

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

Area I – Applicant

Last name	First name and initials	Social insurance number
Address		Telephone

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

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 asking for 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 asking for 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 asking for 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 asking for a transfer because of a breakdown of the marriage or common-law partnership.

0208785 Canada Revenue Agency's RPP registration number	University of Victoria Staff Pension Plan Employer's name
P085215-1 Plan number	PO Box 1700 STN CSC Victoria BC V8W 2Y2 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, DPSP, SPP, or PRPP to which 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
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- 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
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- 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.
- Please transfer the RPP or DPSP single amount to my account as a member of this specified pension plan (SPP) or pooled registered pension plan (PRPP).

Member account number	Name of plan and approved plan registration number
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Complete this area in all instances.

Employer's name	Canada Revenue Agency's registration number of RPP or DPSP			
Transferee's address	Applicant's signature	Year	Month	Day

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, a PRPP, an SPP or another DPSP);
 - one of the following subsections: 147.3(1) to (8) (an RPP lump-sum transfer to an RRSP, a RRIF, an SPP, a PRPP, 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. _____ Does not apply.
(specify the act)
- We did not transfer \$ _____ of the RPP single amount indicated in item 1 according to one of the following subsections: 147.3(1) to (8). We will report this amount as the applicant's income on a T4A slip.

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

Transferor's name University of Victoria Staff Pension Plan	Authorized person's signature	Year	Month	Day
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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.
 - the applicant's account as beneficiary under the DPSP identified in Part D of Area I.
 - the applicant's account as a member of the SPP identified in Part D of Area I.
 - the applicant's account as a member of the PRPP 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 correct and complete.

Transferee's name	Authorized person's signature	Year	Month	Day
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Privacy Act, personal information bank numbers CRA PPU 005 and CRA PPU 226

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

Note

If you do not use this form to document the transfer, make sure that you, as the transferor, provide the transferee with the information needed to correctly complete the transfer.

Who completes this form?

Area I – The plan member or beneficiary asking for 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, the RRIF carrier, or the SPP or PRPP administrator 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). For that person's benefit, you can transfer the amount to an RPP, an RRSP, or to a RRIF under which that person is the annuitant or member. You can also transfer the amount to an SPP or PRPP of which that person is the member. You can also transfer the amount to another DPSP, 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 for one of the following reasons:

- the employee or former employee died; or
- 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, SPP, PRPP or RRIF.

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 for one of the following reasons:

- 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, the SPP, the PRPP, 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

Acronyms – the following is a list of the acronyms we use:

DPSP – deferred profit sharing plan

RRIF – registered retirement income fund

PRPP – pooled registered pension plan

RRSP – registered retirement savings plan

RPP – registered pension plan

SPP – specified pension plan

Administrator – the person, organization, or institution that is responsible for administering an RPP, an SPP, or a PRPP.

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

Common-law partner – a person who is not your spouse, with whom you are living in a conjugal relationship, and to whom at least one of the following situations applies. He or she:

- a. has been living with you in a conjugal relationship, and this current relationship has lasted at least 12 continuous months;
Note In this definition, 12 continuous months includes any period you were separated for less than 90 days because of a breakdown in the relationship.
- b. is the parent of your child by birth or adoption; or
- c. has custody or control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support.

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, RRIF carrier, or RPP or SPP administrator assigns.

Member – an individual (other than a trust) who holds an account under the plan and who is entitled to receive payments from an RPP, SPP or PRPP.

PRPP – a retirement savings plan to which you and/or your participating employer can contribute. Any income earned in the PRPP is usually exempt from tax as long as it remains in the plan.

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.

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

Spouse – a person with whom you are legally married.

SPP – a pension plan or similar arrangement that has been prescribed under the *Income Tax Regulations* as a "specified pension plan" for the purposes of the *Income Tax Act* (currently the Saskatchewan Pension Plan is the only arrangement prescribed to be a specified pension plan). Many of the rules related to RRSPs also apply to SPPs.

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

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