Financial Services
Commission
of Ontario

# Questions and Answers
# Contact Person Authorization
## FSCO Family Law Form 3

**Q1. What is this form used for?**

A1. Use this form if you (the Plan Member or the spouse/former spouse of the Plan Member) want to authorize your lawyer or another person to communicate with, receive and/or request information from the pension plan administrator (Plan Administrator) about the calculation and division of your Family Law Value. Once the Plan Administrator receives a complete **Application for Family Law Value (FSCO Family Law Form 1)**, including all required documents and the fee (if any), you will be provided with a copy of the **Statement of Family Law Value (FSCO Family Law Form 4)** care of your contact person.

If you want to use this form, send it to the Plan Administrator along with your **Application for Family Law Value (FSCO Family Law Form 1)**. The person whom you authorize as your contact person should be the same person as the individual you report under **Part C (Contact Person for the Plan Member)** or **Part D (Contact Person for the Spouse/Former Spouse of the Plan Member)**, as applicable, in the **Application for Family Law Value (FSCO Family Law Form 1)**.

If your spouse/former spouse has someone who is acting on his or her behalf, you may want to ask your spouse/former spouse to complete this form and send it to the Plan Administrator.
– 12/11

**Q2. I have a person who is acting on my behalf under a power of attorney for property. Should I complete this form?**

A2. No, but you must provide the Plan Administrator a certified copy of your power of attorney for property. – 12/11

**Q3. The court has appointed a person to act on my behalf related to family law matters. Do I need to complete this form?**

A3: No, but you must provide the Plan Administrator a certified copy of the court order that appointed this person. – 12/11

**Q4. Can my contact person sign the Application for Family Law Value (FSCO Family Law Form 1) or the other FSCO family law forms for me?**

A4. No, your contact person cannot sign for you. Normally only you (the Plan Member or the spouse/former spouse of the Plan Member) can sign FSCO's family law forms.

If you have a person who is acting on your behalf under a power of attorney for property, or pursuant to a court order that authorizes a specific person to sign on your behalf, that person may sign FSCO's family law forms for you. – 12/11

**Q5. Who do I send this Form to?**

A5. You send this Form to the Plan Administrator (or the Office of the Plan Administrator). **Do not send this form to the Financial Services Commission of Ontario (FSCO).**

Contact information for the Plan Administrator will usually be found in a Plan Member's annual pension statements, in employee pension booklets, and on the pension plan's or employer's website.

If you know the name of the employer, union, professional association sponsoring the pension plan, the plan registration number or plan name, you can search for information about the Plan Administrator on FSCO's website (www.fsco.gov.on.ca). Go to the FSCO Pension Plan Information Access web page and click on Pension Plan Information Access. Please note that not all pension plans are listed on FSCO's website.

If you need further assistance in obtaining information about a pension plan that is registered with FSCO, contact FSCO at (416) 226-7776 or toll-free at 1-800-668-0128 (extension 7776). – 12/11

**Q6. Can I send this form electronically to the Plan Administrator?**

A6. Ask the Plan Administrator if it will accept this form in electronic format. Note that electronic delivery may not be secure. – 12/11