

Transferring funds from a registered retirement vehicle to an AVC account

You can transfer funds from a registered retirement savings plan (RRSP), locked-in retirement account (LIRA), registered pension plan (RPP) or deferred profit sharing plan (DPSP) to an AVC account.

Annual transfer window opens January 1 and closes April 30

Please advise your financial institution that transfers to an AVC account can only be made during the annual transfer window. If your financial institution/plan administrator/DPSP trustee transfers the funds to OMERS before January 1, OMERS will hold the transfer request and deposit your funds into your AVC account when the annual transfer window opens. Such funds will not receive any interest or other return until they are deposited into your AVC account.

► How to transfer funds from an RRSP or LIRA

1. Complete and sign *Form 402 – Transferring funds to your AVC account* and return it to OMERS.

AND

2. Complete and sign “Area I – Annuitant” of the T2033 tax form included with this package. The sections you must complete are highlighted.
 - To streamline the process, OMERS authorization and transfer information is already completed on the T2033 included with this package. Your financial institution should use this T2033 form and make copies if necessary. **The financial institution will complete their part of the T2033 form and send it and the funds to OMERS.**
 - Provide the financial institution from which you are transferring funds with the completed and signed T2033.
 - If you are transferring locked-in funds, make sure your financial institution is aware that OMERS can only accept locked-in funds that can be administered as locked-in amounts under the Ontario *Pension Benefits Act* (PBA), as indicated in Section 5 of Area III of the T2033.



TIP | Save time and start your transfer from your RRSP or LIRA on the myOMERS secure member access site. Only one paper form is needed. myOMERS pre-populates the T2033 tax form with your information as well as OMERS transfer authorization and information. Form 402 isn't needed because this information is entered online.

► How to transfer funds from an RPP or DPSP

1. Complete and sign *Form 402 – Transferring funds to your AVC account* and return it to OMERS.

AND

2. Complete and sign “Area 1 – Applicant” of the T2151 tax form included with this package. The sections you must complete are highlighted.
 - To streamline the process, OMERS authorization and transfer information is already completed on the T2151 included with this package. Your financial institution should use this T2151 form and make copies if necessary. **The financial institution will complete their part of the T2151 form and send it and the funds to OMERS.**
 - Provide the financial institution from which you are transferring funds with the completed and signed T2151.
 - If you are transferring locked-in funds, make sure your financial institution is aware that OMERS can only accept locked-in funds that can be administered as locked-in amounts under the Ontario PBA.

► Questions

For information about the AVC option, see the booklet *Consider the AVC Option* and the Terms of Participation, available online at www.omers.com, or contact OMERS Client Services – our specially trained staff can answer your questions.

Phone: 416-369-2444 or 1-800-387-0813 | **Email:** client@omers.com

For U.S. residents only: Neither the OMERS Primary Pension Plan nor the Additional Voluntary Contribution provision thereof (the AVC Option) is registered with the U.S. Securities and Exchange Commission. They are or may be offered and sold in the U.S. pursuant to an exemption from such registration.

Note: The AVC option is not available to members who are not resident in Canada or the United States.

Use this form to transfer funds from a registered retirement savings vehicle to your AVC account.

Send the completed form to OMERS, One University Avenue, Suite 800, Toronto, Ontario M5J 2P1 or fax: 416-369-9704, toll-free fax: 1-877-369-9704. If you fax it, please do not mail the original.



IMPORTANT | The annual transfer window opens January 1 and closes April 30.



TIP | Save time and start your transfer on the myOMERS secure member access site. Form 402 isn't needed because the information is entered online.

SECTION 1

MEMBER INFORMATION

OMERS membership number or reference number*		Birthdate (m/d/y)	
Mr. Mrs. Ms. Other:	Last name	First name	Middle name
Address (street number and name)		City	
Province	Postal code	Country	
Telephone	Email		

*You'll find this on any personalized statement from OMERS, e.g., a *Pension Report* or *Annual Statement of Pension*.

SECTION 2

TRANSFER INFORMATION

Name of financial institution from which you are transferring the funds			
Address (street number and name)	City	Province	Postal code
Contact's name		Telephone number	



F9A-B89F | Hc' d'fcW'gg'h Y'f'UbgZ'f'lc'nci f'5J7 'UW'ci bl'z'h Y'f'U 'Z'fa 'j'bw' XYX'k]h 'h]g'd'UW'U' Y' a i ghVY'W'a d'Y'hX": cf'f'UbgZ'f'g'Z'ca .

- 'Ub' FFGD'cf'c'w'YX!]b'f'Y'h'f'Ya Ybh'UW'ci bh'f'@F5L'z'h Y'H&\$' ' 'h'U 'Z'fa 'j'g'f'Yei]f'YX
- 'U'f'Y[]gh'f'YX'd'Ybg]cb'd'Ub'f'FDD'cf'XYZ'ff'YX'd'fc'Z]hg' U'f]b['d'Ub'f'B DGD'L'z'h Y'H&%) %h'U 'Z'fa 'j'g'f'Yei]f'YX"

I acknowledge, by signing below, that as of the date indicated below, I have read the *Consider the AVC Option* guide and the Terms of Participation. I understand that the additional voluntary contribution provision is part of the OMERS Primary Pension Plan (“Primary Plan”) and is subject to the conditions established by the OMERS Administration Corporation pursuant to Section 47 of the Primary Plan. I also understand that the Primary Plan and such related conditions may be amended in the future in accordance with the *OMERS Act, 2006* and the *Pension Benefits Act* (Ontario). I confirm that, prior to signing below, I had the opportunity to obtain such independent financial advice as I considered appropriate.

Your signature

Date (m/d/y)

Personal information is collected for pension administration purposes by OMERS under the authority of Section 35 of the *OMERS Act, 2006*. OMERS does not share your personal information with any other person other than for purposes of pension plan administration, and, by providing personal information, you consent to its use for those purposes. The collection, use, retention and destruction of personal information are subject to our Privacy Policy at www.omers.com.

Any questions regarding the collection of personal information should be directed to OMERS Client Services at 416-369-2444 or 1-800-387-0813.

DIRECT TRANSFER UNDER SUBSECTION 146.3(14.1) OR PARAGRAPH 146(16)(a) OR 146.3(2)(e)

You can use this form to record a direct transfer. Please print, and check the boxes that apply to you. See the back of this form for instructions and definitions. Legislative references on this form are from the *Income Tax Act*.

OMERS membership number or OMERS reference number _____

Area I – Annuitant

Last name	First name and initials	Social insurance number
Address		Telephone

Part A – Transfer from an RRSP or a RRIF

- I am the annuitant under the registered retirement savings plan (RRSP). Individual plan number, and name _____
- I am the annuitant under the registered retirement income fund (RRIF). Individual fund number, and name _____

Name of RRSP issuer or RRIF carrier	Address
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Part B – Description of amount to be transferred

- Please transfer all of the property, the lump sum of \$ _____, or _____ payments of \$ _____, which represents all or part of the property of my unmatured RRSP identified in Part A, in cash or in kind.
- Except for enough property to pay me the minimum amount this year, please transfer all of the property or the lump sum of \$ _____, which represents part of the property of my RRIF identified in Part A, in cash or in kind.

Part C – Identifying the RRSP, RRIF, or RPP the funds are being transferred to

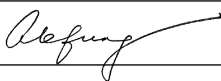
- Please transfer the above-mentioned RRSP property to my RRSP. Individual plan number, and name _____
- Please transfer the above-mentioned RRSP or RRIF property to my RRIF. Individual fund number, and name _____
- Please ensure that the transfer of the above-mentioned RRSP or RRIF property is credited to my account as a member of this registered pension plan (RPP). CRA registration number, and name **0345983 OMERS Primary Pension Plan (AVC Provision)**

Name of RRSP issuer, RRIF carrier, or RPP administrator OMERS Administration Corporation	Address One University Ave, Ste 800, Toronto ON M5J 2P1
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Date (mm/dd/yyyy)	Annuitant's signature	or <input type="checkbox"/> See letter attached
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Area II – Transferee

- We agree to the above request for a direct transfer of property. When we receive the property, we will credit it to the annuitant or member under the plan or fund identified in Part C of Area I. If the plan or fund is an RRSP or a RRIF that conforms to a specimen plan or fund, it will conform with the specimen identified as: _____ We will check the plan or fund identification in Part C of Area I, and add or correct information as necessary.
- The plan or fund is registered under the *Income Tax Act* or, if the plan or fund is not registered, we will apply for such registration according to Information Circulars 72-22 and 78-18.

Transferee's name OMERS	Authorized person's signature 	Date (mm/dd/yyyy)
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Area III – Transferor (Do not issue a T4RSP or T4RIF slip for the amount transferred.)

- We have transferred \$ _____ from the RRSP or RRIF identified in Part A of Area I to the transferee named in Part C of Area I. If RRIF property is transferred to another RRIF or an RPP, we have paid or will pay the annuitant the minimum amount for the year.
- Is the transfer from a qualifying RRIF as defined on the back of this form? Yes No Does not apply
- Has the annuitant's spouse or common-law partner ever contributed amounts to the RRSP? Yes No Does not apply
- Does the RRIF include amounts transferred from an RRSP to which the annuitant's spouse or common-law partner has contributed? Yes No Does not apply

Spouse or common-law partner	Last name	First name	Social insurance number
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- The transferee has to continue to administer \$ _____ as a locked-in amount, as required by the *Pension Benefits Standards Act* or a provincial act (specify the act) Ontario Pension Benefits Act. For some provinces, you can transfer pension funds and locked-in RRSP funds to a locked-in RRIF. Does not apply

I certify that the information given on this form is correct and complete.

Transferor's name	Authorized person's signature	Date (mm/dd/yyyy)
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Area IV – Receipt by transferee (Do not issue an official receipt for the amount transferred.)

We have received \$ _____ for transfer and administration according to Area I and, if applicable, Area III.

Transferee's name	Authorized person's signature	Date (mm/dd/yyyy)
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Instructions

Who can use this form?

Carrier of a RRIF

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

Issuer of an unmaturred RRSP

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

- 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 a full or partial commutation of an RRSP annuity to another RRSP or to a RRIF (use Form T2030, *Direct Transfer Under Subparagraph 60(l)(v)*, instead);
- a direct transfer of an excess amount from a RRIF to an RRSP (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 a 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 T4RIF 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.



You can use this form to record a direct transfer. Tick the boxes that apply to you, and see the back of this form for instructions and definitions. Legislative references on this form are from the *Income Tax Act*.

Area I – Applicant

Name _____ Social insurance number _____ Telephone _____
 Address _____

If the transfer is from a deferred profit-sharing plan (DPSP), complete Parts A, C, and D below.
 If the transfer is from a registered pension plan (RPP), complete Parts B, C, and D below.

Part A – Transfer from a DPSP

- I am an employee or former employee who is a beneficiary of the DPSP.
- I am a current or former beneficiary spouse or common-law partner requesting a transfer because of the death of an employee or former employee who was the beneficiary of the DPSP.
- I am a current or former beneficiary spouse or common-law partner of an employee or former employee who was the beneficiary of the DPSP requesting a transfer because of a breakdown of our marriage or common-law partnership.

Canada Revenue Agency's DPSP registration number _____ Employer's name _____
 Plan number _____ Employer's address _____

Part B – Transfer from an RPP

- I am a member of the RPP.
- I am a current or former beneficiary spouse or common-law partner requesting a transfer because of the death of a member of the RPP.
- I am the RPP member's current or former spouse or common-law partner requesting a transfer because of a breakdown of the marriage or common-law partnership.

Canada Revenue Agency's RPP registration number _____ Employer's name _____
 Plan number _____ Employer's address _____

Part C – Description of amount to be transferred

- Please transfer my whole entitlement under the plan identified in Part A or B.
- Please transfer \$ _____, which is my partial entitlement under the plan identified in Part A or B.

Part D – Identification of the RRSP, RRIF, RPP, or DPSP the funds are being transferred.

- Please transfer the RPP or DPSP single amount to my registered retirement savings plan (RRSP).
 Individual plan number _____ Name of plan and approved specimen plan number _____
- Please transfer the RPP or DPSP single amount to my registered retirement income fund (RRIF).
 Individual fund number _____ Name of fund and approved specimen fund number _____
- Please transfer the RPP or DPSP single amount to my account as a member of this RPP.
- Please transfer the DPSP single amount to my account as a beneficiary under this DPSP.

OMERS Primary Pension Plan (AVC Provision) _____ **0345983** _____
 Employer's name _____ Canada Revenue Agency's registration number of RPP or DPSP _____
One University Avenue, Toronto, Ontario M5J 2P1
 Transferee's address _____
 Date (mm/dd/yy) _____ Applicant's signature _____

Area II – Transferor's certification

- The \$ _____ transferred is the applicant's whole or partial entitlement under:
 - the DPSP identified in Part A of Area I, or the RPP identified in Part B of Area I.
- We have transferred \$ _____ according to:
 - subsection 147(19) (a DPSP lump-sum transfer to an RPP, an RRSP, a RRIF, or another DPSP); or
 - one of the following subsections: 147.3(1) to (8) (an RPP lump-sum transfer to an RRSP, a RRIF, or another RPP).
- A lock-in provision applies to \$ _____ of the amount we transferred from the RPP identified in Part B of Area I, under the *Pension Benefits Standards Act* or a provincial pension benefits act (specify the act). _____ Does not apply
- We did not transfer \$ _____ of the RPP single amount indicated in item 1 according to one of the following subsections: 147.3(1) to (7). We will report this amount as the applicant's income on a T4A slip.

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Transferor's name _____
 Date _____ Authorized person's signature _____

Area III – Transferee's certification

- We have received \$ _____, and we have credited it to:
 - the applicant's RRSP identified in Part D of Area I;
 - the applicant's RRIF identified in Part D of Area I;
 - the applicant's account as a member of the RPP identified in Part D of Area I; or
 - the applicant's account as beneficiary under the DPSP identified in Part D of Area I.
- The plan to which the single amount has been transferred is registered under the *Income Tax Act*.
- We will administer the amount indicated in item 3 of Area II as a locked-in amount under the recipient fund or plan.
- We will issue a receipt for the amount indicated in item 4 of Area II.

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Transferee's name _____
 Date _____ Authorized person's signature _____

Instructions

Who can use this form?

If you are a DPSP trustee or an RPP administrator, you can use this form to record the direct transfer of a single amount for an applicant.

- As a DPSP trustee, you can make a direct transfer to another DPSP, an RPP, an RRSP, or a RRIF.
- As an RPP administrator, you can make a direct transfer to another RPP, an RRSP, or a RRIF.

Note

If you do not use Form T2151 to document this transfer, ensure that you, as the transferor, provide the transferee with the information required to correctly complete the transfer.

Who completes this form?

Area I

The plan member or beneficiary requesting the transfer (the applicant) completes and signs Area I. All copies have to be given to the DPSP trustee or the RPP administrator from which the amount is to be transferred (the transferor).

Area II

The transferor completes and signs Area II. The transferor keeps copy 4, and sends copies 1, 2, and 3 to the DPSP trustee, the RPP administrator, the RRSP issuer, or the RRIF carrier to which the single amount is to be transferred (the transferee), along with the amount being transferred.

Area III

The transferee completes and signs Area III of copies 1, 2, and 3. The transferee keeps copy 3, and returns copy 1 to the transferor and copy 2 to the applicant.

Transfers from a DPSP

As the transferor, you can transfer a single amount for an employee or former employee who participated in the plan as described in subsection 147(19). You can transfer the amount to an RPP for that person's benefit, to an RRSP or a RRIF under which that person is the annuitant. Also, you can transfer the amount to another DPSP for that person's benefit, **if it can reasonably be expected that the recipient DPSP will have at least five beneficiaries throughout the year in which you make the transfer.**

Similarly, you can transfer a single amount for the current or former spouse or common-law partner of the employee or former employee, if that person is entitled to the amount:

- because the employee or former employee died; or
- because the marriage or common-law partnership with the employee or former employee breaks down. In this case, the transfer has to result from a decree, order, or judgment of a competent tribunal, or from a written separation agreement that relates to a division of property in settlement of rights arising out of, or on the breakdown of, the marriage or common-law partnership.

Do not include the amount that you transfer under subsection 147(19) in the income of the person for whom you made the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

Do not withhold income tax from an amount you transfer under subsection 147(19).

Transfers from an RPP

As the transferor, you can transfer a single amount for a plan member to another RPP for the member's benefit, or to the member's RRSP or RRIF. See section 147.3 for the details of such transfers.

You can transfer a single amount for the member's current or former spouse or common-law partner, if that person is entitled to the amount:

- because the member dies; or
- because the marriage or common-law partnership with the member breaks down. In this case, the transfer has to result from a decree, order, or judgment of a competent tribunal, or from a written separation agreement that relates to a division of property in settlement of rights arising out of, or on the breakdown of, the marriage or common-law partnership.

In certain cases, the rules in section 147.3 limit the amount that you can transfer without tax consequences. If part of an amount transferred does not meet the rules of the subsection under which you transfer, that part is considered to have been paid to the applicant as a pension benefit. In such cases, you have to report that part as the applicant's income on a T4A slip. That part is also considered to have been contributed by the applicant to the RRSP or to the other RPP, whichever applies. The transferee should give the applicant a receipt for the amount.

Similarly, if you transfer the single amount to a RRIF, the excess part is considered to have been contributed to an RRSP. In such cases, you have to report the excess part as the applicant's income on a T4A slip. The transferee should give the applicant an RRSP receipt for the excess part.

Do not include the amount that you transfer under any of subsections 147.3(1) to (8) in the income of the person for whom you make the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

Do not withhold income tax from the amount you transfer under section 147.3.

Definitions

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

DPSP trustee – A corporation named as a trustee under the plan, that is resident in Canada, and licensed or otherwise authorized under Canadian law to carry on in Canada the business of offering to the public its services as a trustee. A DPSP trustee can also mean a group of at least three individuals who are resident in Canada, and who are named as trustees under the plan.

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

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.

Single amount – An amount that is not part of a series of periodic payments.

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

Transferee – The administrator, issuer, or trustee of the plan, or the carrier of the fund to whom the amount is transferred.

Spouse or common-law partner – You can find the definition of these terms in most of the income tax guides or pamphlets we publish.

Transferor – The administrator or trustee of the plan from whom the amount is transferred.