



OAS/CPP

**Agreement to administer benefits under the Old Age Security Act
and/or the Canada Pension Plan by a Private Trustee**

Trustees must maintain yearly records of the monies received and spent for our beneficiaries. Should the Minister want an accounting report, the trustee must provide the requested documentation for the applicable year(s).

Beneficiary's Social Insurance Number
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It is very important that you:

- use a **pen** and **print** as clearly as possible.

The information contained on this form is essential for payments of benefits under the *Old Age Security Act* and/or the *Canada Pension Plan* to persons acting on behalf of a beneficiary who is incapable of managing his/her own affairs. It is retained in the information bank relating to the benefit being paid. Under the *Privacy Act*, the beneficiary has the right to request a copy of this record.

Old Age Security and/or Canada Pension Plan beneficiary

Mr. Mrs. Usual First Name and Initial	Last Name	
Ms. Miss		
Home Address - No., Street, Apt., P.O. Box, R.R. and City	Province or Territory	
	Country - If other than Canada	Postal Code

I, the undersigned, agree to receive benefits under the *Old Age Security Act* and/or the *Canada Pension Plan* payable to the beneficiary named above and undertake, following the relevant provisions and Regulations, without charge:

1. to act on behalf of the beneficiary and, in accordance with any directions, from Human Resources Development Canada, to administer and expend the benefits in his/her best interests;
2. to complete an accounting report for all benefits received and the payments made from them, upon request from Human Resources Development Canada;
3. to notify Human Resources Development Canada if the beneficiary changes address, becomes absent from Canada, dies, ceases to be incapable of managing his/her own affairs or if the trusteeship ends. And to provide any other information or evidence, and to do anything that the *Old Age Security Act* and/or the *Canada Pension Plan* or their Regulations would require from the beneficiary; and
4. to return uncashed, if the beneficiary should die, all his/her *Old Age Security* and/or *Canada Pension Plan* benefit payments which remain uncashed at the time of his/her death or which may be issued after the month of death, and to reimburse Her Majesty the Queen in Right of Canada for any loss sustained by her through the cashing of such payments.

IN WITNESS WHEREOF, I execute this document under seal this day of of the year .

X _____ Signature of Trustee			Signed, Sealed and Delivered in the presence of X _____ Signature of Witness		
Name of Trustee - Please print			Name of Witness - Please print		
Address of Trustee - No., St., Apt., P.O. Box, R.R.			Address of Witness - No., St., Apt., P.O. Box, R.R.		
City, Town or Village		Province or Territory	City, Town or Village		Province or Territory
Country	Postal Code	Telephone number	Country	Postal Code	Telephone number
Relationship, if any, to the Beneficiary			Occupation of Witness		



Service Canada Offices

Your form(s) should be mailed to the nearest Service Canada office. These offices are shown below. If you need any help while you are completing your form(s) and you are in **Canada or the United States**, you can phone our toll-free number **1 800 277-9914**. For people with speech or hearing impairments using a teletypewriter device TTY, call **1 800 255-4786**. Please have your social insurance number ready. **Note:** If you are applying from outside of Canada, mail your form(s) to the office in the province where you last resided.

NEWFOUNDLAND AND LABRADOR

Service Canada
P.O. Box 9430
St. John's NL A1A 2Y5

ONTARIO (Timmins)

Service Canada
P.O. Bag 2013
Timmins ON P4N 8C8

PRINCE EDWARD ISLAND

Service Canada
P.O. Box 20105
Sherwood Postal Outlet
Sherwood PE C1A 9E3

ONTARIO (Chatham)

Service Canada
P.O. Box 2020
Chatham ON N7M 6B2

NOVA SCOTIA

Service Canada
P.O. Box 1687
Postal Station "M"
Halifax NS B3J 3J4

MANITOBA AND SASKATCHEWAN

Service Canada
P.O. Box 818
Station Main
Winnipeg MB R3C 2N4

NEW BRUNSWICK

Service Canada
P.O. Box 250
Fredericton NB E3B 4Z6

ALBERTA / NORTHWEST TERRITORIES AND NUNAVUT

Service Canada
P.O. Box 2710
Main Station
Edmonton AB T5J 4C2

QUEBEC

Service Canada
P.O. Box 1816
Quebec QC G1K 7L5

BRITISH COLUMBIA AND YUKON

Service Canada
P.O. Box 1177
Victoria BC V8W 2V2

ONTARIO (Scarborough)

Service Canada
P.O. Box 5100
Postal Station "D"
Scarborough ON M1R 5C8

Ce formulaire est disponible en français - ISP-3501F