

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 change your choice until the next calendar year. For example, if 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 change jobs, do not fill out a new form. The choice you made on your original form is still valid, so simply give a copy of your form to your new employer.

If you already sent us your original 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.