



## Instructions

The following instructions are designed to help you, a HOOPP pensioner, complete the Post-Retirement Spousal Benefits Application (new spouse) for the Healthcare of Ontario Pension Plan (HOOPP).

### 1. Pensioner Information

- Provide your name, social insurance number, date of birth, mailing address, home and work (if applicable) telephone numbers, fax number, and e-mail address. Please indicate your language preference.

### 2. New Spouse Information

- Provide your new spouse's name, social insurance number, date of birth, and contact information.
- Proof of age for your new spouse is necessary to determine the cost of providing post-retirement spousal benefits. Please attach proof of age for your new spouse. HOOPP will accept one copy of a valid Canadian passport, birth certificate, baptismal certificate, citizenship papers, a valid Ontario Photo Card, or a valid Canadian driver's licence. Alternatively, HOOPP will accept a copy of any two of the following documents: a valid foreign passport, an expired Canadian passport, an Ontario picture health card, Canadian immigration papers, marriage records, or an Ontario age of majority card. If none of these documents can be obtained, HOOPP will accept a statutory declaration of your new spouse's age, made before a judge, lawyer, commissioner of oaths, or notary public.
- Proof of marital/common law relationship status is necessary to prove you have a new spouse entitled to survivor spousal benefits if you predecease him/her. A copy of your marriage certificate or a church-issued document is acceptable as a proof of marriage. If you are unable to provide a document to support your marriage, HOOPP will accept a statutory declaration or affidavit indicating date of marriage and your new spouse's name. Please attach the proof document to this application.
- If you are in a common-law relationship, HOOPP will need a statutory declaration or affidavit that you and your partner have been living in a conjugal relationship for at least one year, are not living separate and apart, or are the parents (natural or adoptive) of a child. A statutory declaration is a sworn statement made before a judge, notary public, or commissioner of oaths. This form is available on [hoopp.com](http://hoopp.com). Please attach a proof document to this application.
- If you had a qualifying spouse at the time you retired, and that spouse has subsequently died, HOOPP will require a copy of the death certificate, or a funeral director's statement, as a proof of death document for your late spouse. Please attach the proof document to this application.

### 3. Medical Information

- Answer the three medical questions with either a "yes" or a "no" by ticking the appropriate box. If you answer "yes" to any of the questions, please provide additional details in the space provided.

### 4. Declaration

- By signing and dating this section, you certify that any qualifying spouse you had at the time of your retirement is no longer alive.
- You also are agreeing to HOOPP's rules regarding the privacy of pension information, and are certifying that all information provided via this form is correct and complete to the best of your knowledge.

### 5. Returning this form

- Return this form to HOOPP. Barcodes cannot be read if the form is sent by fax. If you are printing this form, please do not reduce it in size or fold it.