



Member's Quick Reference Guide

Life Event	Who to Contact	Form/Resources
Change in name, address, or beneficiary	Website or PEPP	<i>Change in Personal Data</i> form or update profile using PEPP Access <i>PEPP Talk: Designation of Beneficiary</i>
Change in spousal relationship status	PEPP	<i>Change in Personal Data</i> form or <i>Declaration of Common-law Relationship</i> form <i>PEPP Talks: Breakdown of Spousal Relationships</i> <i>Designation of Beneficiary</i>
Change in investment fund or investment instructions	Website or PEPP	<i>Investment Option Change</i> form or update profile using PEPP Access <i>PEPP Talk: Changing Your Investment Options</i>
Make voluntary contributions	Contact your Payroll Department	No form is required at PEPP <i>PEPP Talk: Voluntary Contributions</i>
Transfer money into PEPP	Contact PEPP	<i>PEPP Talks: Transferring Money into PEPP</i> <i>Reciprocal Transfer Agreements</i>
Leave of absence from work	Contact your Human Resources/ Payroll Department	<i>Leave of Absence Contributions Options</i> form <i>PEPP Talk: Leave of Absence</i>
Termination of employment	Contact your Human Resources Department	<i>Notice of Termination or Notice of Employer/ Department Change</i> form <i>PEPP Talk: Termination Options</i>
Death of a member or spouse	Contact PEPP	<i>Declaration Upon Member's Death</i> form (member's beneficiary must submit)
Retirement	Contact your Human Resources Department Contact PEPP (minimum of 6 months before retirement)	<i>Notice of Termination</i> form <i>PEPP Talks: Variable Pension Benefit (VPB)</i> <i>Annuities from SPAF</i> <i>Termination Options</i>

For access to information, forms or PEPP *Talks* on Plan-related subjects, go to www.peba.gov.sk.ca