

- (d) brief note explaining what each plan covers, where to write for information, where and how to write for information, where and how to make claims
- (e) effect of residence abroad on each plan, how and where to obtain payment for claims

NOTE: "The Passport to New Horizons" has an excellent layout covering most of these medical/insurance plans.

- (f) list of all provincial authorities to whom persons should apply regarding transfer of their Ontario medical insurance schemes if they retire outside that province

6. Severance Pay:

- (a) how calculated and when paid
- (b) how taxed, i.e. as lump sum or as Registered Retirement Savings Plan
- (c) need to sign option under (b) before payment can be made and state when employee will be asked to do this
- (d) advise consulting Trust or Insurance Company to work out relative tax position, lump sum vs R.S.P. - no charge is made for this service

7. List deductions from salary that will continue from superannuation, unless employee wishes otherwise.

8. General paragraphs on income tax, warning that when taxes are deducted at source, this is not usually the total, since it does not take into account total income (i.e. any income arising from personal savings, etc.). Therefore, in estimating income after retirement, calculate total income tax or consult Trust Company if in doubt. Include information on income tax including capital gains tax, when a persons retires outside Canada.

9. Brief reference to inheritance tax, Federal and Provincial, capital gains tax, when husband or wife dies and when both die, if resident in Canada or if resident abroad.

10. Include table to be filled in by employee showing all income now and at retirement, with estimated deductions for tax.

11. Benefits to Senior Citizens: Reference to reduced fares offered by C.N. and C.P. for travel in Canada by people 65 and over and local transportation, theatre, etc. reductions in some cities - apply to Municipal Governments for details.

12. Health: Brief warning about need for annual check-up from 60 onwards. Thorough check-up on retirement. Advice on exercise, diet.