

Instructions

What to Complete

- Section 1, in all cases. The Pension & Benefits office needs this information to locate and update your file.
- Section 2, if you would like to change your mailing and/or resident address. All communication from the Pensions & Benefits office will be sent to your mailing address. We ask that you provide your resident address if it differs from your mailing address. Please note that your pension is required to be taxed based on the province or country in which you reside.
- Section 3, if you would like to notify the Pension & Benefits office of a change in the way you want to receive your monthly pension payments – by direct deposit, or by direct deposit to a different account. The account must be in the name of the member. Your pension can be deposited in a chequing or savings account at any Canadian financial institution. Please keep your old account open until the first pension payment has been deposited into your new account. This will prevent a disruption in your pension payments.
- Section 4, if you would like have additional tax deducted from each of your pension payments, or if you would like to change an existing amount. Please note that the amount indicated on the form will replace any existing additional tax requests. For any other changes, you must submit a new TD1 form, which can be found on our website.
- Section 5, if you are changing your name, please attach a copy of your driver's license, or other government issued identification, supporting your name change.
- Section 6, in all cases. The Pension & Benefits office cannot process the changes reported on this form without the signed authorization of the pensioner or a person who has valid power of attorney to act on the pensioner's behalf.

How to Return Your Completed Form

You may submit your form by:

Mail: Pension & Benefits
P.O. Box 2000
Charlottetown PE C1A 7N8

Email: peitpp@gov.pe.ca

Fax: (902) 620-3096

We recommend that you make a copy of your completed form for your personal files.