

- Pension Plan for Professional Staff of Lakehead University** (Registration No. 0246058)  
 **Lakehead University Employee Pension Plan** (Registration No. 0526921)

Name: \_\_\_\_\_

SIN: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Please check one:

- Payroll Deduction:** Please deduct \$ \_\_\_\_\_ from my earnings per pay.  
(The sum of all voluntary deductions for the calendar year must not be greater than the Maximum Additional Voluntary Contribution from the Additional Voluntary Contribution Worksheet completed by Pension Services.)
- Lump Sum Contribution:** \$ \_\_\_\_\_ (This amount must not be greater than the Maximum Additional Voluntary contribution from the Additional Voluntary Contribution Worksheet completed by Pension Services. The final date for lump sum contributions is November 15th of each year.)
- Please Stop Payroll Deduction**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Authorization Signature (Required for Processing): \_\_\_\_\_

Instructions:

- Complete all personal information above.
- If you elect to make a Lump Sum Contribution, attach to this form a cheque for the amount of the Additional Voluntary Contribution. Please make the cheque payable to: Lakehead University - In Trust for Lakehead University Pension Plan.
- Return this form to the Manager of Pension Services for maximum contribution calculation and authorization.

**FOR OFFICE USE ONLY**

- The form has been authorized by Pension Services
- For regular payroll deductions, the code PPVO has been set up for Professional Plan employees and PTVO for LUEPP employees.
- For lump sum contributions, the code PPVO has been set up for Professional Plan employees and PTVO for LUEPP employees and assigned a value of \$0 and an immediate start date (required for Payroll to be able to correctly attribute the received funds as voluntary contributions).
- The form has been scanned and emailed to Payroll Services