

# PEI School Boards Notice of Employment Information Change

**Please return completed form to:**

Pensions & Benefits  
Attn: Audrey Paynter  
PO Box 2000  
Charlottetown, PE C1A 7N8  
Fax: (902) 620-3096

The Pension Office requires that this information remain current in order to provide members with:

- Important member updates/information
- Their annual pension statement

## Change to Employee's *Personal* Information

When your office receives a change to an employee's personal information (ie. name, address or e-mail), please forward a copy of the change to the Pension & Benefits Office – Attn: Audrey Paynter.

## Change to Employee's *Employment* Information

When there is a change to an employee's employment information, please complete this form and forward to the Pensions & Benefits office – Attn: Audrey Paynter.

<b>EMPLOYER TO COMPLETE</b>			
<b>Last Name</b>		<b>SIN</b>	
<b>First Name</b>		<b>Employee ID</b>	
Teachers' Superannuation Fund (TSF) <input type="checkbox"/> Regular <input type="checkbox"/> Excluded Personnel		Civil Service Superannuation Fund (CSSF) <input type="checkbox"/> Excluded Personnel	
<input type="checkbox"/> Eastern School District <input type="checkbox"/> Western School Board <input type="checkbox"/> French School Board			
<b>School Name</b>		<b>School Code</b>	
<b>Standard Year</b>	<input type="checkbox"/> 10 month <input type="checkbox"/> 12 month		

**Comments:**

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Pension Office Use Only</b>	
<b>Ent'd into Ariel by:</b> _____	<b>Date:</b> _____