



## Diocesan Pre-Retirement Checklist

### 5 YEARS BEFORE RETIREMENT

- Attend a Diocesan Retirement Planning Workshop
- Review your will and powers of attorney for yourself and your spouse.

### 12 MONTHS BEFORE INTENDED RETIREMENT

- Meet with Suffragan Bishop/ supervisor to begin to determine retirement plan:
  - Date for informing the parish/ churchwardens/ other staff.
  - Future ministry/ work options
  - Housing arrangements
  - Moving needs - \$1,500 (final move) and send invoice to Human Resources for reimbursement.
- Suffragan Bishop/ supervisor informs the Diocesan Office of the retirement.
  - The Payroll office sends required forms to be completed and returned
  - Human Resources Coordinator sends general benefit, allowance, and other information.
- Acquire Benefit and Financial Estimates
  - Federal Government Benefits estimates for self and spouse.
  - Canada Pension Plan (C.P.P.) and Old Age Security (O.A.S.), contact Service Canada at 1-800-277-9914.
- Acquire Pension Estimates
  - National Church Pension Plan (1-866-318-2727)
  - Prior employment pension
  - Spouse's pension
- Benefits Plan Information
  - Determine Diocesan plan coverage and how this will affect you.
  - Determine spouse's plan coverage.
- Investment Planning and Estimates
  - Work with your Personal Investment Agencies to gather information and correct processes regarding items such as:
    - RRSP's
    - Spousal investments

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## 6 MONTHS BEFORE RETIREMENT

- Make application for:
  - Canadian Pension Plan
  - Old Age Security
- Confirm retirement date with Suffragan Bishop/ supervisor (Suggestion: always retire on the last day of the month)
  - Determine vacation accumulation.
  - Set final Sunday in parish/ last day at work.
  - Moving details
  - Put retirement date in writing.
  - Determine which committee's you are retiring from.
- Diocesan Retirement Allowance estimates
  - The Payroll office sends the specific information for your retirement after the letter confirming your retirement date is received.

## 3 MONTHS BEFORE RETIREMENT

- Fill out tax waiver form and return to Canada Revenue Agency
  - Necessary for Diocesan Retirement Allowance
  - Inform the Payroll office when this has been done.
- Complete National Church Pension application form and return to the Payroll office.
- Complete TD1 form (tax deducted from pension income) and return to the Payroll office.
- Contact your insurance provider and change car insurance from "business" to "pleasure", if appropriate

## 1 WEEK BEFORE RETIREMENT

- Diocesan Retirement Allowance sent to you from the Payroll office.
- Record of Employment sent to you from the Payroll office.