

Tip Sheet: How to Execute the Retirement Incentive for Teachers and Employees (RITE) Release and Settlement Agreement

1. Prepare Necessary Documents

Identification: Bring valid identification (e.g., passport, driver's license) to present to the Commissioner of Oaths or Notary Public. The witness may also require identification.

Agreement copies: Have both copies of the agreement ready for signing.

2. Arrange for a Witness

Eligibility: Choose a witness who is over 18 years old and not a party to the agreement. A family member (must be at least 18 years old) is an acceptable witness.

Availability: Ensure the witness is available to be present during the signing.

Note: The Commissioner of Oaths or Notary Public **cannot be the witness** to the agreement.

3. Find a Commissioner of Oaths or Notary Public

Locate a licensed professional in your area: All law firms have a commissioner of oaths or notary public, as do some registry offices (e.g., Alberta Motor Association). Please note that any costs associated with obtaining a commissioner of oaths or notary public to sign the document is your responsibility.

4. Signing Process

In the presence of a witness: Sign the agreement in front of the witness.

Witness signature: The witness will then sign the Affidavit of Execution in the presence of the commissioner of oaths or notary public, to confirm they observed you signing the agreement.

5. Witness Completes the Affidavit of Execution

Present identification: Show your ID to the commissioner of oaths or notary public. The witness may also need to provide identification.

Oath/Affirmation: The witness will take an oath or affirmation if required.

If the agreement is executed within the Province of Alberta, either a commissioner of oaths or notary public may complete the Affidavit of Execution. If this document is executed outside the Province of Alberta, notary public must complete the Affidavit of Execution.

Commissioner/Notary signature and seal: The commissioner of oaths or notary public will sign the Affidavit of Execution and affix their stamp/seal to the document.