



Early Retirement Guide

A Guide for the Prospective Early Retiree

Please complete and return each form to your employer 31 days in advance of your retirement.

Forms for you to fill out and return to your employer

1. Early Retirement Benefit Coverage Application form

Carefully read Parts 1, 2, and 3 of the *Early Retiree Benefit Coverage Application* form. Complete the following sections:

Part 1, Section A: Applicant information

Part 3, Section B: Application Declaration

2. Appointment of Beneficiary(ies) form

This form provides an opportunity to review or confirm any changes you wish to make regarding your beneficiary(ies) and/or trustee(s) in terms of your Life Insurance / Accidental Death & Dismemberment Insurance.

Return your completed forms, along with a *personalized* blank cheque marked “VOID” and a copy of your birth certificate, to your employer. **Do NOT submit any documents directly to ASEBP.**

The *Monthly Premium Payment Worksheet* enables you to calculate costs associated with your options for benefit coverage once you retire. This worksheet is provided to help you make a decision; **it should not be submitted with the forms listed above.**

Locate the rates for your plans from the bottom of the worksheet to determine how much your monthly premiums will be. Check your ASEBP ID card to confirm your current coverage.

Questions? Contact ASEBP

If you have any questions, please contact an ASEBP Benefit Specialist at 780-431-4786 in the Edmonton area, or toll-free at 1-877-431-4786. You may also contact a Benefit Specialist by email at benefits@asebp.ab.ca, or visit ASEBP’s office Monday to Friday between 8:00 a.m. and 4:30 p.m.