

Your Guide To Changing Your Personal Information NEBS Pension Plan



Use this form if you want to change your NEBS PENSION information on file. For the purposes of the NEBS Pension Plan your beneficiaries are automatically your Spouse, Common-law Spouse and/or Eligible Dependent Children it is therefore extremely important that your personal information be accurate at all times.

Name Change

Please provide legal name change document, certificate of change of name, marriage certificate, or divorce certificate. A copy of your valid Canadian Passport picture page would be accepted in lieu of these documents.

Birth Date

If you are requesting a correction of your birth date, please provide a copy of your birth certificate or valid Canadian Passport picture page.

Status Change

- **Spouse** is the person to which you are legally married.
- **Common-law Spouse** is the person with whom you have lived in a conjugal relationship for at least one year.

Spouse Information Change

If you are adding a Spouse please provide a copy of your marriage certificate.

If you are adding a Common-law Spouse please provide a "Declaration of Common-law Status" form. This form can be found on our website www.nebsnorth.com.

If you are removing a Spouse, please provide a divorce certificate, or separation agreement.

Your Former Spouse is entitled by law to a portion of the pension that you earned while a member of the NEBS Plan during the marriage. This means that your Former Spouse can only be removed as a beneficiary by way of a legally filed court document. A Former Spouse may be assigned part of your benefit OR may waive their right to your benefit by way of a separation agreement, divorce settlement or court order.

Once a Common-law Spouse is removed from your file, they are no longer entitled to survivor benefits.

SIN

If you are requesting a correction of your SIN, please provide a copy of your SIN card or a copy of your most recent notice of assessment (as issued by the CRA).

Eligible Dependent Child(ren)

An eligible dependent child for the purposes of the NEBS Plan is:

- Any natural child, stepchild or adopted child who is less than 18 years old and dependent on you for financial support;
- Any natural child, stepchild or adopted child who is between 18 and 25, a full-time student and dependent on you for financial support;
- Any age and dependent on you for financial support due to a physical or mental infirmity that existed prior to October 1, 2015.

Providing a SIN for Eligible Dependent Children is optional.

Eligible Dependent Adopted Children

If you are adding an Eligible Dependent Adopted Child, please provide proof of adoption or guardianship. A Statutory Declaration may be accepted in lieu of adoption papers.

Eligible Dependent Student Children

If you are adding an Eligible Dependent Student Child please provide a "Declaration of Student Eligibility" form. This form can be found on our website www.nebsnorth.com.

Eligible Disabled Dependent Children

Please provide medical evidence forms or reports about the child's condition that the child's doctor has completed for other benefits. NEBS is not responsible for any costs associated with providing this medical evidence.

Authorization

Sign in blue ink. If it is not signed, it is not legally valid.

Date the form. If you do not date the form, we may not be able to determine the effective date of the requested changes.

REQUESTED CHANGES WILL NOT TAKE EFFECT UNTIL SUPPORTING DOCUMENTATION IS RECEIVED.