



## Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election

**Use this form** if you are an employee who is at least 65 years of age but under 70, you are receiving a Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) retirement pension, and:

- you are making or will be required to make CPP contributions and you do not want to contribute; or
- you stopped making CPP contributions in a previous year and you want to restart.

**Do not use this form:**

- if your income is only from self-employment earnings, in which case you should fill out Schedule 8, *Canada Pension Plan contributions and overpayment for 2016*, or form RC381, *Inter-Provincial Calculation for CPP and QPP Contributions and Overpayments for 2016* instead, and file it with your income tax and benefit return; or
- if you only contribute to the Quebec Pension Plan. For more information, visit [revenuquebec.ca/en](http://revenuquebec.ca/en).

Go to page 2 for instructions on how to fill out this form and other helpful information.

Part A – Identification						
First name and initials	Last name			Social insurance number		
Mailing address: apartment number – street number and name						
City	Province or territory	Postal code	Date of birth	Year	Month	Day

Part B – Eligibility	
<p>1. Are you an employee who is at least 65 years of age but under 70? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>2. Are you receiving a CPP or QPP retirement pension? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="margin-left: 20px;">If you answered <b>yes</b> to questions 1 and 2, go to question 3 below. If you answered <b>no</b> to either question, you cannot fill out this form at this time.</p> <p>3. Have you elected to stop making CPP contributions <b>OR</b> revoked that election so you can restart making CPP contributions during this calendar year? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="margin-left: 20px;">If you answered <b>yes</b> to question 3, you cannot fill out this form until next year.</p> <p style="margin-left: 20px;">If you answered <b>no</b> to question 3, fill in Part C to stop making CPP contributions, or Part D to restart making CPP contributions, whichever applies.</p>	

Part C – Election and certification	
<p>If you fill out this part, do not fill out Part D.</p> <p>I do not want to make CPP contributions. I certify that the information given on this election is correct and complete.</p>	
<p>_____</p> <p style="text-align: center;">Signature of employee</p>	<p>Date _____</p> <p style="text-align: center;">Year    Month    Day</p>

Part D – Revocation and certification	
<p>If you fill out this part, do not fill out Part C.</p> <p>I want to restart making CPP contributions. I certify that the information given on this revocation is correct and complete.</p>	
<p>_____</p> <p style="text-align: center;">Signature of employee</p>	<p>Date _____</p> <p style="text-align: center;">Year    Month    Day</p>

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank CRA PPU 070.

(Vous pouvez obtenir ce formulaire en français à [arc.gc.ca/formulaires](http://arc.gc.ca/formulaires) ou en composant le 1-800-959-7383.)

## General information

### Who should fill out this form?

Fill out this form if you are an employee who is at least 65 years of age but under 70, you are receiving a Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) retirement pension, and you are making CPP contributions and would like to stop.

You can also fill out this form if you stopped making CPP contributions in a previous year and you want to restart.

### What income is covered by this choice?

The choice you made will apply to all of your income from pensionable employment, including self-employment earnings.

### How often can I fill out a CPT30 form?

You can fill out this form only once in a calendar year. Once you file this form with your employer, you cannot make a change until the next calendar year. So, if for example, you elect to stop making CPP contributions and you give a copy of this completed form to your employer in the current year, you will have to wait until next year to file a new form to restart. If you previously filled out this form, go to Part B to see if you are eligible to fill out a new one. If you already sent this form and you need a copy of it, write to us at the address below.

### Where do I send the form?

Send the original to the Canada Revenue Agency at the following address:

Winnipeg Tax Centre  
Specialty Services Section  
66 Stapon Road  
Winnipeg MB R3C 3M2

### What if I need help?

For more information about electing to stop contributing to the CPP, revoking the previous election, or using this form, call **1-800-959-8281**.

## Information about stopping to contribute to the Canada Pension Plan

### How do I stop making CPP contributions?

First, fill in Parts A, B, and if you are eligible, Part C of this form. **Do not** complete Part D. You must wait until the month in which you turn 65 years of age before you sign and date the completed form. When you fill out this form for the first time, the date you write must be the date you give a copy of the form to your employer.

Promptly give a copy of the form to your employer, together with proof of age and proof that you are receiving a CPP or QPP retirement pension. If you are working or will work for more than one employer, give **each** employer a copy of this completed form.

Keep a copy of the form for yourself so that you can give a copy to each of your future employers.

Finally, send the original form to the Winnipeg Tax Centre at the address on this page.

### When is my election effective?

Your election is effective on the first day of the month after the date you give a copy of this form to your employer. Your employer should stop deducting CPP contributions from the first pay in the month after the month you give them a copy of this form. Your employer may adjust your CPP contributions if you did not pay the proper amount before the effective date of this election.

### How long does my election last?

Your election will stay in effect until you revoke it. You will not have to make CPP contributions unless you choose to restart making them in a later year.

## Information about restarting to contribute to the Canada Pension Plan

### How do I restart my CPP contributions?

First, fill out Parts A, B, and if you are eligible, Part D of this form. **Do not** complete Part C.

Promptly give a copy of the form to your employer. If you are working or will work for more than one employer, give **each** employer a copy of this completed form.

Keep a copy of the form for your records.

Finally, send the original form to the Winnipeg Tax Centre at the address on this page.

### When is my revocation effective?

Your revocation to restart making CPP contributions is effective on the first day of the month after the date you give a copy of this form to your employer. Your employer will start deducting CPP contributions from the first pay dated in the month after the month you signed and dated Part D, as long as you give them enough notice. Your employer may adjust your CPP contributions if you did not pay the proper amount after the effective date of this revocation.

If you filed your revocation with one employer but delayed giving a copy to your other employers, your other employers will only start deducting CPP contributions from the first pay dated in the month after the month they receive the copy of your form. In such a situation, you can choose to pay the employer's share and your share of CPP contributions. To do this, fill out Form CPT20, *Election to Pay Canada Pension Plan Contributions*, and send it with your income tax and benefit return or send the completed Form CPT20 separately to your tax centre.

### How long does my revocation last?

It will stay in effect until you elect to stop making CPP contributions in a later year.

You will have to make CPP contributions until one of these situations occurs:

- You file the election form to stop contributing to the CPP, in a later year.
- You stop working.
- You reach 70 years of age.