

## Forms and Procedures for Retirement

Click on the applicable link below for:

- [Retirement Death Benefits Certificate Checklist](#)
- [Designation of Beneficiary](#)
- [Election to continue to Age 75](#)
- [Retirement Death Benefit Certificate Request](#)

### Procedures

1. Notice of Termination – from supervisor or Director of Administration if employee is from Corporate Office.
2. EasyPay – change to terminated, termination date and complete ROE.
3. Pull employee file from cabinet.
4. Print off – [Retirement Death Benefit Certificate Checklist](#)
5. PEGL – fill out bottom of original PEGL form from employees file – send to PEBA
6. PEGL – fill out [Retirement Death Benefit Certificate Request Form](#) – requires employee signature.
7. Fill out PEPP – Notice of Termination and mail to PEPP, must be done immediately after termination. Mail original, keep copy.
8. Remove employee from spreadsheets:
  - PEPP
  - PEGL
  - PEDIP
9. Unenroll from Dental and Health:
  - [Canada Life](#)
  - [Morneau Shepell](#)