Retiring is a Two-part Process. Here’s What To Do

Public Service Pension Plan – You must contact the Public Service Pension Plan to start your pension.

AskMyHR – You must contact AskMyHR to make plans for leaving work and retirement.

Public Service Pension Plan

Attend a Public Service Pension Plan Seminar—Approaching Retirement.

Contact BC Pensions and request your Pension Information package containing your pension and post retirement options - or log in to MyAccount.

See the Pre-retirement checklist to help you plan.

AskMyHR

Contact AskMyHR to start your retirement process.

Discuss leave balances amounts and options with AskMyHR.

Discuss retirement allowance eligibility and options with AskMyHR.

AskMyHR will request confirmation of your Retirement Allowance eligibility and prepare your PAPR form and send to you.

Notify your supervisor of your retirement.

Public Service Pension Plan

Apply online or return completed pension package forms to BC Pensions no sooner than 90 days before your pension start date.

Complete a new Group Life Beneficiary Designation form if maintaining group life coverage.

AskMyHR

Complete TD2R if you are transferring your Retirement Allowance and/or Pre-1978 - 50 percent Sick Bank directly into an RRSP.

Complete T1213 and send to Canada Revenue Agency if you want to reduce tax deductions at source for your leave balances pay-outs.

MSP

MSP is not a benefit available to retirees under the Public Service Pension Plan. Health Insurance BC will contact you to arrange for coverage and payment of premiums after your benefits from work end.

Public Service Pension Plan

Submit your signed PAPR & TD2R (if applicable) to AskMyHR a minimum of four weeks before your last physical day of work.

Let AskMyHR know if you are completing a T1213, so your leave banks are not paid out prior to payroll receiving the letter.

Submit a copy of the letter you receive from Canada Revenue Agency re: T1213 directly to payroll a minimum of four weeks before your last physical day of work.

AskMyHR

Any leave balances are paid within 2 pay periods of your last day on pay.

If you choose the cash payout option for your Retirement Allowance and Pre-1978 - 50 percent Sick Bank payout, a cheque will be mailed to your home address in the month following your last day on pay.

If you chose the RRSP option, you will receive a copy of the cheque that was forwarded to your financial institution.

Forms

PAPR - Paid Absence Prior to Retirement
T1213 - Request to Reduce Tax Deductions at Source
TD2R - Transfer of an Eligible Retiring Allowance