



# GROUP SAVINGS PLAN Notice of Withdrawal Form

## Plan Owner (Employee / Spouse) Information - Please Print

Name (First Name, Initial, Last Name)		Account Number (refer to your statement)
Street Address, Suite No.		City/Town, Province, Postal Code
Home Telephone	Business Telephone	Employee SIN
Service Delivery Option	<input type="checkbox"/> RBC Royal Bank	<input type="checkbox"/> RBC Dominion Securities <input type="checkbox"/> RBC Direct Investing
Account Type	<input type="checkbox"/> Group Registered Retirement Savings Plan (GRSP)	<input type="checkbox"/> Group Investment Account (GIA) <input type="checkbox"/> Deferred Profit Sharing Plan (DPSP)

Please choose only one of the two options: A or B

**Option A: Withdrawal\*** Important: Withdrawals can only be made from a Savings Deposit and/or a redeemable Guaranteed Investment Certificate (GIC).

Withdraw a partial amount of \$ \_\_\_\_\_ or  full amount from my Savings Deposit

Withdraw a partial amount of \$ \_\_\_\_\_ or  full amount from my Redeemable Guaranteed Investment Certificate.

Certificate (GIC) Number(s) \_\_\_\_\_

**For GRSPs only** - Home Buyers' or Life Long Learning Plan withdrawal, attach CRA Form T1036 or RC96  
Contributions made in the plan in the last 90 days are not eligible for withdrawal.

**Payment of Proceeds**

Please send a cheque to the address listed above

Credit to my bank account at: Bank transit: \_\_\_\_\_ Institution number: \_\_\_\_\_  
Account number: \_\_\_\_\_

See Important Information on Page 2 for details. For payment to accounts at other financial institutions, please enclose a blank personalized cheque marked "VOID". If a void cheque is not provided, then proceeds will be mailed to the address on file.

**Option B: Transfer**

Transfer account as per attached transfer form.

## Plan Owner (Employee / Spouse) Authorization

**Important: Withdrawals can only be made from a Savings Deposit and/or a redeemable Guaranteed Investment Certificate (GIC).**

I understand that all amounts I receive are taxable under applicable Tax Laws and may have withholding taxes applied. I understand that, I cannot withdraw monies from a non-redeemable GIC prior to its maturity.

\_\_\_\_\_  
Plan Owner's Signature

\_\_\_\_\_  
Date

## Plan Sponsor (Employer) Acknowledgement (for completion by Plan Sponsors only)

- **For DPSP accounts:** If the employee is not yet vested, do you waive normal vesting requirements for this request?  Yes
- **For GRSP accounts:** Plan Sponsor signature not required for Home Buyers', Life Long Learning Plan or GRSP over contributions.

\_\_\_\_\_  
Plan Sponsor (Employer) Name

\_\_\_\_\_  
Group Plan Number

\_\_\_\_\_  
Name of Authorized Signatory for the Plan Sponsor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Authorized Signature for the Plan Sponsor

\_\_\_\_\_  
Date

## IMPORTANT INFORMATION

The following information will assist you in completing the Notice of Withdrawal form. If you have any additional questions, please contact RBC at (1-888-769-2566).

### Withdrawal Requests

#### Please note:

- 1) Withdrawals from RBC Royal Bank accounts can only be made from a Savings Deposit and/or a Guaranteed Investment Certificate (GIC).
  - **For RBC Royal Bank** account holders who wish to switch from a Mutual Fund to a Savings Deposit, visit your local RBC branch or contact RBC at (1-888-769-2566). Switches to a savings deposit can also be performed through our online banking services.
  - **For RBC Direct Investing** account holders, please contact RBC Direct Investing customer service at 1-800-769-2560 to submit this form.
  - **For RBC Dominion Securities** account holders, please contact your RBC Dominion Securities Investment Advisor to provide withdrawal instructions.
- 2) Market Linked GICs and Non-Redeemable GICs cannot be redeemed prior to maturity. A partial redemption must not reduce the GIC principal value below the minimum requirement.
- 3) **For GRSPs only** - Home Buyer's or Life Long Learning Plan withdrawal requests, this form will be returned if submitted without a completed CRA Form.
- 4) Withdrawals will be processed within 48 hours of receipt at Group Advantage Service Centre.

### Transfer Requests

- **For RBC Royal Bank** account holders, Transfer requests can be processed directly from an RBC Royal Bank account.
  - Transfer form must be included.
- **For RBC Direct Investing** account holders, that are transferring to another Financial Institution, please contact RBC Direct Investing customer service at 1-800-769-2560 to submit this form.
- **For RBC Dominion Securities** account holders, that are transferring to another Financial Institution, please contact your RBC Dominion Securities Investment Advisor to provide transfer instructions.

Note: Sponsor signature not required for internal Group Advantage account transfers.  
Sponsor signature is mandatory to transfer out to non-Group Advantage accounts.

### Payment of Proceeds from Request

Please check appropriate payment selection and provide details. If no payment option is selected, proceeds will be mailed to the address on file.

### Plan Owner Authorization

This section includes important information you should read before signing. Plan Owner (Employee / Spouse) signature is required to process a withdrawal.

### Plan Sponsor (Employer) Acknowledgement

This section should be completed by your Plan Sponsor (Employer).

**Please send your completed form to:**

*By email:*

rbcgroupadvantageredemptions@rbc.com **OR**

*By mail:*

Group Advantage Service Centre

1 Place Ville Marie, P.O. Box 6001, Station A Centre Ville, Montreal QC H3C 3A9 **OR**

*By Fax:*

1-800-263-7777