

# Form 18

## Joint Declaration

### Period of Spousal Relationship

#### ► Why complete this form?

Complete this form if the following statements are true:

- You are a member of a pension plan or owner of a locked-in retirement account (LIRA), life income fund (LIF), or life annuity.
- You earned the pension entitlement while working in Nova Scotia for an organization that is regulated by the Province of Nova Scotia.
- You do NOT live with your spouse and you have no plans to do so in the future.
- You want to know what your spouse is entitled to receive as a share of the pension entitlement.

**You may use this form** to provide information to the administrator regarding your spousal relationship. The administrator needs this information to calculate the amount of the pension entitlement to which your spouse is entitled.

OR

**You may provide the information in another format**, but you must include the date on which your spousal relationship began and the date on which it ended.

#### 1 ► Give information about the pension plan, LIRA, LIF, or life annuity

Name of plan: \_\_\_\_\_  
\_\_\_\_\_

Registration number: \_\_\_\_\_

LIRA or LIF account number or life annuity policy number: \_\_\_\_\_

Name of the administrator or financial institution: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Phone number: \_\_\_\_\_

#### 2 ► Give your personal information

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Date of birth (yyyy/mm/dd): \_\_\_\_\_

#### 3 ► Give information about your spouse

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

**4 ▶ Sign the confirmation and have your signatures witnessed**

**We declare** that we became spouses according to the definition of “spouse” provided in this form on the following date: (yyyy/mm/dd) \_\_\_\_\_

**We declare** that we separated on the following date: (yyyy/mm/dd) \_\_\_\_\_

**This declaration must be signed before a witness.** Your witness

- must be at least 18 years of age
- must NOT be your spouse
- must see you sign the form
- must sign, print their name, and date this form immediately after seeing you sign and date this form

**Member or owner: sign the declaration**

<b>Signature of member:</b> _____	Date (yyyy/mm/dd): _____
Signature of witness: _____	Date (yyyy/mm/dd): _____

**Give information about the witness**

Last name: \_\_\_\_\_  
First name: \_\_\_\_\_ Middle name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Spouse: sign the declaration**

<b>Signature of spouse:</b> _____	Date (yyyy/mm/dd): _____
Signature of witness: _____	Date (yyyy/mm/dd): _____

**Give information about the witness**

Last name: \_\_\_\_\_  
First name: \_\_\_\_\_ Middle name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Phone number: \_\_\_\_\_

**5 ▶ Give this declaration to the administrator or financial institution that looks after your pension plan, LIRA, LIF, or life annuity.**

**Do not give** this declaration to the Department of Finance and Treasury Board, Pension Regulation Division  
*It is an offence under the Criminal Code for anyone to knowingly make or use a false document with the intent that it be acted upon as genuine.*

**Questions? Call 902-424-8915 or email [pensionreg@novascotia.ca](mailto:pensionreg@novascotia.ca)**

**How we define spouse, domestic contract, member, owner, pension entitlement, administrator, and financial institution**

**Spouse**

- The person you are married to.
- The person you are married to, if the marriage hasn't been legally ended.
- The person you thought you were married to, if you are still living together.
- The person you thought you were married to, if you have lived together in the last 12 months.
- The person who is your registered domestic partner under the Vital Statistics Act.
- The person you have been living with in a sexual relationship for at least one year, if neither of you are married to someone else.
- The person you have been living with in a sexual relationship for at least three years, even if one or both are you are married to someone else.

**Domestic contract**

A domestic contract means

- a written agreement that provides for a division between spouses of a pension entitlement.
- a marriage contract as defined in the Matrimonial Property Act

**Member** – member, former member, or retired member of a pension plan

Note: A person who had the right to some pension benefits earned by a spouse and is no longer in a relationship with that spouse is NOT considered a former member.

**Owner** – owner of a locked-in retirement account (LIRA), life income fund (LIF), or life annuity

**Pension entitlement** – pension benefit, deferred pension, pension, LIRA, LIF, or life annuity.

**Administrator** – the administrator of a pension plan, or a financial institution that looks after a LIRA or LIF, or life annuity.

**Financial institution** – a bank, a credit union, an insurance company, or any organization that invests money in financial assets