



CHRISTIAN SCHOOLS
INTERNATIONAL

CANADIAN CHRISTIAN SCHOOL
PENSION PLAN & TRUST FUND



Retirement Checklist

It's never too early to plan for the future. This checklist suggests steps you can take regarding your participation in the CSI Pension Plan to prepare for retirement. Choose the checklist that's applicable and complete the steps to work towards your retirement goals.



40+ YEARS FROM RETIREMENT

- Familiarize yourself with the Plan by reviewing Your Pension Plan, the summary plan description, and the Benefits in a Nutshell brochure.

- Be sure to:
 - a. Keep your beneficiary up to date.
 - b. Include your spouse in all of your retirement planning if you are married.

- Check the impact on retirement benefits if:
 - a. You change jobs.
 - b. You die before you are vested.*
 - c. You die after you are vested.
 - d. You're disabled while active in the Plan.

- Be sure to:
 - a. Obtain adequate insurance protection for you and your family such as health, life, home, auto, and disability.
 - b. Write a will and discuss estate planning with your attorney.

- Review your government retirement program benefits online at www.HRDC-DRHC.gc.ca/isp or by phone at 1-877-454-4051. Use this information as another retirement planning tool.

- Begin saving for retirement.

- Attend a CSI Retirement Planning Workshop held at most of the teacher conventions.

**You are vested after 2 years in the plan. Vesting means that you qualify for full pension benefits.*



30 YEARS FROM RETIREMENT

- Review the Plan to stay familiar with its benefits. Read all Updates from the Plan when you receive them.
- Project your assets, liabilities, and net worth to determine when you can afford to retire.
- Call the CSI pension office for a retirement benefit projection at any time. CSI will need:
 - a. An annual salary increase percentage.
 - b. An estimated termination date.
 - c. A retirement date.
- Review your government retirement program benefits online at www.HRDC-DRHC.gc.ca/isp or by phone at 1-877-454-4051. Use this information as another retirement planning tool.
- Monitor your annual status report for accuracy.
- If you haven't already done so, attend a CSI Retirement Planning Workshop held at most of the teacher conventions.



20 YEARS FROM RETIREMENT

- Review the Plan to stay familiar with its benefits. Read all Updates from the Plan when you receive them.

NOTE: At age 45, there is an enhancement in the pre-retirement death benefit payable to your spouse. This enhancement applies to active participants who are vested and die after age 45. Contact the CSI pension office for a benefit calculation.

- Re-examine your financial goals.
- Adjust your savings and other investments to meet your goal.
- Reduce your debt.
- Call CSI for a retirement benefit projection.
- Review your government retirement program benefits online at www.HRDC-DRHC.gc.ca/isp or by phone at 1-877-454-4051. Use this information as another retirement planning tool.
- Monitor your annual status report for accuracy.
- Plan now to attend a CSI Retirement Planning Workshop held at most of the teacher conventions.



10 YEARS FROM RETIREMENT

- If you are vested and age 55 or older, you now qualify for early retirement benefits. To begin drawing your retirement, call the CSI office for an Application for Retirement Benefits and a Declaration of Marital Status.

- Call the CSI pension office for a retirement benefit projection for all the benefit options available to you.

- Re-examine your financial goals:
 - a. Review possible housing changes for retirement.
 - b. Establish/maintain hobbies or plan for a new career.
 - c. Adjust your savings and other investments to meet your goal.
 - d. Reduce your debt.

- Review your government retirement program benefits online at www.HRDC-DRHC.gc.ca/isp or by phone at 1-877-454-4051. Use this information as another retirement planning tool.

- Monitor your annual status report for accuracy.



3 YEARS FROM RETIREMENT

- If you are vested and age 60 or older, you may be eligible for an unreduced retirement benefit. To apply for benefits, call the CSI pension office.
- Project your assets, liabilities, and net worth; then project your retirement expenses to determine when you can afford to retire.
- Monitor your annual status report for accuracy.



YEAR OF YOUR RETIREMENT

- Call the CSI pension office for:
 - a. A projection of your benefit;
 - b. An Application for Retirement Benefits and a Declaration of Marital Status.
- Monitor your annual status report for accuracy.
- Application for retirement should be made 25 - 90 days before you wish to receive payment of your first pension benefit. Payments are made on the 25th of each month. Once we have received your application, we will send you information about taxes and direct deposit.
- Call the CSI pension office at (800) 635-8288 extension 231 if you have questions, or would like a retirement benefit projection.