## The Canada RIF (Form RIF3) - Table of Contents

- General ......................................................................................................................................... 1
- Terms and Conditions ................................................................................................................... 1
- Transfers to The Canada RIF ....................................................................................................... 2
- Payments ...................................................................................................................................... 5
- Example of The Canada RIF Purchase Application Form RIF3 ................................................... 7
- Required Information on The Canada RIF Application Form RIF3 ............................................... 8
- Distribution of Form RIF3 ........................................................................................................... 12
- Submission to the Trustee ........................................................................................................... 13
- Example of CRA Record of Direct Transfer Form T2033 ............................................................ 14
- Instructions for Completing Transfer Form T2033 ..................................................................... 15
- Rejection Process ....................................................................................................................... 16
- Example of Reject Form ............................................................................................................. 17
- Account Maintenance ................................................................................................................. 18
- Statements of Accounts .............................................................................................................. 19
- Lump Sum Withdrawals ............................................................................................................ 20
- The Canada RIF Inquiries ......................................................................................................... 21
- Questions and Answers -Table of Contents ............................................................................... 22
- Questions and Answers .............................................................................................................. 24
General

Plan Summary – The Canada RIF

The Canada RIF is a Retirement Income Fund which is registered with the Canada Revenue Agency to hold compound interest Canada Savings Bonds (CSBs) and Canada Premium Bonds (CPBs).

The register of The Canada RIF, maintained by the Bank of Canada or its Agent, shall include the:

- Date of purchase;
- Name of the Owner under the fund (nominee registration is not permitted);
- Address of the Owner;
- Date of birth and Social Insurance Number of the Owner;
- Telephone number(s) of the Owner;
- Owner’s date of birth (and the spouse’s date of birth, if applicable) on which to base the Annual Minimum amount;
- Language preference;
- Election for continuation of payments to a spouse or designation of RRIF beneficiary (with corresponding personal information);
- Payment amount;
- Payment frequency and starting date;
- Optional withholding tax, if applicable (must be greater than the legislated rate);
- Name and code of financial institution, branch location and account number for direct deposit of payment or address(es) to send cheque if different; and
- Originating selling institution and code, branch location, account number, dollar amount of RRSP/RRIF funds being transferred, investments to be purchased.

Terms and Conditions

No certificates shall be issued for bonds held in The Canada RIF.

Each Owner must receive a copy of the Owner’s Agreement, the Terms and Conditions of their investment product, and the Declaration of Trust for The Canada RIF. Each owner must also be made aware of and agree to the series number and interest rates of the bonds that have been determined by the Minister of Finance to be available for purchase on the date the form is signed and returned. The series number and interest rates of these bonds may be obtained from the Authorized Sales Agent or www.csb.gc.ca, and the Canada Savings Bonds For Sale document.

Sales

Sales of Canada Savings Bonds and Canada Premium Bonds will begin in early October and will continue until April 1st of the following year, or such other date prescribed by the Minister of Finance. Both products will have six individual Issue Dates throughout this sales period.
Transfers-In

Both the Application Date and the date that the funds are received by the Trustee, along with properly completed documentation (Forms RIF3 and T2033 or equivalent) will determine the Issue Date for transfer-in.

Transfers-in which are initiated (dated) on or before an Issue Date will be accepted for that Issue Date until 30 days following the close of the Series. After the 30-day grace period, the client will automatically be issued the next available Series of the requested bond. If there are no Series available, the funds will be returned to the Sales Agent.

Interest

Canada Savings Bonds and Canada Premium Bonds earn simple interest monthly based on the monthly closing balance at the rates announced by the Minister of Finance until the earlier of maturity or redemption. In addition to simple interest, these bonds earn compound interest monthly until the earlier of maturity or redemption based on the monthly credited interest closing balance.

Registration

A register of ownership of Canada Savings Bonds and Canada Premium Bonds held in The Canada RIF shall be maintained by the Bank of Canada or its Agent/Trustee.

The register of bonds maintained shall include the:

- Title of the Plan;
- Plan number;
- Principal amount;
- Issue Date and the Maturity Date of the retail debt products held within;
- name of the Owner of The Canada RIF;
- Address of the Owner;
- Date of Birth and the Social Insurance Number of the Owner; and,
- Name of the Beneficiary of The Canada RIF, along with their relationship to the Owner (not applicable for Quebec residents).

Transfers to The Canada RIF

The following outlines the transfer rules associated with The Canada RIF. It is segregated into three sections:

- Transfer of assets to The Canada RIF;
- Transfer of assets from The Canada RIF; and,
- Transfer of assets within The Canada RIF.
A. Transfer of Assets to The Canada RIF

1. Government of Canada Retail Debt Products Held in a Self-Directed RRSP/RRIF

The Owner can transfer eligible Government of Canada retail debt products (In Kind) held in a RRSP/RRIF to The Canada RIF at any time throughout the year. All products will be unitized and non-certificated when transferred to The Canada RIF. Transfers-in of Government of Canada retail debt products from Self-Directed RRSPs/RRIFs can be initiated through Authorized Sales Agents.

2. Government of Canada Retail Debt Products held in The Canada RSP

Canada Savings Bonds in The Canada RSP being transferred to The Canada RIF will be processed through the Trustee. If the transfer is not the result of an RSP plan maturity, then transfers can be initiated by mail with a signed application form. If the transfer is the result of receiving a RSP Plan maturity letter, the customer needs to complete the application that was included in the package they would have received and return to the address indicated below. Additional information can be obtained by calling the Canada Savings Bonds Contact Centre at 1 800 575-5151 (teletypewriter only 1 800 354-2222) from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday.

Canada Savings Bonds
Registered Products Department
50 O’Connor Street, Suite 201
Ottawa, ON K1P 6L2

3. Transfers-in (In cash)

• The Owner can transfer cash held in a RRSP/RRIF to The Canada RIF only during the CSB/CPB campaign period. The minimum amount to be transferred-in is $500 per series. The funds will be used to purchase the Government of Canada product(s) offered at that time.

• Transfers-in which are initiated (dated) on or before an Issue Date will be accepted for that Issue Date until 30 days following the close of the Series. After the 30-day grace period, the client will automatically be issued the next available Series of the requested bond. If there are no series available, the funds will be returned to the Sales Agent. Refer to the following table:

<table>
<thead>
<tr>
<th>Application Date</th>
<th>Receipt of Funds / Documentation by Trustee</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before November 1</td>
<td>On or before December 1</td>
<td>November 1</td>
</tr>
<tr>
<td>On or before December 1</td>
<td>On or before December 31</td>
<td>December 1</td>
</tr>
<tr>
<td>On or before January 1</td>
<td>On or before January 31</td>
<td>January 1</td>
</tr>
<tr>
<td>On or before February 1</td>
<td>On or before March 3</td>
<td>February 1</td>
</tr>
<tr>
<td>On or before March 1</td>
<td>On or before March 31</td>
<td>March 1</td>
</tr>
<tr>
<td>On or before April 1</td>
<td>On or before May 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>
B. Transfer of Assets from The Canada RIF

The Owner can transfer-out from The Canada RIF at any time, subject to the terms and conditions of the individual investment products and applicable legislation.

<table>
<thead>
<tr>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>As bonds held in The Canada RIF are non-certificated, no certificates will be issued for bonds transferred out in kind.</td>
</tr>
</tbody>
</table>

C. Transfer of Assets Within The Canada RIF

The Owner can transfer funds between Government of Canada retail debt products held within The Canada RIF at any time, subject to the availability and terms and conditions of the individual investment products.
Payments

Payments must begin no later than the first calendar year after the year in which the RRIF is opened.

• **Annual minimum payment** is nil for the year in which the plan is opened. Any payment made in the year the plan is opened is treated as a Lump Sum Withdrawal. It is taxed at source subject to applicable withholding tax rates.

• The **Annual Minimum payment** is to be calculated as at January 1 for the upcoming year based on the market value of the fund at that time, using the prescribed factor (expressed as a percentage) as stipulated in the applicable tax legislation.

• The Owner can elect to have the Annual Minimum payment based on their age or on the age of their spouse before any payments are made under the plan. Once a payment is made, this election/non-election cannot be changed.

• Payment amounts can be changed at any time by giving 15 days notice to the Trustee, subject to the legislated Annual Minimum payment amount and The Canada RIF minimum payment amount of $25 per payment. If a payment amount is less than $25, then the payment frequency is adjusted to the next frequency level such that the payment amount is greater than or equal to $25. The default payment will be the Annual Minimum amount.

• All accounts will be reviewed on December 1 of each year to ensure that at least the required Annual Minimum payment has been made. If necessary, additional payments will be made by December 31.

• Payments can be made either every month, every two, three, four, or six months, or annually, and will be made on the first business day of the period selected. If, in the year in which payments are to begin, monthly payments are to start in October, the Owner will receive three one-month payments plus the adjustment on or before December 31 to ensure that the Annual Minimum is paid out for the year.

• For Lump Sum withdrawals, the Owner has the option of which Bonds to redeem, subject to the terms and conditions of the individual investment products.

• Payment frequencies can be changed at any time, with one-month notice prior to the effective payment date.

• For regular periodic payments, payments will be automatically taken from CSBs until they are depleted and then from CPBs. Within each bond product category (e.g., CSBs or CPBs), payments will be taken from the Bond with the lowest yield for remaining priced terms. If two or more bonds have equally low yields, then from the bonds with the lowest interest rate. If two or more bonds have equally low yields and interest rates, then from the one with the shortest term to maturity.
NOTE

Canada Premium Bonds can be redeemed at any time in order to allow regular periodic payments from The Canada RIF.

• All payments are taken from principal and interest on a prorated basis. An example for a $200 payment would be as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>%</th>
<th>Payment Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Par Value =</td>
<td>$1000</td>
<td>74.0%</td>
</tr>
<tr>
<td>Credited Interest =</td>
<td>$300</td>
<td>22.3%</td>
</tr>
<tr>
<td>Accrued Interest =</td>
<td>$50</td>
<td>3.7%</td>
</tr>
<tr>
<td>Total</td>
<td>$1350</td>
<td>100%</td>
</tr>
</tbody>
</table>

• Payments will have tax deducted at rates prescribed by applicable tax legislation. Withholding tax will be deducted at source on amounts beyond minimum payment and calculated on a per payment basis. Additional Lump Sum Withdrawals will be taxed at source as an individual withdrawal subject to applicable withholding tax.

The Owner can elect to have tax withheld at source at a different rate than the legislated rate.

• This optional withholding tax rate must be higher than the legislated rate and is applied to all payments on a gross basis.
• Regular periodic payments or Lump Sum Withdrawals will be made by electronic funds transfer to any Canadian financial institution or by cheque upon request.
Example of The Canada RIF Purchase Application Form RIF3

```markdown
<table>
<thead>
<tr>
<th>Types of Bonds</th>
<th>Series Emissions</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada Savings Bonds</td>
<td>Compound Interest</td>
<td>Obligations d’épargne du Canada 2</td>
</tr>
<tr>
<td>Canada Premium Bonds</td>
<td>Commercial term</td>
<td>Obligations à terme du Canada 3</td>
</tr>
</tbody>
</table>

---

### 3. Who will be the owner of the Canada RIF? Qui sera le propriétaire du FRR du Canada?

<table>
<thead>
<tr>
<th>Name(s), title, &amp; birth date(s)</th>
<th>Social insurance number</th>
<th>Number d'assurance sociale</th>
</tr>
</thead>
</table>

---

### 4. How would you like to receive payments? Comment désirez-vous recevoir vos versements?

- Based on your age
- Based on your spouse's age

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Interest rate</th>
<th>Minimum payment required</th>
<th>Maximum payment required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-annually</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-annually</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### 5. Who will be the beneficiary of the Canada RIF? Qui sera le bénéficiaire du FRR du Canada?

<table>
<thead>
<tr>
<th>Spouse or successor</th>
<th>Social insurance number</th>
<th>Mandat d’assurance sociale</th>
<th>Personne à qui vous voulez que vos versements les soient rendus</th>
<th>Date of death or date of next transfer</th>
</tr>
</thead>
</table>

---

### 6. Owner’s signature Signature du propriétaire

Date: _______ Signature: ____________________________

---

### 7. For sales agent and processing service provider Réservé à l’agent vendeur et au fournisseur du service de traitement

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

The above form may be obtained through the Order CSB Material website at the following address: [http://www.csborders.ca/index.htm](http://www.csborders.ca/index.htm)
Required Information on The Canada RIF Application Form RIF3

The customer purchase information must be recorded on The Canada RIF Application Form RIF3. This must be completed as a record of contract between the Purchaser, the Government of Canada and the Trustee.

Refer to the example provided on the previous page, to assist you with the completion procedures provided below.

1. Do you already own The Canada RIF?

- Indicate whether or not the Owner already has an established Canada RIF account. If so, fill in the existing account number (which can be found on the Owner’s account statement).

2. Which bonds would you like to buy?

- Indicate the Series of each Type of Bond to be purchased (e.g., Canada Savings Bond Series S114, Canada Premium Bond Series P64). Further, indicate the total value to be purchased for each Type of Bond.

- Transfers-in must be a minimum of $500 per Series of Bonds, but since the bonds are unitized they need not be purchased in any specific denomination. Provide the total amount transferred-in on the application by adding the total Canada Savings Bonds and Canada Premium Bonds purchases and indicate the sum in the Total ($) box.

- Provide the total amount purchased on the application by totalling Canada Savings Bonds and Canada Premium Bonds purchases and indicate this in the Total ($) box.

3. Who will be the Owner of The Canada RIF?

- The first name, including other initial(s), and last name of the Owner are to be printed in the spaces provided.

- The address information is the current mailing address, including the postal code of the Owner. This information is required for the mailing of quarterly RRIF statements and T4RIFs to Owners.

- In cases where the Owner is an employee of the Canadian government (federal or provincial) stationed outside of Canada, including members of the armed forces, and their immediate families, the Owner’s foreign address must be entered. The name of the country and the postal code are to be recorded in the City field, following the name of the city of residence. If additional space is required, all three lines of the address section can be used.

- The telephone number of the Owner, for both home and business, should be provided.
Place a tick mark in the box which indicates the Owners language preference for all customized correspondence and in all telephone inquiries. If a tick mark is not present, the default will be English.

The *Income Tax Act* requires the Owner to provide their date of birth. **Applications without a date of birth will be rejected!**

The *Income Tax Act* requires the Owner to provide their Social Insurance Number. **Applications received without a Social Insurance Number will be rejected!**

**4. How would you like to receive payments?**

Place a tick mark in the appropriate box depending on whether the Owner elects to use their own or their spouse’s date of birth for the calculation of the Annual Minimum payment. If the spouse’s date of birth is used, then the spouse’s date of birth must be indicated in the space provided. **This is required by The *Income Tax Act*.**

Select the payment frequency. **Select only one of the options.** This will determine the frequency of payment from the RIF based on the first payment date. For example, if you select a first payment date of March 1, and a payment frequency of Every 6 Months, the first payment will be made on March 1, and the second payment will be made 6 months later, on September 1.

Indicate the date the first payment from the RIF is to be made. This will always be the first day of the month. Ensure that the correct month and year are indicated. Payments must begin no later than the end of the calendar year after the year in which the RRIF is opened.

Select the periodic payment amount. If the **Annual Minimum** box is ticked, refer to **Table 2** which can be used to determine the approximate amount of the payment for a non-qualifying RIF. If the Other Amount box is ticked, specify another annual amount (must be greater than the Annual Minimum amount). **The default will be the Annual Minimum amount.**
The Annual Minimum amount payable to an individual in respect to a RRIF that was established prior to 1993 and has not had any property transferred to it (a Qualifying RRIF) is the factor determined in accordance with Table 3.

### Table 3

<table>
<thead>
<tr>
<th>X (Age)</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 79</td>
<td>90-X (e.g. 90-71=19; value of RRIF is $100,000. Factor is $100,000/19 = $5262.15 per year)</td>
</tr>
<tr>
<td>79</td>
<td>.0853</td>
</tr>
<tr>
<td>80</td>
<td>.0875</td>
</tr>
<tr>
<td>81</td>
<td>.0899</td>
</tr>
<tr>
<td>82</td>
<td>.0927</td>
</tr>
<tr>
<td>83</td>
<td>.0958</td>
</tr>
<tr>
<td>84</td>
<td>.0993</td>
</tr>
<tr>
<td>85</td>
<td>.1033</td>
</tr>
<tr>
<td>86</td>
<td>.1079</td>
</tr>
<tr>
<td>87</td>
<td>.1133</td>
</tr>
<tr>
<td>88</td>
<td>.1196</td>
</tr>
<tr>
<td>89</td>
<td>.1271</td>
</tr>
<tr>
<td>90</td>
<td>.1362</td>
</tr>
<tr>
<td>91</td>
<td>.1473</td>
</tr>
<tr>
<td>92</td>
<td>.1621</td>
</tr>
<tr>
<td>93</td>
<td>.1792</td>
</tr>
<tr>
<td>94 or older</td>
<td>.2</td>
</tr>
</tbody>
</table>
• Select the amount of withholding tax to be deducted from payments, either the minimum amount required by tax legislation, or another amount. If optional withholding tax is selected, the requested rate of optional tax will be applied to all payments on a gross basis. This optional withholding tax rate must be higher than the legislated rate.

**NOTE**

Quebec residents must indicate both federal and provincial withholding tax.

• Indicate the desired payment method. For direct deposit clearly indicate the branch, institution and account number to which the deposits should be made. If nothing is recorded in this section then a cheque will be mailed to the Owner at their address listed on the application form.

**NOTE**

If the direct deposit option is chosen, a blank personalized cheque marked “VOID” may be attached to the form.

5. *Who will be the Beneficiary of The Canada RIF?*

**NOTE**

Quebec residents cannot designate a beneficiary for The Canada RIF. If they elect to do so, they will be advised that it is NOT valid since the beneficiary must be indicated in the bondowner’s will.

• Indicate the Beneficiary of The Canada RIF. The Owner may select their spouse as Successor Annuitant in which case payments from the RIF will continue to the spouse upon the death of the Owner. In this case, the spouse’s name and SIN should be provided. Otherwise, the Owner may select one or more Beneficiaries where applicable provincial legislation allows.

• The name of the beneficiary and their relationship to the Owner should be indicated in the space provided or on a separate piece of paper attached to the Application Form RIF3, if there is more than one name.

6. *Owner’s signature*

• The Owner must sign and date the form as a declaration that they have read and accepted the Owner’s agreement, the Declaration of Trust governing The Canada RIF and the Terms and Conditions of the Bonds.

• Optional. If a client initials the box, he/she may be provided with information about Government of Canada investment products in the future.
7. For Sales Agent and Processing Service Provider

This information must be entered in order to assure the payment of commission.

- Indicate the Sales Agent Institution Number. This field is 5 digits long and should be entered right-justified, with the remainder of the fields zero-filled (e.g., 08768).

- Indicate the Sales Agent Branch Number. This field is 6 digits long and should be entered right-justified, with the remainder of the fields zero-filled (e.g. 012345).

- Indicate the Processing Service Provider Number.

- Indicate the Processing Service Provider Branch Number. This field should only be completed by a Processing Service Provider when processing applications received from an Authorized Sales Agent.

- Indicate the Dealer Representative Number (FC/IA code).

- Indicate the Dealer Client Account Number.

Distribution of Form RIF3

Part 1 - Trustee  
Part 2 - Authorized Sales Agent  
Part 3 - Owner  
Part 4 - Owner - Declaration of Trust  
Part 5 - Owner - Terms and Conditions

NOTE

The Owner’s Agreements, the Declaration of Trust and Terms and Conditions are to be given to the Owner. For organizations using the Bank of Canada supplied purchase application form RIF3, the Declaration of Trust is Part 4, the Terms and Conditions is Part 5. For organizations entering the purchase information electronically, copies of the Declaration of Trust and Terms and Conditions have been provided by the Bank of Canada.
Submission to the Trustee

1. Complete all sections of The Canada RIF Application Form RIF3.

2. Complete the Canada Revenue Agency Record of Direct Transfer Form T2033 or its equivalent (for direct transfer of all or part of the property of the fund to the carrier of another RRIF that has the same Owner)
   • complete Areas 1 and 3
   • indicate transfer in cash or transfer in kind.

Area 1 - Part C on the Form T2033, should reflect the name and address of The Canada RIF Trustee:

   The Canada Trust Company
c/o Canada Savings Bonds
Registered Products Department
50 O’Connor Street, Suite 201
Ottawa, ON K1P 6L2

3. If the transfer is In Cash, issue a bank draft or certified cheque drawn on a direct clearing institution payable to the Receiver General for Canada, for each Application Form RIF3 being transferred. If the transfer is In Kind, complete a Transfer Form.
   Do not cancel the Bonds.

   NOTE

   Settlements for transfers-in cannot be batched. Each Application Form RIF3/T2033 requires a separate settlement cheque. Batched settlements will be rejected by the Trustee.

4. Alternatively, submissions can be couriered or delivered to the Trustee.

5. Forward all completed forms (RIF3, T2033 or equivalent, TRF, if applicable) and the cheque or Bond certificate to the Trustee at the following address:

   Canada Savings Bonds
Registered Products Department
50 O’Connor Street, Suite 201
Ottawa, Ontario K1P 6L2

Upon receipt of the properly completed documentation, the Trustee will finalize the transfer-in and return a copy of the T2033, with Area IV signed, to the submitting Sales Agent as confirmation of a successful transfer-in to The Canada RIF.
Example of CRA Record of Direct Transfer Form T2033

A printable or fillable version of this form can be obtained on the Canada Revenue Agency website at: [http://www.cra-arc.gc.ca/E/pbg/tf/t2033/](http://www.cra-arc.gc.ca/E/pbg/tf/t2033/).
Instructions for Completing Transfer Form T2033

Instructions

Who can use this form?

Carrier of a RRIF
You can use this form to record a direct transfer under paragraph 146.3(3)(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. Since January 1, 2004, you can record a direct transfer under subsection 146.3(14.1) from an annuitant’s RRIF to a money purchase provision of an RRIF for which the annuitant was a member before the transfer.

Issuer of an unmatured 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:
- the issuer of another RRSP having the same annuitant;
- the carrier of a RRIF having the same annuitant; or
- the administrator of a registered pension plan (RPP), for credit to the account of the annuitant as a member under that plan.

Note
You do not have to use this form. If, as the transferor, you provide the transferee with the information required to correctly complete the transfer (e.g., funds are from a locked-in plan, funds are from a spousal or common-law partner plan, or funds are from a qualifying RRIF) you can use the method of documentation of your choice.

Do not use this form for:
- a direct transfer of an RRSP annuity to another RRSP or to a RRIF (use Form T2030, Direct Transfer Under Subparagraph 65.3(3)(y), instead);
- a direct transfer of an excess amount from a RRIF to an RRSP (use Form T2030 instead); or
- a direct transfer from an RRSP or RRIF because of the breakdown of a marriage or common-law relationship (use Form T2220, Transfer From an RRSP or RRIF to Another RRSP or RRIF on Breakdown of Marriage or Common-Law Partnership, instead).

Who completes this form?

Area I
The annuitant asking for the transfer completes and signs Area I. Four copies of the form have to be given to the RRSP issuer, RRIF carrier, or RPP administrator to which the property is to be transferred (the transferee). In place of a signature, the transferee who completes Area I for the annuitant can attach a copy of a signed letter from the annuitant asking for the direct transfer.

Area II
The transferee completes and signs Area II. The transferee sends all copies to the RRSP issuer or RRIF carrier from which the property is to be transferred (the transferor).

Area III
The transferor completes and signs Area III. The transferor keeps one copy, and sends the remaining three copies to the transferee, along with the property being transferred.

Area IV
The transferee completes and signs Area IV of all copies. The transferee keeps one copy, returns one to the transferor, and gives the last one to the annuitant.

Reporting requirements

A direct transfer under subsection 146.3(14.1) or paragraphs 146(16)(a) or 146.3(2)(e) does not cause the amount transferred to become income of the annuitant. Consequently, the transferor should not report the amount transferred on a T4RSP or T4RRIF slip. Similarly, the transferee should not issue an official receipt, since the annuitant 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 the minimum amount for the year.

In all cases, the transferor should not withhold income tax from the amount directly transferred under subsection 146.3(14.1) or paragraphs 146(16)(a) or 146.3(2)(e).

Definitions

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.

RPP administrator – The person or organization that is responsible for administering the RPP.

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.
Rejection Process

Data received manually may be rejected by the Trustee for the following reasons:

- incomplete or illegible fields on The Canada RIF Purchase Application Form RIF3;
- missing Application Form or Form T2033 or equivalent;
- missing settlement cheque;
- funds not balancing with Application Form and/or Form T2033 or equivalent;
- batched settlement;
- Application Form not signed by Owner;
- receipt of documentation by the Trustee after the Issue Date deadline.

In the event that manual data submission is rejected, the Trustee will:

- date stamp the Application Form and the Form T2033;
- prepare a Reject Form indicating the reason for rejection; and,
- return the Application, T2033 (if applicable) and settlement cheque with the Reject Form, within 72 hours of receipt, to the originating Sales Agent:
  - to the address on the cheque; or
  - if there is no cheque, to the regional contact provided by the Authorized Sales Agent; or
  - if the address is illegible, the documents will be sent to the Toronto contact provided by the Authorized Sales Agent.

Sales Agents are to re-submit manual data using the same procedures as the initial submission.
Example of Reject Form

Canada Savings Bonds
Obligations d’épargne du Canada

Date:

To:

Re: The Canada RSP / RIF
Client’s Name:
Client’s SIN:
Amount:
Application:

Please find enclosed an Application Form RSP2 / RIF3 and a Form T2033 or equivalent (if applicable). We are returning the documentation due to the following:

☐ There are no funds attached to the application and Form T2033 (if applicable).
☐ You have provided the incorrect Branch Number. Please make corrections.
☐ You have not indicated the Branch and / or Institution Number on the Application Form.
☐ The minimum contribution/transfer-in to The Canada RSP is $500.00.
☐ Part III of the Form T2033 or its equivalent has not been properly completed.
☐ The client did not authorize (sign) this request.
☐ We require an Application Form RSP2 / RIF3 with all sections completed in full and signed by the applicant.
☐ Bulk remittances are not allowed for transfers-in. Each application should be accompanied by a separate settlement.
☐ Please make adjustments to the account number mentioned above.
☐ Other

Please note: Details on how to initiate transfers-in and manual contributions are documented in the tabs entitled The Canada RSP and The Canada RIF, found in the S42 Instructions for Selling and Processing.

If you have any further questions, please do not hesitate to contact the Canada Savings Bonds office at 1-888-646-2626.

Sincerely,

Canada Savings Bonds
Registered Products Department

Canada Savings Bonds
Registered Products Department
50 O’Connor, 2nd Floor, Suite 201, Ottawa ON K1P 6L2

2369-07-08

Français au verso
Account Maintenance

1. Customer Change of Address

In order to ensure that Owners receive T4RIF tax slips and account statements for The Canada RIF, the Canada Savings Bond office must be notified of any changes of address. Owners who change their address at any time during the year should be instructed to notify the Canada Savings Bond office by using any of the following means:

• by calling 1 800 575-5151 (teletypewriter only 1 800 354-2222) from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday;
• by facsimile (613) 782-8096;
• by completing the Change of Address and Direct Deposit Form and Guidelines for Registered Products (COADDRP) and mailing to the address below.

Canada Savings Bonds
Registered Products Department
50 O’Connor Street, Suite 201
Ottawa, ON K1P 6L2

2. Change of Name

In order to change the name on a RRIF registration, a completed Legal Name Change Form (LNC) from the Owner, with the necessary documentation (as explained in the form guidelines) attached (e.g., Marriage Certificate, original or certified true copy), should be sent to the Trustee.
3. Change of Beneficiary (Not Applicable for Quebec Residents)

In order to change the beneficiary on a RRIF, a Letter of Direction from the Owner should be sent directly to the Trustee and must contain the following information:

- Current date;
- The Canada RIF account number;
- Change requested (e.g., “Please change the beneficiary on my RIF from Person A to Person B effective Y/M/D.”);
- Relationship to the owner;
- Signature of the Owner; and,
- Signature of a witness who is someone other than the beneficiary.

4. Change of Payment Details

If the Owner wishes to change his/her payment frequency, first payment date, Other Annual Amount, Withholding Tax option, Direct Deposit information or to provide alternate mailing instructions, a Letter of Direction from the Owner should be sent directly to the Trustee and must contain the following information:

- Current date;
- The Canada RIF account number;
- Specific details of the change requested;
- Effective date of the change;
- A void cheque (if applicable on changes to direct deposit details); and
- Signature of Owner.

Statements of Accounts

The Canada RIF

The Canada Trust Company as Trustee for The Canada RIF will issue a confirmation statement to new account holders. This confirmation will describe initial plan characteristics and will be issued by the 15th of the month following the initial plan set-up.

Account statements will be issued as at the end of each calendar quarter. Account statements will list plan holdings, transactions during the period and other details, and the statement as at December 31 will outline payment details for the following year.

A T4RIF tax form will be mailed annually no later than the end of February for any withdrawals made during the previous calendar year.
Lump Sum Withdrawals

The Canada RIF provides the option to take Lump Sum Withdrawals in addition to the regular periodic payments. The amount will not be added to the Annual Minimum calculation. **Lump Sum Withdrawals will be taxed at source** as an individual withdrawal. Payment source rules are the default for Lump Sum Withdrawals, although if requested, the Owner has the option of which Bonds to redeem, subject to the terms and conditions of the individual investment products. Note that Lump Sum Withdrawals from Canada Premium Bonds can only occur on the Anniversary Date of their issue, and during the 30 days thereafter.

In order to process a cash withdrawal, the Owner may call the Canada Savings Bond Contact Centre at 1 800 575-5151 or (teletypewriter only) 1 800 354-2222 from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday.

Alternatively, the Owner may send a Letter of Direction to the Trustee’s Registered Products Department in Ottawa at least 8 business days prior to the desired withdrawal date, containing the following required information:

- Current date;
- Owner’s name and address;
- The Canada RIF account number;
- Amount to be withdrawn;
- Bonds to be withdrawn; and
- Signature of the Owner.

The Letter of Direction should be sent to the following address:

Canada Savings Bonds  
Registered Products Department  
50 O’Connor Street, Suite 201  
Ottawa, ON K1P 6L2

**NOTE**

Payments can be made by direct deposit. Have the customer complete a Change of Address and Direct Deposit form and guidelines for Registered Products (COADDRP).
The Canada RIF Inquiries

Owners

Owner inquiries regarding The Canada RIF should be directed to the Canada Savings Bonds Contact Centre at 1 800 575-5151 or (teletypewriter only) 1 800 354-2222 from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday.

Sales Agents and Processing Service Providers
Inquiries from Authorized Sales Agents and Processing Service Providers regarding the sale and/or processing of Government of Canada retail debt products should be directed to the Canada Savings Bonds Contact Centre at 1 888 646-2626.
# Questions and Answers - Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
<th>Question #</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Canada RIF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration fees</td>
<td>24</td>
<td>Q1</td>
</tr>
<tr>
<td>The Purchase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Transfer-in Amount</td>
<td>24</td>
<td>Q2</td>
</tr>
<tr>
<td>Maximum Transfer-In Amount</td>
<td>24</td>
<td>Q3</td>
</tr>
<tr>
<td>Cash Transfers</td>
<td>24</td>
<td>Q4</td>
</tr>
<tr>
<td>Issue Date for Cash Transfers</td>
<td>24</td>
<td>Q5</td>
</tr>
<tr>
<td>Initiate a Transfer Request</td>
<td>24</td>
<td>Q6</td>
</tr>
<tr>
<td>Transfers of Securities Held at Other Financial Institutions</td>
<td>25</td>
<td>Q7</td>
</tr>
<tr>
<td>Age Restriction</td>
<td>25</td>
<td>Q8</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>25</td>
<td>Q9</td>
</tr>
<tr>
<td>Spouse’s Birth Date for Calculations</td>
<td>25</td>
<td>Q10</td>
</tr>
<tr>
<td>Beneficiary Not Recorded on Form RIF3</td>
<td>25</td>
<td>Q11</td>
</tr>
<tr>
<td>Direct Contribution to The Canada RIF</td>
<td>25</td>
<td>Q12</td>
</tr>
<tr>
<td>Calculation of the Annual Minimum Payment</td>
<td>25</td>
<td>Q13</td>
</tr>
<tr>
<td>Qualifying or Non-Qualifying RIF</td>
<td>26</td>
<td>Q14</td>
</tr>
<tr>
<td>Transfer of an RRSP to a RRIF</td>
<td>26</td>
<td>Q15</td>
</tr>
<tr>
<td>Transfer The Canada RSP to The Canada RIF</td>
<td>26</td>
<td>Q16</td>
</tr>
<tr>
<td>Transfer of Locked-In Funds</td>
<td>26</td>
<td>Q17</td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiving Payments</td>
<td>26</td>
<td>Q18</td>
</tr>
<tr>
<td>Receiving the First Payment</td>
<td>26</td>
<td>Q19</td>
</tr>
<tr>
<td>Annual Minimum Payments</td>
<td>26</td>
<td>Q20</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
<td>Question #</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>Annual Minimum Payments based on the Client’s Birth Date</td>
<td>26</td>
<td>Q21</td>
</tr>
<tr>
<td>Change to the Payment Amount or the Payment Frequency</td>
<td>27</td>
<td>Q22</td>
</tr>
<tr>
<td>Payments do not Meet the Annual Minimum Requirements</td>
<td>27</td>
<td>Q23</td>
</tr>
<tr>
<td>Assets Used to Make Payments</td>
<td>27</td>
<td>Q24</td>
</tr>
<tr>
<td>How are Payments Made?</td>
<td>27</td>
<td>Q25</td>
</tr>
<tr>
<td>Closed Bank Account for Direct Deposit Payments</td>
<td>27</td>
<td>Q26</td>
</tr>
<tr>
<td>Minimum Payment Amount</td>
<td>27</td>
<td>Q27</td>
</tr>
<tr>
<td><strong>Tax Receipts / Statements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing of RRIF Statements</td>
<td>28</td>
<td>Q28</td>
</tr>
<tr>
<td>Information about Tax Receipts (T4 RIF)</td>
<td>28</td>
<td>Q29</td>
</tr>
<tr>
<td>Taxes on Exceeded Annual Minimum Payment</td>
<td>28</td>
<td>Q30</td>
</tr>
<tr>
<td><strong>RRIF Account Maintenance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments Exchanged within The Canada RIF</td>
<td>28</td>
<td>Q31</td>
</tr>
<tr>
<td>Contact for Questions on The Canada RIF</td>
<td>28</td>
<td>Q32</td>
</tr>
<tr>
<td><strong>Redemption / Lump Sum Withdrawals/Transfers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers from The Canada RIF to another RRIF</td>
<td>29</td>
<td>Q33</td>
</tr>
<tr>
<td>Bonds Mature Before Depletion by Payments</td>
<td>29</td>
<td>Q34</td>
</tr>
<tr>
<td>More Than One Lump Sum Withdrawal Each Year</td>
<td>29</td>
<td>Q35</td>
</tr>
<tr>
<td>Making a Lump Sum Withdrawal</td>
<td>29</td>
<td>Q36</td>
</tr>
<tr>
<td>Taxes on Lump Sum Withdrawals</td>
<td>29</td>
<td>Q37</td>
</tr>
<tr>
<td>Are Regular Payments Subject to Tax?</td>
<td>29</td>
<td>Q38</td>
</tr>
</tbody>
</table>
Questions and Answers

The Canada RIF

Q1 Are there any administration fees or service charges?
A No. No fees will be charged to the Owner.

The Purchase

Q2 Is there a minimum transfer-in amount to The Canada RIF?
A Yes, the minimum transfer-in amount to The Canada RIF is $500 per series.

Q3 What is the maximum transfer-in amount for The Canada RIF?
A The maximum transfer of cash to purchase the CSB or CPB Series on sale at a specific time would apply according to the maximums outlined in the Terms and Conditions for the individual products. However, there are no maximums applied for transfer-in of eligible Government of Canada retail debt products.

Q4 Are transfers of cash held in RRSPs or RRIFs at other financial institutions allowed to The Canada RIF?
A Yes. Cash transfers-in are permitted but only during CSB/CPB sales campaigns, during which the cash will be used to purchase the eligible Bonds.

Q5 On a cash transfer-in, how will the Issue Date be determined?
A The Issue Date (the issue of Bonds the client will receive) will be determined based on the application date and the date documentation and funds are received by the Trustee from the transferring institution. For example, if an application is dated October 25 and is received by the Trustee on November 15, a November 1 Issue Date will be provided to the client. For more details, refer to the Transfers to The Canada RIF section.

Q6 How can a client initiate a transfer request from his/her RRSP or RRIF held at a financial institution to The Canada RIF?
A The individual should go to the financial institution that is currently administering his/her RRSP/RRIF and have them initiate a transfer request (using Transfer Form T2033 or its equivalent) and complete a purchase request (Application Form RIF3).
Q7 Are transfers of securities held at other financial institutions allowed in The Canada RIF?

A Only Transfers In Kind of eligible Compound Interest (C Bond) CSBs or CPBs currently held in an RRSP or RRIF are allowed. (Other securities such as GICs, mutual funds, etc. must be liquidated prior to an In Cash transfer to The Canada RIF.)

Q8 Is there an age restriction for purchasing or holding The Canada RIF?

A No. RIFs are designed to provide retirement income until an Owner’s death.

Q9 Why does the client have to provide his/her date of birth?

A The date of birth is required in order to calculate the Annual Minimum payment from the RRIF required to be paid to the client each year under current legislation.

Q10 Why would an individual use their spouse’s birth date to calculate their Annual Minimum payment?

A If the spouse is younger, the legislated Annual Minimum payment will be lower; therefore, both the tax deferral of the proceeds in the RRIF and the amount of income it earns would be greater.

Q11 If a beneficiary for the RRIF is not recorded on the Application Form RIF3, who receives the entitlement in the case of the Owner’s death?

A In the event of the Owner’s death where no beneficiary has been named on the application form, a will is usually applicable where appropriate provincial legislation governs. If there is no will, then the estate of the Owner becomes the beneficiary of the RRIF. For more detailed information, financial institutions should contact the Trustee.

Q12 Can a client contribute directly to The Canada RIF?

A No. You can only transfer existing RRSP or RRIF proceeds into The Canada RIF.

Q13 How does a client calculate his/her Annual Minimum payment?

A Current legislation provides annual payment factors (expressed as a percentage) that, when multiplied by the market value of the RIF as at January 1, will indicate how much is required to be withdrawn for the year. (Refer to Tables 2 & 3) in the “Required Information on The Canada RIF Application Form RIF3” section)
Q14 How does an individual know if they currently have a Qualifying RRIF or a Non-qualifying RRIF?

A If the RRIF was established prior to January 1, 1993 and has not had any other property transferred to it, it is a Qualifying RRIF. Accounts opened after this date are considered a Non-Qualifying RRIF. The difference between these is the factors used to calculate the annual payment schedule.

Q15 Do I have to transfer my RRSP to a RRIF?

A Current legislation governing RRSPs indicates that an individual must close his/her RRSP by December 31 of the year in which he/she turns 71 years of age. An individual's options at this time are to:
• divest the RRSP and receive a cash payment for the full value of the RRSP, less withholding taxes
• use the funds to purchase an annuity; or
• transfer the funds to a RIF, where they will retain their tax-sheltered status.

Q16 How does a client transfer The Canada RSP to The Canada RIF?

A Call the Canada Savings Bonds Contact Centre at 1 800 575-5151 (teletypewriter only 1 800 354-2222) from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday.

Q17 Can a client transfer-in locked-in funds held by another financial institution?

A No. Locked-in funds are not accepted at this time.

Payments

Q18 Can the Owner receive payments at any time?

A Payments can be made every month, every two, three, four or six months, or once a year. Payments are made on the first business day of the month.

Q19 Can a client receive his/her first payment in the first year in which the RIF account is opened?

A Yes, however, payments made in the first year that the fund is opened are considered to be Lump Sum Withdrawals and are subject to withholding tax.

Q20 How will Owners know what their Annual Minimum payments will be each year?

A The December 31 statement, usually mailed no later than the end of January, will provide Owners with all details relevant to their selected payment options and Annual Minimum payment amount.

Q21 Can an Owner change the election to have the Annual Minimum payments based on his/her spouse’s birth date rather than on his/her birth date?
A  No. Once a payment has been made, no changes can be made to this election/non-election.

Q22 Can a client change his/her payment amount or payment frequency?

A  Yes. A client can change his/her payment amount or frequency at any time by giving 15 days notice to the Trustee, subject to the legislated Annual Minimum payment amount and The Canada RIF minimum payment amount of $25 per payment. If a payment amount is less than $25, then the payment frequency is adjusted to the next frequency level such that the payment amount is greater than or equal to $25.

Q23 What happens if a client’s payments don’t meet the Annual Minimum requirement?

A  If the total annual payments are less than the Annual Minimum payment requirement, an additional payment will automatically be made by December 31 of that year to satisfy the requirement.

Q24 Which assets are used to make payments? Can the client specify which assets are to be depleted first?

A  Owners cannot instruct which assets are to be used for regular periodic payments. Payment will be taken in the following order: first, from the Canada Savings Bonds, then from Canada Premium Bonds. This order is based on most to least liquid; within a category (i.e. the CSB or CPB), first from the bonds with the lowest yields; if two or more bonds have equally low yields, then from the bonds with the lowest interest rate; if two or more bonds have equally low yields and interest rates, then from the one with the shortest term to maturity. However, Owners may select the assets to be used for Lump Sum Withdrawals; if no selection is made then the periodic payment source rules list above will apply as the default, subject to the terms and conditions of the individual investment products. Payments are always taken from both principal and interest on a prorated basis.

Q25 How are the payments made?

A  Regular periodic payments or Lump Sum Withdrawals are made by electronic funds transfer to the Owner’s bank account, or by cheque mailed to a specified address.

Q26 What happens to the Owner’s payments if he/she closes the bank account designated to receive the direct deposit payments?

A  Direct deposit payments returned by financial institutions will be sent by cheque to the address of the Owner. Future payments will continue by cheque until the Owner provides alternate instructions.

Q27 Is there a minimum payment amount?

A  Yes. Payments must meet the legislated Annual Minimum payment amount as well as The Canada RIF minimum payment of $25 per payment. If the required
payment is less than $25, the payment frequency will be adjusted to the next lower frequency level.

**Tax Receipts / Statements**

Q28 How often will an Owner receive RRIF statements showing account balances?

A A confirmation letter will be mailed to the Owner’s home address by the 15th of the month following the date the RRIF was opened, confirming the creation of a RRIF account. Quarterly statements indicating the account balance will be issued as at March 31, June 30, September 30 and December 31. The December 31 statement will outline the payment details for the following year.

Q29 What kind of tax information will the Owner receive and when?

A A T4RIF will be mailed to the Owner’s address by the end of February in the year following the payment(s).

Q30 Will taxes be withheld at source for any payments exceeding the legislated Annual Minimum payment?

A Yes, all payments in excess of the legislated Annual Minimum amount are taxed at the legislated withholding tax rate per payment.

**RRIF Account Maintenance**

Q31 Can investments be exchanged within The Canada RIF?

A Yes. Government of Canada retail debt products held within The Canada RIF can be exchanged for any other Government of Canada retail debt products within the fund, subject to the terms and conditions and availability of the individual bonds.

To do this, the Owner must send a Letter of Direction to the Trustee’s Registered Products Department in Ottawa, providing the following information:

- Owner’s name;
- The Canada RIF account number;
- Amount to be exchanged and the details of the instruments to be exchanged;
- Signature of the Owner.

The amount actually exchanged would also include any applicable interest.

Q32 Who does the Owner contact if he/she has questions about The Canada RIF?

A Clients can call 1 800 575-5151 from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday, or write to:

  Canada Savings Bonds
  Registered Products Department
  PO Box 2390, Station D
  Ottawa, ON K1P 1K8
Redemptions/Lump Sum Withdrawals/Transfers

Q33 Is it possible to transfer The Canada RIF to another RRIF at a different financial institution?

A Yes. Owners may transfer-out of The Canada RIF subject to the terms and conditions of the individual investment products and applicable legislation.

Q34 What happens when the Bonds in the plan mature before their depletion by payments?

A Unless otherwise advised, the proceeds of the Bonds will be automatically reinvested in the current issue of Government of Canada retail debt products on sale at that time.

Q35 Can Owners request more than one Lump Sum Withdrawal each year?

A Yes. Lump Sum Withdrawals can be made at any time with 8 days notice to the Trustee, subject to the terms and conditions of the individual investment products.

Q36 If Owners make a Lump Sum Withdrawal, will the amount be included in the Annual Minimum payment requirement?

A No. The amount will not be included in the Annual Minimum requirement.

Q37 Are Lump Sum Withdrawals taxed?

A Lump Sum Withdrawals are subject to federal and provincial (if applicable) withholding tax at the legislated rates. As a general rule, if an individual’s marginal tax rate is higher than the withholding tax rate, he/she will likely owe further income tax when an income tax return is filed.

Q38 Are regular periodic payments subject to tax?

A Yes, they are subject to federal and provincial income tax in the year received. However, tax is not withheld at the source on the Annual Minimum amount required to be withdrawn.