



DECLARATION OF A SPOUSAL RELATIONSHIP

The purpose of this form is to declare an eligible spouse for benefits and pension purposes. This declaration must be completed by the member and his/her spouse.

Please indicate below whether this form is being completed:

- at the time of enrolment in a McMaster University pension or benefit plan
- at the time of a change in the "spousal" relationship

Personal Information

Member's Last Name	First Name and Initials	Social Insurance Number
Spouse's Last Name	First Name and Initials	Social Insurance Number
Home Address		Telephone Number

We have read and understand the definition of spouse as described below.

WE DECLARE THAT (please complete both #1 and #2):

1. We are married to each other **and** are not living separate and apart **OR**

We have lived with each other:

- In a conjugal relationship continuously for a period of not less than three years **and** are not living separate and apart; or
- In a conjugal relationship of some permanence, as the natural or adoptive parents, as defined under the *Family Law Act* (Ontario) of a child, **and** are not living separate and apart, or
- In a conjugal relationship continuously for the entire one (1) year period immediately preceding the date of this Declaration

OR

- There is an Ontario Court Order, a copy of which is attached, that has determined that we are spouses of each other
2. The date of our marriage or the commencement date of our conjugal relationship was _____

Sworn this _____ day of _____, 20____ in _____, Ontario.
(Day) (Month) (Year) (City)

Employee Signature

Witness Signature **

Spouse Signature

Witness Signature **

**The witness signature must be someone other than the Employee and/or Spouse of the employee

*** Definition of an Eligible Spouse**

The following is a summary of the definition of an eligible spouse for the purpose of this form.

Your spouse is either a man or a woman who at the time of determination of marital status;

- ◆ is legally married to you; or
- ◆ is not legally married to you but has been living together with you, in a conjugal relationship either (i) continuously for a period of not less than three years, or (ii) in a relationship of some permanence and both of you are the natural or adoptive parents of a child (as defined under the Family Law Act of Ontario as amended from time to time); or
- ◆ has been determined to be your spouse under a Court Order in Ontario; or
- ◆ otherwise has cohabitated with you, in a conjugal relationship continuously throughout the immediately preceding one (1) year period

Notwithstanding the above, an employee is considered to have only one spouse at the date any benefit or entitlement is determined.

****Please return this form to Human Resources Services at CSB Room 202, 1280 Main Street West, Hamilton, ON L8S 4L8****

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990)*. Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.