



P.O. Box 2000  
 Charlottetown PE C1A 7N8  
 Tel: (902) 368-4200  
 Fax: (902) 620-3096  
 Email: [cssf@gov.pe.ca](mailto:cssf@gov.pe.ca)  
[www.peicssf.ca](http://www.peicssf.ca)

Office Use Only
ID

## APPLICATION TO PURCHASE SERVICE

*Freedom of Information and Protection of Privacy Act* Personal information on this form is collected under clause 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 as it relates directly to and is necessary for the administration of the pension plan and will be used for that purpose. Under certain circumstances (e.g., valuing pension benefits) some information may be released subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection of personal information, you may contact the Manager of Pension & Benefits at 902-368-4200.

### IMPORTANT NOTICE

This form must be submitted by e-mail. The date you e-mail this form to [cssf@gov.pe.ca](mailto:cssf@gov.pe.ca) shall determine:

- if you have submitted your application within the deadlines found under Section 2; and
- the cost to purchase service (as described on page 2).

### Section 1 - Member Information (PLEASE PRINT CLEARLY IF PRINTING THEN SCANNING)

LAST NAME		FIRST NAME & INITIAL(S)	
PRIOR LAST NAME(S)	PHONE NO.	DATE OF BIRTH (DD/MM/YYYY)	
MAILING ADDRESS			
CITY		PROVINCE	POSTAL CODE
EMAIL ADDRESS		EMPLOYER	EMPLOYEE ID

### Section 2 – Type of Service & Related Period

TYPE OF SERVICE <i>(go to page 2 for more information about each type)</i>		START DATE	END DATE
<input type="checkbox"/>	<b>EARLY ELECTION Maternity/Parental/Adoption Leave</b> <i>(applications submitted within 12 months of the end of the maternity / parental / adoption leave)</i>	DD-MM-YYYY	DD-MM-YYYY
<input type="checkbox"/>	<b>LATE ELECTION Maternity/Parental/Adoption Leave</b> <i>(applications submitted after the above early election period, but no later than 24 months after the end of the maternity / parental / adoption leave)</i>	DD-MM-YYYY	DD-MM-YYYY
<input type="checkbox"/>	<b>Service Worked Before Becoming a Member</b> <i>(application must be submitted within 24 months of becoming a member of the CSSF)</i>	DD-MM-YYYY	DD-MM-YYYY
<input type="checkbox"/>	<b>Buyback of Non-Vested Refund</b> <i>(application must be submitted within 24 months of the date of the original refund from the CSSF)</i>	DD-MM-YYYY	DD-MM-YYYY

#### PLEASE NOTE:

- This office will respond to the email provided above to confirm your request was received. If you do not receive this confirmation within 10 business days, you should contact this office at 902-368-6305.
- This application does not commit you to purchasing the service and can be used to request more than one of the above types of service.
- The cost to purchase service will be mailed to the mailing address provided above.

<b>Signature:</b>	<b>Date:</b>
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**Important Information about Purchasing Service**  
**Service Types, Application Deadlines, Eligible Service, Cost, and Payment Options**

A request will be accepted only if you are actively contributing to the plan. If you are found to be ineligible to make a request, you will be notified using the e-mail provided on your application.

Purchasing service will increase the amount of pension payable to you at retirement (the Civil Service Superannuation Act provides a benefit that includes a lifetime portion and a temporary bridge portion), and it may allow you to avoid all or part of an early retirement reduction.

The different types of eligible service available to purchase are listed below. Please determine the type of service that applies to you and return the above application form to [cssf@gov.pe.ca](mailto:cssf@gov.pe.ca)

Type of Service	Application Deadlines	Eligible Service Available for Purchase	Cost	Payment Options	
<b><i>EARLY ELECTION Maternity / Parental / Adoption Leave</i></b>	Applications submitted within 12 months of the end of the maternity / parental / adoption leave are eligible for this cost and payment options.	Eligible service is based on your guarantee on the date the leave commenced.	One times contributions determined at date of application.	Lump Sum payment: • Personal Cheque, or • Qualifying Transfer from a Personal RRSP.	Bi-weekly payments withheld directly from your pay cheque over a period not greater than two times your leave period. *
<b><i>LATE ELECTION Maternity / Parental / Adoption Leave</i></b>	Applications submitted after the above early election period, but no later than 24 months after the end of the maternity / parental / adoption leave, are subject to this cost and payment option.	Eligible service is based on your guarantee on the date the leave commenced.	Two times contributions determined at date of application.	Lump Sum payment: • Personal Cheque, or • Qualifying Transfer from a Personal RRSP.	Bi-weekly Not Available
<b><i>Service Worked Before Becoming a Member</i></b>	Application must be submitted within 24 months of becoming a member of the CSSF.	Eligible service is based on those regular hours worked over the 24 month period prior to joining the CSSF.	Two times contributions determined at date of application.	Lump Sum payment: • Personal Cheque, or • Qualifying Transfer from a Personal RRSP.	Bi-weekly Not Available
<b><i>Buyback of Non- Vested Refund</i></b>	Application must be submitted within 24 months of the date of the original refund from the CSSF.	Eligible service equals service from the original refund.	Original gross refund value, plus interest.	Lump Sum payment: • Personal Cheque, or • Qualifying Transfer from a Personal RRSP.	Bi-weekly Not Available

\* These payments will include interest at the rate in effect at the date of request. If you break the bi-weekly payment contract, you will have 30 days to make a lump sum payment of the remaining balance. You must contact our office to make this arrangement to retain your eligibility to purchase the remaining service.

*Please Note  
In the event of a discrepancy between the information above and  
Civil Service Superannuation Act, regulations, or policy, the later shall prevail.*