

GENERAL INFORMATION

On September 22, 2010, regulatory provisions concerning research centres in the health and social services sector and arising under the *Act to amend the Act respecting the Pension Plan of Management Personnel and other legislation establishing pension plans in the public sector* (S.Q. 2010, c.11) were passed.

Among other subjects, those provisions concern the buy-back of service performed at a research centre in the health and social services sector covered by those plans¹. Members of one of the following plans can apply for a buy-back:

- the Government and Public Employees Retirement Plan (RREGOP);
- the Pension Plan of Management Personnel (PPMP); OR
- the Retirement Plan for Senior Officials (RPSO).

This guide is provided for your information and does not replace the provisions of the applicable legislation and regulations. It is specially intended to help members who wish to buy back periods of service performed at a research centre in the health and social services sector fill out the “Application for buy-back” (727A) form. We suggest you read it **carefully** as it contains answers to most questions regarding that type of buy-back.

This form is prescribed under section 150 of the *Act respecting the Government and Public Employees Retirement Plan* (R.S.Q., c. R-10). Its use is **compulsory** to apply for buy-back if you are a member of RREGOP, the PPMP or the RPSO.

Conditions to be eligible for a buy-back

You can have your service at a research centre credited provided:

- You participate in RREGOP, the PPMP or the RPSO when you file your application for buy-back; **AND**
- You held a job at a research centre in the health and social services sector covered by those plans during the period(s) you wish to buy back.

PLEASE TAKE NOTE:

You must file two separate applications for buy-back if you wish to buy back a period of service performed at a research centre in the health and social services sector and another period (of service or absence) concerning another employer in the public or parapublic sector.

Please note that the cost of a buy-back is related to your pensionable salary when CARRA receives your application. The cost may vary depending on the member's age, the year concerned by the buy-back and the date of receipt of the application. In addition, buy-back tariffs are set by regulation and will be raised as of January 1, 2013.

You should file your duly completed application without delay in order to establish your rights as at the date of receipt of your application by CARRA and benefit from a lower buy-back cost.

HOW TO COMPLETE THE FORM

Please provide only the information specified hereunder and all the documents required in order not to delay the processing of your application.

Identification of the buy-back type

Please write “*Centre de recherche du réseau SSS*” next to “*Espace réservé à la CARRA*”.

¹ Please check with the research centre where you work or worked to know if it is covered by the plans concerned.

Part A – Identification of member

Please enter all your identification and contact information.

Part B – Periods you wish to buy back

You can buy back **only** periods of work. Consequently, you must **exclude**:

- Periods of absence, periods during which you were entitled to salary insurance and periods of maternity leave under the provisions concerning parental leave in your working conditions;
- Periods of work as trainee, student or postdoctoral trainee at a research centre in the health and social services sector.

“**Beginning**”:
Enter the latest of the following dates:

- September 4, 1991;
- the date of ministerial designation of the research centre²;
- the date on which you began to work at the centre².

“**End**”:
Enter one of the following dates:

- the date on which you ceased to work at the centre²;
- the date of the day preceding the date on which your participation to the centre’s pension plan began.

“**Name of employer**”:
Enter the name of the employer in the health and social services sector³. It may be a research centre, a research institute, a research structure within a university institute or any other body related to an affiliate university centre that makes the participation in research activities possible.

“**Job title**”:
Enter your job title for the period concerned.

“**Type of buy-back**”:
Check under TRAV to indicate that it is a period of work.

Part C – Additional information

1 and **2**. If you answered “Yes” to one of those questions, you must enclose employer attestations (728A forms) for the periods concerned with your new application for buy-back.

3. That question will help determine whether you held more than one job during the last year; multiple employments can affect the cost of certain types of buy-backs.

*If you answered “Yes”, **attach a letter** from each employer specifying the number of days worked from January 1, of the current year until today as well as your annual basic salary.*

4. If an employer who is concerned cannot attest a period of work, CARRA will ask you to provide a proof of the remuneration you received from that employer.

In that case, CARRA could contact Revenu Québec in your place. There is an agreement allowing CARRA to obtain from Revenu Québec the information required to process your application for the purchase of periods of work.

This information includes:

- your earnings;
- confirmation of at-source deductions;
- the amount of your contributions to a pension plan;
- the employer’s name.

To benefit from the agreement, simply check « Yes » and your authorization will be valid for 12 months from the date of your signature in Part F of 727A form.

² The information can be obtained from the research centre.

³ Please check with the research centre where you work or worked to know if it is covered by the plans concerned.

Part D – Information according to buy-back type

You do not have to complete this part if you apply for a buy-back of service performed in a research centre in the health and social services sector, except if you have comments to make.

If you wish to provide complementary information, explanations or comments useful to process your application, please use the **Comments (if necessary)** box at point 2 of Part D.

Part E – Checklist of the documents to enclose with your application

This part contains a list of instructions to make sure you have completed all the steps, particularly with your employer, and sent all the documents required in order to avoid processing delays.

You must provide employer attestations (728A) forms for the periods concerned, even if you have already filed an attestation with another application for buy-back.

The last item on the list does not concern buy-backs of service at a research centre in the health and social services sector.

Part F – Signature of member

Please make sure you have signed your application for buy-back otherwise it will be returned. *Under the Act respecting Access to documents held by public bodies and the Protection of personal information (R.S. Q., c. A-2.1)*, the information it contains will be disclosed only to authorized agents. The Act allows the application to examine his personal information and ask for correction.

In accordance with the tax legislation requirements, CARRA must calculate a past service pension adjustment (PSPA) for the purchase of periods after December 31, 1989. To learn more on pension adjustments, refer to the enclosed brochure entitled *Buy-backs*. It is also available on our Web site at www.carra.gouv.qc.ca.

Part G – Information provided by the applicant's present employer

You must have this part completed and signed by your present employer.

In order to apply for buy-back of service performed at a research centre in the health and social services sector, **you must participate in RREGOP, the PPMP or the RPSO when you file your application.**

By filling out and signing this part, your employer confirms that you are a member of RREGOP, the PPMP or the RPSO when you apply for buy-back. In addition, he provides information that will be used to determine the cost of your buy-back.

If you currently work for more than one employer, please have this part completed by the employer where you contribute to a pension plan.

If you contribute to more than one plan or with several employers covered by RREGOP, the PPMP or the RPSO, you can have it completed by any of them.

Part C - General information

You must provide supporting documents if you answer "Yes" to question 3. Refer to the guide for more information.

1. Have you ever applied to CARRA to buy back at least one of the periods identified above? Yes No
• If "Yes", write the letter of the table in Part B that corresponds to that period: _____
2. Have you applied for reexamination and/or arbitration to CARRA for at least one of the periods requested? Yes No
• If "Yes", write the letter of the table in Part B that corresponds to that period: _____
3. During the current or the previous year, were you employed at the same time by more than one employer of the public or the parapublic sector? Yes No
4. If you want to buy back a period of work (TRAV), do you authorize CARRA to obtain information from Revenu Québec? Yes No

Part D - Information according to buy-back type

You must provide supporting documents if you answer "Yes" to question a). Refer to the guide for more information.

1. For the buy-back of a period of work (TRAV)

- a) Were you a member of a religious community or a priest during those periods of service? Yes No
• If "Yes", indicate:
Date on which you took orders:

Year	Month	Day

AND
Date of your secularisation or laicization:

Year	Month	Day
- b) Have you taught in one of the following* institutions during at least one of the periods requested? Yes No
• If "Yes", write the letter of the table in Part B that corresponds to that period: _____
*Here is the list of these institutions:
 - an institution that belonged to a religious community or to the clergy;
 - an institution dedicated to youth protection;
 - a nursing school in a Québec hospital.
- c) Were you a member of the staff of a Minister or a Member of the National Assembly during those periods? Yes No
• If "Yes", write the letter of the table in Part B that corresponds to that period: _____
- d) Did you contribute to the TPP or the CSSP and were you reimbursed under those plans for one of the periods requested? Yes No
• If "Yes", write the letter of the table in Part B that corresponds to that period: _____
- e) During a period requested, prior to or in progress on January 1, 1990, did you contribute to a pension plan not administered by CARRA? Yes No
• If "Yes", indicate:
Date of beginning: _____ **AND** Date of end: _____

If you answer "Yes" to question c), you do not have to enclose the 728A form.

Part D - Information according to buy-back type (cont.)

Refer to the guide for more information.

2. For the buy-back of a period of absence (ABS)

- a) For the purpose of this application, do you want CARRA to use the 90-day bank to offset your absences without pay at no cost for you? Yes No
- b) For a parental leave after **January 1, 1991** related to a maternity or paternity leave, indicate the date of birth of the child:

Year Month Day

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Child 1

Year Month Day

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Child 2

Year Month Day

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Child 3

- c) For a parental leave after **January 1, 1991** related to an adoption, indicate the date of registration of the adoption by the Youth Division of the Court of Québec:

Year Month Day

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Child 1

Year Month Day

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Child 2

- d) Do you want to buy back an absence that ended in the current year or last year? Yes No
 - If “Yes”, did you work for another employer and did you contribute to a pension plan during that period of absence? Yes No
 - If “Yes”, indicate the period during which you contributed to a pension plan while working for another employer:

Year Month Day

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Beginning of employment

Year Month Day

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End of employment

Comments (if necessary):

Part E - Checklist and documents to enclose with your application

Your application will be returned to you if you have not signed Part F or if your present employer has not signed Part G.

Check the appropriate boxes.

Before sending your application for buy-back, check if you have:

- Completed all the sections concerning the buy-back for which you apply;
- Signed Part F and have your present employer fill out and sign Part G of this application for buy-back;
- Attached the “Attestation of a buy-back period” (728A) form of every employer concerned by your buy-back, except if you answered “Yes” to question 1 d) of Part D;
- Attached any supporting document if you answered “Yes” to question 3 of Part C. You must enclose a letter from each employer specifying the number of days worked from January 1 of the current year until today as well as your annual basic salary;
- Attached any supporting document if you answered “Yes” to question 1a) of Part D. You must enclose an official confirmation from the religious community of the date on which you took orders and a copy of your indult of secularization or laicization.

Part G - Information provided by the member's present employer (cont.)

3. Signature of employer's authorized representative

I hereby certify that the information provided in Part G of this form is accurate and complete.

Last name and first name of authorized representative (IN BLOCK LETTERS)

Title or function

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Area code Telephone

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Extension

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Area code Fax

Signature of authorized representative

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Date
Year Month Day

In this form, the masculine is taken to include the feminine.

418 643-4881 (Québec region)
1 800 463-5533 (toll free)

Please return this form to:

**Commission administrative des régimes
de retraite et d'assurances
475, rue Saint-Amable
Québec (Québec) G1R 5X3**