



TEACHERS' RETIREMENT ALLOWANCES FUND

Substitute Service Purchase Application

Please print clearly.

Completing this form does not obligate you to make payments. Fill in the top two sections and submit a copy of this form to your division(s). Once TRAF receives the completed form(s) from all divisions, we will calculate the cost to purchase this service.

Personal Information Completed by

Member:

Last Name First Name Middle Name

☐ Miss

☐ Ms.

☐ Mrs.

☐ Mr.

☐ Other _____

Former Last Name(s) Date of Birth (m/d/y) Social Insurance Number (SIN)

Address, City, Province/State, Postal/Zip Code, Country

Home Phone Cell Phone PSP Number

Email Address

Member Authorization:

I request a cost calculation for substitute service from _____
Date (m/d/y)

Member must fill in this section, then submit this application to all applicable school divisions.

to _____
Date (m/d/y)

I have requested substitute service information from the following school divisions:

1) _____ 3) _____
2) _____ 4) _____

Member Signature Date (m/d/y)

Salary and Service Verification Completed by Division Payroll Personnel:

Full-time Current Salary Rate Contract Year Part-time Rate (%)

School division: _____

Divisions must return completed forms to TRAF before the calculation can be performed, and to the member for their records.

Earnings and number of days substituted must be broken down by term.

Year	Term (Fall or Spring)	Earnings (by term)	Number of Days Substituted (by term)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ If more space is required, check this box and complete the supplemental form, *Substitute Service and Earnings Information*, found on TRAF's website. Submit both completed forms to TRAF.

Continued on next page.

Division Authorization: On behalf of the school division, I, _____, verify this information is correct and complete, and TRAF contributions have not already been deducted from the above entries as listed.

Signature Date (m/d/y)

Position Phone