

Election Form

Employee Name: _____

Employee ID: _____

ATTENTION: THIS FORM MUST BE COMPLETED REGARDLESS OF THE OPTION CHOSEN

Please complete this form indicating your severance payout option or deferral option and return to your regional HR office ***no later than June 28, 2019***. Your severance will be paid in accordance with the schedule below. If you do not return this form by the date indicated, your severance will be paid to you, as per Option 1, on December 13, 2019.

Please indicate your severance payout option (Please read the attached Payment Options Summary before completing):

- Option 1 Severance paid to me with no RRSP contribution
- Option 2 Severance paid to me for transfer to RRSP (**less than \$15,000** complete Declaration of Intent)
- Option 3 Severance paid to me for transfer to RRSP (**more than \$15,000** – Complete T1213)
- Option 4 Transfer a portion to RRSP and remainder of severance paid to me (complete forms as per summary)
Severance for transfer to RRSP \$ _____
- Option 5 Defer Severance to a later date

You will receive your payment as per the following schedule:

Number of Years of Service

20+
9-19
1-8

Payment Date

October 17, 2019
November 14, 2019
December 13, 2019

Have you ever been employed with Government of Newfoundland, another Provincial Government Agency, Crown Corporation or other related employer? Yes No

If yes, Employer Name: _____ Period of Service: _____

Have you ever received severance pay from the Government of Newfoundland, another Provincial Government Agency, Crown Corporation or other related employer? Yes No If yes, amount of severance received: \$ _____

While teaching within the Province as a substitute or replacement teacher, has **Maternity, Paternity or Adoption Leave** prevented you from teaching 20 days within a school year? Yes No

If yes, indicate school year(s): _____

I hereby confirm that the information provided above is true, complete and accurate to the best of my knowledge, information and belief. I further acknowledge that if the employer subsequently becomes aware of any material misrepresentation, omission or falsehood that has resulted in an overpayment of severance that the value of any such overpayment shall constitute a debt due to the employer and shall be recovered accordingly.

I have read and understand the above

Employee Signature: _____

Date: _____

Please note: Severance payments will be processed according to the above noted schedule pending receipt of all necessary forms and information. Delays in receiving any information may affect when payment is issued. If you are transferring funds to an RRSP, your severance payment will be processed when all required RRSP forms are received.

Payment Options Summary

Option 1 – You want the payment, and will not be contributing to an RRSP.

- Deductions will include EI and CPP (unless you have reached your annual maximum deduction required) and income taxes, as well as other employment-related deductions as defined in the FAQ's.
- Please return your completed election form by June 28, 2019.
- Please note that if you do not complete an election form, this option will be automatically chosen for you.
- No other documents are needed.

Option 2 – You will contribute your payment (\$15,000 or less) to an RRSP.

- You must have personal RRSP contribution room to contribute the amount identified.
- Deductions will include EI and CPP (unless you have reached your annual maximum) and other employment-related deductions, but income taxes will not be withheld.
- You are covered by the corporate tax waiver. Simply complete the Canada Revenue Agency (CRA) Declaration of Intent form and return it with your completed election form by June 28, 2019.

Option 3 – You will contribute your payment (more than \$15,000) to an RRSP.

- You must have personal RRSP contribution room to contribute the amount identified.
- Deductions will include EI and CPP (unless you have reached your annual maximum) and other employment-related deductions, but income taxes will not be withheld.
- You will need to request a personal tax waiver from CRA.
- To do this, download and complete the CRA T1213 form at <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1213.html> and submit it to CRA (this could take 60 days to process). Be sure to indicate 2019 as the tax year on your T1213 application. Please review sample application form before completing.
- Return your completed election form by June 28, 2019.
- When you receive your approval from CRA, submit it to your regional Human Resources Office immediately.
- If you don't receive approval for the amount you need from CRA, you can call your regional Human Resources Office to discuss alternatives.

Option 4 – You will contribute some of your payment to an RRSP and keep the remainder.

- State the amount you will contribute to an RRSP on your election form.
 - If the amount is \$15,000 or less, complete the steps in Option 2.
 - If the amount is over \$15,000, complete the steps for Option 3 (T1213 Link <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1213.html>)
- The remainder of your Severance Payout will be paid to you, as in Option 1.

Option 5 – You are deferring payment of severance to a later date.

- Please return your completed election form by June 28, 2019.
- You may refer to the FAQ document for more detailed information on deferring your severance.

If you have selected Options 2, 3 or 4, no payments will be made without the necessary CRA documentation.

Questions regarding completion of Canada Revenue Agency documentation or tax implications should be directed to the Canada Revenue Agency at 1-800-959-8281.

How the process works

It is important to know that for options 1 to 4 outlined above, the money will be paid directly to you, in the same way you receive your regular pay (e.g., direct deposit).

Your payment will be included as income in box 14 of your T4.

When you receive your payment, you must then make the RRSP contribution through your financial institution. This can be any financial institution as long as funds are contributed to a registered RRSP. The contribution must be made for the tax year in which you received your payment.

Your financial institution will issue an official income tax receipt.

When you file your annual tax return, there will be an income inclusion on your T4 for the Severance Payout amount, and you will have an offsetting tax deduction (the tax receipt from your financial institution) for the contributed amount. These will essentially cancel each other out.

Returning your election form and other documentation

You can return your election form and required documents to your regional Human Resources Office.

You can return the forms in hard copy by mail, or you can scan them as a .pdf file and email them to:

LABRADOR REGION	WESTERN REGION	CENTRAL REGION	AVALON REGION
Labrador Regional Office P.O. Box 1810, Stn. "B" 16 Strathcona Street Happy Valley-Goose Bay, NL A0P 1E0 · Canada	Western Regional Office P.O. Box 368 10 Wellington Street Corner Brook, NL A2H 6G9 · Canada	Central Regional Office 203 Elizabeth Drive Gander, NL A1V 1H6 · Canada	Avalon Regional Office 95 Elizabeth Avenue St. John's, NL A1B 1R6 · Canada

severancelabrador@nlesd.ca

severancewestern@nlesd.ca

severancecentral@nlesd.ca

severanceavalon@nlesd.ca

Questions

If you have questions about your eligible service, payment or the process in general, please contact your regional Human Resources Office. Questions regarding completion of Canada Revenue Agency documentation or tax implications should be directed to the Canada Revenue Agency at 1-800-959-8281.

As your employer, we are not able to answer questions or provide advice regarding your personal financial planning. You are encouraged to seek professional advice, if necessary, based on your personal situation and financial goals.