



Information Sheet for the Canada Pension Plan Retirement Pension

This information sheet provides step-by-step information on how to complete the application for a Canada Pension Plan (CPP) retirement pension. You can receive your pension anytime after the month of your 60th birthday.

For information on Canada's public pensions and for help estimating how much income you may need for your retirement, according to your personal financial situation, you can use the Canadian Retirement Income Calculator. This online tool is available at www.servicecanada.gc.ca.

For More Information

To learn more about Canada Pension Plan, Old Age Security Program and Service Canada online services, please visit our Web site at: www.servicecanada.gc.ca.

In Canada and the United States, call

English: 1-800-277-9914

French: 1-800-277-9915

TTY: 1-800-255-4786

From all other countries: 613-957-1954 (we accept collect calls)

(Please have your Social Insurance Number ready when you call.)

This information sheet contains general information concerning the Canada Pension Plan (CPP) retirement pension. If there are any differences between what is in the information sheet and the CPP legislation, the legislation is always right.

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Question 4: Proof of Birth

You do not need to provide proof of birth with your application. However, the Canada Pension Plan has the right to request proof of birth at any time, when considered necessary.

Question 9: Payment Information

If your application is approved, your monthly payments will be deposited into your account at your financial institution. The account must be in your name. A joint account is also acceptable.

Direct Deposit in Canada

In order to enroll for direct deposit banking you must provide the branch, financial institution and account numbers that appear at the bottom of a cheque. A sample of a void cheque is provided below identifying where the branch, financial institution and account numbers are located.

The image shows a sample void cheque form. At the top left, there is a field for "Name and Address of Account holder". To the right is "Cheque Number: 000102". Below the name field is "Date". The main body of the cheque says "Pay to the order of 'VOID' \$ _____ Dollars". Below this is a "Signature" line. At the bottom, there is a MICR line: "485 00646 842 0164 0234-5800". Below the MICR line, three boxes are shown with arrows pointing to specific parts of the line: "BRANCH NUMBER" points to "485", "INSTITUTION NUMBER" points to "00646 842", and "ACCOUNT NUMBER" points to "0164 0234-5800".

Consenting to share your direct deposit information with the Canada Revenue Agency.

Should you wish, you can share your direct deposit information with the Canada Revenue Agency (CRA). To share your direct deposit information with the CRA you must consent to ESDC sharing your direct deposit information and other personal information (Social Insurance Number, last name, date of birth) for the CRA to correctly identify you. The CRA will use your direct deposit information for any income tax refunds, working income tax benefit advance payments, Canada child benefit, universal child care benefit, and GST/HST credit payments you may receive.

If you choose to consent, select "I agree."

If you choose not to consent, select "I do not agree." You may still update your direct deposit information with the CRA by contacting the CRA directly.

For more details about the handling of your personal information by ESDC, please see ESDC's Privacy Notice Statement.

For more details about the handling of your personal information by the CRA, please see the CRA's Banking Information Privacy Notice.

Direct Deposit Outside Canada

For direct deposit outside Canada, please contact us at 1-800-277-9914 from the United States and at 613-957-1954 from all other countries (collect calls accepted Monday to Friday, 8:30 a.m. to 4:30 p.m. Eastern Time). The form and a list of countries where direct deposit service is available can be found at www.directdeposit.gc.ca.

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Question 10: When Do You Want Your Pension to Start?

You can begin receiving your retirement pension anytime after turning 60 years of age.

Reduced Pension: from Age 60 to Age 65

If you take the CPP Retirement Pension early, it is reduced by 0.6% for each month you receive it before age 65 (7.2% per year). This means that an individual who starts receiving their CPP Retirement Pension at the age of 60 will receive 36% less than if they had taken it at 65.

Your retirement pension starts the month after we receive your application (or at a later date, if you indicate one on your application). The earliest you can begin receiving it is the month after your 60th birthday.

Full Pension: at Age 65

If you start receiving your pension **at age 65**, you will get the **full** pension amount you are entitled to receive, based on your earnings and contributions. Your pension will start the month after your 65th birthday.

Increased Pension: After the Age of 65

If you take the CPP Retirement Pension late, your monthly payment amount will increase by 0.7% for each month after the age 65 that you delay receiving it up to age 70 (8.4% per year). This means that an individual who starts receiving their CPP Retirement Pension at the age of 70 will receive 42% more than if they had taken it at 65.

If you are applying after your 65th birthday, you can choose to receive retroactive pension payments, but they cannot begin earlier than the month after your 65th birthday. In general, we can make retroactive payments of CPP benefits for up to 12 months (11 months plus the month you apply).

If you delay applying for your CPP retirement pension after you turn 70, you risk losing benefits. **There is no financial benefit in delaying your pension after age 70.**

How to Decide When to Take Your Retirement Pension

The decision is yours, and depends on your personal circumstances. You should consider the following:

- how much and how long you have paid into the CPP so far;
- your other retirement income;
- if you have a company pension plan (check with your employer to see if it will be affected by your CPP pension);
- whether or not you will work after the age of 60;
- your current health and family health history; and
- your retirement plans.

You should carefully consider your personal situation when deciding when to start your CPP retirement pension.

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The Canada Pension Plan's Post-Retirement Benefit

You may be eligible for a Post-Retirement Benefit if you are 60 to 70 years of age and you are working or return to work in Canada (outside Quebec) while receiving a retirement pension from the Canada Pension Plan or Quebec Pension Plan.

The Post-Retirement Benefit will allow you to increase your retirement income even if you are already receiving the maximum Canada Pension Plan pension amount. It is a secure monthly benefit that will rise with increases in the cost of living and be payable for the rest of your life.

You do not need to apply for the Post-Retirement Benefit. If you are eligible, it will be paid to you automatically.

For each year that you make a valid contribution to the Canada Pension Plan while receiving your retirement pension, you become eligible for a new Post-Retirement Benefit the following January. Like the Canada Pension Plan retirement pension, the amount of each Post-Retirement Benefit will depend on your level of earnings, the amount of Canada Pension Plan contributions you made during the previous year, and your age as of the effective date of the Post-Retirement Benefit.

Each new Post-Retirement Benefit will be added to any previously earned Post-Retirement Benefits and to any other Canada Pension Plan benefits to which you are entitled.

Contributions to the Post-Retirement Benefit are mandatory for working CPP retirement pension recipients under age 65 and their employers. If you are self-employed, you will have to contribute both the employee and employer portions.

If you work in the same year that your retirement pension begins, we will determine which portion of that year's contributions will go toward the retirement pension and which portion, if any, will go toward the Post-Retirement Benefit.

If you are at least 65 years of age, you can choose not to contribute. At age 70, you are no longer able to contribute. To find out more about how to stop contributing to the CPP, visit the Canada Revenue Agency Web site at www.cra.gc.ca/cpp or call 1-800-959-8281.

Contributions to the Post-Retirement Benefit could help you qualify for the Post Retirement Disability Benefit but do not create eligibility for, or increase the amount of, any other Canada Pension Plan benefits. A Post Retirement Benefit cannot be divided with a former spouse (credit splitting) or shared with a current spouse (pension sharing).

For more information on the Post-Retirement Benefit, please visit our Web site at www.servicecanada.gc.ca.

If you work in Quebec while receiving a Canada Pension Plan or Quebec Pension Plan retirement pension, you can contact *Retraite Québec* to find out more about contributions to the Quebec Pension Plan retirement pension supplement visit www.retraitequebec.gouv.qc.ca/en or call 1-800-463-5185.

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When to Apply

We suggest you apply about six months before you want your pension to start.

Question 11A: Children Born After 1958

If you have children born after 1958, the child-rearing provision may help you receive a higher Canada Pension Plan benefit amount. The amount of benefits paid under the Canada Pension Plan is based on how long and how much you contributed to the Plan while you were working and, in some cases, your age when your benefit begins. Periods of time when you had no or low earnings usually result in a lower benefit amount.

If you were not working or had low earnings while caring for a child under the age of seven, the child-rearing provision can be used to exclude these time periods from the calculation of your benefit. This may help you qualify for benefits or increase the benefit amount you can receive.

To qualify for the child-rearing provision:

- you must have either not worked or had low earnings while being the primary caregiver* of a child under the age of seven who was born after December 31, 1958;
- you or your spouse / common-law partner must have received Family Allowance payments or been eligible** for the Canada Child Tax Benefit (even if you did not receive the benefit); and
- you must provide proof of birth for each child listed, if a Social Insurance Number is not provided. If a child was born outside Canada, proof of the child's entry into Canada must be provided as well.

* The primary caregiver is the person who spent the most time caring for the daily needs of the child, such as supervision, preparation of meals, school attendance, doctor appointments, etc.

** If you were the primary caregiver of a child and did not receive the Canada Child Tax Benefit only because your family income was too high, you are considered to have been eligible for the Canada Child Tax Benefit.

Family Allowance

The Family Allowance program (commonly referred to as the “baby bonus”) paid a monthly cheque to parents or guardians of dependent children under the age of 18. In most families, payments were issued to the mother. The Family Allowance program was replaced by the Canada Child Tax Benefit in 1993.

Canada Child Tax Benefit (CCTB)

The Canada Child Tax Benefit (CCTB) is a monthly benefit administered by the Canada Revenue Agency. The amount of the CCTB is based on your net family income, the number of children you have, and the ages of your children. You might have been considered eligible for the CCTB even if you did not receive it. For more information about the CCTB, please contact the Canada Revenue Agency at www.cra-arc.gc.ca.

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Question 11B: Waiver of Rights to the Child-Rearing Provision

If you remained at home to care for a child under age seven but your spouse received Family Allowance payments, your spouse can waive their rights in your favour. This means your spouse foregoes his or her rights to the child-rearing provision, since it cannot be used by both you and your spouse for the same time periods and the same children. To waive his or her rights, your spouse has to complete and sign Question 11B of your application.

Please note if your spouse or common-law partner received Canada Child Tax Benefit payments but you were actually the primary caregiver of the child, you may be eligible for the child-rearing provision. To be considered, you will need to provide a letter from the Canada Revenue Agency indicating that you would have been eligible for the Canada Child Tax Benefit while you were the primary caregiver for the child. If this situation applies, please contact the Canada Revenue Agency, www.cra-arc.gc.ca, for more information about obtaining this letter.

Question 12: Voluntary Income Tax Deduction

Your Canada Pension Plan retirement pension is **taxable**. Fill out Question 12 if you would like to have us take off monthly voluntary income tax deductions from your Canada Pension Plan retirement pension. You should consider your personal tax situation before choosing an amount. If you decide to have us withhold voluntary income tax deductions, you may request an amount or percentage now, and have it changed at a later date. This service is available to Canadian residents only.

Question 15: Disability

You may be eligible to receive CPP disability benefits if:

- you are under the age of 65;
- you have earned a specific minimum amount and contributed to the CPP while working for a minimum number of years; and
- you are deemed disabled, as defined by the *Canada Pension Plan* legislation.

If this applies to you, please contact us as soon as possible for more information.

If you meet the above criteria and are granted disability benefits, any retirement pension payments you have already received will be deducted from your disability benefits.

For more information on CPP disability benefits, contact us to order the brochure called *Information and Instructions Canada Pension Plan Disability Benefits Application*, or visit our Web site at www.servicecanada.gc.ca.

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Certified Photocopies of Original Documents

Please send a certified photocopy instead of the original document

When you send us documents, we suggest you send **certified photocopies** rather than the original documents, if possible. This will ensure the original documents stay with you in case you need them for other purposes. If you must send your original documents, we suggest you send them by registered mail. We will return all the original documents to you.

Photocopy of an original document

We can only accept a photocopy of an original document if it is readable and if you have someone certify that it is a true copy of the original. If you bring your original documents to any Service Canada Centre, our staff will photocopy the documents and certify them for free. If you cannot visit a Service Canada Centre, you can ask a member of one of the following professions to certify your photocopy:

- Accountant
- Chief of First Nations Band
- Commissioner for Oaths
- Employee of a Service Canada Centre acting in an official capacity
- Funeral Director
- Justice of the Peace
- Lawyer, Magistrate, Notary
- Manager of a Financial Institution
- Medical and Health Practitioner: Chiropractor, Dentist, Doctor, Naturopathic Doctor, Nurse Practitioner, Ophthalmologist, Optometrist, Pharmacist, Psychologist, Registered Nurse
- Member of Parliament or their staff
- Member of a Provincial Legislature or their staff
- Minister of Religion
- Municipal Clerk
- Official of a federal or provincial government department, or one of its agencies
- Official of an Embassy, Consulate or High Commission
- Official of a country with which Canada has a reciprocal Social Security Agreement
- Police Officer
- Professional Engineer
- Social Worker
- Teacher
- University Professor

People who certify photocopies must compare the original document to the photocopy, state their official position or title, sign and print their name, give their telephone number and indicate the date they certified the document. They also must write the following statement on the photocopy:

This photocopy is a true copy of the original document which has not been altered in any way.

Note: If your photocopy is missing **any** of the above elements, it will not be accepted and you will have to submit a new, properly certified photocopy, which will result in delays in processing your application.

If an original document has information on both sides, both sides must be photocopied and certified.

You cannot certify photocopies of your own documents and you cannot ask a relative to do it for you.

Please write the Client Identification Number or Social Insurance Number on any document or photocopy that you send us.

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Unable to Apply

If, due to a medical condition, you were unable to apply earlier or to ask someone to apply on your behalf, please contact us to obtain a form called *Declaration of Incapacity*. If you meet all of the eligibility requirements, filling out and returning this form may allow you to receive your pension with an earlier start date.

Question 16: Declaration and Signature

If you make a false or misleading statement, you may be subject to an administrative monetary penalty and interest, if any, under the *Canada Pension Plan*, or may be charged with an offence. Any benefits you received or obtained to which there was no entitlement would have to be repaid.

Protection of Personal Information

The personal information you provide is collected under the authority of the *Canada Pension Plan (CPP)* and will be used to determine your benefit eligibility and entitlement. The Social Insurance Number (SIN) is collected under the authority of section 52 of the *CPP Regulations*, and in accordance with the Treasury Board Secretariat Directive on the SIN which lists the CPP as an authorized user of the SIN. The SIN will be used as a file identifier and to ensure an individual's exact identification so that contributory earnings can be correctly applied to your record to allow for benefits and entitlements to be accurately calculated.

Submitting this application is voluntary. However, if you refuse to provide your personal information, the Department of Employment and Social Development Canada (ESDC) will be unable to process your application. The personal information you provide may be shared within ESDC, with any federal institution, provincial authority or public body created under provincial law with which the Minister of ESDC may have entered into an agreement and/or with non-governmental third parties for the purpose of administering the CPP, other acts of Parliament and federal or provincial law. As well, the personal information you provide may be used and/or disclosed for policy analysis, statistical, research, and/or evaluation purposes. However, these additional uses and/or disclosures of personal information will never result in an administrative decision being made. The personal information may also be shared with the government of other countries in accordance with agreements for the reciprocal administration or operation of the foreign pension program and of the *CPP* and *Old Age Security Act*.

Your personal information is administered in accordance with the *CPP*, the *Privacy Act*, the *Department of Employment and Social Development Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank-Canada Pension Plan Program-ESDC PPU 146. You can ask to see your file by contacting a Service Canada office. Instructions for requesting personal information are provided in the government publication entitled *Info Source*, which is available at the following web site address: www.Canada.ca/infosource-ESDC. *Info Source* may also be accessed online at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint or by calling 1-800-282-1376.