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 Number *(where applicable)*
Service Delivery Option	☐ RBC Royal Bank ☐ RBC Dominion Securities	☐ RBC Direct Investing
Account Type	☐ Group Registered Retirement Savings Plan (GRSP) ☐ Group Investment Account (GIA)	☐ Deferred Profit Sharing Plan (DPSP)

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

☐ Option A: Withdrawal*

☐ Withdraw a partial amount of $__________________ or ☐ full amount from my Savings Deposit

☐ Withdraw a partial amount of $__________________ or ☐ full amount from my Guaranteed Investment Certificate.
Certificate (GIC) Number(s) ____________________________

☐ **For GRSPs only** - Home Buyers' or Life Long Learning Plan withdrawal, attach CRA Form T1036 or RC96

Payment of Proceeds

☐ Please send a cheque to the address listed above

☐ Credit to my bank account at: Bank transit: _________________ Institution number: _________________
Account number: ______________________________

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

☐ Remove Group Status from my account (Not applicable for DPSPs)

Plan Owner (Employee / Spouse) Authorization

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.

☐ For full withdrawals or transfers only, please close my account after the withdrawal/transfer is complete.

______________________________ ______________________________
Plan Owner's Signature Date

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

- **For account closure only:** Have all contributions for this employee been remitted ? ☐ Yes ☐ No
- **For DPSP accounts:** If the employee is not yet vested, do you waive normal vesting requirements for this request? ☐ Yes

______________________________ ______________________________
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 1-800 ROYAL® 1-1 (1-800-769-2511).

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 1-800 ROYAL® 1-1 (1-800-769-2511). 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.

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, 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 transfer instructions.

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 *mail:*
Group Financial Services 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