



Service  
Canada

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PROTECTED B (when completed)



Client Identification Number:

[REDACTED]

Client Name:

[REDACTED]

Date:

2022-04-28

CLIENT NAME

## Canada Pension Plan

### Your pension at a glance – Is it time to apply?

You are receiving this letter because you contributed to the Canada Pension Plan (CPP). You may qualify for the CPP retirement pension.

The CPP retirement pension is paid monthly and is taxable income. You can receive it even if you are still working.

Here is some important information about the CPP retirement pension.  
It includes a personalized estimate of your monthly pension.

### When is the best time to start receiving your CPP retirement pension?

It is your choice! The longer you wait, the more money you will get each month. You can start any time after you turn 60. But there is no financial advantage to waiting past the age of 70.

The best age for you to start your pension depends on your own situation. Your health, finances, and retirement plans all play a part in your decision.

The CPP retirement pension is meant to cover part of your retirement income needs, along with the Old Age Security pension and your personal savings.

### How much could you receive?

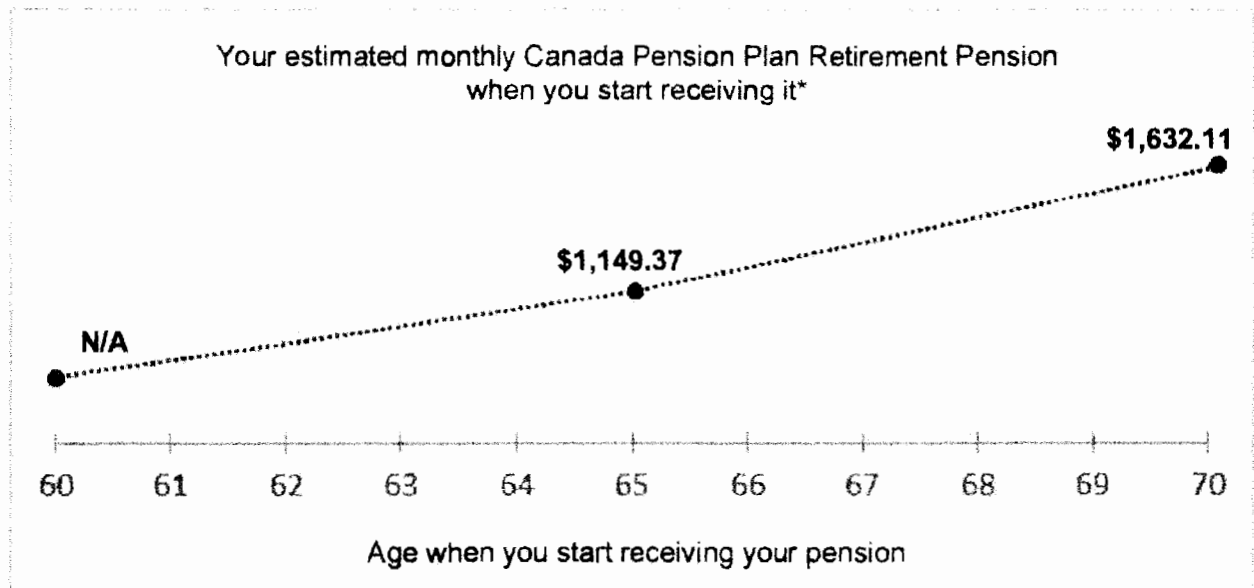
The amount you could get depends on:

- How long you paid into the CPP
- How much you paid into the plan
- The age you choose to start your CPP retirement pension.

Service Canada delivers Employment and Social Development Canada  
programs and services for the Government of Canada

This chart shows an estimate of your monthly pension. You can see that the amount will be smaller if you start receiving it before age 65. It shows that the longer you wait, the more the pension will be. The amount at age 70 is the most you can get.

- If your pension starts before age 65, it will be reduced by 0.6% for each month (or 7.2% per year) before your 65<sup>th</sup> birthday. The maximum reduction, if you start your pension at age 60, is 36%. This reduction is permanent.
- If your pension starts after age 65, it will increase by 0.7% for each month (or 8.4% per year) after your 65<sup>th</sup> birthday. The maximum increase, if you start your pension at age 70, is 42%. The increase is permanent, and there are no more increases after age 70.



\* The amounts are estimates only. Your actual benefits are calculated after you apply.

Note: Benefit estimates may not include recent changes to the CPP or take into account future earnings and contributions and CPP provisions that could affect your benefits. For more information on these provisions, visit [Canada.ca/cpp](https://Canada.ca/cpp).

Retroactive payments: If you apply for your retirement pension after you turn 65, you may be entitled to receive up to 11 months of retroactive payments, but it can be no earlier than the month following your 65<sup>th</sup> birthday.



## When should you apply?

We accept applications up to 11 months before you want your pension to start. You have to apply at least 1 month before your start date. We suggest you apply about 6 months before you want your pension to start.

## How can you apply?



### Applying online is easy, safe, and fast!

- Apply from the comfort of your own home, 24/7.
- Explore tools and information to help you make the best decision.
- View information on your CPP benefits and other benefits for which you may be eligible.

#### Applying online

1. Register for your *My Service Canada Account* by visiting [Canada.ca/msca](http://Canada.ca/msca).
2. Enter your **Personal Access Code** from the box below.
3. Apply for the CPP retirement pension online.

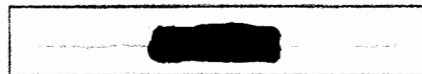
**You will get instant confirmation that your application has been received. The notice of decision will come in the mail between 7 and 14 days later.**

#### Applying by mail

1. Get the Application for a Canada Pension Plan Retirement Pension (ISP1000) form. Download it at [Canada.ca/cpp](http://Canada.ca/cpp) or go to your nearest Service Canada Centre.
2. Fill out the application.
3. Mail the application or bring it to your nearest Service Canada Centre.

**You will get a notice of decision in the mail within 120 days.**

To access our online services you will need to register for your *My Service Canada Account* by using your **Personal Access Code** found below:



- **Do not share your Personal Access Code with anyone**, not even with Service Canada.
- If the box above shows your Personal Access Code as 'XXXXXX', it means that our records show that you already have one. If you have misplaced it, you can apply for a new one at [Canada.ca/msca](http://Canada.ca/msca). Or, you can call Service Canada to get a new one. Our number is at the end of this letter.
- **Your Personal Access Code will expire in 2 years.** If you do not use it before then, you will need to request a new one.

## If you have any questions

If you have any questions, please write to us at the address shown at the beginning of this letter or call us:

- free of charge at 1-800-277-9914;
- collect from outside Canada or the United States at 1-613-957-1954;
- using a Teletypewriter (TTY) device at 1-800-255-4786.

When you contact us, please give us the following Client Identification Number 

To learn more about the Canada Pension Plan, Old Age Security program and our online services, please visit our Web site at [Canada.ca/public-pensions](http://Canada.ca/public-pensions).

For information about other benefits from federal, provincial or territorial governments, please visit the Benefits Finder at [Canadabenefits.gc.ca](http://Canadabenefits.gc.ca).

## Correspondence

Our records show you prefer to receive correspondence in English. If you would rather receive information in French, please call Service Canada at 1-800-277-9914 and ask to change the language of correspondence. Si vous désirez changer la langue de correspondance, vous pouvez le faire en tout temps en communiquant avec un bureau de Service Canada au 1-800-277-9915.



## Other Useful Information

### My Service Canada Account



Service Canada's online services are easy to use and keep your information secure. You can view and update your personal account information anytime.

For example, you can change your address or your direct deposit information online. For more information about Service Canada's online services, visit: [Canada.ca/msca](https://Canada.ca/msca).

### Canadian Retirement Income Calculator



You can use Service Canada's free Canadian Retirement Income Calculator to estimate your retirement income from a range of sources

including CPP: [Canada.ca/retirement-income-calculator](https://Canada.ca/retirement-income-calculator).

### Statement of contributions

Your Statement of Contributions includes your record of pensionable earnings and contributions to the CPP, as well as your benefit estimates. For more information, visit [Canada.ca/cpp-statement-contributions](https://Canada.ca/cpp-statement-contributions).

### CPP Enhancement

Starting in January 2019, Canadians contribute a little more to get higher CPP benefit payments. Enhanced benefits will grow over time as Canadians work and contribute to the CPP. Each year of contributions will result in higher benefits.

### Post-Retirement Benefit

The Post-Retirement Benefit is an additional monthly benefit you could receive alongside the CPP retirement pension. For more information, visit [Canada.ca/cpp-post-retirement](https://Canada.ca/cpp-post-retirement).

### Taxation

The CPP retirement pension—including the Post-Retirement Benefit—is taxable. If you live in Canada, you can ask Service Canada to deduct income tax from your payment each month.

### Indexation

All CPP benefit amounts are adjusted each year in January according to the increase in Consumer Price Index.

### Old Age Security

The Old Age Security (OAS) pension is a monthly payment you can get if you are 65 or older and meet the legal status and residence requirements. Service Canada may be able to enroll you automatically for this benefit. For more information, visit [Canada.ca/oas](https://Canada.ca/oas).