

COVID-19 Notices

Affirmation of Pensioner Forms

The final request for Affirmations was mailed on August 7, 2020. Failure to provide the completed form to our office by September 14, 2020 will result in a suspension of your monthly pension payments.

We would like our members to take precautions and stay safe.

Member's Annual Statements

Member's Annual Statements are usually mailed out mid-May every year to our active members who have accrued some pension benefit in the prior Plan Years. However, due to the current circumstances surrounding the Covid-19 outbreak, the Superintendent of Pensions has given dispensation for a later deadline.

We will do our best to have the 2019 Member's Annual Statements mailed out as soon as we are able, but please note that it may be later than our usual timeframe.

Submitting Pension Documents

All forms and documents can be mailed to our office. There is also a drop-off mailbox located at our Edmonton office, between the four doors on the east side of the building with the red pipes, if delivering an addressed envelope is preferred.

We will also accept documents faxed to our office at (780) 477-9134, **with the exception of our "Appointment of Beneficiary Form" and the "Pension Partner or Spouse Status Declaration" form. In both of these cases we require the original form and signature to be received by our office.** For other cases, the faxed version will be accepted provided that the fax is legible.

For faxed documents, it is advisable to have a cover page marked to the attention of the Pension Plan, so that the correct department receives the fax, and include the name and any pertinent contact information in case the faxed form received is not legible. If it is not legible, we will contact you and a second attempt may be needed, or the form can be mailed to our office.

For your safety and security, we do not suggest sending documents containing confidential information, like a Social Insurance Number, over email.