



Annex A: Compensation for financial costs and lost investment income

(Paragraphs 21 a or 21 b or 21 c or 21 f) of the [Agreement¹](#))

Definition

Claims for compensation of costs or lost investment income that was incurred as a result of issues attributed to the Phoenix pay system. Specifically, where an employee;

- cashed in, in part or in whole, a publicly available financial instrument (i.e. stocks, bonds, mutual funds, interest bearing accounts and GICs);
- withdrew money early from an RRSP; or
- paid interest on a loan, mortgage, credit card or other debt.

Note: For claimants covered by the 2019 Memorandum of Agreement, this Annex is for new claims only. If you have previously submitted a claim for costs or lost investment income you do not need to complete this Annex.

The threshold of \$1,500 **applies** to these claims.

Supporting documentation

Please only include information and documents that are relevant to your claim. The following must be submitted with this claim form, as applicable:

- documented evidence of lost investment income. This documentation could include:
 - price of the investment instrument (i.e. stock) on the day you received your missing pay,
 - interest rate of the interest-earning financial instrument that was disposed of, and
 - dividends that would have been earned on the dividend-earning financial instrument that was disposed of.
- documented evidence of costs claimed. This could include bank statements, loan agreements, line of credit statements, credit card statements, and invoices from financial or other service providers
- documented evidence of disrupted pay (i.e. pay stubs)
- account statements or trade summaries
- your latest income tax Notice of Assessment or Reassessment for the year in which you withdrew early from your RRSP
- pay stub showing receipt of missing amount if full or partial payment has been received
- if retired, documented evidence of retirement date

Privacy notice statement

The personal information requested in this form is collected under the authority of the *Financial Administration Act*. The information submitted via this form will be combined with pay information in a database of pay information held within the Treasury Board of Canada Secretariat (TBS) in order to:

- determine eligibility
- assess your payment amount in accordance with the Damages Agreement

¹ Agreement of the Damages Caused by the Phoenix Pay System, <https://www.canada.ca/en/treasury-board-secretariat/topics/pay/phoenix-pay-system/damages-caused-phoenix-pay-system.html>

Refusal to provide the requested personal information will result in TBS not being able to process the claim. The information you provide will be validated against a database of pay information held within TBS in order to:

- confirm eligibility
- calculate recommended payments based on claim information

If your claim is accepted and a payment is issued to you, your Social Insurance Number (SIN) will be obtained from the Public Services and Procurement Canada (PSPC) database of pay information in order to issue you a T4 and/or RL-1 tax slip and will be shared with Canada Revenue Agency and/or Revenu Québec for income tax purposes. The Personal information you provide is being collected by the TBS Claims Office and may be shared with PSPC and the last federal organization of employment for that organization to issue payment. Personal information will be protected, used and disclosed in accordance with the *Privacy Act* and as described in Personal Information Bank TBS PCE 742 (Claims and Compensation for damages related to the Phoenix Pay System) and in Personal Information Bank PSU 931 (Accounts Payable). Your information may also be used or disclosed for financial reporting and program evaluation. Under the *Privacy Act*, individuals have a right to access and correct their personal information. If you wish to avail yourself of these rights or require clarification about this privacy notice statement, please contact the TBS Access to Information and Privacy Coordinator by email at atip.aiprp@tbs-sct.gc.ca. If you are not satisfied with the response to your privacy concern, you may wish to communicate with the Office of the Privacy Commissioner by telephone at 1-800-282-1376 or by email at info@priv.gc.ca.

I certify that I have read this privacy notice statement

I consent to the disclosure of my personal information to the entities listed above for the purposes of processing my claim

To be completed by the claimant

If you have an existing claim for Severe Impacts and Other Demonstrable Cases Caused by the Phoenix Pay System, ensure your claim number is added to each annex and each supporting document that you include in this submission.

Claim number:

1. Did you cash in a publicly available financial instrument that you owned prior to experiencing Phoenix pay issues because you were not paid by the Phoenix pay system?

Yes No

If yes, please complete the following table. Please ensure supporting documentation is provided.

Name of publicly available financial instrument	Date missed pay was received (yyyy-mm-dd)	Date financial instrument was sold (yyyy-mm-dd)	Number of units sold	Price per selling unit	Price per unit on date the missed pay was received	Penalties/ selling cost

2. Did you withdraw money early from a registered retirement savings plan (RRSP) because you were not paid by the Phoenix pay system?

Yes No

If yes, please complete the following table. Please ensure supporting documentation is provided.

Description of registered plan	Date withdrawn (yyyy-mm-dd)	Amount withdrawn	Penalties/fees

3. Please complete the following table to provide details of the costs and delays or missing payments of your pay, severance or pension because of issues with the Phoenix pay system. Please ensure supporting documentation is provided.

***Note:** the interest rate payable to you is the rate that the federal government pays on overdue supplier accounts. This rate is calculated as the average [Bank of Canada discount rate](#)² from the previous month plus 3%. Interest is payable from the date the payment should have been made to the date payment was issued.

Description of costs, delayed or missing pay, pension or severance	Date of retirement or date missing salary was due (yyyy-mm-dd)	Date paid (yyyy-mm-dd)	Amount

4. Did you pay interest on a loan, mortgage, credit card or other debt because of delays or missed payments of your pay, severance or pension caused by issues attributable to the Phoenix pay system?

Yes

No

If yes, please complete the following table. Please ensure supporting documentation is provided.

Date on which interest was incurred (yyyy-mm-dd)	Amount of interest claimed	Type of debt (i.e. loan, mortgage, credit card)

Reminder: Claimants may submit a claim for compensation under more than one category of damages. Please complete all annexes of this form that apply to your situation.

² Bank of Canada discount rate, <https://www.tpsgc-pwgsc.gc.ca/recgen/txt/taux-rates-eng.html>