



REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM

FORM A: General Information - Subscriber

Complete this form to request and record a transfer between RESPs. Please read the guidelines carefully before completing this form.

Area I - Subscriber Information			
Family Name		Name	
or Name of Agency		Name of Agency Representative	
Address		City	Province / Territory
Telephone Number	Relationship to beneficiary of receiving plan		Postal Code
Joint Subscriber Family Name (if applicable)		Joint Subscriber Name	

Area II - Beneficiary Information			
Receiving RESP			
<input type="checkbox"/> There are multiple beneficiaries in the receiving RESP, additional beneficiary information will be provided by the Receiving Promoter in Form B.			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Family Name	Name	Social Insurance Number	Date of Birth (YYYY-MM-DD)
<input type="checkbox"/> The beneficiary named above is common to both RESPs, or <input type="checkbox"/> The beneficiary named above is the brother or sister of a beneficiary named under the relinquishing RESP, and the receiving RESP is: <input type="checkbox"/> a family RESP; or <input type="checkbox"/> an individual RESP that was entered into before the beneficiary was 21 years old. <input type="checkbox"/> Neither of the above. (If you tick this box, the CESG, CLB and Alberta Grants may have to be repaid and you may be in an overcontribution situation for tax purposes.)			
Relinquishing RESP			
<input type="checkbox"/> Beneficiary is named under the receiving plan above, OR enter information below.			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Family Name	Name	Social Insurance Number	Date of Birth (YYYY-MM-DD)
<input type="checkbox"/> There are multiple beneficiaries in the relinquishing RESP, additional beneficiary information will be provided by the Relinquishing Promoter in FORM C.			

Area III - Subscriber Authorization and Instructions to Transfer	
Please transfer the \$ amount of: _____ OR <input type="checkbox"/> the balance of my account <input type="checkbox"/> in cash OR <input type="checkbox"/> in kind	
For partial transfers only, please specify the CLB \$ amount to be transferred: (CLB amount only).	Redemption Instructions for partial transfers (optional)
	Investment Code / Name
	Amount
From RESP Contract Number	To RESP Contract Number
Relinquishing Promoter	Receiving Promoter
Address	Address
	Dealer / Advisor Code (optional)



- Authority to collect and use your information is provided under the *Canada Education Savings Act*, the *Department of Human Resources and Skills Development Act* and the *Income Tax Act*.
- The information you have provided will be shared between trustees, promoters and their agents for transfer purposes.
- This information may also be shared with Human Resources and Skills Development Canada to administer the Canada Education Savings Program, and may be used for program policy analysis, research, or evaluation purposes.
- The information may also be shared with the Canada Revenue Agency to administer RESPs under the *Income Tax Act*.
- Once under the care and control of HRSDC, your information is administered in accordance with the *Privacy Act*, the *Canada Education Savings Act* and the *Department of Human Resources and Skills Development Act*.
- The *Privacy Act* gives you the right to access your personal information. Instructions for making formal requests are outlined in the publication *Info Source*, copies of which are located at all Human Resources Centres or at the following internet address: <http://infosource.gc.ca>.
- Your personal information will be retained in Personal Information Bank "HRSDC PPU 506".

Area IV - Certification

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

Subscriber's Signature	Date (YYYY-MM-DD)
Joint Subscriber's Signature (if applicable)	Date (YYYY-MM-DD)



REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM

General Guidelines and FORM A: Guidelines

General Guidelines	
Authority to Collect and Use Information	The authority to collect and use your information is provided under the <i>Canada Education Savings Act</i> , the <i>Department of Human Resources and Skills Development Act</i> and the <i>Income Tax Act</i> .
How to Complete this Form	The subscriber of the relinquishing RESP will complete Form A. The form will then be sent to the receiving promoter. The receiving promoter will complete Form B, and will then send a copy of Form A along with Form B to the relinquishing promoter. The relinquishing promoter will complete Form C and send it to the receiving promoter along with the funds and copies of completed Forms A & B.
Additional Information	For more information about this transfer form, please contact the Canada Registered Education Savings Program by phone at 1-888-276-3624 or by email at cesp-pcee@hrsdcc.gc.ca .
Terminology	<ul style="list-style-type: none"> • The term "Relinquishing RESP" has the same meaning as "transferring RESP" as in the <i>Canada Education Savings Regulations</i>. • Basic CESG and Additional CESG mean Canada Education Savings Grant (CESG) paid or payable under subsections 5(2) and 5(4) respectively of the <i>Canada Education Savings Act</i>. • The terms brother, sister, CLB, transferring and receiving RESP have the same meaning as in the <i>Canada Education Savings Regulations</i>. • Alberta Grants refers to grant paid or payable pursuant to the Canada Alberta Agreement, entered into under section 12 of the <i>Canada Education Savings Act</i>. See definition Alberta Grants below. • In cash or in kind means any amount or property transferred from an RESP to another RESP.
Definitions	<p>Additional Canada Education Savings Grant (Additional CESG) - An Additional Canada Education Savings Grant (CESG) payment of either 10% or 20% on the first \$500 or less of annual RESP contributions made on or after January 1, 2005. It is paid into an RESP on behalf of an eligible beneficiary. The Additional CESG is paid over and above the Basic CESG and is based on the net family income of the beneficiary's primary caregiver. See Adjusted Net Family Income.</p> <p>Adjusted Family Net Income - The Canada Revenue Agency (CRA) calculates the Adjusted Family Net Income from the Family Net Income and a number of other factors. CRA uses the Adjusted Family Net Income to calculate Canada Child Tax Benefit (CCTB) and National Child Benefit Supplement (NCBS) amounts. The Canada Education Savings Program (CESP) also uses the Adjusted Family Net Income of a child's Primary Caregiver (PCG) to determine the child's eligibility for Additional CESG. For additional information, contact CRA at 1-800-959-8281.</p> <p>Alberta Centennial Education Savings Plan Grants (Alberta Grants) - A provincial grant introduced by the Government of Alberta in 2005 for eligible children with a parent or legal guardian who is a resident of Alberta. It is paid into an RESP on behalf of an eligible beneficiary and consists of the Alberta Centennial Savings Plan \$500 grant and the Alberta Centennial Education Savings Plan \$100 grant.</p> <p>Assisted Contributions - Contributions made to an RESP that have attracted CESG payment.</p> <p>Basic Canada Education Savings Grant (Basic CESG) - Basic CESG rate of 20% on contributions made to an RESP in respect of an eligible beneficiary. The amount of annual Basic CESG payable per beneficiary is limited to the lesser of accumulated grant room available for the beneficiary or the Basic CESG annual limit per beneficiary. CESG is paid into the RESP on behalf of an eligible beneficiary up until the end of the calendar year in which the beneficiary turns 17.</p> <p>Beneficiary is common to both RESPs - Beneficiary is named as a beneficiary under both the receiving RESP and relinquishing RESP.</p> <p>Brother or Sister - A brother or sister in relation to a beneficiary, includes a son/daughter of the common-law partner or spouse of a parent of the beneficiary.</p> <p>Canada Learning Bond (CLB) - An education savings bond introduced by the Government of Canada in 2004 to provide an education savings incentive for children in modest-income families, and for children in care, who are born on or after January 1, 2004. The Canada Education Savings Program (CESP) of Human Resources and Skills Development Canada (HRSDC) will track the CLB for eligible children and hold these entitlements "in trust" as they accumulate until an RESP is designated to receive the CLB on their behalf. The CLB consists of the initial and subsequent CLB payments.</p>



	<p>Canada Revenue Agency (CRA) - The federal government department responsible for the administration of the rules and regulations related to RESPs as set out under the <i>Income Tax Act</i> (ITA). CRA also shares information with the Canada Education Savings Program (CESP), Human Resources and Skills Development Canada (HRSDC), for the purposes of confirming a beneficiary's eligibility for the Additional Canada Education Savings Grant (CESG) and the Canada Learning Bond (CLB); or confirming if a beneficiary is a child in the care of an agency receiving payments under the <i>Children's Special Allowances Act</i>.</p> <p>Contract Number - The number assigned to the RESP contract by the promoter. Do not record any temporary numbers.</p> <p>Date the Receiving Plan "was entered into" - Earliest date in which the contract was entered into (the date the contract was opened or in the case of a prior transfer, the earlier of the two dates).</p> <p>Family Registered Education Savings Plan (RESP) - RESP that can have one or more beneficiaries. Each beneficiary must be connected by blood or adoption to each living subscriber under the plan, or have been connected to a deceased original subscriber. An individual can become a beneficiary of a family RESP only if that individual has not yet turned 21 or if the individual was, just before joining the family RESP, a beneficiary under another family RESP. Contributions to family RESPs can only be made until a beneficiary turns 31.</p> <p>Receiving Promoter - The person or organization holding the RESP to which the property is transferred.</p> <p>Relinquishing Promoter - (Also known as sending or transferring promoter.) The person or organization holding the RESP from which the property is transferred.</p> <p>Unassisted Contributions - Contributions made into the RESP for which CESG has not been paid.</p>
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FORM A - Guidelines

Area I - Subscriber Information	The subscriber and joint subscriber (if applicable) of the relinquishing RESP are to fill in this section. The relationship of the subscriber to the beneficiary named under the receiving RESP is required to verify transfer eligibility.
Area II - Beneficiary Information	<p>RECEIVING RESP</p> <ul style="list-style-type: none"> • Enter the name, Social Insurance Number, date of birth and sex of a beneficiary in the Receiving RESP section. The subscriber(s) must check or mark one of the three following boxes on Form A: <ol style="list-style-type: none"> 1. The beneficiary named above is common to both relinquishing and receiving RESPs. 2. A beneficiary named to the receiving RESP is the brother or sister of a beneficiary named under the relinquishing RESP, and <ul style="list-style-type: none"> • was a beneficiary named under a family plan; or • was under 21 years of age at the time the receiving RESP was entered into. 3. Neither of the above. • Where neither of the first two boxes is marked or checked, please be aware that the transfer is considered ineligible and the balance of CESG, Alberta Grants and CLB must be repaid and the subscriber(s) may be liable for a penalty tax assessed by the Canada Revenue Agency where the transfer results in an over contribution situation. • Please be aware that the Department of Human Resources and Skills Development will not be liable for any direct, indirect, or consequential loss or damage arising from ineligible transfers. <p>RELINQUISHING (SENDING/TRANSFERRING) RESP</p> <ul style="list-style-type: none"> • If the beneficiary remains the same, mark or check the box in the Relinquishing RESP area, indicating that the beneficiary is named under the receiving RESP. • If none of the beneficiaries under the relinquishing RESP are named under the receiving RESP, please provide the family name, given name, Social Insurance Number, and sex of a beneficiary of the relinquishing RESP in the area provided. • If there are multiple beneficiaries affected by this transfer, the receiving promoter must provide the information on Form B and the relinquishing promoter must provide the information on Form C.





Area III - Subscriber Authorization and Instructions to Transfer	<ul style="list-style-type: none">• The subscriber(s) may authorize the full or partial transfer of the RESP property from the relinquishing RESP.• The amounts transferred may be in cash or in kind.• For partial transfers only, the CLB dollar amount being transferred must be provided. The investment code/name and dollar amount for each property being transferred is optional.• The transfer of an amount in a CLB account of an RESP to the CLB account of another RESP is an eligible transfer only if:<ul style="list-style-type: none">• the transfer complies with subsection 146.1(2) of the <i>Income Tax Act</i>; and• both CLB accounts are in respect of the same beneficiary; and• at the time of the transfer, the receiving RESP and relinquishing RESP have the same beneficiary and, where the receiving RESP has more than one beneficiary, every beneficiary is a brother or a sister of every other beneficiary.
Area IV - Certification	Subscriber and joint subscriber (if applicable), must complete and sign this area.