services Corporation requires that all pensions be paid through direct deposit which will automatically credit your Canadian bank account with the net amount of your pension payment each month.

Note: All personal information, including banking, is protected by our Corporate Privacy Policy. It is important that you advise us in writing of any change in your banking details. Failure to do so may impact payment of your pension.

Pension payments must be deposited to an account of which you are the account holder, and your name must be clearly identified on your void cheque or direct deposit authorization form from your bank.

Instructions: Please complete the section below and return the completed form with a **void cheque** or **direct deposit authorization form** from your bank to the Nova Scotia Pension Services Corporation.

I hereby authorize the Nova Scotia Pension Services Corporation to use this information to deposit my

monthly pension benefit.	
Name (print)	Date of Birth
	
Mailing Address	Phone Number
Member's Signature	 Date



Member Information Form

Please complete this form upon Plan enrolment and/or to correct or change information.

Section 1 - Plan Member Identification:

- If you are an **active member**, please contact your employer for corrections or updates to personal data, including name, address, phone number and e-mail.
- If you are a **retired member**, please contact the Nova Scotia Pension Services Corporation, 1-800-774-5070 toll free in NS, 902-424-5070 local to ensure you are completing the correct form.

Section 2 – Marital Status and Identification of Spouse and/or Eligible Children – Completion of Marital Status is required

Section 3 - Designation of Beneficiary(ies) - if applicable

Section 4 - Declaration of Plan Member - Sign and date

Return pages 1 and 2 to: Nova Scotia Pension Services Corporation, PO Box 371, Halifax, NS B3J 2P8

Email: info@nspension.ca

*** PLEASE PRINT CLEARLY IN ALL SECTIONS OF THE FORM ***

Section 1 - Plan Member Identification

LAST NAME	GIVEN NAME(S)	DATE OF BIRTH (DD/MM/YYYY)
MEMBER ID (optional)	SOCIAL INSURANCE NUMBER (optional)	PROFESSIONAL # (Teachers' Pension Plan only)

Section 2 – Marital Status and Identification of Spouse and/or Eligible Children

Upon your death, a survivor pension may be payable to your spouse and/or eligible children.

Marital Status: Check ✓ one (required):

\square Single	\square Married	\square Common-law Partner	☐ Domestic Partnership	\square Separated	☐ Widow
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☐ Divorced – Please forward a copy of the court order or divorce decree

☐ Domestic Partner Terminated – Please forward a copy of the Termination of Domestic Partnership Certificate

Identification of Spouse (if applicable) - Important: see definition of spouse for your Plan on page 3

LAST NAME		GIVEN NAME(S)	
SOCIAL INSURANCE NUMBER (optional)	GENDER		DATE OF BIRTH (DD/MM/YYYY)

Identification of Eligible Children (if applicable)

Eligible children are defined as children under 18 years of age or children between 18 and 25 years of age if they are in continuous full-time attendance at a recognized educational institution. **Continuous full-time attendance**, as directed by the Income Tax Act, means there can be no break in attendance each school year and attendance must continue solely on a full-time basis.

LAST NAME	GIVEN NAME(S)	DATE OF BIRTH (DD/MM/YYYY)

Section 3 – Designation of Beneficiary(ies)

A designated beneficiary does not receive a survivor pension upon your death. Designated beneficiaries would receive a lump sum payment of **any remaining death benefit** after a spouse and/or eligible children have received their benefit from the plan.

IMPORTANT NOTES:

- A spouse identified in Section 2 should not be listed as a beneficiary as they are the primary recipient of a survivor pension.
- In order for your eligible children, as identified in Section 2, to receive any remaining death benefit (in the
 event that they are no longer considered eligible children at the time of your death), list them as
 beneficiaries below.
- If you designate more than one beneficiary, death benefits will be divided equally among them unless you indicate otherwise under the "Percent %" column below.

PERSON OR ORGANIZATION		RELATIONSHIP or	DATE OF BIRTH	PERCENT % (should
LAST NAME	GIVEN NAME(S)	CHARITY REGISTRATION #	(DD/MM/YYYY)	total 100)

Section 4 - Declaration of Plan Member

I certify that the information given on this form is correct and complete. I understan	id that any death
benefits payable to a spouse and/or eligible children and/or beneficiaries are subje-	ct to the terms of
the pension plan that I am a member of.	

Signature of Plan Member	Date (DD/MM/YYYY)

Definition of Spouse

A spouse is defined as either of two persons who:

- (i) are married to each other,
- (ii) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity,
- (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or, where they have ceased to cohabit, have cohabited within the twelve-month period immediately preceding the date of entitlement,
- (iv) are domestic partners within the meaning of Section 52 of the Vital Statistics Act,

OR Common-Law as set out in the definition for your plan below:

Nova Scotia Public Service Superannuation Plan

(v) not being married to each other, are cohabiting in a conjugal relationship with each other, which relationship has continued for at least a) three years, if either of them is married, or b) one year, if neither of them is married.

Nova Scotia Teachers' Pension Plan

(v) are neither married to each other nor to another person and have cohabited in a conjugal relationship for three consecutive years immediately preceding the relevant time and are cohabiting in a conjugal relationship at the relevant time.

Members of the Legislative Assembly Pension Plan

(v) neither of them being married and are cohabiting in a conjugal relationship of at least two years with each other.

2025 Personal Tax Credits Return

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number			
Address	Postal code	For non-residents only	<u>' </u>	Social insurance number		
		Country of permanent resider	nce			
Basic personal amount – Every resident of Canad from all sources will be greater than \$177,882 and you return at the end of the tax year. If your income from al partial claim. To do so, fill in the appropriate section of the calculated amount here.	enter \$16,129, you may ha Il sources will be greater the Form TD1-WS, Worksheet	ave an amount owing on your ind an \$177,882 you have the optior t for the 2025 Personal Tax Cred	come tax and ber n to calculate a lits Return, and e	nefit		
 Canada caregiver amount for infirm children und 2008 or later who lives with both parents throughout th parent who has the right to claim the "Amount for an el the child. 	ne year. If the child does no ligible dependant" on line 8	t live with both parents throughor may also claim the Canada care	ut the year, the egiver amount for			
Age amount – If you will be 65 or older on Decembor less, enter \$9,028. You may enter a partial amount calculate a partial amount, fill out the line 3 section of F.	if your net income for the ye					
 Pension income amount – If you will receive regular Pension Plan, Quebec Pension Plan, old age security, \$2,000 or your estimated annual pension income. 						
5. Tuition (full-time and part-time) – Fill in this section certified by Employment and Social Development Canadotal tuition fees that you will pay if you are a full-time of	ada, and you will pay more					
6. Disability amount – If you will claim the disability an Disability Tax Credit Certificate, enter \$10,138.	mount on your income tax	and benefit return by using Form	T2201,			
7. Spouse or common-law partner amount – Enter to common-law partner is infirm) and your spouse's of following conditions apply: • You are supporting your spouse or common-law p	r common-law partner's est			e		
Your spouse or common-law partner's net income spouse or common-law partner is infirm)	•	an the amount on line 1 (line 1 pl	us \$2,687 if your			
In all cases, go to line 9 if your spouse or common-law	partner is infirm and has	a net income for the year of \$28,	798 or less.			
8. Amount for an eligible dependant – Enter the diffe dependant is infirm) and your eligible dependant's est	erence between the amoun	t on line 1 (line 1 plus \$2,687 if y	our eligible			
 You do not have a spouse or common-law partner who you are not supporting or being supported by 		common-law partner who does r	not live with you a	and		
 You are supporting the dependant who is related t 	o you and lives with you					
 The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,687 if your dependant is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependant) 						
In all cases, go to line 9 if your dependant is 18 years	or older, infirm, and has	a net income for the year of \$28,	798 or less.			
9. Canada caregiver amount for eligible dependant year, you support an infirm eligible dependant (aged 1 the year will be \$28,798 or less. To calculate the amount of the year will be \$28,798 or less.	18 or older) or an infirm sp	ouse or common-law partner wh	ose net income fo			
10. Canada caregiver amount for dependant(s) age 18 or older (other than the spouse or common-law pa claimed an amount for if their net income were under \$\foxed{Y}ou may enter a partial amount if their net income for 1 fill out the line 10 section of Form TD1-WS. This works	rtner or eligible dependant \$18,816) whose net income the year will be between \$2 sheet may also be used to o	you claimed an amount for on lir for the year will be \$20,197 or le 20,197 and \$28,798. To calculate calculate your part of the amount	ne 9 or could have ess, enter \$8,601 e a partial amount if you are sharin	e g		
it with another caregiver who supports the same deper or older.	,			8 		
11. Amounts transferred from your spouse or come their age amount, pension income amount, tuition amounused amount.						
12. Amounts transferred from a dependant – If your benefit return, enter the unused amount. If your or you all of their tuition amount on their income tax and bene	r spouse's or common-law	partner's dependent child or grad		se		
13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determ	ine the amount of your tax	deductions.				

Pro	otected B when complete
Filling out Form TD1	
Fill out this form only if any of the following apply:	
 you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefit or any other remuneration 	S,
 you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed) you want to claim the deduction for living in a prescribed zone you want to increase the amount of tax deducted at source Sign and date it, and give it to your employer or payer. 	
More than one employer or payer at the same time	
If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on an you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on an this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.	
Total income is less than the total claim amount	
Tick this box if your total income for the year from all employers and payers will be less than your total claim amount on line 13 will not deduct tax from your earnings.	. Your employer or payer
For non-resident only (Tick the box that applies to you.)	
As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2025 Yes (Fill out the previous page.)	5?
No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)	
Call the international tax and non-resident enquiries line at 1-800-959-8281 if you are unsure of your residency status.	
Provincial or territorial personal tax credits return	
You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$16,129. Use the Form TD1 territory of employment if you are an employee. Use the Form TD1 for your province or territory of residence if you are a pensione will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions	r. Your employer or payer
Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if yo personal amount only .	u are claiming the basic
Note: You may be able to claim the child amount on Form TD1SK, 2025 Saskatchewan Personal Tax Credits Return if you are supporting children under 18 at any time during 2025. Therefore, you may want to fill out Form TD1SK even if you are only clai amount on this form.	
Deduction for living in a prescribed zone	
You may claim any of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern months in a row beginning or ending in 2025: • \$11.00 for each day that you live in the prescribed northern zone • \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction Employees living in a prescribed intermediate zone may claim 50% of the total of the above amounts. For more information, go to canada.ca/taxes-northern-residents .	n zone for more than six
Additional tax to be deducted	
You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.	\$
Reduction in tax deductions	
You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed or periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if y RRSP contributions from your salary.	d tuition and education Source, to get a letter of
Forms and publications	

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification I certify that the information given on this form is correct and complete.		
Signature It is a serious offence to make a false return.	Date	2024-12-05

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2025 Nova Scotia Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s) Date of birth (YYYY/MM/DD)		Employee number					
Address	Postal code For non		For non-residents only		Social insurance number			
		Country of permanent resid		nce		1 .		
1. Basic personal amount — Every person employed amount. If you will have more than one employer or pasame time" on page 2.							11,74	4
2. Age amount – If you will be 65 or older on Decemb \$5,734. You may enter a partial amount if your net incommount, fill out the line 2 section of Form TD1NS-WS.								
3. Pension income amount – If you will receive regul- Pension Plan, Quebec Pension Plan, old age security, \$1,173 or your estimated annual pension.								
 4. Tuition and education amounts (full-time and pa educational institution certified by Employment and So tuition fees. Enter your total tuition fees that you will pa \$200 for each month you will be a full-time student 	cial Development (ly, plus the amour	Canada,	and you will pay more than \$100) per institution i				
 \$200 for each month you will be a part-time studer 	nt who has a menta	al or phys	ical disability					
\$60 for each month you will be a part-time student	who does not hav	e a ment	al or physical disability					
5. Disability amount – If you will claim the disability a Tax Credit Certificate, enter \$7,341.	mount on your inco	me tax a	nd benefit return by using Form	T2201, Disabilit	y 			
6. Spouse or common-law partner amount – Enter the following conditions apply:	•	supporti	ng your spouse or common-law	partner and bot l	n of			
Your spouse or common-law partner lives with you								
 Your spouse's or common-law partner's net incom 	•							
You may enter a partial amount if your spouse's or cor a partial amount, fill out the line 6 section of Form TD1		net inco	me will be between \$874 and \$	12,618. To calcu	late			
7. Amount for an eligible dependant – Enter \$11,74 conditions apply:	4 if you are suppor	ting an el	igible dependent and all of the f	ollowing				
 You do not have a spouse or common-law partne who you are not supporting or being supported by 	r, or you have a sp	ouse or o	common-law partner who does n	ot live with you	and			
 The dependent is related to you and lives with you 								
 The dependent has a net income of \$874 or less for 	or the year							
You may enter a partial amount if the eligible dependa partial amount, fill out the line 7 section of Form TD1N		the year	will be between \$874 and \$12,6	318. To calculate	: a 			
Caregiver amount – Enter \$4,898 if you are taking The dependant is your or your spouse's or commo (aged 18 or older)					Э			
• The dependant lives with you								
• The dependant has a net income of \$13,677 or less for the year								
You may enter a partial amount if the dependant's net amount, fill out the line 8 section of Form TD1NS-WS.				<u> </u>				
9. Amount for infirm dependants age 18 or older – conditions apply:	•			all of the follow	ng			
The dependant lives in Canada and is related to your The dependant is 10 years or older.	ou or your spouse	or comm	on-law partner					
 The dependant is 18 years or older The dependant has a net income of \$5,859 or less 	for the year							
You may enter a partial amount if the dependant's net	•	r will be l	netween \$5.859 and \$8.744. To	calculate a parti	ial			
amount, fill out the line 9 section of TD1NS-WS. You c 10. Amounts transferred from your spouse or com	annot claim an an	nount for	a dependant you claimed on line	e 8.				
their age amount, pension income amount, tuition and enter the unused amount.								
11. Amounts transferred from a dependant – If your benefit return, enter the unused amount. If your or you all of their tuition and education amounts on their incor	r spouse's or comr	non-law p	partner's dependent child or gran					
12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use this amount to determ	ine the amount of y	our prov	incial tax deductions.					

Protected B when completed Filling out Form TD1NS Fill out this form if you have taxable income in Nova Scotia and any of the following apply: • you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other • you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed) · you want to increase the amount of tax deducted at source Sign and date it, and give it to your employer or payer. If you do not fill out Form TD1NS, your employer or payer will deduct taxes after allowing the basic personal amount only. More than one employer or payer at the same time If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NS for 2025, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1NS, check this box, enter "0" on line 12 and do not fill in lines 2 to 11. Total income is less than the total claim amount Tick this box if your total income for the year from all employers and payers will be less than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings. Additional tax to be deducted if you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD1. Reduction in tax deductions You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts

RRSP contributions from your salary. Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification				
I certify that the information given on this form is correct and complete.				
Signature	Date			
It is a serious offence to make a false return.				

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MLA External Resources

- Canada Pension Plan www.canada.ca/en/services/benefits/publicpensions/cpp.html
- Old Age Security www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security.html
- Canada Revenue Agency <u>www.cra-arc.gc.ca/rpd</u>
- Statistics Canada <u>www.statcan.gc.ca/eng/start</u>
- Bank of Canada www.bankofcanada.ca
- Nova Scotia Government <u>www.novascotia.ca</u>
- Nova Scotia Pharmacare www.novascotia.ca/dhw/pharmacare
- Medavie Blue Cross www.medavie.bluecross.ca
- Health Plan/Life Insurance Contact Information for Pensioners: 1-902-424-7685 or 1-902-424-3240 (Press Option 1, then 4 to leave a message) Email: Benefits@novascotia.ca

Our contact information:

Purdy's Wharf, Tower 2, Suite 700, 1969 Upper Water St., Halifax, NS B3J 3R7 Mailing Address: PO Box 371, Halifax NS B3J 2P8



1-800-774-5070 (toll-free) 902-424-5070 (local)



@ info@nspension.ca



