

McGill University Pension Plan for Members of the Service Employees' Union

REQUEST FOR VOLUNTARY CONTRIBUTIONS (VCs)

Members of the McGill University Pension Plan for Members of the Service Employees' Union ("SEU Pension Plan") may elect to make voluntary contributions in respect of current service with the University directly into their pension account and receive an immediate tax relief at source. It is important to note that the University does not match voluntary contributions.

SECTION I: Member Information

Name (block letters) _____ McGill ID# _____

Department: _____ Telephone No.: _____ (work) _____ (home)

Email: _____

SECTION II: Voluntary Contributions (VCs) – Acknowledgment and Authorization

I hereby authorize and direct the University to withhold via payroll deduction VCs as follows:

- A total annual amount of \$_____, to be divided in equal amounts over the number of pay periods in a year. The amount deducted per pay will depend on the number of pay periods remaining on the date the form is received. Voluntary contributions will continue until alternate instructions are received or when a member settles their holdings.

OR

- A fixed amount of \$_____ per pay ending on _____ or with no end date.

Subject to payroll deadlines, voluntary contributions will commence on the pay period following the receipt of completed instructions.

I have verified that the contributions indicated above are within the limits of the Income Tax Act of Canada and the terms of the SEU Pension Plan. Human Resources may adjust or suspend contributions in respect of such limits. I further understand that I may adjust the amount of future contributions or discontinue contributions at any time by providing appropriate notice in the prescribed manner.

I authorize the investment distribution for my voluntary contributions to be the same as the current investment distribution being applied to my regular on-going University contributions, unless an alternate investment distribution for my voluntary contributions is provided. A change to the investment distribution may be made by visiting mysunlife.ca or by calling Sun Life's Customer Care Centre at 1-866-733-8612 (8:00 a.m. – 8:00 p.m., Monday to Friday, ET).

Signature: _____

Date: _____

Please return this form to: Human Resources – Service Centre
688 Sherbrooke Street West, Suite 1520
Montreal, QC H3A 3R1

Or by email to: hrhr@mcgill.ca

Or by fax to: 514-398-8287