



Severance Payment Election Form CUPE 1615

This form must be completed and returned to Human Resources no later than September 13, 2019. Please read the attached to assist with completing this form.

Employee Information (please print)

Employee ID:	
First Name:	
Last Name:	
Department:	

Previous Severance and Employment Information:

Have you ever received severance pay from Memorial University?

- Yes \$ _____ No
(amount previously received)

During the course of your employment with Memorial University have you ever:
(check all that may apply)

- Received a Layoff
- Received Long Term Disability
- Previously worked as a member of a different Memorial University Bargaining Unit or in a Non-union position
- Taken an unpaid leave of absence
- Worked in a sessional or contractual position

Note: Severance payments will be processed after all forms and information are received, delays in submitting information may impact when payment is issued. The University will use its best efforts to accommodate payment in the quarter chosen by the employee; however, the quarter in which you receive your payment will be dependent on the volume of requests and will be prioritized based on seniority and when all required information is received.

Severance Payment Direction

Please indicate your choice for severance payment (please read attached information):

- Option 1: Pay to me as a cash payment (no RRSP contribution)
- Option 2: Pay to me and I will transfer my entire severance payment to an RRSP*
- Option 3: Pay as a combination of a cash payment and a portion that I will transfer to my RRSP*. Amount of severance to transfer to RRSP: \$ _____
- Option 4: Pay to me at retirement/resignation (Deferred Option)

*Note: If you wish to contribute your payment to an RRSP, please see the attached for details, process, and required forms.

Please indicate the Quarter in which you would prefer to receive payment:

- Quarter 3 (October 1 – December 31, 2019) Paid on December 5, 2019
- Quarter 4 (January 1 – March 31, 2020) Paid on March 26, 2020
- Quarter 1 (April 1 – June 30, 2020) Paid on June 18, 2020
- Quarter 2 (July 1 – August 31, 2020) Paid on September 24, 2020

Agreement

I hereby confirm that the information provided above is true, complete, and accurate to the best of my knowledge, information, and belief. I further acknowledge that if the University subsequently becomes aware of any material misrepresentation, omission, or falsehood that has resulted in an overpayment of severance, then the value of any such overpayment shall constitute a debt due to the University and shall be recovered accordingly. I have read and understand the above, attached information, and the frequently asked questions document.

Employee Signature

Date

Return the completed form (email or drop off) by September 13, 2019 to:

St. John's Campus
Human Resources
Room: A-4023B

Grenfell Campus
Human Resources
Room: AS374

Marine Institute
Human Resources
Room: E3306

Faculty of Medicine
Human Resources
Room: M2M229

E: severance@mun.ca

Severance Payment

Important Information & Options Summary

Process

Best efforts will be made to pay severance in the quarter elected; however, due to the large volume of requests, payments will be prioritized based on seniority.

Severance payments will be paid directly to you in the same way you receive your regular pay (i.e. direct deposit). Should you wish to contribute all or a portion of your severance to an RRSP, the payment will be made directly to you and you will be required to transfer the funds to your RRSP.

Taxation, Deductions, and RRSP Contributions

Your payment will be included in Box 14 of your T4.

Regardless of the payment option selected, there will be mandatory deductions for CPP and EI premiums unless you have exceeded your maximum annual contribution at the time of the severance payment or you are otherwise exempt from CPP deductions.

For cash payments, income tax will be deducted by taking into consideration your expected annual salary.

For RRSP contributions under options 2 and 3, you must have available RRSP room to make the contribution. Arrangements must be made with your financial institution to set up an RRSP account or utilize an existing one. Please see the attached regarding the RRSP process.

Questions

If you have questions, please first consult the detailed FAQ document. If you have further questions about your severance payment, please send them via email to severance@mun.ca. Please include your employee identification number and a phone number in your email. The Human Resources team will be working to validate and process numerous election forms and related documentation. This involves many steps and is time consuming and we ask that employees be patient during the process.

As your employer, we are not able to answer questions or provide advice regarding your personal financial planning. You are encouraged to seek professional advice regarding your options from a financial or tax advisor based on your personal situation and financial goals.

Questions regarding completion of Canada Revenue Agency documentation or tax implications should be directed to the Canada Revenue Agency at 1-800-959-8281.

Option 1: Cash Only

Description	Severance paid to you as a direct deposit cash payment.	
Mandatory Deductions	Required Documents	
<ul style="list-style-type: none"> Income Tax CPP & EI (unless annual max. reached) Overpayment & garnishment (see FAQs) 	<ul style="list-style-type: none"> Election Form - Return by Sept. 13, 2019 	

Option 2: RRSP Contribution Only

Description	You must have personal RRSP room to contribute the entire amount of your severance. The severance will be paid to you and you will be responsible to transfer the payment to an RRSP.	
Mandatory Deductions	Required Documents	
<ul style="list-style-type: none"> CPP & EI (unless annual max. reached) Overpayment & garnishment (see FAQs) 	<ul style="list-style-type: none"> Election Form - Return by Sept. 13, 2019 Declaration of Intent or T1213 & CRA Approval Letter (see attached RRSP Information for process details) 	

Option 3: Combination of Cash Payment & RRSP Contribution

Description	You must have personal RRSP room to contribute the severance amount stated on the Election Form. Please see the attached "RRSP Information" document for information regarding RRSP Contributions.	
Mandatory Deductions	Required Documents	
<ul style="list-style-type: none"> Income Tax – on cash portion only CPP & EI (unless annual max. reached) Overpayment & garnishment (see FAQs) 	<ul style="list-style-type: none"> Election Form - Return by Sept. 13, 2019 Declaration of Intent or T1213 & CRA Approval Letter (see attached RRSP Information for process details) 	

Option 4: Defer Payment to a later date

Description	Your payment may be made at the later date (e.g. retirement, resignation). The service and salary used in the severance calculation will be frozen at June 30, 2019, there will be no further accrual for severance purposes.	
Mandatory Deductions	Required Documents	
Deducted in accordance with taxation rules at the time of payment.	<ul style="list-style-type: none"> Election Form - Return by Sept. 13, 2019 	