



# Tax-Free Savings Account (TFSA) enrolment form



Return the completed form to:

Sun Life, Group Retirement Services

PO Box 2025 Stn Waterloo, Waterloo ON N2J 0B4

[sunlife.ca](http://sunlife.ca)

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

## 1 Plan sponsor information

This information is to be completed by the plan sponsor.

Name of plan sponsor <b>The City of Whitehorse</b>	Client ID <b>C063Y</b>	Plan <b>01</b>	Contract number <b>94124 -G</b>
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### Classifications

Subdivision 001	Payroll ID <input type="checkbox"/> 001 – Management <input type="checkbox"/> 003 – General Employee Group (YO23) <input type="checkbox"/> 006 – Transit Employees (YO22) <input type="checkbox"/> 002 – Firefighters <input type="checkbox"/> 006 – Transit Employees (YO22) <input type="checkbox"/> OTH – Other Employees	User field N/A
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## 2 Owner information

Note: The term "owner" has the same meaning as the term "holder" in subsection 146.2(1) of the Income Tax Act (Canada).

First name	Middle initial	Last name	Assigned sex at birth * <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number**	Member ID	
Address (street number and name)			Apartment or suite
City	Province	Postal code	Telephone number (day)
Email address			Telephone number (evening)

\*We acknowledge that your lived experience may be different from your assigned sex at birth. Providing this information is optional. We use assigned sex at birth information for data analytics and total plan reporting. This information helps us identify insights we may share with your plan sponsor to help them improve the plan. We may also use this information if we need to set up an annuity for you. If you don't provide your assigned sex at birth, and we can't reach you, we'll calculate the annuity using an assumption for assigned sex at birth that is most conservative to Sun Life, which may be less favourable to you.

\*\*By submitting this form you authorize your Social Insurance Number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your member ID until such time as it is replaced with a number that is not your SIN.

## 3 Employment information

Date of enrolment (dd-mm-yyyy)	Date of employment (dd-mm-yyyy)
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ENRLMNT



## 4 Beneficiary designation

Complete this section to designate a beneficiary for your account. In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate.

Caution in all provinces except Quebec: Your designation of a beneficiary will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to make a new designation. In Quebec, a divorce granted after December 1<sup>st</sup>, 1982 cancels the beneficiary designation of the married spouse. In Quebec if you name more than one beneficiary and give them unequal shares of the benefit and one of them dies, the deceased beneficiary's share will default to contingent beneficiary or estate rather than being divided amongst the other beneficiaries.

**Note:** To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %

\*Following are the values to be used for relationship

Husband (married)	Wife (married)	Spouse	Civil union	Common-law
Fiancé(e)	Friend	Former spouse	Father	Mother
Brother	Sister	Son	Daughter	Nephew
Niece	Aunt	Uncle	Cousin	Grandchild
Grandparent	Step family	Family-in-law	Institution	Other

\*\*Where Quebec law applies, a **married or civil union spouse** beneficiary is **irrevocable** unless you indicate otherwise. To avoid this restriction and make your legal spouse designation revocable, you must check the revocable box above.

If your beneficiary is irrevocable, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life with the irrevocable beneficiary's written consent.

## 5 Contingent beneficiary appointment

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %

## 6 Contributions by payroll deduction

Complete this section for contributions to the TFSA by payroll deduction.

I authorize my employer to deduct \_\_\_\_\_% per pay to be deposited into the TFSA.

## 7 Contributions by automatic cheque plan (ACP)

Complete this section if you wish to make on-going contributions to the TFSA via automatic deduction from your bank account.

I authorize Sun Life Assurance Company of Canada (Sun Life) to withdraw payments from my bank account indicated below and will notify Sun Life immediately of any change in my account information. I confirm all people whose signatures are required to authorize withdrawals on the bank account indicated have signed this section. The ACP amount is to be invested according to section 8 (Investment instructions). All Automatic Cheque Plans will be processed as personal under the Canadian Payments Association rules (this means I have 90 calendar days from the date any payment is processed to claim reimbursement for any unauthorized payment). I understand I may obtain a sample cancellation form or further information on my right to cancel this ACP agreement at my financial institution or by visiting [payments.ca](http://payments.ca).

I agree to waive the requirement that Sun Life notify me of this authorization before the first payment and subsequent payments are processed as well as any changes to the amount or date of the payment initiated by me. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this ACP agreement. For more information on my right to terminate the ACP agreement or my recourse rights, I may contact my financial institution or visit [payments.ca](http://payments.ca). I also understand a \$25 fee will be charged for any automatic cheques returned for insufficient funds.

Please select a payment schedule. Check only one:

Annual       Semi-annual       Quarterly       Monthly       Bi-weekly

ACP amount \$	Start date (dd-mm-yyyy)
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Note: if the date you choose falls on a weekend or holiday, the transaction will be made on the next business day.

If you choose to contribute through ACP to more than one product, the start date and the banking information must be the same.

Type of bank account

<input type="checkbox"/> Chequing	<input type="checkbox"/> Single
<input type="checkbox"/> Savings	<input type="checkbox"/> Joint

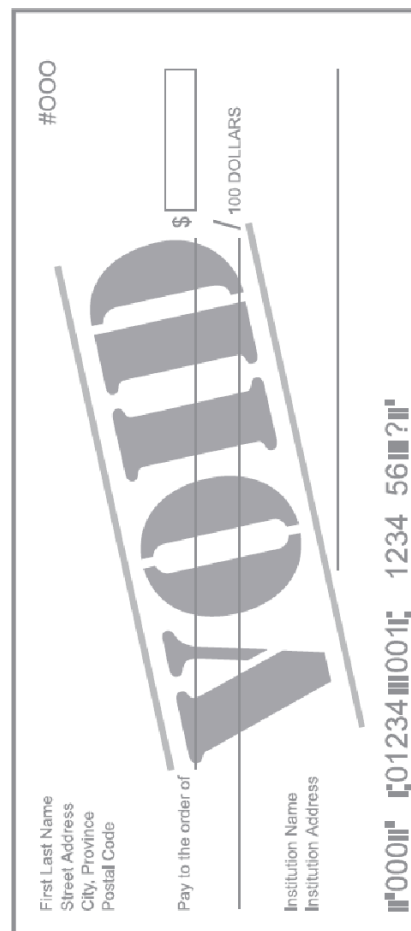
Signature of accountholder X
Date (dd-mm-yyyy)

If joint accountholder is applicable:

Signature of joint accountholder X
Date (dd-mm-yyyy)

- **Place an original voided cheque here >>>**
- **TAPE the cheque along the side edge**

If your personal information is not pre-printed on the cheque, or you do not have a voided cheque, please provide proof of account ownership from your bank. Proof of account ownership must be provided on banking institution letterhead or banking form, it must include your name and it must be stamped by the banking institution.



## 8 Investment instructions

Choose funds from one or more of the following investment approaches.

Percentages must be in whole numbers and total 100%.

I request Sun Life Assurance Company of Canada to allocate contributions to the plan as follows. This instruction applies to all future contributions.

### Help me do it - target date funds

Pick the target date fund closest to when you will need your money.

	Percentage allocation
BLK LP Index Retirement (QNB)	%
BLK LP Index 2025 Fund (QNS)	%
BLK LP Index 2030 Fund (QNE)	%
BLK LP Index 2035 Fund (QNT)	%
BLK LP Index 2040 Fund (QNF)	%
BLK LP Index 2045 Fund (QOP)	%
BLK LP Index 2050 Fund (QSZ)	%
BLK LP Index 2055 Fund (QYP)	%
BLK LP Index 2060 Fund (QJO)	%
BLK LP Index 2065 Fund (QP1)	%

### Let me do it

Pick from any of the funds listed on this form to build your own portfolio that matches your Investment Risk Profile.

	Percentage allocation
SLA 1Yr Guaranteed Fund (012)	%
SLA 3Yr Guaranteed Fund (036)	%
SLA 5Yr Guaranteed Fund (060)	%
SLF Money Market (X21)	%
BLK Bond Index Fund (W02)	%
B.G. Balanced Fund (U07)	%
B.G. Small Cap Fund (U51)	%
CC&L Grp Cdn Equity Fnd (X18)	%
BLK US Equity Index (W44)	%
MFS Intl Equity Fund B (X68)	%
<b>Total</b>	<b>100 %</b>

If the total % does not equal 100%, or if this information is not completed, Sun Life Assurance Company of Canada reserves the right to invest the difference/total in the default fund chosen for the plan by your plan sponsor, which is the BLK LP Index Fund closest to without exceeding your 65<sup>th</sup> birthday.

## 9 Your authorization and signature

I apply for a TFSA to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request Sun Life Assurance Company of Canada to file an election to register my arrangement as a Tax-Free Savings Account (TFSA) under the Income Tax Act (Canada) and any applicable provincial tax legislation.

I appoint the plan sponsor named in this application to act as my agent for the purpose of submitting contributions, providing my investment, withdrawal and transfer instructions and any other instructions as may be required to administer my TFSA.

I agree to be bound by the terms of the Plan and any amendments thereto.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I authorize Sun Life Assurance Company of Canada, its agents and service providers, to collect, use and disclose to my plan sponsor, its agents and service providers, my personal information, which may include annual income information, for the purpose of plan administration.

I also authorize Sun Life Assurance Company of Canada, its agents and service providers to disclose my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life group of companies\*, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

No, I refuse permission.

\*The companies in the Sun Life group of companies mean only those companies identified in Sun Life's Privacy Policy for Canada which is available on the Sun Life website, [sunlife.ca](http://sunlife.ca).

Owner signature

X

Date (dd-mm-yyyy)

## 10 Acceptance of application

Sun Life Assurance Company of Canada's acceptance of application.



Authorized signatures: President and Chief Executive Officer



Corporate Secretary

## 11 Respecting your privacy

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at [www.sunlife.ca/privacy](http://www.sunlife.ca/privacy) or call us for a copy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.