

Members of McMaster Registered Pension Plan

How Do I Prepare for Retirement?

- Obtain an estimate of your Pension amount
 - [The Pension Calculator](#) using your *Pension Statement*
 - Or if you are within 1 year of your estimated retirement date, you may send your [Pension Estimate Request Form](#) to Benefits and Pensions in order to request a formal estimate.
- If eligible for retiree benefits, please review [Retiree Benefit Booklets](#) (Plan 4 or for faculty only Plan 7)
- Plan to attend a [Retirement Workshop](#). The seminars concentrate on life-cycle planning - the process of monitoring every aspect of one's life where participants learn how to visualize, map out, and create a blueprint for their life plan.

How do I retire?

- Approximately 2-3 months in advance, prepare a **Retirement Letter** to your department specifying your retirement date. Please ensure that you copy your HR Advisor and attach a copy of a recent pension estimate or pension statement. In accordance with the pension plan text, retirements must commence on the 1st of a month. If your marital status has changed, please inform your HR Advisor so that an accurate pension calculation can be prepared.
- Secondly, collect all **Required Documents** for yourself and your spouse (if applicable). These documents include:
 - Proof of age (Health Card with photo id, OR passport, OR birth certificate)
 - A void cheque for the direct deposit of your pension
 - Social Insurance Number Card
 - If applicable, official separation and/or divorce decree

Next Steps

- Your HR Advisor will contact you approximately 1 month prior to provide you with the required [Pension Forms](#) for completion. If eligible for post-retirement benefits, enrolment in the applicable retiree benefit plan for yourself and your eligible dependents will be included in the retirement form package.

Contact Information

Location: Human Resources Services
Campus Services Building 202

Mailing Address: Human Resources Services
1280 Main St. W. CSB 202
Hamilton, Ontario L8S 4L8

Tel.: (905)525-9140 ext 22247
Email: working@mcmaster.ca
Web: www.workingatmcmaster.ca

3/17/2011