

Régie des rentes du Québec

Beneficiary's *Guide*

Retirement Pension



Québec 

Use our on-line services:



- Change of address;
- Direct deposit;
- Income tax deductions;
- Duplicate income tax slips;
- Statement of Participation in the Québec Pension Plan;
- Our forms and publications.

www.rrq.gouv.qc.ca

Some of the services, such as the Statement of Participation, CompuPension and the Application for a Retirement Pension, require access to your personal file at the Régie. Therefore, we will ask you to confirm your identity using an access code.

This publication does not have force of law.

In cases of conflicting interpretation, the *Act respecting the Québec Pension Plan* and its regulations prevail over the contents of this publication.

A large print version and a Braille version are also available. To order a copy, call the Régie at 1 800 463-5185.

To obtain an audiocassette, contact the Magnétothèque at 1 800 361-0635.

All our services are free of charge.

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Retirement pension

To learn about your rights and obligations as the beneficiary of a retirement pension paid under the Québec Pension Plan, read this booklet carefully and keep it for future reference.

If you do not find all the answers to your questions, see our Web site or contact the Régie des rentes du Québec. Our Internet address and telephone numbers are given on the back of this booklet. When contacting the Régie, you must give your social insurance number so we can locate your file.

Important!



- Your retirement pension is always paid on the last working day of the month. Payment dates are shown on your Notice of Acceptance, on our Web site and in a document that will be sent to you at the beginning of the year with your income tax slips.
- Your pension is indexed each year in January to reflect the rise in the cost of living.

Amount of your pension

The amount of your retirement pension is calculated on the basis of:

- your employment earnings, and
- your age.

Your employment earnings

The term “employment earnings” refers to the earnings on which you made contributions, as recorded under your name in the Québec Pension Plan.

If you are not entitled to the maximum retirement pension, the earnings that were taken into consideration are shown on the Statement of Employment Earnings enclosed with your Notice of Acceptance.

It is important to check that the amounts shown on the Statement are correct. If any of the amounts are wrong, you can have them corrected by sending the Régie one of the following documents for each year in question:

- **If you were an employee:**
 - the original of a TP4, T4 or Relevé 1 slip (this document will be returned to you);
 - a letter from your employer, indicating the year, your earnings and your contributions to the Québec Pension Plan;
- **If you were self-employed:**
 - a Notice of Assessment from Revenu Québec or the Canada Revenue Agency.

After studying the documents submitted, the Régie will notify you in writing of its decision. If the amount of your retirement pension is increased, any amount owing will be paid retroactively.

Your age

The amount of your retirement pension also depends on your age when payment of the pension begins. It is adjusted according to whether payment of your pension begins before or after your 65th birthday.

If you are under age 65

Your pension is reduced by 6% for each year (1/2% per month) preceding your 65th birthday. For example, if you start receiving your pension at age 63, it will be reduced by 12% (2 years X 6%). This reduction applies for as long as the pension is paid to you.

If you are age 65

Your pension is neither reduced nor increased.

If you are over age 65

Your pension is increased by 6% for each year (1/2% per month) that has passed since your 65th birthday. Thus, if you start receiving your pension at age 68, it will be increased by 18% (3 years X 6%). This increase applies for as long as the pension is paid to you. It should be noted that a pension cannot be increased by more than 30%, even if you are over 70 when you begin receiving your pension.

Your pension and income tax

- Your retirement pension is subject to income tax. Therefore, at the beginning of each year, the Régie sends you a Relevé 2 slip, which you must enclose with your income tax return. The slip shows the total amount that you received as a retirement pension during the preceding year.
- If you wish, you can ask the Régie to deduct an amount from your pension every month for federal and provincial income tax purposes. It is up to you to decide how much will be deducted. You can apply for income tax deductions on-line or by calling the Régie at one of the numbers shown on the back of this booklet.
- You can ask the Régie to divide between you and your spouse the retirement pension paid to you under the Québec Pension Plan. This could decrease the total amount of taxes paid by you and your spouse. To be entitled to pension sharing (if you are married or in a civil union), you or your spouse must file an application and the following conditions must be met:
 - you must both be 60 years of age or over;
 - if you both contributed to the Québec Pension Plan, you must both be receiving a retirement pension.

Pension sharing is calculated on the basis of the number of years the couple have lived together. Therefore, the amount that one spouse receives from the other is not necessarily equal to half the other's pension. Pension sharing stops when one of the spouses dies, and the pension amount reverts to what it would have been without pension sharing.

Note that pension sharing is also available to de facto spouses and same-sex spouses. In that case, the application must be signed by both spouses.

An application for retirement pension sharing must be made in writing. You can obtain an application form on our Web site, from Services Québec, at most banks and caisses Desjardins, at our client service centres or by calling the Régie.



If you return to work

If you decide to return to work, you can continue to receive your retirement pension without



reduction, regardless of your age. However, you will have to start contributing to the Québec Pension Plan again once your employment earnings exceed the basic exemption of 3 500 \$. If you are not already receiving the maximum retirement pension, your pension could be increased annually if your new earnings are greater than those used for the calculation of your pension.

Cancelling your pension

If you wish to cancel your retirement pension, you have **six months following your first pension payment** to do so. You must make your request in writing. It is important to note that you will have to pay back the retirement pension amounts that you received.

If you are under age 65 and cancel your retirement pension because you believe that you are entitled to a disability pension, the Régie must consider that you became disabled within 6 months after your first retirement pension payment. You have 18 months after your first retirement pension payment to file a disability pension application.

Can you receive two pensions?

You can be entitled to a retirement pension and a surviving spouse's pension at the same time. If so, the Régie pays the two pensions in a single monthly amount (referred to as a combined pension). However, the amount you receive is not necessarily the sum of the two pensions. A combined pension is subject to a maximum amount determined by the *Act respecting the Québec Pension Plan*.



Direct deposit

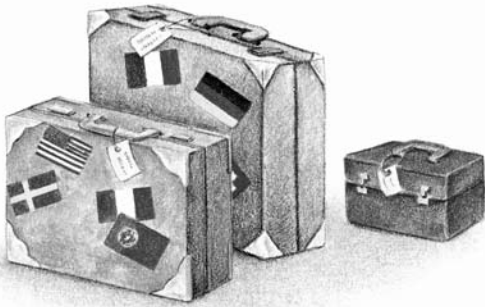


Direct deposit is a free service offered by the Régie. This service allows your pension to be paid directly into your account at the financial institution of your choice in Canada, on the last working day of the month.

You can sign up for direct deposit by Internet,

 **RégieNet**
On-line services

telephone or mail. If you sign up by Internet or telephone, be sure to have a personal cheque at hand in order to provide the necessary information. If you sign up by mail, use the application form that can be found on our Web site, at our client service centres, in most banks and caisses Desjardins and at the riding office of your member of the National Assembly.



If you live outside Canada

If you live in another country, you may also be able to benefit from direct deposit, since it is available in 27 other countries.

Your pension can, in certain cases, be paid by direct deposit in U.S. dollars or in the currency of your country of residence. This service is safe and eliminates transaction fees for cashing cheques in Canadian dollars or other currencies. If you would like to sign up for this service, you can obtain the application form on our Web site or by contacting the Régie.

If you move

If you receive your pension by direct deposit

If you are signed up for direct deposit, you must notify the Régie if you move. You must also notify us if you change your place of banking or bank branch.

But be careful! Do not close your old account until the first pension payment has been deposited in the new one. You can inform the Régie of any such changes by Internet, telephone or mail, making sure to indicate your social insurance number.

If you receive your pension by cheque

Please advise us of your new address as soon as possible to ensure that you receive your next cheque on time. You can inform us by Internet, telephone or mail.



If you have questions about a decision rendered by the Régie

If you would like to provide new or additional information, call us.

You can ask the Régie to review any decision regarding your pension. However, you must apply no later than 12 months after the date of the decision. The Application for Review form is available on our Web site or by contacting us. You must provide any information or documents that support your application.

After reviewing your file, the Régie will inform you in writing of its new decision. If you disagree with that decision, you will have 60 days to file an appeal with the Administrative Tribunal of Québec.



Your satisfaction is our priority!

Our commitment

In our *Service Statement*, we are committed to answering client calls within 3 minutes. This commitment is met in 95% of cases. In fact, in 75% of cases, you will wait 30 seconds at most.

Services Commissioner

If your situation has not received all the attention it deserves

You can contact the Services Commissioner, who will treat your complaints and comments completely independently. The Commissioner has the power to make recommendations to facilitate the resolution of disputes and improve client service. Complaints are kept strictly confidential and there is no need to fear personal repercussions.

You can contact the Services Commissioner by calling the Régie or through the Internet. You can also write to us. (See the back cover of this booklet for the information on how to reach us.)

How to reach us

For more information about the Québec Pension Plan and the system for financial security after retirement, contact the Régie:

By Internet

www.rrq.gouv.qc.ca

 **RégieNet**

On-line services

By telephone

Québec region: 418 643-5185

Montréal region: 514 873-2433

Toll-free: 1 800 463-5185



Service for the hearing impaired

(TDD/TTY required) 1 800 603-3540

By mail

Régie des rentes du Québec

Case postale 5200

Québec (Québec) G1K 7S9

In person

At one of our client service centres. We suggest that you call us before coming to the office. In most cases, you can obtain the information you need by telephone.

Régie des rentes

Québec

