

# Group Tax Free Savings Account Application Servus Credit Union Ltd. Trustee



## Welcome to your Servus Group TFSA

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Thank you for applying for a Servus Credit Union Group Tax Free Savings Account (TFSA). Contributing to your group TFSA provides you with a convenient way to build your savings while benefiting from tax-free growth on your investment.

Even better, withdrawals are also tax free. The money you put into your TFSA is available for any purpose—not just retirement.

Enclosed you will find your group TFSA application form. To avoid unnecessary delays in processing your account, please ensure that you have completed the items listed on the group TFSA application checklist below. Visit [servus.ca](http://servus.ca) (search “TFSA”) to learn more about Servus Credit Union Group TFSA.

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## Group Tax-Free Savings Account Checklist

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- ☐ Complete the Employer/Sponsor section. The name of your employer/sponsor is required, but the group TFSA number is optional.
- ☐ Complete the Member/Holder 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, date and sign the Beneficiary Designation/Appointment of Successor Holder section. The beneficiary/successor 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 TFSA application form.
- ☐ 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 after-tax amount that you would like deducted from your pay.
- ☐ To ensure you are not over contributing, contact the Canada Revenue Agency for information about your limits.
- ☐ This application directs your contributions into our tax-free growth account, which is suitable as a short-term investment.
- ☐ Contact your Servus Credit Union financial advisor for advice on customizing your group TFSA investment to help you meet your savings goals.
- ☐ Retain a copy of your application form for your records. The group TFSA declaration of trust is 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](http://servus.ca).



GROUP TFSA NAME (EMPLOYER/SPONSOR)

GROUP TFSA NUMBER (if known)

BRANCH NAME

MEMBER NUMBER

## MEMBER/HOLDER INFORMATION

NAME

ADDRESS

  
  


CITY

PROVINCE

POSTAL CODE

COUNTRY

SOCIAL INSURANCE NUMBER

BIRTHDATE

GENDER

TELEPHONE

## CONTRACT INFORMATION

CONTRACT NUMBER

CONTRACT DATE

## BENEFICIARY DESIGNATION / APPOINTMENT OF SUCCESSOR HOLDER

I designate the person named below as beneficiary(s) or successor holder of the proceeds payable under the TFSA in the event of my death. The proceeds 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. Proceeds will be equally disbursed among surviving beneficiaries.

NOTE: 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.

NAME OF SUCCESSOR HOLDER

RELATIONSHIP OF HOLDER

SOCIAL INSURANCE NUMBER

DATE OF BIRTH (DOB)

as Successor Holder the original TFSA contract continues in my spouse's name.

NAME OF BENEFICIARY (S)

  
  


RELATIONSHIP OF BENEFICIARY

  
  


SOCIAL INSURANCE NUMBER

  
  


DATE

CREDIT UNION AUTHORIZATION (WITNESS)

HOLDER'S SIGNATURE

## APPLICATION FOR PARTICIPATION

To: Servus Credit Union Ltd., Trustee

- I hereby authorize the employer/sponsor to act as the agent for the purpose of deducting contributions by payroll deduction.
- I hereby apply for participation in the Servus Credit Union Ltd. Tax Free Savings Account (TFSA) in accordance with the Declaration of Trust supplied to me.
- I request Servus Credit Union Ltd. to file an election to register my qualifying arrangement as a TFSA under the Income Tax Act (Canada).
- I request that any contributions be deposited to Servus Credit Union Ltd. as Trustee and I acknowledge that the terms and conditions of such deposits have been and will be agreed upon between myself and Servus Credit Union Ltd. as Trustee.
- I hereby acknowledge that I am solely responsible for determining the amount of contribution to the TFSA.
- I hereby agree to notify Servus Credit Union Ltd. in the event that I am no longer a resident of Canada.
- I confirm that the information provided to Servus Credit Union Ltd. is complete and accurate. I hereby consent to, and accept this, as notice of the terms of the Servus Credit Union Ltd. Privacy Policy. I further agree and consent to Servus Credit Union Ltd. obtaining and retaining my personal information in order to ascertain my identity as required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Legislation and as required by law.
- I have received, read, and I am bound by a copy of the Servus Credit Union Ltd. Membership Agreement. This signed application and an unsigned copy of the Membership Agreement will be sufficient evidence of the Membership Agreement, and Servus Credit Union Ltd. will not be required to obtain a signed original signature card.

DATE

CREDIT UNION AUTHORIZATION (WITNESS)

HOLDER'S SIGNATURE

ENTERED / CHECKED BY

# SERVUS CREDIT UNION LTD. GROUP TAX FREE SAVINGS ACCOUNT

## TERMS AND CONDITIONS

We, Servus Credit Union Ltd. (the "Credit Union"), hereby declare that we accept the trust created between us and the Holder when the Application was signed, upon the following terms:

### 1. Definitions

The following definitions apply:

"Contributions"	Any amount paid into your Tax Free Savings Account (TFSA) by you.
"Holder"	Until your death, is you, and, at and after your death, your Spouse who acquires the rights as successor holder as appointed by you.
"TFSA"	The Servus Credit Union Ltd. Tax Free Savings Account consisting of the Application and this Declaration of Trust.
"Income Tax Act"	The <i>Income Tax Act</i> (Canada), and regulations thereto, both as amended from time to time.
"Spouse"	As recognized in the <i>Income Tax Act</i> as your survivor for the purpose of this tax-free savings account and, where applicable, incorporates the meaning of the term "common-law partner" as set out in Subsection 248(1) of the <i>Income Tax Act</i> (Canada).
"Qualifying Arrangement"	As defined in the <i>Income Tax Act (Canada)</i>
"Trustee"	Servus Credit Union Ltd.

### 2. Registration

We will file your election to register this qualifying arrangement as a TFSA under the *Income Tax Act*.

### 3. Contributions

We will only accept contributions made by you and we will hold all contributions made to your TFSA, and any income earned on these contributions, as outlined in the Terms and Conditions and as required by the *Income Tax Act*.

### 4. Withdrawal of Contributions

Upon receipt of your written application, we will refund to you the amount determined in accordance with the *Income Tax Act*.

### 5. Record Keeping

We will record the details of all contributions to your TFSA, their investment, and of all payments from your TFSA. We will supply you with a statement of these details at least annually. We will complete the regulatory reporting as required by the *Income Tax Act*.

### 6. Investment

All contributions made to your TFSA and all income earned on these contributions will be deposited or invested with Servus Credit Union Ltd. in eligible deposits or equity accounts, in accordance with the *Income Tax Act*, as directed by the Holder.

### 7. Transfers

At your direction, we will transfer all investments held in your TFSA, or such portion as you direct, together with all information necessary for the continuance of the TFSA, to another TFSA registered in your name, or in the name of your spouse, or former spouse, pursuant to a decree, order or judgment of a competent tribunal or a written separation agreement, relating to a division of property between yourself and your spouse or former spouse in settlement of rights arising out of your marriage/common-law partnership, on or after the breakdown of your marriage/common-law partnership.

### 8. Election

You may elect to have your surviving spouse become the successor holder of your TFSA after your death. This election may not be available in all provinces. Details of the availability of this election are obtainable from Servus Credit Union Ltd.

### 9. Beneficiary Designation

You may designate a beneficiary(s), in those provinces where the laws so permit, to receive the remaining proceeds of your TFSA in the event of your death, while your TFSA continues to exist, and where your spouse did not become entitled to all future rights under the TFSA as permitted under Clause 8. Details of our requirements for making, changing or revoking such a designation are available from Servus Credit Union Ltd.

### 10. Death

Where you have not properly elected to have your spouse become the successor holder of your TFSA as provided for by Clause 8 or as provided for by your Will, we will, once we have received the documentation we require, pay the TFSA proceeds by a single payment, to your designated beneficiary(s) and notify your estate representative of any resulting tax liability. In instances where you have not designated a beneficiary(s) as provided for by Clause 9, the TFSA proceeds will be paid by a single payment to your estate.

When we have made the payment of the fund proceeds to your designated beneficiary(s) or to your estate, we will be considered as fully discharged from any further liability with respect to your TFSA.

### 11. Your Responsibilities

It is your responsibility to keep us advised, in writing, at all times of any changes in your address.

If the qualifying arrangement is an arrangement in trust, it prohibits the trust from borrowing money or other property for the purposes of the arrangement.

### 12. Restriction of Trustee

The qualifying arrangement requires that it be maintained for the exclusive benefit of the holder. We cannot give you, or any person related to you, any benefit, loan or advantage if the benefit, loan or other advantage is conditional upon the existence of your TFSA.

### 13. Amendments

Amendments to your TFSA may only be made by the Trustee. We may from time to time amend your TFSA by giving you notice in writing. Any amendments cannot, however, be contrary to the provisions of the *Income Tax Act*.

In the event of any changes to the *Income Tax Act* the terms of your TFSA may be amended without notice to you to ensure that your TFSA continues to comply with all applicable legislation.

### 14. Notices

Any notices given to us, by you, under the TFSA shall be sufficiently given if mailed, postage prepaid by you, to any of our offices and shall be deemed to have been given on the day that such notice is received by us. Any notices given by us, to you, shall be sufficiently given if mailed, postage prepaid by us, to you at your last address supplied by you and shall be deemed to have been given on the day of mailing.

### 15. Limits of Our Liability

The ultimate responsibility for administering the arrangement lies with the issuer. We shall not be responsible for any loss or damage suffered or incurred by your TFSA, by you or by any beneficiary designated by you, unless caused by or resulting from our dishonesty, negligence, willful misconduct or lack of good faith.

### 16. Other Conditions

While you are the Holder of the TFSA, no one, other than you or Servus Credit Union Ltd., shall have rights to the TFSA relating to the amount and time of distributions and the investing of funds.

If applicable, we shall provide the Holder with a copy of the fee schedule in effect from time to time. We shall be entitled to such fees and to reimbursement for all expenses reasonably incurred by us in administering the TFSA as may be provided for in any fee schedule in effect at that time. The fees payable to us are subject to change provided that the Holder shall be given at least 60 days notice prior to any change in such fees becoming effective. Notwithstanding any other provisions contained herein, we shall be entitled to additional fees for extraordinary services performed by us from time to time commensurate with the time and responsibility involved. We are fully authorized by the Holder to sell investments of the TFSA in order to realize sufficient monies for the payment of the above fees and expenses and to withdraw payment from the assets of the TFSA without seeking the prior approval or instruction of the Holder.

### 17. Resignation of Trustee

We may resign at any time by delivering 60 days notice of our resignation to you. In the event of our resignation, you shall appoint a successor trustee who shall be acceptable to us. We shall deliver the property comprised of the investments within the TFSA and the records relating thereto, and shall execute such deeds and assurances and do such things as may be requisite in order to ensure the continued and uninterrupted operation of the TFSA. Should you neglect or refuse to appoint a successor trustee who shall be acceptable to us, we reserve the right to transfer assets in specie to you as a withdrawal from your TFSA.

### 18. Credit Union Liability

Servus Credit Union Ltd. shall not be liable for loss or diminution of the Holder's investment in the TFSA, any loss suffered or incurred by the Holder's Account, by the Holder or by any beneficiary designated by the Holder, unless caused by or resulting from the Credit Union's dishonesty, negligence, willful misconduct or lack of good faith.

### 19. Holder's Agent

The Holder has appointed the employer referred to in the Application (employer/sponsor) to act as agent for the purpose of all dealings with respect to the Account including, without limiting the generality of the foregoing, delivering your application form to Servus Credit Union Ltd., submitting contributions made by the Holder, as applicable, to Servus Credit Union Ltd., and delivering the Holder instructions to Servus Credit Union Ltd.