Diocese of Toronto
Anglican Church of Canada

Diocesan Pre-Retirement Checklist

5 YEARS BEFORE RETIREMENT

- ❑ Attend a Diocesan Retirement Planning Workshop
- ❑ Review your will and powers of attorney for yourself and your spouse

12 MONTHS BEFORE INTENDED RETIREMENT

- ❑ Meet with Area Bishop/ supervisor to begin to determine retirement plan:
  - Date for informing the parish/ churchwardens/ other staff
  - Future ministry/ work options
  - Housing arrangements
  - Moving needs - $1,500 (final move) and send invoice to Human Resources for reimbursement
- ❑ Area Bishop/ supervisor informs the Diocesan Office of the retirement.
  - The Payroll office sends required forms to be completed and returned
  - Human Resources Coordinator sends general benefit, allowance, and other information
- ❑ Acquire Benefit and Financial Estimates
  - Federal Government Benefits estimates for self and spouse
  - Canada Pension Plan (C.P.P.) and Old Age Security (O.A.S.), contact Service Canada at 1-800-277-9914.
- ❑ Acquire Pension Estimates
  - National Church Pension Plan (1-800-265-1070)
  - Prior employment pension
  - Spouse's pension
- ❑ Benefits Plan Information
  - Determine Diocesan plan coverage and how this will affect you
  - Determine spouse's plan coverage
- ❑ Investment Planning and Estimates
  - Work with your Personal Investment Agencies to gather information and correct processes regarding items such as:
    - RRSP's
    - Spousal investments

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6 MONTHS BEFORE RETIREMENT

- [ ] Make application for:
  - Canadian Pension Plan
  - Old Age Security

- [ ] Confirm retirement date with Area Bishop/ supervisor (Suggestion: always retire on the last day of the month)
  - Determine vacation accumulation
  - Set final Sunday in parish/ last day at work
  - Moving details
  - Put retirement date in writing
  - Determine which committee's you are retiring from

- [ ] Diocesan Retirement Allowance estimates
  - The Payroll office sends the specific information for your retirement after the letter confirming your retirement date is received.

3 MONTHS BEFORE RETIREMENT

- [ ] Fill out tax waiver form and return to Canada Revenue Agency
  - Necessary for Diocesan Retirement Allowance
  - Inform the Payroll office when this has been done

- [ ] Complete National Church Pension application form and return to the Payroll office

- [ ] Complete TD1 form (tax deducted from pension income) and return to the Payroll office

- [ ] Contact your insurance provider and change car insurance from "business" to "pleasure", if appropriate

1 WEEK BEFORE RETIREMENT

- [ ] Diocesan Retirement Allowance sent to you from the Payroll office

- [ ] Record of Employment sent to you from the Payroll office