

Financial Services  
Payroll Services  
Phone: 473-5757 or 1-866-473-5757  
Payroll: Option 2,  
Fax: 473-6414



## CANADA SAVINGS PLAN

### Cancellation, Suspension, or Increase/Decrease of Deduction Amount

#### EMPLOYEE INFORMATION

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

Department: \_\_\_\_\_

S.I.N. # \_\_\_\_\_

Employee I.D. # \_\_\_\_\_

#### OPTION 1: CANCELLATION OF PLAN DEDUCTIONS

REASON: Retiring  Other   
Resigning  \_\_\_\_\_

#### OPTION 2: SUSPENSION OF PLAN DEDUCTIONS

REASON: Leave Without Pay  Temporary (Personal Choice)   
Effective Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

#### OPTION 3: INCREASE/DECREASE OF PLAN DEDUCTION AMOUNT

Deduction amount per pay: \_\_\_\_\_

#### OPTION 4: REINSTATEMENT OF PLAN DEDUCTION

Effective Date: \_\_\_\_\_

#### \*NOTE

You can increase/decrease your deduction amount per pay at any time.  
You will receive statements in June and December, showing what has been deducted from your pay and the interest you have earned.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_