

Administration Guide

**Retirement Savings Plan (RSP)
Deferred Profit Sharing Plan (DPSP)
Tax-Free Savings Account (TFSA)**



WE'RE HERE TO SERVE YOU

Thank you for choosing a retirement and/or savings plan available through The Canada Life Assurance Company (Canada Life).

We're committed to providing you with superior customer service.

This administration guide is designed to help you explain the plan to your employees. It also serves as your reference source and it includes a brief description of administrative procedures.

Your role as plan administrator for your company's employee retirement program is an important one. If you have any questions about your plan with us, or your role as plan administrator, please refer to your Client Relationship Manager or Customer Service Specialist.

WHO TO CALL FOR HELP

You may from time to time require advice or guidance on one or more aspects of your plan, such as:

- Discussing available investment options under the plan
- Obtaining advice and counsel on retirement planning
- Answering questions about the design of your plan

In these situations, please contact your Canada Life Client Relationship Manager or your advisor.

You may have questions about the day-to-day administration of your plan (for example, sending in contributions, handling terminations, etc.).

In these situations, please contact your Canada Life Customer Service Specialist.

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SERVICES YOU CAN EXPECT

Administrative services to meet your needs

Canada Life provides several administrative services, which are a standard part of our services:

- We register your DPSP with the federal authorities
- We provide standard administration forms on our website if online access is not an option for some of your members to use
- We keep individual records of members' personal data, including name changes, beneficiary designations, etc.
- We issue RSP tax receipts twice each year and mail them directly to each member's home address, as follows:
 - In January receipts are issued for RSP contributions received in the previous year from March to December (contributions made after the first 60 days of the preceding year)
 - In March receipts are issued for RSP contributions received in the first 60 days of the current year
- We handle:
 - Investment of contributions as they're received
 - Change of investment requests
 - Withdrawals and transfers
 - Annuity quotations
 - Calculation and payment of benefits available to employees upon termination of employment, death or retirement
 - Reporting of death, termination and retirement benefit payments for income tax purposes for your RSP

Enhanced communication services

We keep you informed through ongoing communications:

- Policies in English or French, as selected by you
- One DPSP plan text in English or French, as selected by you
- Employee meetings hosted by either one of our communication and education managers or your plan advisor
- Employee booklets, explaining the plan details
- Financial statements summarizing your plan's activity
- Annual fund value updates for each member
- Retirement notification and counseling
- A variety of retirement planning tools and communication materials to assist your members in determining the cost of retirement, discovering their investment personality, and selecting their investment options
- Administrative services – we assign a dedicated customer service specialist who is responsible for all the administration of your plan
- Transactional and informational website with additional reports and tools to assist you in managing your plan

ACCESS TO PLAN INFORMATION THROUGH OUR WEBSITE

As the plan sponsor/plan administrator, you'll automatically be registered for access to our administrator website, **grsaccess.com**. You'll receive your Access ID and password, and once access is provided, all client and member information will be available. It's important to let us know when plan administrators leave your organization so that their access to plan information can be terminated.

Members of your plan will also be automatically registered for access to our member website **mycanadalifeatwork.com** once they've enrolled in the plan. They'll receive an invitation by email to complete the online registration process.

Visit grsaccess.com - Online access for plan administrators

What's available for you at grsaccess.com

Once you receive your logon credentials, you'll have access to:

- Your client demographic information (name, address, etc.)
- Details for your plans and subgroups
- Plan administrators who have Internet access to plan information
- Interest rates and net unit values by plan
- Fund reviews and fund reports by plan
- A summary of all current assets, available by plan and investment option
- A summary of your contributions for a selected time period
- The last produced client statement
- A list of all active members
- A number of online reports
- And approve members who enrol online if your plan allows

For each member on your plan you can view:

- Member information (address, date of birth, language, status)
- Member current investments, available by plan and account
- Member future and maturing investment allocations
- Member plan statements

What's available for your members at mycanadalifeatwork.com

Your members will have access to:

- View and change their personal information (name, address, email, phone, etc.)
- Review their plan information (type of plan, investment options available, etc.)
- Access interest rates and net unit values for investment options available to their plan(s)
- Access fund reviews and fund reports available to their plan(s)
- View a breakdown of their current investments by plan and account
- View and update their future and maturing investment allocation instructions
- Submit a request to transfer investments between investment options
- Order plan statements for a specified time period
- Walk through the entire retirement planning process – assess the cost of retirement, discover their investment personality, and select their investment options

ADDING NEW MEMBERS

Member enrolment in your RSP

To join the RSP, each eligible employee must join the plan online or complete a paper Application for membership form.

Canada Life produces member booklets, outlining the specific plan details. Member booklets are posted online for members to access any time.

Spousal enrolment in your RSP

Employees wishing to make contributions on their spouse's behalf: Canada Life can set up a spousal RSP if an employee wishes to make contributions on a spouse's behalf. For a spouse to join the RSP, the spouse must complete an Application for membership in a retirement savings plan.

Member enrolment in your DPSP

To join the DPSP, each eligible employee must join the plan online or complete a paper Application for membership in a Deferred profit sharing plan form.

Canada Life produces member booklets, outlining the specific plan details. Member booklets are posted online for members to access any time.

Important - Please note that in accordance with the *Income Tax Act* (Canada), the following persons may **not** become members of the DPSP: 1) a person related to the employer; 2) a person who is, or is related to, a specified shareholder of the employer or of a corporation related to the employer; 3) where the employer is a partnership, a person related to a member of the partnership; or 4) where the employer is a trust, a person who is, or is related to, a beneficiary under the trust. Members who join the plan and are not persons as previously described, but later fall into one of the categories listed here may not receive contributions once their status changes.

“Specified shareholder” is defined in the *Income Tax Act* (Canada) (section 248(1)(d)). An individual is a specified shareholder if that individual performs services on behalf of a corporation that is considered a personal services business and, because of such an arrangement, may become entitled to not less than 10% of any class of capital stock of that corporation.

Member enrolment in your TFSA

To join the TFSA, each eligible employee must join the plan online or complete a paper Application for membership in a tax-free savings account form.

Canada Life produces member booklets, outlining the specific plan details. Member booklets are posted online for members to access any time.

Identifying a member

A company employee number or a number generated by Canada Life will be used to identify employees in the plan. This option is your choice. We call this ID the member's certificate number.

In the case of an RSP or TFSA for a non-employee, the certificate number will be an assigned number.

Contributions for new members

RSP and TFSA contributions can be made by payroll deduction or in a lump sum. If we receive contributions before a member's application for membership is received, we'll hold the contributions until the application is received. When the application is received, we'll apply the contributions to the member's account, to the investment option(s) the member chooses, at the current date. Due to government regulations, if a member does not complete an Application for membership, we will return the amount to the sponsor or the member as applicable.

If we receive DPSP contributions on behalf of a member before we receive a member's application for membership, the contributions will be deposited in the plan's default investment option, as determined by the employer/plan sponsor/plan administrator. When the application is received, we will transfer the accumulated value in the default investment option to the investment choice of the member, at the current date.

Just a reminder that if you are waiving tax on amounts that you are remitting directly to an RSP on a plan member's behalf, (Canada Revenue Agency) CRA requires that you verify annually that the member's RSP deduction limit is sufficient to claim the contributions in the year they are deducted. Additional details can be found on CRA's website.

Online enrolments (Enrolment express)

Plan members use Enrolment express to complete the enrolment process by logging onto mycanadalifeatwork.com. Plan administrators use Online enrolments within grsaccess.com to administer the enrolments.

Once your plan is set up on our plan administration system:

1. **Plan administrator** provides Customer Service Specialist at Canada Life with a pre-approved applicant file. (Note – this is not required, you can also choose to approve applicants one at a time, described later in this section.) To ensure correct file format and attributes please work with your Client Relationship Manager. This file can be sent electronically using the File Transfer process available on grsaccess.com at Client & member details > Administrative functions. A pre-approved applicant file will eliminate the online process in which the plan administrator must, as a frequent and regular task, review and approve each application.

The screenshot displays the Canada Life administrative interface. At the top left is the Canada Life logo. On the right, there are links for 'Contact us' and 'Sign out'. Below the logo, a blue box contains the text 'YOUR COMPANY LOGO'. To the right of this box, it says 'Welcome (DEMO) ADMINISTRATOR' and 'Plan/policy # 61129'. A navigation bar below the logo includes 'Home', 'Client & member details', 'Tools & resources', and 'Forms'. Below this, a secondary navigation bar shows 'Client details', 'Client reporting & tools', 'Administrative functions' (which is highlighted), 'Subgroup details', and 'Member details'. On the left side, there is a 'Quick links' section with a 'Member search' button, and an 'Administrative functions' section with a list of options: 'Guest access', 'File transfer' (highlighted), 'Online enrolments', and 'Submit contributions'. The main content area is titled 'File transfer' and contains the following text: 'Use this page to transfer files. For example, if you are a new client, send your member information electronically. If you are an existing client, send your member contribution listing (contributions will be effective the day the cheque is received)'. Below this is a section titled 'Please note the following points before transferring your file:' with two bullet points: 'Any special notations or instructions should be included within the file.' and 'Your file will be encrypted to protect the information in transit, from your PC to our computer, from being viewed by an unauthorized party.' At the bottom, there is a 'Select file type:' section with two radio buttons: 'Member information' and 'Member contribution'. A 'Continue' button is located at the bottom of the page.

2. The **plan administrator** can provide a new plan member with a guest Access ID and password, generated via Guest access on grsaccess.com at Client & member details > Administrative functions.

The screenshot shows the Canada Life administrative interface. At the top left is the Canada Life logo. The top right displays 'Welcome (DEMO) ADMINISTRATOR' and 'Plan/policy # 61129'. Below the logo is a large blue box with the text 'YOUR COMPANY LOGO'. A navigation bar contains 'Home', 'Client & member details', 'Tools & resources', and 'Forms'. A secondary navigation bar includes 'Client details', 'Client reporting & tools', 'Administrative functions', 'Subgroup details', and 'Member details'. On the left, there are 'Quick links' (Member search) and 'Administrative functions' (Guest access, File transfer, Online enrolments, Submit contributions). The main content area is titled 'Guest access' and shows 'Client: ABC COMPANY - DEMO - 61129'. It contains text explaining that guest access allows non-members to review plan information and that access information (ID and password) can be passed to a subgroup or individual, active for one year. A warning states: 'To protect the confidential information on GRS Access, DO NOT send an Access ID and password together in one email.' Below this is a section 'Please select your guest(s) subgroup :' with a list of radio button options: 01 - HRLY EMPLOYEEMPLOYES A TAUX HORAIRE, 02 - SALARIED EMPLOYEEMPLOYES SALARIES, 03 - DEMO SUBGROUP, 04 - ONLINE ENROLMENT, 05 - SELF REGISTRATION TESTS, 06 - SALARIED, 07 - HOURLY, 08 - GUEST ACCOUNT, 09 - NEW EXPERIENCE, and ABC - ABC. At the bottom is a 'Request Access ID/password' button.

A guest applicant can visit mycanadalifeatwork.com, select Enrolment *express*, register to create their own logon id and password, select the plan(s) they want to join and enter their information. After they've entered information for a plan they want to enrol in, they'll submit the information. Once submitted they cannot make any further changes to the application online.

Existing members use their own secure Access ID and password if they wish to enrol in another plan online, using Enrolment *express*.

3. If pre-approved applicant list was submitted:

If an applicant enrolls in a plan using Enrolment *express* and is on the pre-approved applicant list, their information will be automatically loaded to our administration system after they complete their application online.

If pre-approved applicant list was not submitted:

Plan administrator must **verify** and **approve** the applicant's employment information online. When approving an enrolment the plan administrator is prompted to provide an enrolment date, an employment date and/or an *employee number for each applicant if the information was not completed by the applicant during enrolment. These are all optional fields for the applicant to complete however, mandatory in order to complete approval. The information entered by the plan administrator will override the applicant's submission. If a field is grayed out (not editable), it is because the applicant is already a member on our system. The province of employment field is a mandatory field for the applicant to complete however; the plan administrator can update it when needed. *Note: if Canada Life will automatically generate a member certificate number upon the successful enrolment of the applicant, simply input a unique letter or number in the Employee Number field during the approval process. This letter or number will be disregarded when the member certificate number is generated. Once the approval process is complete, the applicant's information will be loaded to our administration system.

The screenshot shows the Canada Life administrative interface. At the top, there is a header with the Canada Life logo, a 'Contact us | Sign out' link, and a 'YOUR COMPANY LOGO' placeholder. Below the header is a navigation menu with options like 'Home', 'Client & member details', 'Tools & resources', and 'Forms'. A secondary menu includes 'Client details', 'Client reporting & tools', 'Administrative functions', 'Subgroup details', and 'Member details'. The main content area is titled 'Review online enrolments - approve or decline' for 'ABC COMPANY - DEMO - 61129'. It contains a list of instructions and a table of enrolments.

Approve	Decline	Subgroup	Plan type	Last name	First name	Initial	Employee number	Employment date	Enrolment date	Province of employment
<input type="checkbox"/>	<input type="checkbox"/>	ONLINE ENROLMENT - 04	RRSP	Smith	Dawn		123456	July 01, 2018		Ontario
<input type="checkbox"/>	<input type="checkbox"/>	ONLINE ENROLMENT - 04	RPP	Smith	Mary	A		June 01, 2019	July 01, 2019	Ontario

Below the table, there are two action buttons: 'Approve all' and 'Process selected enrolments'. A 'Return to search' button is also present at the bottom.

4. If contribution details are collected through Enrolment express, the **plan administrator** will retrieve payroll information at grsaccess.com > Client & member details > Client reporting & tools > Create reports > Payroll deduction details.

canada life

Contact us | Sign out

Welcome (DEMO) ADMINISTRATOR
Plan/policy # 61129

YOUR COMPANY LOGO

Home | **Client & member details** | Tools & resources | Forms

Client details | **Client reporting & tools** | Administrative functions | Subgroup details | Member details

Quick links
■ Member search

Client reporting & tools
▶ Client statements
▶ Contribution inquiry
▶ **Create reports**
▶ Plan your retirement
▶ Member booklets

Create a Report

Client: ABC COMPANY - DEMO - 61129

Payroll deduction details

Select a plan

Select a subgroup

Select a layout

Select details to be displayed on report

Submit Clear

SENDING IN PLAN CONTRIBUTIONS

Guaranteed investment rates and variable investment fund unit values are established daily. Contributions will be invested using the rates and unit values in effect on the day contributions are received in our administration office.

To ensure same business day processing, contributions (complete with the member details) must be received as follows:

- Online via grsaccess.com (processed directly by the plan administrator using the Online Sponsor Contributions feature) by 4 p.m. ET
- By wire: notification of wire received by our administration office no later than 3 p.m. ET*
- By direct debit: Canada Life will directly debit your bank account no later than 2 p.m. ET*

Cutoff times are based on the Toronto Stock Exchange (TSX) closing at 4 p.m. ET. Contributions will be processed only on business days.

*While some transaction requests received after that time may be processed on the same business day, we reserve the right to process contributions received after this time on the next business day.

To ensure member contributions receive the maximum return on investment, they should be submitted at least monthly. However, for your convenience, we'll accept bi-weekly or weekly payments. If member contributions are made through payroll deduction, it may be easier to remit them according to your payroll schedule.

Submitting contributions online: directly to member accounts

This feature allows you to submit contributions directly to member accounts, online via grsaccess.com.

To set up this process we need your banking information. The client authorization form as well as a job-aid with details on how to submit contributions online can be found on grsaccess.com under Forms > Printable forms > Employer/Plan Sponsor Forms > Online sponsor contributions.

Online contributions can be submitted by the plan administrator for anyone who is a member of the plan. The job-aid provides detailed information on the process.

Submitting contribution files to Canada Life: upload through grsaccess.com

With each payment of plan contributions, we require basic information to allocate the payment to the plan members:

- Your name
- Policy/plan number
- The last day of the period the remittance covers
- Member name
- Certificate number
- Contribution amount by member broken down by contributions type (member required, member voluntary and employer) *
- Total amount of payment

You should provide this information to us electronically in an excel spreadsheet. We've included a sample contribution listing below. You should send us the contribution listing using the File Transfer process available on grsaccess.com and send your wire the same day if you are not using direct debit.

*Employees contributing to a spousal RSP must complete an RSP contribution details form to indicate how much of each contribution is to be directed to their spouse's RSP/spousal account. Once these instructions are in place, you need only indicate the employee's name, and their total RSP payroll deduction amount on your contribution listing. We will automatically direct the percentage requested to the employee's spouse.

Note that a spousal split instruction will apply to all contribution types available.
Be sure to list employee names and certificate numbers. **Sample payment remittance outline:**

Employer Sponsored Retirement Plan for YOUR COMPANY NAME			
Policy/plan number YOUR POLICY NUMBER			
Contributions for the period ending July 1, 2022			
RRSP Contributions			
<u>Member Name</u>	<u>Certificate number</u>	<u>Member Regular</u>	<u>Member Voluntary</u>
P. Smith	12345	\$500.00	\$200.00
E. Jones	67890	<u>\$250.00</u>	<u>\$ 0.00</u>
Total		\$750.00	\$200.00
DPSP Contributions			
<u>Member Name</u>	<u>Certificate number</u>	<u>Contribution Amount</u>	
P. Smith	12345	\$450.00	
E. Jones	67890	<u>\$380.00</u>	
Total		\$830.00	
TFSA Contributions			
<u>Member Name</u>	<u>Certificate number</u>	<u>Member Voluntary</u>	
P. Smith	12345	<u>\$200.00</u>	
Total		\$200.00	
TOTAL REMITTANCE* \$1980.00			
*Please include the total amount of your remittance			

In the example above, P. Smith (your employee) has completed an RSP contribution details form, instructing that 50% of all contribution amounts go to a spousal RSP for S. Smith. Contributions will automatically be split to the related spousal account under the spousal plan for S. Smith and will be recorded separately.

Member transfers from other plans

Members of your plan may have the option of transferring assets from other personal/registered plans, into their group RSP, DPSP or TFSA at Canada Life.

Transfers from another RSP, DPSP or TFSA can be made by using the applicable Transfer authorization form located on our website at mycanadalifeatwork.com. See the section entitled **Forms you will need**, later in this guide, for more information.

CHANGING MEMBER INFORMATION

During an employee's membership in your group plan, specific member information may change. To ensure that our records are accurate and up-to-date, members should update their information on mycanadalifeatwork.com any time a change is required.

If a plan member does not have the ability to update their information online, please refer them to the Change of member information form located on our website at mycanadalifeatwork.com.

Changing a beneficiary or successor holder appointment

If a plan member wishes to change the beneficiary/successor holder appointed to receive the death benefits under the plan, the member should make updates online at mycanadalifeatwork.com.

Online, members can also appoint:

- A contingent beneficiary/successor holder, to receive the death benefits if the beneficiary predeceases the member
- A trustee, which is required for all beneficiaries/successor holders under the age of 18

If a plan member does not have the ability to make the update online, please refer them to the Designation of revocable beneficiary/trustee appointment form located on our website at mycanadalifeatwork.com.

CHANGING MEMBER INVESTMENT OPTIONS

Members of your plan have the option of making changes to their investment direction. To make a change, a member should complete the transaction on mycanadalifeatwork.com.

Members may also change instructions for future deposits and maturing investments through our website.

If a plan member does not have the ability to make the update online, please refer them to the Member investment instructions form located on our website at mycanadalifeatwork.com.

WHEN A MEMBER RETIRES

A member of your plan must elect to retire no later than December 31 of the calendar year in which they reach their 71st birthday.

When a member elects to retire, notify us using grsaccess.com. Click Member details>Terminate Employment, then complete the termination date and select Retirement as the reason for termination.

WHEN A MEMBER TERMINATES EMPLOYMENT (RSP/DPSP)

When a member has left your employment, notify us using grsaccess.com. Click Member details>Terminate Employment, then complete the termination date and select Termination of Employment as the reason for termination.

We'll prepare a detailed package for the member outlining the options available. Once the member has made a decision and returned the required documents, we'll process the election as quickly as possible.

If the member elects to receive a cash refund at the time of termination, the withdrawal will be subject to withholding tax. We must report all cash withdrawals from a RSP or DPSP to the Taxation Division of Canada Revenue Agency (CRA). The appropriate tax reporting form(s) must be sent to the member following the calendar year-end.

Taxes must be withheld on any cash withdrawals as follows:

All provinces except Québec

Amount of withdrawal	Withholding tax
\$ 0 to \$ 5,000 inclusive	10%
\$ 5,000.01 to \$15,000 inclusive	20%
\$15,000.01 and over	30%

Québec residents - RRSP

Amount of withdrawal	Withholding tax	
	Federal	Québec
\$ 0 to \$ 5,000 inclusive	5%	15%
\$ 5,000.01 to \$15,000 inclusive	10%	15%
\$15,000.01 and over	15%	15%

Québec residents - DPSP

Amount of withdrawal	Withholding tax	
	Federal	Québec
\$ 0 to \$ 5,000 inclusive	5%	15%
\$ 5,000.01 to \$15,000 inclusive	10%	20%
\$15,000.01 and over	15%	20%

If a member terminates and elects to transfer their investments to another registered plan outside their plan available through us, the appropriate transfer form will be required.

WHEN A MEMBER TERMINATES MEMBERSHIP (TFSA)

When a member has left your employment, notify us using grsaccess.com. Click Member details>Terminate Employment, then complete the termination date and select Termination of Employment as the reason for termination.

WHEN A MEMBER DIES

If a member of your group retirement savings plan dies, notify us using grsaccess.com. Click Member details>Terminate Employment, then complete the date field and select Death as the reason. Any contributions made by the member or on their behalf prior to the date of death must be submitted.

We'll contact the beneficiary to provide a summary of options available and ask for any additional information or forms required. A completed Notice of death, claimant's form will be one of the requirements. If you are in contact with the beneficiary, please provide them with this form for completion and return to our administration office. The form is available on grsaccess.com.

REPORTING PLAN ACTIVITY

Canada Life is committed to providing you with financial reports that are clear, accurate and easy to read. As a customer, you and the members of your plan will receive various reports detailing activity occurring on your plan within the reporting period. Most of this information is available on our website. Please refer to the section entitled **Access to Plan Information** at the beginning of this guide.

Member reports

Each member of your plan will receive a member statement that outlines:

- * Contributions received
- * Reinvestments
- * Withdrawals
- * Transfers between investment options
- * Fund values
- * A personalized rate of return
- * A schedule of upcoming reinvestments in the guaranteed investments
- * Current non-financial information (such as beneficiaries and date of birth)

Plan members should review these statements carefully. If changes are required, the appropriate forms should be completed and submitted to our administration office.

Employer/plan administrator reports

Statements

You'll receive a report outlining financial activity broken down by plan member. The report will provide you with a summary of plan assets which includes deposits, withdrawals, transfers between investment options and net investment growth at the plan level.

Annual reporting package for your DPSP

We also prepare an annual reporting package containing a certified financial statement for the full reporting period.

Online reports

Plan administrators can generate several online reports using grsaccess.com>Client reporting & tools>Create reports.

GOVERNMENT REPORTING FOR YOUR DPSP

Pension adjustment

Pension adjustments (PAs) were introduced by CRA to apply uniform limits to tax-deductible retirement savings. A pension adjustment is the value of all contributions made to a DPSP for the year, on an employee's behalf. The PA amount reduces the maximum annual RRSP contribution an individual can make. The PA considers variations in employer sponsored plans and allows taxpayers to add to their retirement savings through RRSP contributions. The PA, plus RRSP contributions, must not exceed annual limits which are the lesser of:

- 18% of an individual's earned income
- The RRSP limit for the year specified by the government

Calculating pension adjustments for employees

It's the employer's responsibility to calculate the PA for employees who are members of a Deferred profit sharing plan. If an employee contacts CRA with questions about amounts used in calculating the PA, he or she will be referred to their employer.

CRA requires employers to maintain and provide certain information to plan members and the government. The employer must calculate the PA and record it in the appropriate box on the employee's T4/T4A.

For a deferred profit sharing plan with payroll records ending December 31 the PA is equal to the sum of all employer contributions made to the plan on the member's behalf. This must include any amounts redistributed to plan members as a result of termination forfeitures.

CRA's role

After an employer calculates the PA, the amount is reported to CRA on each employee's T4/T4A slip. Once the PA amount is received by CRA, it assesses the employee's T1 tax return for the previous year and determines the employee's RRSP contribution for the current year.

Since RRSP contributions depend on PA amounts, CRA will advise each taxpayer of their RRSP contribution limits for the current year on their tax assessment notification form.

Additional information

CRA's employer guide T4084 provides details regarding the calculation and reporting of PAs and is available online through CRA's website.

Pension adjustment reversal

A pension adjustment reversal (PAR) restores RSP contribution room to individuals who terminate from deferred profit sharing plans, but who were not fully vested at the time they terminated. Each year, a plan member's personal RSP contribution room is reduced by the full amount of employer and employee contributions.

Upon termination, the PAR serves to reinstate all the RSP contribution room lost from forfeited employer contributions, for members not fully vested when leaving the plan.

We'll do the reporting for you

When a member terminates employment and is not entitled to receive all of the employer contributions remitted on their behalf, we'll calculate the PAR, and report it on a CRA T10 slip.

CRA requires that all PAR reporting be complete and mailed within 60 days after the end of the calendar quarter in which the termination benefit payment was made, except for payments in the fourth quarter where the deadline will be January 31 of the following year. We'll calculate the PAR for each terminated member who was not fully vested — the PAR is the *non-vested percentage* of any employer contributions and redistributed forfeiture amounts remitted to the retirement plan on the member's behalf that were used in the calculation of all previous PAs. **Please note that the PAR is not equal to the employer credit amount.** The employer credit includes investment earnings, while the PAR does not. *The PAR will not be reported until the termination benefit has been paid.*

We'll complete a CRA T10 slip for each terminated member eligible for a PAR, and,

- Send Copy 2 of the T10 to the former plan member
- Complete a CRA form T10 Summary reporting the totals of certain information from all of the T10 slips. Send the T10 Summary along with Copy 1 of the T10 slips to the Ottawa Taxation Centre.
- Retain Copy 3 of the T10 slips and Copy 2 of the T10 Summary for your records.

Additional information

CRA employer guide RC4137 provides details regarding the calculation and reporting of PARs and should be obtained from your local District Taxation Office.

FORMS YOU WILL NEED

This section includes a brief description of the various forms available online for situations where employees may not have access to perform online transactions.

RSP Forms:

Application for membership in a retirement savings plan

This form must be completed by each employee wishing to join the plan if they cannot enrol online. If an employee wishes to set up both a spousal RSP and a personal RSP, an Application for membership in a retirement savings plan for both individuals is required.

RSP contribution details

This form is used to give instructions on the automatic split of employee regular contributions to a spousal account.

Transfer authorization for registered investments

Complete this form if a member wishes to transfer investments from another registered plan into their plan with us.

DPSP Forms:

Application for membership in a deferred profit sharing plan

This form must be completed by each employee joining the DPSP if they cannot enrol online.

Transfer authorization for registered investments

Complete this form if a member wishes to transfer investments from another registered plan into their plan with us.

TFSA Forms:

Application for membership in a tax-free savings account

This form must be completed by each employee wishing to join the TFSA if they cannot enrol online.

Lump sum contribution - Tax-Free Savings Account

This form is used by a member to make an additional lump sum contribution to a Tax-Free Savings Account (TFSA). When making an additional contribution, the member should attach the completed form to their personal cheque.

Transfer authorization for Tax-Free Savings Account (TFSA)

To be used when a member wishes to transfer funds from a Tax-Free Savings Account (TFSA) to their Group Retirement Services Tax-Free Savings Account (TFSA).

Forms for any plan type:

Payroll deduction authorization

This form can be used to obtain payroll deduction changes for a member of your plan. Note that this form is for your records only and is not to be returned to us.

Change of member information

Use this form to make a name change for a member or beneficiary if they cannot perform the update online. This form can also be used to update address, province of employment or spousal information for the plan member.

Designation of revocable beneficiary/trustee appointment

This form is completed by the plan member to change a beneficiary, contingent beneficiary or trustee appointment, if they cannot perform the update online.

Member investment Instructions

Complete this form when a member wishes to make a change to the investment direction under their plan, if they cannot perform the transaction online. Use this form to change direction for new contributions, maturing guaranteed investments and/or to transfer existing assets between investment options.

Request for member withdrawal

Complete this form if a member wishes to withdraw or transfer assets from their plan if online withdrawals are not available. This form is also used to make a withdrawal under the homebuyer's or lifelong learning programs.

Notice of member termination

Complete this form when a member retires, terminates, or dies, if you are unable to complete the notification online.

Notice of death, claimant

This form is to be completed by the member's beneficiary when a member dies.

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