

# How To... fill out your RRSP application



Please print clearly or download our fillable PDF forms at [www.capitalplanning.ca/forms](http://www.capitalplanning.ca/forms), and fill out the application as completely as you can.

The highlighted sections sometimes give people difficulty, so we have put together some tips on how to fill out the application.

Questions? Connect with us!

Email us at [rrsp@capitalplanning.ca](mailto:rrsp@capitalplanning.ca) OR call us at 780-463-6128

**Application for membership in a retirement savings plan**

**The Alberta Teachers' Association Retirement Savings Plan**

Return to Capital Estate Planning Corporation  
4222 - 97th Street NW, Edmonton, AB, T6E 5Z9 Phone 1-800-661-8755 or (780) 463-6128 Fax: (780) 462-7523  
e-mail: [rrsp@capitalplanning.ca](mailto:rrsp@capitalplanning.ca) web: [www.capitalplanning.ca](http://www.capitalplanning.ca)

In this application, "you" and "your" refer to the person who is applying to become an annuitant/member of the group retirement savings plan(s) (the plan), and "we," "us," and "our" refer to the issuer, The Canada Life Assurance Company, 100 Osborne Street North, Winnipeg, MB R3C 3A5. We can be contacted at 1-800-724-3402 or by visiting [grsaccess.com](http://grsaccess.com).

**SECTION 1 – EMPLOYER/PLAN SPONSOR**  
Name of employer/plan sponsor \_\_\_\_\_ Policy/plan number \_\_\_\_\_  
**CEPC admin will fill this in**

**SECTION 2 – INFORMATION ABOUT YOU (please print)**  
You are applying for:

<input type="checkbox"/> Personal RSP – you are the owner and person contributing to the plan. Do not complete section 3.  ID number _____ (completed by us)	AND/OR	<input type="checkbox"/> Spousal RSP – you are the owner and your spouse/common-law partner is the person contributing to the plan. Section 3 must be completed.  ID number _____ (completed by us)
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Last name \_\_\_\_\_ Middle initial \_\_\_\_\_ First name \_\_\_\_\_

Employee       Non-employee      **Division/subgroup: N/A**      Identification/employee number (if applicable) \_\_\_\_\_

Social insurance number (SIN) \_\_\_\_\_ Date of birth \_\_\_\_\_ Language  English  French      Email address \_\_\_\_\_

You authorize the use of your SIN for tax reporting, identification and record keeping.      Required for online access and to email information about the plan or services connected with it.

Address (apt. no., street no., street) \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Telephone no. \_\_\_\_\_ Ext. \_\_\_\_\_ Alternate telephone no. \_\_\_\_\_

If the above address is a PO box, general delivery or rural route, also include the civic or street address below  
Address (apt. no., street no., street) \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

**SECTION 3 – RSP SPOUSAL CONTRIBUTOR**  
Last name of contributing employee/contributor \_\_\_\_\_ First name \_\_\_\_\_ Social insurance number \_\_\_\_\_ ID/employee number \_\_\_\_\_

**SECTION 4 – YOUR BENEFICIARY DESIGNATION**  
Where permitted by law, you can appoint one or more beneficiaries. Note: pension legislation may require payment of the death benefit to your qualifying spouse or common-law partner. All designations are revocable except in Quebec (see "Important: Quebec residents"). If you wish to designate an irrevocable beneficiary, complete the Designation of irrevocable beneficiary form.

**Primary beneficiary(ies) on your death**

Last name	First name	Date of birth yyyy mm dd	Relationship of beneficiary to you				% of benefit
			Married	Quebec civil union spouse	Common-law partner	Other (child, friend, etc.)	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total 100%</b>							

**Important: Quebec residents**

- If you appoint your married or civil union spouse as your beneficiary, they will be irrevocable (meaning you cannot change your beneficiary or perform certain transactions such as making withdrawals (where permitted) without their consent) unless you check the box below:  
**I designate my married or civil union spouse revocably**
- The death benefit will be paid to the tutor(s) of a beneficiary who is a minor (generally the parents) or the tutor or curator of a beneficiary who otherwise lacks legal capacity unless a formal trust has been established by will or separate contract (in which case, designate the trust as beneficiary in this section)

Unless the law requires otherwise, if one of your primary beneficiaries predeceases you, their share will be paid to the surviving primary beneficiaries in equal shares, or if there is no surviving primary beneficiary(ies), to your contingent beneficiary(ies) named below. If there is no contingent beneficiary(ies), the benefit will be paid to your estate.

Section 2 - ✓ Personal RRSP, unless your spouse is contributing to your plan.

Section 4 - Upon your death, your RRSP will be paid to this person.

Percentage of benefit must equal 100%

Section 4 - RRSP is paid to Contingent Beneficiaries if the Primary Beneficiary is deceased.

Fill this section out if (at time of application) your Beneficiaries are minors.

Section 6 - Leave this blank to invest your funds in the default program (Fidelity ClearPath).

Don't forget to sign your application!

**Application for membership in a group retirement savings plan (continued)**

**SECTION 4 – YOUR BENEFICIARY DESIGNATION (continued)**

**Contingent beneficiary(ies) on your death**

Last name	First name	Date of birth yyyy mm dd	Relationship of beneficiary to you	% of benefit
				Total 100%

**Trustee (to be completed if any of your beneficiaries are minors or otherwise lack legal capacity and do not reside in Quebec; do not complete if a formal trust exists)**

Last name	First name	Trustee for (indicate beneficiary name)	Relationship of trustee to you

You authorize the trustee(s) named above 1) to receive benefits payable on behalf of any beneficiaries who are minors or otherwise lack legal capacity to give a valid discharge and 2) in their sole discretion, to use the benefits for the education or maintenance of the beneficiary and to exercise any right of the beneficiary under the plan. The trust will terminate once the beneficiary is both of age of majority and has capacity to give a valid discharge. Legal advice should be obtained prior to appointing a trustee. Payment to the trustee(s) discharges us to the extent of the payment.

**SECTION 5 – PAYROLL DEDUCTION AUTHORIZATION (complete for Personal RSPs where payroll authorization is applicable)**

You authorize your employer to deduct \_\_\_\_\_ from each pay.

**SECTION 6 – YOUR INVESTMENT SELECTION**

Select investment(s) for your contributions, and if applicable, employer contributions. If a selection is not made, contributions will be invested in the default investment.

Name of investment and/or code	Percentage	Name of investment and/or code	Percentage
	%		%
	%		%
	%		%
Total allocation must equal 100%			

**SECTION 7 – APPLICATION FOR REGISTRATION**

You apply for membership in the plan and authorize your plan sponsor to act as your agent for the purpose of the plan. You request that we apply to register the plan as a registered retirement savings plan under the *Income Tax Act* (Canada) and any similar provincial law.

**SECTION 8 – SIGNATURE**

You confirm the information on this form and will update it in the future as it changes. You have read the terms of the member's certificate and this application, including the attached Protecting your personal information, and agree to be bound by their terms. If locked-in pension funds are transferred to the plan, you agree and acknowledge that such funds will be governed by the locked-in retirement account addendum, locked-in retirement savings plan addendum or restricted locked-in savings plan addendum, as applicable (the locked-in addendum), which will form part of the plan and will override the terms of the retirement savings plan certificate issued to you to the extent of any inconsistency between the certificate and the locked-in addendum. You are aware of the reasons the information covered by your authorizations and consents is needed, and the benefits of, and the risks of not, authorizing/consenting. You authorize and consent to us collecting, using, disclosing and retaining your personal information for the purposes outlined in Protecting your personal information. This authorization and consent is given in accordance with applicable law and without limiting the authorizations and consents given elsewhere in this application. If you cease to be eligible to participate in the plan and do not make an election in accordance with the terms of the plan, we authorized to exercise transfer or withdrawal options provided in the plan, and you appoint us as your agent for this and any related purpose.

Signature of annuitant	Date
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 \_\_\_\_\_  
 President and Chief Executive Officer

  
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 President and Chief Operating Officer, Canada

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Email your completed application to: [rrsp@capitalplanning.ca](mailto:rrsp@capitalplanning.ca)