



MEMORANDUM

To: All laid off P&M Employees with recall rights as of February 1, 2010
From: Human Resources
Date: February 10, 2010
Re: **Transfer of Contract Settlement \$2,500 one time payment to an RRSP**

With the ratification of the 2010 P&M Collective Agreement you have the option of putting this payment into an RRSP with a financial institution of your choosing. In order to do so you must complete and sign the RRSP transfer form and submit the form to the Payroll Dept. no later than Friday, March 5th, otherwise you will receive the cash payment.

If you do not wish to transfer this amount to an RRSP, there is nothing more you need to do. The \$2,500 payment, whether it is received as a cash payment or transferred to an RRSP, will be processed on the March 16th pay. The entire \$2,500 must be transferred to an RRSP if you elect this option.

Forms are available at the Union Hall and at the Worker Support Centre.

Any questions regarding the forms should be directed to Human Resources – Pensions and Benefits - Deb Polano at 693-2761, ext. 3366 or Mike Buchowski at 693-2761, ext. 3374.