

SERVICE PURCHASES

INTRODUCTION

Your TRAF pension is calculated using your years of service and average salary. The higher these two factors, the larger your pension.

Purchasing service allows you to increase your years of service and receive credit for a time in your career when you did not make TRAF contributions or when you took a refund of contributions.

If you are not receiving your TRAF pension, you may be able to purchase one or more of the following types of service.

TYPES OF SERVICE

Maternity/Parental/Adoption Leave:

- If you were granted a leave of absence from your employer for this purpose

Refunded Service:

- If you received a refund of your contributions from TRAF and later returned to teach in a public school in Manitoba

Substitute Service:

- If TRAF contributions were not automatically deducted during your substitute teaching

Educational Leave:

- If you have taken an educational leave from your employer, attended an educational institution during your leave, and returned to teach under contract on a regular basis in a public school in Manitoba

Past Service:

- If you were employed under the Minister of Education or the minister responsible for universities
- If you were employed with the Faculty of Education at a Manitoba university
- If you were employed by a school division as a clinician before 1981

Note: To be eligible, you cannot have pensionable service under any other pension plan other than the Canada Pension Plan.

APPLICATION PROCESS

You will need to complete the appropriate forms that are available through our website or from our office:

- *Service Purchase Application*
- *Maternity/Parental/Adoption Leave Application*
- *Past Service Purchase Application*
- *Substitute Service Purchase Application*

MAKING PAYMENTS

Once we calculate the cost, you will have the choice to pay in full or, in some cases, by installments (interest is added to any unpaid balance).

Your payment must be made in full before any benefit such as a monthly pension or a transfer of service can be paid from TRAF.

Payments may be made in cash or by RRSP transfer(s). Cash payments are tax deductible.

We recommend that you consult a tax or financial advisor for information on the impact to your tax situation.