

# TRANSFER AUTHORIZATION FORM

(one form required for each account being transferred)



SECTION 1									
CLIENT INFORMATION									
Last Name			First Name and Initials			Social Insurance Number			
Street Address					Apt #		City, Town or Post Office		
Province		Postal Code		Telephone (optional)			Email (optional)		
RECEIVING INSTITUTION									
Name of Receiving Institution Computershare Trust Company of Canada					Account Number				
Street Address 510 Burrard Street, 3rd Floor			City, Town or Post Office Vancouver		Province BC	Postal Code V6C 3B9	Intermediary code (CUID) CTCA		
CLIENT DIRECTION TO RELINQUISHING INSTITUTION									
Name of Relinquishing Institution						Account Number			
Street Address					City, Town or Post Office		Province		Postal Code
Type of Account (select one)									
RRSP		Spousal RRSP		Locked-In RRSP/LIRA		RRIF	Spousal RRIF		Prescribed RIF
LIF		LRIF		RLIF		TFSA	Non-Registered		
<b>Transfer: (select one)</b>									
All in Cash – All assets in the account to be liquidated					All assets, but mixed in Cash and in Kind – as listed below or attached list				
All as is (in Kind) – No assets to be liquidated					Partial – as listed below or attached list				
In-Cash	In-Kind	Net Amount (\$)		# of Securities	All	Fund Number or Stock Name			
CLIENT AUTHORIZATION									
I. I hereby request the transfer of my account and its assets as described above.									
II. Where I have requested a transfer in cash, I authorize the liquidation of all or part of my investments and agree to pay any applicable fees, charges or adjustments.									
I understand that it is my sole responsibility to ensure that this form has been completed accurately and in full. Any omissions or errors may result in delays due to the rejection of the transfer by the other institution.									
Client's Signature						Year	Month		Day
SECTION 2									
CONFIRMATION OF COMPUTERSHARE AS TRANSFEREE									
I. We agree to the above request for a direct transfer of property. When we receive the property, we will credit it to the Computershare account, as applicable, of the annuitant or holder of the account identified above.									
II. The plan or account is registered under the Income Tax Act or, if the plan or account is not registered, we will apply for such registration.									
Locked-In Confirmation (for Locked-In Plan use only)		Computershare Trust Company of Canada, acknowledges that all locked-in assets from the registered plan noted in the Client Direction to the Relinquishing Institution section above will be transferred to the registered plan type noted and will continue to be administered in accordance with the governing pension legislation or contractual conditions of the registered plan.							
Computershare authorized person's signature						Year	Month		Day
SECTION 3									
FOR USE BY RELINQUISHING INSTITUTION (Do not issue T4RSP slip for the amount transferred)									
Name of Relinquishing Institution						Locking Jurisdiction			
We have transferred, as directed above, the following assets:									
RRSP		Spousal RRSP		Locked-In RRSP/LIRA		RRIF	Spousal RRIF		Prescribed RIF
LIF		LRIF		RLIF		TFSA	Non-Registered		
If account is spousal or common-law, complete the line below:									
Last name			First name and Initials			Social Insurance Number			
<b>I certify that the information given in this Area 3 is correct and complete.</b>									
Relinquishing Institution's authorized person's signature						Year	Month		Day

**Privacy Notice:**

Computershare is committed to protecting your personal information. In the course of providing services to you and our corporate clients, we receive non-public personal information about you from transactions we perform for you, forms you send us, other communications we have with you or your representatives, etc. This information could include your name, contact details (such as residential address, correspondence address, email address), social insurance number, survey responses, securities holdings and other financial information. We use this to administer your account, to better serve you and our clients' needs and for other lawful purposes relating to our services. Computershare may transfer personal information to other companies in or outside of Canada that provide data processing and storage or other support in order to facilitate the services it provides. Where we share your personal information with other companies to provide services to you, we ensure they have adequate safeguards to protect your personal information. We also ensure the protection of rights of data subjects under the General Data Protection Regulation, where applicable. We have prepared a Privacy Code to tell you more about our information practices, how your privacy is protected and how to contact our Chief Privacy Officer. It is available at our website, [www.computershare.com](http://www.computershare.com), or by writing to us at 100 University Avenue, Toronto, Ontario, M5J 2Y1.

We will use your social insurance number for income reporting. We may also ask for your SIN as an identification-security measure if you call or write to request service on your account; however you may decline this usage. Computershare will use the information you are providing in order to process your request and will treat your submission of this form as your consent to us so doing.

## Instructions

### Who can use this form?

#### Carrier of a RRIF

You can use this form to record a direct transfer, under paragraph 146.3(2)(e), of all or part of the property of the fund to the carrier of another RRIF that has the same annuitant. You can also use this form to record a direct transfer of all or part of an excess amount from a RRIF to another RRIF that has the same annuitant. You can also record a direct transfer under subsection 146.3(14.1) from an annuitant's RRIF to a prescribed registered pension plan that has the same member, or to a money purchase provision of an RPP for which the annuitant was a member before the transfer.

#### Issuer of an unmaturred RRSP

You can use this form to record a direct transfer, under paragraph 146(16)(a), of all or part of the property of the plan to one of the following:

- the issuer of another RRSP having the same annuitant;
- the carrier of a RRIF having the same annuitant.

**Do not use** this form for the following transfers:

- a direct transfer of a full or partial commutation of an RRSP annuity to another RRSP, or to an SPP, a PRPP, or a RRIF (use Form T2030, *Direct Transfer Under Subparagraph 60(l)(v)*, instead); a direct transfer of an excess amount from a RRIF to an RRSP, an SPP or a PRPP (use Form T2030 instead); or
- a direct transfer from an RRSP or a RRIF because of the breakdown of a marriage or common-law relationship (use Form T2220, *Transfer from an RRSP, RRIF, PRPP or SPP to Another RRSP, RRIF, or SPP on Breakdown of Marriage or Common-law Partnership*, instead).

### Who completes this form?

- **Section I** – The annuitant or member requesting the transfer fills out Section I. The annuitant or member then prints and signs **four (4)** copies of the form and gives them to the new RRSP issuer or RRIF carrier to which the property is to be transferred (the transferee).
  - If the transferee has a signed letter from the applicant requesting the direct transfer, the transferee must attach the letter and fill out and sign Section I of all four copies for the applicant.
- **Section II** – The transferee fills out and signs Section II of all four copies. The transferee then sends all copies to the previous RRSP issuer, RRIF carrier, SPP, RPP, or PRPP administrator that will be transferring the property (the transferor).
- **Section III** – The transferor fills out and signs Section III of all four copies. The transferor then keeps one copy and returns the remaining three copies to the transferee, along with the property being transferred.

### Reporting requirements

A direct transfer under subsection 146.3(14.1), 146(21) or 147.5(21), or paragraphs 146(16)(a) or 146.3(2)(e) does not cause the amount transferred to become income of the annuitant or member. So, the transferor should not report the amount transferred on a T4RSP, T4RIF, or T4A slip. Similarly, the transferee should not issue a receipt, since the annuitant or member cannot deduct the amount transferred.

### Other requirements

A RRIF carrier that makes a direct transfer under subsection 146.3(14.1) or paragraph 146.3(2)(e) has to pay the annuitant or member the minimum amount for the year. In all cases, the transferor should not withhold income tax from the amount directly transferred under subsections 146.3(14.1), 146(21), 147.5(21), or paragraphs 146(16)(a) or 146.3(2)(e).

### Definitions

**Administrator** – the person, organization, or institution that is responsible for administering an RPP, an SPP, or a PRPP.

**Annuitant** – the person who is entitled to receive payments from an RRSP or a RRIF.

**Individual plan number or individual fund number** – the individual account, contract, certificate, or other identifier number that the RRSP issuer or RRIF carrier assigns.

**Qualifying RRIF** – a RRIF established before 1993, that has no property transferred or contributed to it after 1992, or any RRIF established after 1992, that contains only property transferred from a qualifying RRIF.

**RRIF carrier** – a person described in subsection 146.3(1), with whom an annuitant has an arrangement that is a RRIF.

**RRSP issuer** – a person described in subsection 146(1), with whom an annuitant has a contract or arrangement that is an RRSP.