

Contacts for reporting the passing of a U of Guelph pensioner.

To report the passing of a University of Guelph pensioner and inquire about spousal or survivor benefits, contact [University of Guelph Human Resources](#) and the University Pension Plan (UPP) directly.

The primary points of contact for this process include:

1. University of Guelph Human Resources

Contact HR to report the passing, handle health and dental benefits, and coordinate life insurance policies if any. If the 9-digit employee/retiree ID number is not known, this information can be provided by HR.

- **Phone:** 519-824-4120 ext. **56594**
- **General HR Email:** hr@uoguelph.ca

2. University Pension Plan (UPP)

The pensioner's passing must also be reported to the pension plan administration to arrange for any survivor pension entitlements (if any).

- **Phone:** 1-833-627-7877
- **Email:** memberservices@universitypensionplan.ca
- **Information Guide:** For details on survivor entitlements, check the [My UPP Planning for Loved Ones Page](#).

3. Sun Life Financial (Health & Dental Benefit Provider)

The university coordinates with Sun Life, but the surviving spouse may need to speak with them directly regarding continued extended health coverage or existing claims.

- **Phone:** 1-800-361-6212
- **Policy Number:** 82010
- **Online Portal:** [Sun Life Plan Member Services](#). (user ID and password required)

When calling Sun Life, it is helpful to have the following information about the pensioner:

- full name,
- date of birth,
- date of passing,
- 9-digit employee/retiree ID number (available from HR).