Pension Adjustment Reversal Guide

RC4137(E) Rev. 00

Before You Start

This guide includes recent income tax changes and proposed changes that have been announced but were not law at the time of printing. If the proposed changes become law, they will be effective on the dates indicated.

Is this guide for you?

Use this guide if you want information about how to calculate a pension adjustment reversal (PAR) amount. If you are a registered pension plan administrator or the trustee of a deferred profit sharing plan, you may have to calculate a PAR for each terminating plan member.

This guide describes:

- what a PAR is and what its components are; and
- how to calculate PARs for various types of plans and provisions.

This guide also provides a summary of the basic concepts of calculating a PAR, including a description of the different types of plans and provisions. It also contains some general information on the overall limit that applies to tax assistance for an individual's retirement savings and the effect that a PAR has on this limit.

Following these introductory chapters, the guide presents examples of how PARs are calculated.

Glossary – We have included definitions of some of the terms used in this guide in a glossary on page 4. You may want to read the glossary before you start.

Forms and publications – In this guide, we refer to certain forms and publications. You can get any of these forms or publications from your tax services office or tax centre. For the addresses and telephone numbers, see the listing in the government section of your telephone book.

Internet – Many of our publications are available on the Internet at: **http://www.ccra-adrc.gc.ca**

What if you need more help?

We use plain language in this guide to explain the laws and terms you need to know to calculate the PAR amount. If you need more information to help you calculate PAR amounts under your plan, write to:

Registered Plans Division
Canada Customs and Revenue Agency
45 Sacré-Coeur Blvd.
Hull QC K1A 0L5

or call toll free:

1-800-267-3100 (English)
1-800-267-5565 (French)

In Ottawa, call Monday to Friday between 8:00 a.m. and 5:00 p.m., Eastern Time:

(613) 954-5102 (English)
(613) 954-5104 (French)

We review this guide each year. However, it is possible that there will be legislative changes before the next revision that affect the information in this version of the guide. If you are not sure whether you have the most recent information, contact your tax services office or tax centre.

La version française de cette publication est intitulée *Guide du facteur d'équivalence rectifié.*

Table of Contents

What is a pension adjustment reversal (PAR)?

Under a defined benefit provision, a PAR is an amount that will restore registered retirement savings plan (RRSP) contribution room to an individual. This applies when the individual receives a termination benefit that is less than the individual's total pension adjustments (PAs) and past service pension adjustments (PSPAs). Under a deferred profit sharing plan (DPSP) or a money purchase provision, an individual's PAR is the amount included in his or her pension credits but to which the individual ceases to have any rights at termination. An individual will only have a PAR under a DPSP or a money purchase provision if he or she is not fully vested at termination.

Canada's tax-assisted saving for retirement system allows individuals to get tax assistance to build their retirement savings. The system limits total retirement savings under RRSPs, registered pension plan (RPPs) and DPSPs to 18% of an individual's earned income to a dollar maximum for the year.

Individuals who are members of RPPs or DPSPs have a pension adjustment (PA) reported each year. This reduces the amount that they can deduct for contributions to RRSPs in the following year.

Members of RPPs can also have past service pension adjustments (PSPAs) reported that reduce the amounts they can save for retirement through RRSPs.

The PAR will restore individuals' RRSP contribution room in cases where their PAs and PSPAs are more than the benefits they received from the RPP or DPSP on termination. By restoring RRSP contribution room, PARs will make the system for tax-assisted saving for retirement more fair and more effective for those who change jobs or move in and out of the workforce.

Administrators of RPPs and trustees of DPSPs will have to determine PARs for individuals who terminate from a plan provision in 1997 and later years. **When an individual terminates from a provision, he or she is no longer entitled to benefits under the provision**. **An individual need not have to end employment, only to stop participating in the provision**. The date of termination is generally the date on which the termination benefit is paid from the provision. This can be a cash payment to the individual or a transfer to the individual's RRSP. For example, if an individual left employment in 1996 but did not receive his or her termination benefit until 1997, a PAR will have to be determined for the individual.

Usually, a plan administrator will have to report a PAR shortly after termination. A PAR will be added to an individual's RRSP contribution room for the year of termination. When an individual terminates from a plan in 1997, the PAR rules deem, for the purposes of reporting the PAR, that the individual had terminated in 1998. The PARs for 1997 and 1998 are not due until March 31, 1999. Plan administrators and DPSP trustees have until September 30, 1999, to report PARs for members who terminate in the first two quarters of 1999. After this, PARs for termination of membership in each quarter of the calendar year have to be filed on or before the 60th day after the end of the quarter. The section called "Reporting Pension Adjustment Reversals" on page 12 of this guide gives time frames for reporting PARs.

Glossary

This guide uses plain language to describe how to calculate a pension adjustment reversal. It is not a legal text.

In this section, we explain or define the expressions used in this guide. Any references to the "Act" mean the *Income Tax Act*, and references to the "Regulations" mean the *Income Tax Regulations*.

Additional voluntary contribution (AVC)
An AVC is a contribution to a money purchase provision that is not required as a general condition of membership in the plan.

Deferred profit sharing plan (DPSP)
A DPSP is an arrangement where an employer may share the profits from the employer's business with all employees or a designated group of employees. A DPSP provides benefits based on the contributions made out of the profits or in reference to the profits of participating employers.

Forfeited Amount
A forfeited amount is an amount a member no longer has rights to under a DPSP or a money purchase provision. Amounts are often forfeited when a member terminates employment before employer contributions have vested.

Grossed-up PSPA amount
Where an individual is provided with past service benefits under a defined benefit provision, the value of the new pension credits associated with the past service benefits is the individual's grossed-up PSPA. A provisional PSPA can be reduced by qualifying transfers made from other registered plans. The grossed-up amount is the provisional PSPA amount without qualifying transfers and redetermined pension credits attributable to defined benefits under an RPP of a previous employer. In other words, it is the A-B value when the basic PSPA method is used in calculating the PSPA, and the A + B value when the modified method is used, assuming the individual's former benefits had ceased to be provided immediately before the past service event. For more detail on grossed-up amount see the section called "Calculating a PAR for registered pension plans (RPPs) – Defined benefit provision" on page 8.

Member
In relation to a DPSP or a benefit provision of an RPP, a member is an individual who has a right to receive benefits under the plan or provision. A member is someone other than an individual who has a right only by reason of the participation of another individual in the plan or provision.

Money purchase limit
The money purchase limit is as follows:

- $11,500 for 1990;
- $12,500 for 1991 and 1992;

- $13,500 for 1993;
- $14,500 for 1994;
- $15,500 for 1995;
- $13,500 for 1996 through 2002;
- $14,500 for 2003;
- $15,500 for 2004; and
- for each subsequent year, the **greater** of:
  - (i) $15,500 × (average wage for the year divided by the average wage for 2004), rounded to the nearest multiple of $10, or, if the amount is the same distance between two multiples of $10, rounded to the higher number; and
  - (ii) the money purchase limit for the previous year.

For a calendar year, the average wage is the sum of wages over a 12 month period ending on June 30 of the previous calendar year, divided by 12. For example, you determine the 1998 average wage by adding up all of the wage measures from July 1996 to June 30, 1997, and then dividing the total by 12. You can get information on the average wage from Statistics Canada. The Government of Canada listings in your telephone book contain telephone numbers for your local Statistics Canada office. You can also contact the Employment and Earnings Statistics Division in Ottawa at (613) 951-4090.

Past service pension adjustment (PSPA)
The PSPA is an individual's total new pension credits created when benefits are improved retroactively, or when past service is granted in a defined benefit provision. For more information on PSPAs, please see our publication called *Past Service Pension Adjustment Guide.*

Pension adjustment (PA)
The PA is an individual's **total** pension credits for the year. It reflects the accumulation of benefits or level of savings in a year by or on behalf of a member because of his or her participation in an RPP or a DPSP. For more information on PAs, please see our publication called *Pension Adjustment Guide.*

An individual's PA in a year reduces the maximum amount that he or she can deduct for RRSP contributions for the next year. A PA can be nil, but it is never a negative amount.

PA transfer amount
If an individual has pension benefits transferred between defined benefit provisions, the PA transfer amount may apply to the PAR determination. This amount represents the value of an individual's benefits provided under the new defined benefit provision, or, if less, the value of thePAs already reported for the same service. The administrator of the new defined benefit provision has to give the PA transfer amount to the administrator of the former provision. For details, see the section called "Calculating a PAR for registered pension plans (RPPs) – Defined benefit provision" on page 8.

Pension credit
A pension credit reflects the value of the benefit that a member earns under a DPSP, or under a money purchase or defined benefit provision of an RPP. A member's PA is the total of their pension credits.

Pension credits are rounded to the nearest dollar. If the amount is the same distance between two dollar amounts, it is rounded to the next highest dollar.

Provision
Provision refers to the terms of a pension plan that describe how benefits are determined for a member. There may be more than one provision in a pension plan.

Registered Pension Plan (RPP)
An RPP is an arrangement that is registered under section 147.1 of the Act, and is designed to provide periodic payments to individuals after retirement and until death for their service as employees.

RRSP dollar limit
The RRSP dollar limit for a particular year other than 1996 is equal to the money purchase limit (see the definition above) for the previous year. The RRSP dollar limit for 1996 is $13,500.

Service
Service refers to the number of years and partial years of service for which the plan provides retirement benefits. Plans often refer to this as pensionable service or credited service. Use the service described in your particular pension plan text to determine the benefits payable. The definition of service in your plan may differ from the definition of eligible service in the Regulations. Express partial years as fractions of a year.

Specified multi-employer plan (SMEP)
A SMEP is an RPP that is sponsored by a group of employers, or by a union acting together with such employers, that qualifies to have PAs determined as if the plan were a money purchase plan.

Specified distribution
A specified distribution is an amount paid for an individual from a defined benefit provision of an RPP for that individual's post-1989 benefits under the provision. Specified distributions reduce an individual's PAR. For more details on what constitutes a specified distribution, see the section "Calculating a PAR for registered pension plans (RPPs) – Defined benefit provision" on page 8.

Surplus
A surplus in a money purchase provision is an amount that has not, at a particular time, been allocated to plan members, and that does not include forfeited amounts and related or regular earnings of the plan which will be allocated to members. In a defined benefit provision, the surplus is the amount by which the assets exceed the liabilities.

Calculating a PAR – Basic concepts

Types of plans

DPSP

A DPSP is not subject to any provincial pension legislation. However, it is subject to the *Income Tax Act*. Under a DPSP, an employer's contributions are paid according to profits or out of profits. They can be a percentage of the employer's profits or a percentage of the member's earnings. Members cannot contribute to the plan. The plan usually pays the benefits in a lump sum.

RPP

An RPP can be regulated by provincial and federal pension legislation (e.g., the *Income Tax Act* and the *Pension Benefits Standards Act*). An RPP, which may require or allow member contributions in addition to employer contributions, produces a retirement benefit that is generally paid out monthly.

There are two basic types of benefit provisions for RPPs:

1. **Money purchase provision** – This provides each member with whatever level of pension income the member's account in the plan will buy at retirement. The benefits are not calculated using a formula, but are based on:

   - the total of all required contributions, additional voluntary contributions (AVCs), and related investment earnings; and
   - allocated forfeited amounts and related earnings that have accumulated in the member's account at retirement.

2. **Defined benefit provision** – This promises plan members a specified level of pension income on retirement. The amount of income is calculated using the plan's benefit formula. Accumulated contributions and related investment earnings do not determine what the amount of pension income will be.

   Defined benefit provisions come in various forms:

   - **Flat benefit**: Generally, benefits are expressed as a dollar amount for each month or year of service.
   - **Career average**: Benefits are based on the member's earnings in each year of service under the plan.
   - **Final or best average**: Benefits are based on the member's earnings averaged over a short period, such as the final few years of service, or the three or five years of highest earnings.

Certain plans are comprised of more than one benefit provision or take into account the benefits payable under another plan or provision. For example, a plan may be comprised of a defined benefit provision and a money purchase provision. Or, the benefits under a defined benefit provision may be reduced by the benefits payable under a money purchase provision or under a DPSP.

Pension adjustments (PAs) and past service pension adjustments (PSPAs)

Tax-assisted retirement savings arrangements are designed and administered to provide income to individuals at retirement. Using these arrangements, Canadians can get tax assistance to build their retirement savings. The system is based on an overall limit of 18% of an individual's earned income, to a dollar maximum. The overall limit applies to total retirement savings under employer-sponsored registered pension plans (RPPs), deferred profit sharing plans (DPSPs), and registered retirement savings plans (RRSPs).

DPSPs and RPPs both generate PAs. The designs of these plans usually vary to suit the nature and size of the employer's business, the philosophy of the employer, and legislative requirements. Some arrangements allow or require members to contribute, some do not.

Each DPSP and each provision of an RPP produce a **pension credit** for the plan member. The pension credit is a measure of the value of the member's benefit earned or accrued during the calendar year. The method used to calculate pension credits depends on the type of plan and provision. A member's **pension adjustment** (PA) is the total of that member's pension credits from all RPPs and DPSPs in which the member's employer participates in the year. The PA reduces the maximum amount that an individual can deduct for contributions to an RRSP for the next year. For more information on pension adjustments see our publication called *Pension Adjustment Guide.*

In addition to the benefit earned by a member for the current year (reflected in the member's PA), pension benefits may improve as a result of events related to past service. These past service events occur when, for periods of past service after 1989:

- an additional period of past service is credited to the member; or
- there is a retroactive change to the way a member's benefits are determined.

When any of these events occur, the value of the pension accrued is increased and gives rise to a **past service pension adjustment** (PSPA). A PSPA is the additional pension credits that would have been included in the member's PA for those previous years if the upgraded benefits or additional service had actually been provided in those previous years. A PSPA is used to reduce the amount that a member can deduct for contributions to an RRSP in the current year (the year of the past service event) and perhaps following years. For more information on past service pension adjustments, see our *Past Service Pension Adjustment Guide.*

Pension adjustment reversal (PAR)

The purpose of a PAR is to restore RRSP contribution room when an employee's membership in a provision of an RPP or DPSP stops and their termination benefit is less than the sum of PAs and PSPAs that have been reported to the Canada Customs and Revenue Agency (CCRA). The PAR is reported to the CCRA so that we can increase the employee's RRSP contribution room.

You have to calculate a PAR any time an individual stops being a member of a provision or plan after 1996. An individual does not have to terminate employment, only terminate membership. A person is a member of a DPSP or benefit provision of an RPP as long as he or she has any rights to a benefit from the DPSP or benefit provision of the RPP. An individual who has rights to a benefit from the provision or plan because of another individual's participation in the provision or plan is not considered a member.

If an individual is entitled to benefits under an annuity contract to satisfy his or her entitlement to benefits under a provision or plan, he or she is still considered to be a member of the provision or plan. However, if the individual's entitlement to benefits is paid in cash, or is commuted and transferred to an RRSP or registered retirement income fund (RRIF) before the annuity is purchased, he or she is considered terminated from the provision or plan and you have to calculate a PAR.

You can determine a PAR for each benefit provision from which an individual terminates membership. However, an individual who is a member of a supplemental provision must terminate membership from **all** provisions before you can determine a PAR. For more information, see the section called "Special situations" on page 11.

A special rule applies to an individual's rights to a surplus under a provision. If a person terminates membership in all ways except for any future surplus allocations or distributions, we treat the individual as though he or she has no entitlement to the surplus until it is actually allocated. This allows you to determine a PAR in cases where surplus ownership is in dispute, or payment of surplus is delayed. If you calculate a PAR for an individual at termination, a future surplus can only be used to provide ancillary benefits for periods before 1990.

When an individual terminates from a DPSP or RPP, and later rejoins the plan, you have to disregard all amounts associated with the first termination when you determine the PAR for a subsequent termination.

All PARs should be rounded to the nearest dollar.

Calculating a PAR for deferred profit sharing plans (DPSPs)

Termination conditions for DPSPs

Calculate a PAR for an individual if he or she meets the following termination conditions:

- the termination occurs after 1996 and for a reason other than death;
- instalment payments have not been made to the individual under the plan.

If an individual meets the termination conditions, the PAR is the total of all amounts that were included in his or her pension credits (PAs) up to the date of termination, but that he or she was not entitled to (not vested) at the time of termination. Disregard earnings on allocations or on contributions.

The total of an individual's pension credits includes the pension credit for the year of termination even though this pension credit may not be reported until after the PAR is reported. Therefore, you have to consider unvested contributions and other unvested amounts, such as forfeitures allocated to an individual in the year of termination, when you determine both the individual's pension credit for the year and the PAR.

Example 1 – Non-vested termination from DPSP
Paul, a member of a DPSP, terminates his employment on June 12, 1999, after working for 18 months. Under his employer's plan he has to work 24 consecutive months before he is entitled to benefits (vested). Paul forfeits his rights to benefits from the plan because he only worked for 18 months. He therefore forfeits his right to the employer's contribution of $1,500, as well as $215 of interest.

The employer's contribution was included when Paul's pension credits under the DPSP were determined. Paul's PAR is $1,500, the amount of the employer's contribution that was not vested. The $215 was never included in Paul's pension credits, so it is not included in Paul's PAR.

Calculating a PAR for registered pension plans (RPPs)

Termination conditions for RPPs

Calculate a PAR for an individual if he or she meets the following termination conditions:

- the termination occurs after 1996 and for a reason other than death;
- retirement benefits have not been paid to the individual under the provision.

Money purchase provision

Under a money purchase provision, if an individual meets the termination conditions, the PAR is the total of all amounts that were included in the pension credits of the individual until the date of termination, but to which he or she was not entitled (not vested) at the time of termination. Disregard earnings on allocations or on contributions.

The total of the individual's pension credits includes the pension credit for the year of termination, even though this pension credit may not be reported until after the PAR is reported. Therefore, you have to consider unvested contributions and other unvested amounts, such as forfeitures or a surplus allocated to an individual in the year of termination, when you determine both the individual's pension credit for the year and the PAR.

Any amounts allocated after the person has terminated will be included in a pension credit at that time, but will not affect the PAR that has already been calculated.

Example 2 – Non-vested termination from a money purchase provision
Kate, a member of a money purchase RPP terminates employment on December 15, 1998, and is entitled to a lump sum of $7,500 for her employee contributions, plus interest. The lump sum payment, which Kate receives on February 1, 1999, satisfies her rights to benefits under the plan. She forfeits her right to employer contribution of $8,000, a $1,200 share of forfeited amounts that were reallocated to her, and $1,400 of interest.

The employer contributions and reallocated forfeitures were included when Kate's pension credits during her membership in the money purchase RPP were determined. These amounts are included when determining Kate's PAR. The $1,400 was not included in her pension credits, and is not included in her PAR. Kate's PAR is $9,200 ($8,000 + $1,200).

Defined benefit provision

If an individual meets the termination conditions, determine the PAR according to the following formula:

A + B – C – D

Amount A is the total of the terminated individual's pension credits under the provision. In the case of high-income earners, the maximum amount of a pension credit for a particular year included in amount A is the RRSP dollar limit (see the glossary on page 4) for the following year.

For example, an individual may have had a pension credit of $14,500 for 1996, but the RRSP dollar limit for 1997 was $13,500. The pension credit for 1996 included in calculating amount A would be $13,500.

Amount A includes the individual's pension credits up to the date of termination even though these pension credits may not be reported until after the PAR is reported (see the section called "Reporting pension adjustment reversals (PARs)" on page 12 for more information).

Amount B is the total of the grossed-up amounts of PSPAs associated with any past service benefits provided to the individual under the provision before termination. It adds to the member's PAR the additional pension credits that are associated with the past service benefits. More specifically, the grossed-up amount is what the PSPA for the individual would have been if there had been no qualifying transfers to fund the past service benefits, and if any previous pension credits and PSPAs that may have applied to offset the PSPA amount were ignored. For example, a member joins a defined benefit provision in 1998, and the plan terms permit the member to buy back two years of past service which was not previously pensionable service under a registered pension plan. The pension credits for these past service benefits total $12,000. The member partially funds these past service benefits with a qualifying transfer of $3,000 from their RRSP. The member's PSPA is $9,000 ($12,000 – $3,000), but the grossed-up PSPA is $12,000, which is the value of the past service benefits, ignoring any qualifying transfers. Using the grossed-up PSPA amount, rather than the actual PSPA amount is consistent with the fact that the member not only gave up $9,000 worth of contribution room available for future RRSP contributions to acquire past service benefits, but also gave up $3,000 worth of existing tax-sheltered RRSP funds. For more details on how to determine PSPAs, see our publication called *Past Service Pension Adjustment Guide*.

Amount C is the total specified distributions made for the individual under the provision on or before termination. A specified distribution is the part of an amount paid from the plan for the individual's post-1989 benefits. Certain amounts are not considered specified distributions. Amount C **does not include** any part of an amount:

- that is a payment for pre-1990 benefits;
- that is transferred to another defined benefit provision of an RPP (other than a SMEP);
- that is a payment of actuarial surplus;
- that is a return of contributions, including interest, made as a result of an amendment under the plan that also reduces or eliminates future member contributions;
- that may reasonably be considered to be a payment of benefits provided for a period when the plan was a SMEP; or
- that is related to past foreign service that did not generate a PSPA.

If a lump sum payment partly relates to pensionable service before 1990 and partly to service after 1989, only the part of the payment that can reasonably be considered to relate to service after 1989 is included in amount C. If the benefit formula has not been amended during the period of the individual's service, prorating the payment, based on the post-1989 proportion of the total period of pensionable service, will normally be acceptable. However, if the rate of benefit accrual under the defined benefit provision has not been the same for all years of service, you have to consider this when you determine the post-1989 part of the payment. There are 2 examples later in this guide which show you how to calculate a PAR where there are specified distributions that relate to post 1989 and pre-1990 service. There is another example that shows you how to calculate a PAR when the member is entitled to excess contributions through the application of the 50% employer funding rule. Again, only the part of the excess contribution which relates to service after 1989 is included as a specified distribution.

Amount D is the individual's PA transfer amount. This amount applies when the individual is credited with past service benefits under another defined benefit provision of an RPP for a period that was pensionable service under the former defined benefit provision. The PA transfer amount will apply, for example, where past service benefits are transferred between plans under a reciprocal or portability arrangement when an individual changes jobs. A PA transfer amount will also arise when an individual's benefits under the terminating provision are being replaced with benefits under another defined benefit provision of an RPP maintained by the same employer. In these two situations, the provisional PSPA associated with the past service benefits is determined in accordance with the modified PSPA rules. Under those rules, the PA value of benefits previously provided to the individual under the terminating provision is applied to offset the PSPA, resulting in either a nil PSPA or a substantially reduced PSPA. The PA transfer amount reduces the member's PAR by the PA value of those benefits, which is consistent with the fact that those benefits have not been lost, they have simply been replaced.

The administrator of the new plan gives this amount to the exporting plan administrator. The new plan administrator must advise the exporting plan administrator within 30 days of the transfer that there will be a PA transfer amount as a result of the past service benefits being recognized under the new plan. The new plan administrator has a total of 60 days from the date of the transfer to advise the exporting plan administrator of the actual PA transfer amount.

The exporting plan administrator must report the individual's PAR to the member and to the CCRA by the later of:

- 60 days after the calendar year quarter in which the member terminated from the exporting provision; or
- 60 days after the exporting plan administrator receives notification as to the actual PA transfer amount.

Example 3 – Defined benefits transferred to an RRSP
In 1993, Julie joins a defined benefit RPP with benefits of 1.6% of earnings per year of service. Julie obtains past service benefits for a two-year period of eligible past service beginning in 1991 that was not previously service under an RPP. The pension credits for the past service benefits, as reflected in her PSPA, total $10,000.

At the end of 1998, Julie changes jobs and is entitled to a termination benefit of $35,000. Her total pension credits for 1993 to 1998 is $40,000. On February 25, 1999, Julie transfers her termination benefit to a locked-in RRSP.

Julie's PAR is determined using the formula A + B – C – D , where:

A = Total pension credits = $40,000
B = Total grossed-up amount of PSPA = $10,000
C = Amount of specified distributions = $35,000
D = PA transfer amount = 0

PAR = $40,000 + $10,000 – $35,000 – 0
= $15,000

Example 4 – Defined benefits transferred to an RRSP with pre-1990 benefits
Nick terminates from a defined benefit RPP on June 27, 1999, after 15 years of membership. He transfers a termination benefit of $108,200 to an RRSP that satisfies his rights to benefits under the plan. The plan benefit rate was the same for all years of service. Nick's pension credits for the 9½-year period from 1990 to 1999 total $76,200.

Nick's PAR is determined using the formula A + B – C – D, where:

A = Total pension credits = $76,200
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = 68,527 ($108,200 × 9.5 / 15)
D = PA transfer amount = 0

PAR = $76,200 + 0 – $68,527 – 0
= $7,673.

In this situation, a part of the termination benefit relates to pre-1990 service, which cannot be included as a specified distribution.

Example 5 – Calculating the specified distribution (variable C) where benefit accrual rate is not uniform
On January 1, 1998 Jack terminates from his defined benefit provision at the age of 40. He had 3 different benefit accrual rates under the provision during his 18 years of service. The benefit accrual rate for service before January 1, 1990 was 0.8% of the average of his final 5 years of earnings. His benefit accrual rate for service from January 1, 1990, to January 1, 1994, was 1.0% of the average of his final 5 years of earnings. Jack's benefit accrual rate for service from January 1, 1994, until his termination date was 1.5% of the average of his final 3 years of earnings.

Under the terms of the plan, he will receive a non-indexed pension payable at age 65 for life with a 10-year guarantee.

At his date of termination, Jack's final 5-year average earnings is $50,000 while his final 3 year average earnings is $65,000.

For the post-1989 years, the benefit accrued is:
(.01 × $50,000 × 4) + (.015 × $65,000 × 4) = $5,900

Using the CIA transfer value basis, the commuted value of the post-1989 benefits at the date of termination is $13,500.

The total benefit accrued for all years of service is:
(.008 × $50,000 × 10) + $5,900 = $9,900

Because the benefit accrual rate has not been uniform for all years of service, it would not be acceptable to prorate the service to determine the portion of the payment that may reasonably be considered to relate to service after 1989. It would therefore not be acceptable to use $4,400 (i.e., $9,900 × 8 / 18) as the post-1989 benefit in the calculation of the specified distribution, since this would artificially increase the member's PAR.

Example 6 – Defined benefits transferred to an RRSP applying the 50% employer funding rule
Beth terminates from a defined benefit RPP on December 31, 1999, after 17 years of membership. She transfers her termination benefit of $96,000 to her RRSP. By applying the 50% employer funding rule, her actuary determines that she is entitled to excess member contributions of $6,000. Beth's plan is registered with the Province of Ontario, where the effective date of the 50% funding rule is January 1, 1987. Beth's pension credits for January 1, 1990, to December 31, 1999, are $64,000, and the plan formula remained the same for all years of service.

Beth's PAR is determined using the formula A + B – C – D, where:

A = Total pension credits = $64,000
B = Total grossed-up amount of PSPA = $0
C = Amount of specified distributions = $61,086 [($96,000 × 10/17) + ($6,000 × 10/13)]
D = PA transfer amount = $0

PAR = $64,000 + 0 - $61,086 – 0
= $2,914

In this situation, the post-1989 part of her excess contributions are prorated against the period of service since January 1, 1987, the year the 50% employer funding rule came into effect in Ontario. This amount is included as a specified distribution in her PAR.

Our Registered Plans Division can help you resolve all reasonable situations where lump sum payments that relate to post-1989 service cannot be determined using proration, as in the examples above. Contact the Registered Plans Division in writing at the address on page 2 at the beginning of this guide.

Example 7 – Defined benefits transferred to an RRSP with RRSP dollar limit

In 2001, Nina terminates from a defined benefit RPP with benefits of 2% of final average earnings per year of service. A termination benefit of $18,800, determined as the commuted value of Nina's accrued pension based on 2½ years of service under the plan, is transferred to an RRSP on Nina's behalf. For the 2½ years of service, Nina's pension credits total $36,950 ($14,900 for each of the years 1999 and 2000, and $7,150 for 2001).

Nina's PAR is determined using the formula A + B – C – D, where:

A = Total pension credits = $34,150 ($13,500 + $13,500 + $7,150)
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = $18,800
D = PA transfer amount = 0

PAR = $34,150 + 0 – $18,800 – 0
= $15,350

In this situation, Nina's pension credits for 1999 and 2000 were more than the RRSP dollar limit (see the glossary on page 4) for 2000 and 2001, so the plan administrator limits the amounts used for 1999 and 2000 at $13,500 (the RRSP dollar limit) when calculating the total pension credits.

Example 8 – Defined benefits to a defined benefit RPP (identical benefit formula)

At the end of 1998, Mark changes jobs and seeks to have defined benefit credits for his seven years of service (1992 to 1998) transferred to his new employer's RPP. Benefits under Mark's former RPP and new RPP are 2% of earnings per year of service less an identical offset for public pension benefits. For both plans, the pension credits for 1992 to 1998, based on Mark's earnings in those years, total $56,200. The new plan reports a PSPA of nil because the benefits are identical under the two plans (for details on how to determine a PSPA see our publication called *Past Service Pension Adjustment Guide)*. Early in 1999, in accordance with the reciprocal transfer agreement, a termination benefit of $51,300 is transferred from the former plan to the new plan to fund the defined benefits.

Mark's PAR under the former plan is determined using the formula A + B – C – D, where:

A = Total pension credits = $56,200
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = 0
D = PA transfer amount = $56,200

PAR = $56,200 + 0 – 0 – $56,200
= 0

In this situation, Mark has no specified distributions because his termination benefit was transferred to another defined benefit RPP. In addition, the new plan recognized Mark's previous service under his former plan. The plan administrator of the new plan has to advise the plan administrator of the former plan that the past service benefits being provided to Mark will give rise to a PA transfer amount. This has to be done no later than 30 days from the date of the termination benefit transfer. In addition, the new plan administrator has 60 days from the date of the transfer to advise the exporting plan administrator of the actual PA transfer amount. The PA transfer amount is equal to the pension credit value under the new plan. In this case, both plans had identical benefit formulas, so the PA transfer amount is identical to the total pension credits.

Example 9 – Defined benefits to a defined benefit RPP (lower benefit formula)

At the end of 1999, Anne changes jobs and transfers defined benefits between plans for six years of service (1994 to 1999). The benefits under the former provision are 2% of earnings per year of service minus an offset for public pension benefits. The benefits under the new plan are 1.7% of earnings per year of service minus an offset for public pension benefits. The total pension credits under the former plan total $58,600. Based on Anne's earnings for 1994 to 1999, the total pension credits for Anne's past service benefits under the new plan are $47,100. The new plan administrator reports a nil PSPA (for details on how to determine a PSPA see our publication called *Past Service Pension Adjustment Guide)*. The commuted value of Anne's benefits is $53,900. In 2000, in accordance with the reciprocal transfer agreement, $46,400 is transferred from the former plan to the new plan to fund the defined benefits. Anne has a remaining termination benefit payable from her former plan of $7,500 (commuted value of benefits of $53,900 minus the $46,400 transferred to the new plan). Anne chooses to receive a $2,500 cash payment, and have the balance of $5,000 transferred to an RRSP.

Anne's PAR under the former plan is determined using the formula A + B – C – D, where:

A = Total pension credits = $58,600
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = $7,500
D = PA transfer amount = $47,100

PAR = $58,600 + 0 – $7,500 – $47,100
= $4,000

In this situation, Anne's specified distributions are $7,500 because part of her termination benefit was paid in cash and transferred to an RRSP. The part of her termination benefit that was transferred to another defined benefit RPP is excluded as a specified distribution. In addition, the new plan recognized Anne's previous service under her former plan. The plan administrator of the new plan gives the PA transfer amount to the plan administrator of the former plan. The PA transfer amount is equal to the pension credit value under the new plan. In this case, the new plan's benefit formula is less generous than the former plan's benefit formula, so the PA transfer amount is less than the total pension credits under the former plan.

Example 10 – Defined benefits to defined benefit RPP (higher benefit formula)
At the end of 2003, Robert changes jobs and transfers defined benefits for 1994 to 2003 between plans. The benefits under the former plan are 1.4% of earnings per year of service. The benefits under the new plan are 2% of earnings per year of service, minus an offset for public pension benefits. The total pension credits under the former plan total $69,800. The total pension credits for Robert's past service benefits under the new plan are $81,400. Robert makes a qualifying transfer from his RRSP to reduce his PSPA to nil (for details on how to determine a PSPA see our publication called *Past Service Pension Adjustment Guide*). In 2004, in accordance with the reciprocal transfer agreement, $69,300 is transferred from the former plan to the new plan to fund the defined benefits.

Robert's PAR under the former plan is determined using the formula A + B – C – D, where:

A = Total pension credits = $69,800
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = 0
D = PA transfer amount = $69,800

PAR = $69,800 + 0 – 0 – $69,800
= 0

In this situation, Robert has no specified distributions because his termination benefit was transferred to another defined benefit RPP. In addition, the new plan recognized Robert's previous service under his former plan. The plan administrator of the new plan provides the PA transfer amount to the plan administrator of the former plan. The PA transfer amount is equal to the lesser of the value of the PAs already reported from the former plan, and the pension credit value under the new plan. In this case, the PA transfer amount is the total pension credits under the former plan, so the PAR is nil.

Example 11 – Transfer between defined benefit provisions of the same plan
An employer maintains two defined benefit provisions within the same RPP for different groups of employees. As a result of a promotion, David moves from provision A to provision B in January 1999, and is entitled to exchange benefits under provision A for benefits that are more generous under provision B. David has four years of pensionable service under provision A with pension credits totalling $21,400. The funds associated with David's benefits under provision A are made available to provide benefits under provision B. The pension credits under provision B are $26,500, resulting in a PSPA of $5,100 (for details on how to determine a PSPA see our publication called *Past Service Pension Adjustment Guide*).

David's PAR under provision A is determined using the formula A + B – C – D, where:

A = Total pension credits = $21,400
B = Total grossed-up amount of PSPA = 0
C = Amount of specified distributions = 0
D = PA transfer amount = $21,400

PAR = $21,400 + 0 – 0 – $21,400
= nil

In this situation, David has no specified distributions because the funds from provision A were made available to fund benefits under the other defined benefit provision (provision B). In addition, provision B recognized David's previous service under provision A. The plan administrator uses the total pension credits of David's past service benefits under provision B as the PA transfer amount when determining the PAR under provision A. In this case, the PA transfer amount is the PA value of the past service benefits provided to David under provision B ($26,500), or the PA value of the benefit previously provided to him under Plan A ($21,400), whichever is less.

Special situations

This section primarily describes how to calculate PARs for defined benefit provisions in special situations. If your situation is not adequately covered in this section, contact the Registered Plans Division. You can find the address and telephone numbers on page 2 at the begining of this guide.

Members who terminate membership in 1997

If an individual terminates in 1997 from a DPSP or a provision of an RPP, the termination is considered to occur in 1998. This means that the PAR reported for this individual will affect his or her 1998 RRSP room. For more information on reporting PARs, see the section called "Reporting pension adjustment reversals (PARs)" on page 12.

Marriage breakdown

If there has been a breakdown of a member's marriage before his or her termination, and as a consequence of the breakdown the member has ceased to have rights to all or a part of his or her benefits, the following rules apply:

- If a single amount has been paid from the provision before the member terminates and satisfies the spouse's rights to benefits, include the amount when you determine the member's PAR, to the extent it would otherwise qualify as a specified distribution (see the glossary on page 4).
- If an amount is payable from the provision after the member terminates and satisfies the spouse's rights to benefits, include the present value (determined at the

time of the member's termination) of the benefits which the member forfeited because of marriage breakdown as a specified distribution when you determine the member's PAR.

Example 12 – Lump sum payment to a former spouse before termination

At the end of 1996, Philip separates from his spouse, Denise. Denise acquires rights to one half of Philip's accrued pension benefits under his employer's defined benefit RPP. She chooses an immediate transfer of the commuted value of her benefits of $11,000 to her RRSP.

Two and a half years later, Philip terminates employment after six years of membership in the plan. In August 1999, a lump sum payment of $31,300—the commuted value of his accrued pension adjusted to reflect the benefits forfeited on marriage breakdown—is transferred to his RRSP, satisfying his entitlement to benefits under the plan. His pension credits for the six years of service totalled $50,100.

Philip's PAR of $7,800 is determined using the formula A + B – C – D, where:

A = Total pension credits = $50,100
B = Total grossed-up PSPA amount = 0
C = Amount of specified distributions = $42,300 ($11,000 + 31,300)
D = PA transfer amount = 0

The lump sum transferred to Denise's RRSP is included in variable C because it is considered to be an amount paid (and therefore a specified distribution) under the defined benefit provision with respect to Philip.

Defined benefits supplemental to or dependent on other defined benefits

As explained in the section called "Calculating PAR – Basic concepts" on page 6, if benefits provided to an individual under a defined benefit provision are supplemental or otherwise depend on benefits that he or she receives under one or more other defined benefit provisions, that individual is not considered terminated until he or she has terminated from all related defined benefit provisions.

In addition, any benefits provided or amounts paid to the individual under one of the provisions are also considered to be a benefit provided or an amount paid from each other provision. This means that specified distributions from one provision are also deemed to be specified distributions from each of the other provisions.

In certain circumstances, it may be more appropriate for you to use another method to determine the specified distributions for a particular individual. You can send a request for an alternate determination to the Registered Plans Division for approval. The address of the Registered Plans Division is listed on page 2 at the begining of this guide.

Reporting pension adjustment reversals (PARs)

General

If an individual has terminated from a pension plan provision or DPSP, you as the plan administrator have to report a PAR that is greater than nil to both the CCRA and to the employee. As the plan administrator, in the case of RPPs, or the plan trustee, in the case of DPSPs, you have to report the PAR on the new T10 return, composed of different documents which are described further at the end of this section. The following sections contain details on filing dates, penalties for late filing, completing the T10 return and reporting amended PARs.

Filing deadlines

You have to report PARs on a quarterly basis. A PAR return has to be filed no later than 60 days after the end of each calendar quarter. The PAR return for the last quarter of each year has to be filed no later than 30 days after the end of December. The calendar quarters end on March 31, June 30, September 30, and December 31 each year.

Only file a PAR return if one or more employees have terminated in a quarter and have a PAR that is greater than nil.

Special filing deadlines

You have to file the first PAR return, reporting all PARs in respect of plan terminations in 1997 and 1998, by March 31, 1999.

PAR returns for plan terminations in the first two quarters of 1999 (January 1, 1999 to June 30, 1999) have to be filed by September 30, 1999.

Any PAR that arises as a result of a 1997 termination will be reported as a 1998 PAR.

Penalties for late filing of a PAR return

If you file a PAR return after the dates shown above, you are liable for a late filing penalty calculated as the greater of:

- $100; and
- $25 for each day late, up to a maximum of 100 days ($2,500).

Nil PARs

A nil PAR may result if a plan member terminates and receives a distribution amount from the benefit provision of the RPP or from the DPSP that is greater than the total of pension adjustments and past service pension adjustments that were previously reported for that plan. If the calculation results in a nil or negative PAR amount, do not report the PAR.

For example, if an individual terminates from either a money purchase RPP or a DPSP, and is fully vested, the calculation would result in a nil PAR.

Less-than-$50 PARs

If the calculated PAR is less than $50, you do not have to report the PAR. This rule applies if:

- the original calculation of a PAR is less than $50; or
- the difference between an original PAR and an amended PAR is less than $50.

This rule does not apply if an employee wants his or her PAR to be accurately reported or if we ask you to report the PAR.

T10 Return

You have to calculate all PARs and report them to us by completing a T10 return. The return consists of:

- A T10 Summary, *Pension Adjustment Reversal (PAR)*;
- T10 slips, *Pension Adjustment Reversal (PAR)*; and,
- in some cases, T10 Segment forms.

Important filing information

A PAR return is reported for a calendar year for a DPSP or an RPP. If a person terminates from both a DPSP and an RPP (or two different RPPs), file a separate PAR return for each plan.

You may have situations where a member terminates from a pension plan that has two different benefit provisions and therefore, technically, two PARs. If there is only one plan, the two PARs should be added together and reported as if there is only one PAR.

There may also be unusual situations where a member terminates from the plan twice in the same year. This would happen where a member terminates from the provision, is rehired, and terminates again from the provision. This situation could also, technically, result in two PARs. Again, if this happens, only one PAR, reporting the total of the two PARs, should be reported for the year. You may have to amend a PAR in this situation. Instructions for reporting amended PARs can be found later in this section.

Generally, you cannot report two original PARs for an individual for the same year from the same plan. The PAR system will only accept a second PAR for the same individual, plan and year if the second (or subsequent) PAR is an amendment of a previously reported PAR. For example, if you under-reported a PAR, you have to report an amended PAR that reflects the total PAR for the year. See the section called “PAR amendments” on this page.

Completing the T10 return

Each part of the T10 return is explained below. Most lines and parts on the different forms that make up a T10 return are self-explanatory.

T10 Slip

- Complete one T10 Slip for each plan member who has terminated from the plan and has a PAR greater than nil.
- Only complete Box 5 “Amendment” if you are correcting a PAR that was previously reported for an individual under this plan. If it is an amendment write *yes* in Box 5. See the section called “PAR amendments” on this page.

Distributing T10 slips:

- Send copy 1 to the Ottawa Taxation Centre with any T10 Summary and T10 Segment (if applicable) no later than 60 days after the end of the calendar quarter in which the employee ceases membership.
- Give copy 2 to the plan member no later than 60 days after the end of the calendar quarter in which the employee ceases to be a member.
- Keep copy 3 for your records.

T10 Summary

- On the T10 Summary, report the totals of certain amounts from all the T10 slips.
- Ensure that you complete the “Year of PAR” and check off the quarter to which the PAR return relates. Also, include the name and phone number of a person that we can contact if we have questions about the return.

Distributing the T10 Summary:

- Send copy 1 to the Ottawa Taxation Centre with any T10 slips and T10 Segment.
- Keep copy 2 for your records.

T10 Segment

If your T10 return contains more than 100 sheets or 300 separate T10 slips, you have to file T10 Segment forms in the following way:

- Separate your T10 slips into groups of about 100 sheets or 300 separate T10 slips.
- Complete all required areas on each T10 Segment and attach one to the front of each group of T10 slips.
- Make sure that the totals from all T10 Segment forms equal the totals shown on the T10 Summary.
- Keep copies for your records.

PAR Amendments

If you have to report an amended PAR, file another T10 slip and indicate *yes* in the amendment box (box 5) of the form. The amended T10 slip should contain the revised total PAR amount for the year from the plan, not an additional or negative amount.

Your totals on the T10 Summary and T10 Segment (if applicable) will reflect the number of amended T10 slips included with the PAR return.

You can file amended forms with original PAR slips as long as they are for the same year and plan number.

Sample Forms

T10 Slip

Form T10 Summary

Form T10 Segment

Notes

Notes

Notes

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