

Family Law document checklist for retired members of the PSPP

Public Service Pension Plan

Use this checklist if you are a retired member of the Public Service Pension Plan (PSPP) receiving a pension, or you are the former married spouse of a retired member of the PSPP, and you want to **apply to OPB for a Family Law Value**. You will need to complete the Financial Services Commission of Ontario (FSCO) Family Law forms listed below and submit the supporting documents to OPB.

You can find FSCO Family Law forms and instructions on how to complete them online at:

<http://www.fSCO.gov.on.ca/en/pensions/Family-Law/Pages/familylawforms.aspx>

Section 1: Documents you need to apply for the Family Law Value
1. <i>FSCO Family Law Form 1 – Application for Family Law Value</i> (required in all cases)
2. Proof of date of birth* for: <ul style="list-style-type: none"> a) member b) spouse/former spouse c) youngest child under 18, if applicable * certified copy of birth certificate, baptismal certificate, passport
3. If married, certified copy of your marriage certificate.
4. If you have a signed domestic contract or other domestic contract, please submit a certified copy stating: <ul style="list-style-type: none"> a) start date of the spousal relationship b) end date of the spousal relationship (also known as Separation Date or Family Law Valuation Date)
5. If you do not have a signed separation agreement or other domestic contract, please complete <i>FSCO Family Law Form 2 – Joint Declaration of Period of Spousal Relationship</i> .
6. If your <i>FSCO Family Law Form 1 – Application for Family Law Value</i> identifies a Contact Person, include a <i>FSCO Family Law Form 3 – Contact Person Authorization</i> for each named Contact Person (i.e., if you name two Contact Persons, include two separate forms).
Section 2: Document you will receive from OPB after OPB calculates the Family Law Value
7. OPB sends <i>FSCO Family Law Form 4E – Statement of Family Law Value</i> (Retired Member with a Defined Benefit Pension) to you, your former spouse, and each Contact Person named.
Section 3: Documents you need to file after you negotiate and decide whether to divide your pension.
If decision is made to divide the pension, your former spouse completes and files the following with OPB:
8. <i>FSCO Family Law Form 5 - Application to Transfer the Family Law Value</i>
9. Certified copy of the final signed court order, or family arbitration award, or domestic contract
If decision is made to not divide the pension, both you and your former spouse must complete and file the following with OPB:
10. <i>FSCO Family Form 7 - No Division of Family Law Value/Pension Assets</i> .

Do not send this checklist to OPB. Keep it for your records