

Variable Benefit (VB) Payment Schedule Change

This form should be completed when the member wishes to change their VB payment schedule. Payment schedules remain in effect until you request a change. Changes to payment schedule must be received by the 10th business day prior to the payment month to be effective for the payment date. To update the banking information for direct deposit please visit our website for the required form.

SECTION A: MEMBER INFORMATION (Please print)

SPP Account #	First Name, Initial and Last Name		Birthdate (day/month/year)	
Mailing Address		City	Province	Postal Code
Phone Number (Primary)	Phone Number (Other)	Email Address		

SECTION B: PAYMENT SCHEDULE - payments are directly deposited by the 20th day of the month.

1) Monthly payments

☐ Payment of \$ _____ beginning _____
 TD1 Forms required (before taxes) (month/year)

2) Lump sum payment of

☐ One time \$ _____ in _____ (month/year) _____ (total tax %*)
 (before taxes)

☐ Annually \$ _____ beginning _____ (month/year) _____ (total tax %*)
 (before taxes)

*If blank, required minimum tax is withheld. See COMMENTS AND INSTRUCTIONS Section B for the required minimum lump sum tax.

3) CRA minimum

For the required minimum annual withdrawal please use:

☐ My age or ☐ My spouse's age (Please include a copy of your spouse's proof of age.)

☐ Monthly beginning _____
 TD1 Forms required (month/year)

☐ Annual lump sum beginning _____ (month/year) _____ (total tax %*)

*If blank, required minimum tax is withheld. See COMMENTS AND INSTRUCTIONS Section B for the required minimum lump sum tax.

4) No payment

☐ I do not want a payment at this time.

SECTION C: AUTHORIZATION

I authorize SPP to complete the changes as identified. I recognize that multiple lump sum requests in the year may be subject to a \$50.00 fee. I understand that minimum payments are required in the year I turn 72. If I do not withdraw the minimum required amount in the year, it will be deposited into my bank account in December. If/when your account balance is below the payment amount requested SPP will issue the remaining funds and close the account. If any of the above information changes it is my responsibility to notify SPP immediately.

 Signature of Member

 Date

COMMENTS AND INSTRUCTIONS

This guide is intended to help members complete their Variable Benefit (VB) Payment Schedule change form. If you require more information, please visit our website at www.saskpension.com or contact SPP.

SECTION B - PAYMENT SCHEDULE

You can schedule monthly, annual and/or one time lump sum payments.

- Prior to age 72 there is no minimum withdrawal required. You can withdraw any amount above \$100, less tax and fees.
- The maximum you can withdraw is your total account balance, less taxes and fees.
- Monthly payment income tax is based on Canada Revenue Agency (CRA) payroll tax tables and require federal and provincial TD1 forms.
- Required tax on lump sum payments of \$5,000 or less – 10% required tax withheld, \$5,001 to \$15,000 – 20% and \$15,001 or more 30%.
- The required tax withheld is based on the cumulative lump sum amount withdrawn in the year.
Tax withheld cannot be less than the required tax amounts.
- Additional lumpsum payment changes within the year may be subject to a \$50.00 fee.
- When your account balance is less than \$100 or lower than your requested payment amount, VB payments cease and the account is closed.
- Payments are made from your VB account based on your investment instructions

INCOME TAX

Your VB account is tax-sheltered and tax-deferred until withdrawals/payments are made. SPP is required to withhold income tax from all payments and forward it to the CRA on your behalf. You will receive a T4A slip each year.

At age 65, VB members are eligible for a \$2,000 pension income amount used for determining non-refundable tax credits and income splitting with their spouse when filing their annual tax return.

Ultimately, the tax liability falls to you and will be determined when filing your personal income tax return. Please forward a completed TD1 (federal and provincial) to SPP.

CRA MINIMUM AGE

Required minimum withdrawals (based on *Income Tax Regulations*) must begin the calendar year you reach age 72. The calculation involves your total account balance multiplied by a prescribed factor that increases with age. Please indicate whether you wish to use your age or your spouse's age for use in this calculation.

If using your spouse's age please include a copy of their driver's license, birth certificate or passport.