

Group Self-Directed Retirement Savings Plan Application



Welcome to your Servus Group RRSP

Thank you for applying for a Servus Credit Union Group Registered Retirement Savings Plan (RRSP). Contributing to your group RRSP provides you with a solid foundation for building a retirement fund while benefiting from immediate tax savings.

Enclosed you will find your group self-directed RRSP application form. To avoid unnecessary delays in processing your account, please ensure that you have completed the items listed on the group self-directed RRSP application checklist on the next page.

To learn more about your Servus Credit Union Group RRSP, please ask for a copy of our *Participant's Guide to Group RRSPs* from your Human Resources department or from any Servus Credit Union branch.

Group Self-Directed Retirement Savings Plan Application Checklist

- ☐ **Complete the Employer/Sponsor section.** The name of your employer/sponsor is required, but the group plan number is optional.
- ☐ **Complete the Member/Annuitant section.** This information (excluding an email address) is required by both the Canada Revenue Agency for tax purposes and Servus Credit Union to ensure that you receive your statements and tax receipts.
- ☐ **Complete the Contributor Information section only if you are applying for a spousal RRSP plan.**
- ☐ **Complete, date and sign the Beneficiary Designation section.** The beneficiary can be either an individual or your estate. Please seek professional advice if you are designating a minor.
- ☐ **Date and sign the bottom of the group self-directed RRSP application.**
- ☐ **If withdrawal restrictions are applicable to your program, please complete, sign and date a Servus Credit Union Supplemental Agreement.** If you are unsure whether withdrawal restrictions apply to your program or need a copy of the supplemental agreement, please contact your Human Resources department or any Servus Credit Union branch.
- ☐ **Submit your completed application to your Human Resources or Payroll department.** If you have completed your application at one of our branches, please ensure that you have advised your Human Resources or Payroll department prior to your first contribution.
- ☐ **Advise your Human Resources or Payroll department of the pre-tax amount that you would like deducted from your pay.** Always refer to your Canada Revenue Agency annual Notice of Assessment to ensure that you will not be overcontributing.
- ☐ **Talk to a Servus Credit Union financial advisor about the group RRSP investment option that is right for you.** This application directs your contributions into our Premium Group RRSP account, which is suitable as a short-term investment. Contact your Servus Credit Union financial advisor for advice on customizing your group RRSP investment to help you meet your retirement goals.
- ☐ **Retain a copy of your application form for your records.** The group self-directed RRSP declaration of trust is also to be kept for your records and not returned with your application form.

Call us toll free at 1.877.378.8728 or visit us at servus.ca.



EMPLOYER/SPONSOR INFORMATION

PLEASE PRINT CLEARLY

Name of Employer/Sponsor _____ Group Plan Number _____

MEMBER/ANNUITANT INFORMATION

IMPORTANT: Is this a spousal RSP application? ☐ Yes ☐ No

If YES, your spouse must complete the MEMBER/ANNUITANT INFORMATION section, designate a beneficiary and sign the form. You, the employee, must only complete the CONTRIBUTOR INFORMATION section. If NO, please proceed with the MEMBER/ANNUITANT section.

First Name _____ Middle Name _____ Last Name _____ Gender _____

Street Address _____

City _____ Province _____ Postal Code _____ Country _____

Home Phone (____) _____ Alternate Phone (____) _____ Email _____

Social Insurance Number _____ Date of Birth (dd/mm/yy) _____

CONTRIBUTOR INFORMATION (For Spousal RSP applications only)

IMPORTANT: An additional Spousal Plan Authorization form must be completed by the Contributor. Please contact Servus Credit Union to obtain this form.

First Name _____ Middle Name _____ Last Name _____ Gender _____

Social Insurance Number _____ Date of Birth (dd/mm/yy) _____

BENEFICIARY DESIGNATION

The benefits payable on or after my death shall be paid to my estate if no beneficiary is designated or if no designated beneficiary herein survives me. If more than one beneficiary is entitled to receive benefits, they shall share the proceeds equally.

Name of Beneficiary _____ Relationship _____ SIN (if known) _____

CAUTION: Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.

Date: _____ **<<MANDATORY>> ANNUITANT'S SIGNATURE** _____

APPLICATION FOR PARTICIPATION

- I confirm that the information provided to Servus Credit Union Ltd. is complete and accurate.
- I hereby make application to participate in the Servus Credit Union Ltd Group Self Directed Retirement Savings Plan in accordance with the Terms and Conditions supplied to me. I request that Servus Credit Union Ltd apply for registration of my Retirement Savings Plan in accordance with the relevant provisions of the Income Tax Act (Canada).
- I hereby acknowledge and agree to be bound by the provisions of the Plan as set out in the Terms and Conditions, the Servus Credit Union Ltd Membership Agreement (when applicable) and the relevant provisions of the Income Tax Act (Canada).
- I understand that the personal information provided by me will only be used to administer the Retirement Savings Plan and will only be disclosed or exchanged for purposes identified in the Retirement Savings Plan Terms and Conditions or Membership agreement unless required by law.
- I hereby authorize the employer/sponsor to act as the agent for the purpose of deducting contributions by payroll deduction.
- I understand that should I request other products or services from Servus Credit Union Ltd a signature card may be required.

Date: _____ **<<MANDATORY>> ANNUITANT'S SIGNATURE** _____

INTERNAL USE ONLY

Contract Date: _____ Member Number: _____ Contract Number: _____

Branch Name: _____ Accepted by: _____

SERVUS CREDIT UNION LTD.
Group Self Directed Retirement Savings Plan
Terms and Conditions

Servus Credit Union Ltd, (hereinafter referred to as the "Credit Union") hereby declares to accept the office of Trustee for the Annuitant when the application was signed, upon the following terms and conditions.

1. Definitions – The following definitions apply:

Annuitant	As defined in the <i>Income Tax Act</i> is the Contract holder.
Contribution	Any amount paid into the Plan.
Contributor	The individual, either you or your spouse, who make a contribution into the Plan.
Income Tax Act	The Income Tax Act (Canada) and regulations thereto, as amended from time to time.
Plan	The Servus Credit Union Group Self-Directed Retirement Savings Plan consisting of the application and these Terms and Conditions and the addendum or agreements thereto, where applicable.
Plan Maturity	The date you eventually select for commencement of retirement income from the Plan (this date must not be later than the maturity date provided in the <i>Income Tax Act</i>).
Spouse	As recognized in the <i>Income Tax Act</i> for the purposes of registered retirement savings plans and, where applicable incorporates the meaning of the term "common-law partner", as set out in the <i>Income Tax Act</i> .

2. Registration

The Credit Union will apply for registration of the Plan as required by the *Income Tax Act*.

3. Contributions

The Credit Union will hold all contributions made to the Plan in addition to any income earned on these contributions, as outlined in this Agreement and as required by the *Income Tax Act*. No contributions may be made after the Plan Maturity.

4. Refund of Contributions

In the event of an over contribution, the Credit Union shall, upon written application by the Annuitant or the Annuitant's spouse, refund to the contributor of the Plan, the amount determined in accordance with the *Income Tax Act*.

5. Investments

All contributions deposited with the Credit Union, or amounts transferred into the Plan, and the income derived will be held invested and reinvested by the Credit Union on the direction of the Annuitant.

6. Transfers

In accordance with the relevant provisions of the *Income Tax Act*, the Plan may permit the payment or transfer of funds to another registered retirement savings plan, a registered retirement income fund or to a registered pension plan. The amount transferred will not be included in computing the Annuitant's income. The Credit Union may at its discretion charge a fee for each transfer out of the Plan. The Annuitant may be required to await expiry of an investment prior to being able to finalize a transfer.

7. Record Keeping

The Credit Union will supply the Annuitant, at least annually, a statement of all contributions and their investments to the Plan.

8. Designation of Beneficiary

Where permitted by law, an Annuitant may designate a beneficiary to receive the proceeds of the Plan in the event of death prior to Plan maturity. A designation of beneficiary can be made, changed, or revoked either by a will or by a written instrument in a form acceptable to the Credit Union, which identifies either generally or specifically the Plan of the Annuitant. The Credit Union shall act in accordance with the will or the instrument designating the beneficiary whichever bears the latest execution date.

9. Fees

The Credit Union shall be entitled to the payment of administration fees in addition to the reimbursement of all expenses reasonably incurred in connection with the Plan. These fees may be established and adjusted from time to time at the Credit Union's discretion, upon prior notice to the Annuitant. The Credit Union is fully authorized by the Annuitant to sell investments of the Plan in order to realize sufficient monies for the payment of the above fees and expenses and to withdraw payment from assets of the Plan without seeking the prior approval or instruction of the Annuitant.

10. Maturity of Plan

The Annuitant shall give written notice to the Credit Union prior to the end of the year in which the Annuitant attains the age permitted under the *Income Tax Act* to provide for the purchase of a Registered Retirement Income Fund. The retirement income payable under the Plan shall be paid by way of equal annual or more frequent periodic payments, until such time as there is a payment in full of the retirement income fund. This Plan does not provide for the payment of any premium after maturity to the Annuitant or in the event of the death of the Annuitant, to the Annuitant's spouse. The Plan does not provide for the payment of any benefit before maturity except for a refund of premiums and the Plan does not provide for the payment of any benefit after maturity except to the Annuitant in full or partial commutation or retirement income under the Plan.

In the event the Annuitant does not instruct the Credit Union to purchase any one of or any combination of a life annuity, fixed term annuity, Registered Retirement Income Fund or other retirement income option, as defined under relevant provisions of the *Income Tax Act* no later than the latest date provided for under the *Income Tax Act* for the provision of a retirement income option, then the Credit Union may, at its discretion, transfer the proceeds of the Plan to a Registered Retirement Income Fund offered by the Credit Union. If the funds held in the Annuitant's Plan at maturity will not produce a sufficient annual retirement income (amount to be

determined by the Credit Union), the funds in the Plan will be paid to the Annuitant as a single lump sum.

The Plan provides that retirement income under the Plan may not be assigned in whole or in part. In the year of death of the first annuitant there will be no increase in payments.

11. Death

In the event of the death of the Annuitant, once the required documentation is received, the Credit Union will pay the proceeds of the Plan, less required income tax deductions, in a single payment to the designated beneficiary and notify the estate representative of any resulting tax liability. Upon payment to the designated beneficiary, the Credit Union will be considered as fully discharged from any liability as it relates to the Plan. In the event there is no designated beneficiary, as defined in Section 8 of this Agreement, the proceeds of the Plan will be paid by a single payment, less required income tax deductions, to the estate.

12. Income Tax Receipts

The Credit Union shall provide the Annuitant with appropriate receipts suitable for income tax filing purposes.

13. Annuitant's Responsibility

- To ensure the total deposits made in the Plan do not exceed the maximum amount deductible under the *Income Tax Act* and nothing herein contained shall create or imply any obligation upon the Credit Union to determine or advise the Annuitant with respect to the maximum amount permitted to be deposited as aforesaid.
- To keep the Credit Union advised of any address changes.
- Ensure your birthdate as recorded on your application is accurate.
- Eventually elect, as spelled out in Section 10 of this Agreement the type of retirement income you choose to receive.

14. Conditions

- Any payment from the Plan may be subject to withholding tax as directed under the *Income Tax Act*. Withdrawals must be declared by the Annuitant or the Annuitant's spouse in the taxation year of receipt.
- The Credit Union may, at its discretion, require prior written notice to effect any realization of the proceeds of any Registered Retirement Savings Plan investment.
- The Annuitant may be required to await expiry of an investment prior to being able to finalize a withdrawal.

15. Right to Offset

In accordance with the *Income Tax Act*, the Credit Union has no right to offset, with regards to the property held under the Plan, in connection with any debt or obligation owing to the Credit Union and the property held under the Plan cannot be pledged, assigned or in any way alienated as security for a loan or for any purpose other than that of providing for the Annuitant, commencing at maturity a retirement income.

16. Amendments

The Credit Union may from time to time amend the Plan, provided notice of such amendment is promptly given to the Annuitant and such amendments are not contrary to the provisions of the *Income Tax Act* any regulations thereto, and if applicable, any Provincial Acts having jurisdiction with respect to Registered Retirement Savings Plans. In the event of changes to the *Income Tax Act*, the Annuitant's Plan will be considered to have been amended to conform to such changes effective the date such changes come into force.

17. Notices

Any notice given to the Credit Union shall be sufficiently given if mailed, postage prepaid, addressed to the Credit Union at any of its offices and shall be deemed to have been given on the date that such notice is received by the Credit Union. Any notice, statement or receipt given by the Credit Union to the Annuitant shall be sufficiently given if mailed, postage prepaid, to the last address supplied by the Annuitant and shall be deemed to have been given on the date of mailing.

18. Restrictions

The Credit Union cannot give the Annuitant or any person related to the Annuitant any benefit or advantage if the benefit or advantage is conditional upon the existence of the Plan.

19. Agent

The Annuitant and, where applicable, Annuitant's spouse have appointed the employer, Union, and/or Sponsor to act as agent for the purpose of all dealings with respect to the Plan.

20. Credit Union's Liability

The Credit Union shall not be liable for loss or damage suffered or incurred by the Annuitant's Plan, by the Annuitant or by any beneficiary designated by the Annuitant, unless caused by or resulting from the Credit Union's dishonesty, negligence, wilful misconduct or lack of good faith.

21. Administration

The Credit Union is ultimately responsible for the administration of the Plan.