

# 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 Info	ormation							
Family Name			Name					
or Name of Agency			Name of Agency Representative					
Address			City		Province / T	erritory		
Telephone Number	Relationship	o to beneficia	ry of receivin	g plan		Postal Cod	de	
Joint Subscriber Family Name (if ap	plicable)			Joint Subscriber Name				
, , , , , , , , , , , , , , , , , , , ,								
Area II - Beneficiary In	formation	n						
Receiving RESP								
There are multiple beneficiaries the Receiving Promoter in Form		ng RESP, add	ditional benef	iciary information will b	e provided by	Sex:	Male [	Female
Family Name	1	Name			Social Insurance	ce Number	Date of Birtl	h (YYYY-MM-DD)
The beneficiary named above is	s common to b	oth RESPs, o	or					
The beneficiary named above is	the brother or	r sister of a b	eneficiary na	med under the relinqui	shing RESP, ar	nd the receiv	ving RESP is	<b>S</b> :
a family RESP; or								
an individual RESP that was	s entered into	before the be	enificiary was	21 years old.				
Neither of the above. (If you tick situation for tax purposes.)	ck this box, the	e CESG, CLB	and Alberta	Grants may have to be	repaid and you	ı may be in	an overcont	ribution
Relinquishing RESP								
Beneficiary is named under the	receiving plan	above, OR	enter informa	tion below.		Sex:	Male 🔲 F	- emale
Family Name Name			Social Insurance Number Date of Birth (YYYY-N		h (YYYY-MM-DD)			
There are multiple beneficiaries FORM C.	in the relinqui	shing RESP,	additional be	ا eneficiary information w	rill be provided l	by the Relin	quishing Pro	moter in
Area III - Subscriber A	uthorizat	ion and	Instruct	ions to Transfe	ər			
Please transfer the \$ amount of:				OR the balance of	of my account		in cash O	R in kind
For partial transfers only,		F	Redemption	Instructions for partia	al transfers (op	tional)	_	
please specify the CLB \$ amount to be transferred:			Investment (	Code / Name			Amount	
(CLB amount only).								
(OLD amount omy).								
From RESP Contract Number				To RESP Contract Nu	mber			
Relinquishing Promoter				Receiving Promoter				
Address				CIBC ISI, Account 7 Attention: RESP de				
				161 Bay Street, 4th				
				Brookfield Place Toronto, ont M5J 25	38			
				Dealer / Advisor Code				



- Human Resources and Skills Development Canada
- 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: <a href="http://infosource.gc.ca">http://infosource.gc.ca</a>.
- 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 Canada Education Savings Act, the Department of Human Resources and Skills Development Act and the Income Tax Act.
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.
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 <a href="mailto:cesp-pcee@hrsdc-rhdcc.gc.ca">cesp-pcee@hrsdc-rhdcc.gc.ca</a> .
Terminology	<ul> <li>The term "Relinquishing RESP" has the same meaning as "transferring RESP" as in the Canada Education Savings Regulations.</li> <li>Basic CESG and Additional CESG mean Canada Education Savings Grant (CESG) paid or payable under subsections 5(2) and 5(4) respectively of the Canada Education Savings Act.</li> <li>The terms brother, sister, CLB, transferring and receiving RESP have the same meaning as in the Canada Education Savings Regulations.</li> <li>Alberta Grants refers to grant paid or payable pursuant to the Canada Alberta Agreement, entered into under section 12 of the Canada Education Savings Act. See definition Alberta Grants below.</li> <li>In cash or in kind means any amount or property transferred from an RESP to another RESP.</li> </ul>
Definitions	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.
	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.
	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.
	Assisted Contributions - Contributions made to an RESP that have attracted CESG payment.
	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.
	<b>Beneficiary is common to both RESPs</b> - Beneficiary is named as a beneficiary under both the receiving RESP and relinquishing RESP.
	<b>Brother or Sister</b> - 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.
	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.



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 *Income Tax Act* (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 *Children's Special Allowances Act*.

**Contract Number** - The number assigned to the RESP contract by the promoter. Do not record any temporary numbers.

**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).

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.

**Receiving Promoter** - The person or organization holding the RESP to which the property is transferred.

**Relinquishing Promoter** - (Also known as sending or transferring promoter.) The person or organization holding the RESP from which the property is transferred.

Unassisted Contributions - Contributions made into the RESP for which CESG has not been paid.

#### 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

#### RECEIVING RESP

 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

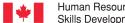
boxes on Form A:

- 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
  - 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.

#### RELINQUISHING (SENDING/TRANSFERRING) RESP

- 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> <li>The subscriber(s) may authorize the full or partial transfer of the RESP property from the relinquishing RESP.</li> <li>The amounts transferred may be in cash or in kind.</li> <li>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.</li> <li>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> <li>the transfer complies with subsection 146.1(2) of the <i>Income Tax Act</i>; and</li> <li>both CLB accounts are in respect of the same beneficiary; and</li> <li>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.</li> </ul> </li> </ul>
Area IV - Certification	Subscriber and joint subscriber (if applicable), must complete and sign this area.



### REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM FORM B: RESP Account / Beneficiary Transfer Information - Receiving Promoter

Please read the guidelines carefully before completing this form

Area I - Receiving Promoter Information						
Name of Receiving	Promote	r				
CIBC ISI, Account Attention: RESP de 161 Bay Street, 4th Brookfield Place Toronto, ont M5J 2	ept n Floor					
Area II - Rece	iving F	RESP Information				
Specimen Plan Numb	per (assign	ed by CRA)	RESP Contract Number (assigned I	by Promoter)		
RESP Type:	dividual (no	on-family)				
Subscriber Family Na	ame		Name			
or Name of Agency			Name of Agency Representative			
Joint Subscriber Fam	ily Name (i	f applicable)	Name	Name		
Area III - Bend	eficiary	Information				
		Beneficiary 1	Beneficiary 2	Beneficiary 3		
Family Name						
Name						
Sex		Male Female	Male Female	Male Female		
Social Insurance Nun	nber					
Date of Birth (YYYY-MM-DD)						
Relationship to Subso	criber					
For more than 3 beneficiaries, complete attached "ANNEX: FORM B - Additional Beneficiary Information".						
Total Number of Bendaria	eficiaries:					
Area IV - Tran	nsfer E	ligibility Information				
Yes No	Does the receiving RESP comply with the current conditions for registration as set out by the <i>Income Tax Act</i> ?					
Yes No	2. Is the plan registered under the Income Tax Act?					
Yes No	3. Do you, the Receiving Promoter and your trustee, currently have signed agreements with HRSDC for the delivery of the Canada Education Savings Grant (CESG) and the Canada Learning Bond (CLB)?					
Yes No	4. Do you, the Receiving Promoter and your trustee, currently have signed agreements with HRSDC for the delivery of the Alberta Centennial Education Savings Plan Grant (Alberta Grants)?					
Yes No	5 Is the receiving plan either an individual plan or a family plan in which all heneficiaries are brothers and sisters? Please see					
Yes No	6. Do you, the Receiving Promoter offer the Canada Learning Bond?					
Yes No	No 7. Do you, the Receiving Promoter offer the Additional CESG?					
Yes No	7.(a) If you do not offer Additional CESG and it exists in the relinquishing RESP, do you the Receiving Promoter agree to administer the rules of the Additional CESG? Please see FORM B – Guidelines "A-B Transfer Policy and the Additional CESG Sibling-Only Rule".					



# REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM ANNEX: FORM B - Additional Beneficiary Information

Area III - Beneficiary	y Information		
	Beneficiary	Beneficiary	Beneficiary
Family Name			
Name			
Sex	Male Female	Male Female	☐ Male ☐ Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
Relationship to Subscriber			
Area III - Beneficiary	y Information		
	Beneficiary	Beneficiary	Beneficiary
Family Name			
Name			
Sex	Male Female	Male Female	☐ Male ☐ Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
Relationship to Subscriber			
Area III - Beneficiary	y Information		
	Beneficiary	Beneficiary	Beneficiary
Family Name			
Name			
Sex	Male Female	Male Female	☐ Male ☐ Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
Relationship to Subscriber			
Area III - Beneficiary	y Information		
	Beneficiary	Beneficiary	Beneficiary
Family Name			
Name			
Sex	Male Female	Male Female	☐ Male ☐ Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
Relationship to Subscriber			





## REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM **FORM B: Guidelines**

Guidelines				
Area I - Receiving Promoter Information	Section to be completed by the Receiving Promoter.			
Area II - Receiving RESP Information	<ul> <li>Form B must be completed by the promoter of the receiving RESP before the promoter of the relinquishing RESP can make the transfer.</li> <li>The specimen plan number and the RESP contract number are required by the relinquishing promoter in order to report the transfer transaction.</li> <li>Before accepting a transfer, the receiving promoter must have confirmation from the relinquishing promoter that no accumulated income payment (AIP) has been made from the relinquishing RESP (see Transfer Eligibility Information found under Form C). If an AIP has been made from the contract, the transfer is not permitted under the <i>Income Tax Act</i>. If the receiving promoter accepts a transfer of property after an AIP has been made from the relinquishing RESP, the transfer does not meet the conditions of the <i>Income Tax Act</i>, and may result in the registration of the receiving RESP being revoked and may cause the CLB, CESG and Alberta Grants to be repayable.</li> </ul>			
RESP Type	The RESP type is required to ensure that the promoter of the receiving RESP has enough information to comply with the Canada Education Savings Act and the Income Tax Act.			
Area III - Beneficiary Information	Enter the family name, name, sex, social insurance number, date of birth and relationship to Subscriber for all beneficiaries named to the Receiving RESP.			
Area IV - Transfer Eligibility Information				
Eligible Transfer - CESG	The transfer of a CESG from an RESP to another RESP is an eligible transfer if the conditions in (a), (b) and (c) below are met:  a. one of the following conditions:  i. any beneficiary under the receiving RESP is, immediately before the transfer, a beneficiary under the relinquishing RESP, or  ii. the beneficiary named under the receiving RESP is a brother or sister of a beneficiary under the relinquishing RESP and the receiving RESP is:  a. A family RESP, or  b. An individual RESP that was entered into before the beneficiary was 21 years old;  b. at the time of the transfer,  i. the receiving RESP has only one beneficiary or, if there is more than one, every beneficiary is a brother or sister of every other beneficiary, or ii. no Additional CESG payments have been made into the relinquishing RESP; and  c. the receiving RESP complies with the conditions for registration set out in subsection 146.1(2) of the <i>Income Tax Act</i> that apply to education savings plans entered into, on or after January 1, 1999.			
Sibling-Only Rule	The Canada Education Savings Regulations (CESR) allows the payment of Additional CESG only to a sibling-only family RESP or an individual RESP. Question no. 5 in Area IV is related to this rule. As provided in subsections 4.(2) and 11.(5) of CESR, if a transfer is accepted from an RESP to which Additional CESG has been paid, the receiving promoter and the trustee must ensure, upon acceptance of the transfer and on an ongoing basis, that all beneficiaries of the RESP are siblings of each other.  In the event that an individual who is not a sibling of the other beneficiaries becomes a beneficiary of the plan, the trustee shall repay to the Minister the lesser of (i) the balance of the grant account of the RESP immediately before the individual becomes a beneficiary, and (ii) the fair market value of the property held in connection with the RESP immediately before the individual becomes a beneficiary.  Since the sibling-only rule also applies to the CLB and the Alberta Grants, the CLB and/or Alberta Grants will also need to be repaid if the RESP contains one or both of these incentives and if the sibling-only rule is no longer met, as a result of the event described above.			

FORM B: Guidelines



A-B Transfer Policy and the Additional CESG Sibling-Only Rule	The A-B Transfer Policy (effective September 19, 2012) indicates that promoters who do not offer the Additional CESG may accept transfers that include the Additional CESG provided that the receiving promoters agree to administer the Additional CESG sibling-only rule and to report the presence of the Additional CESG in subsequent transfers.  Receiving promoters indicate their agreement by checking "Yes" to question no. 7.(a) in Area IV; and therefore, agree to ensure that:  • all the beneficiaries named under the receiving RESP are siblings; • any additional beneficiaries named to the RESP after the transfer has taken place are siblings of every other beneficiary under the RESP; and • the presence of the Additional CESG in the RESP is reported in subsequent transfers.
	Receiving promoters indicate that they do not agree to administer these rules by checking "No" to question no. 7.(a) in Area IV.
	If "No" is checked and the transfer does take place, the transfer will be considered an "ineligible transfer" and each incentive in the RESP (Basic and Additional CESG, CLB, and Alberta Grants) will need to be repaid, as indicated under the "Ineligible Transfers and Repayments" heading of these guidelines.
Eligible Transfers - CLB	The transfer of an amount in a CLB account of an RESP to the CLB account of another RESP is an eligible transfer if the conditions in (a), (b) and (c) below are met:
	<ul> <li>a. both CLB accounts are in respect of the same beneficiary;</li> <li>b. the receiving RESP complies with the conditions for registration set out in subsection 146.1(2) of the <i>Income Tax Act</i> that apply in respect of education savings plans entered into, on or after January 1, 1999;</li> <li>c. at the time of the transfer, the receiving RESP has only one beneficiary or, where there is more than one, every beneficiary is a brother or sister of every other beneficiary.</li> </ul>
Eligible Transfers - Alberta Grants	Three conditions must be satisfied for an eligible transfer of Alberta Grants:  1. Either:  • The transferring and receiving plans have a common beneficiary; or  • A beneficiary in the receiving plan is a sibling of a beneficiary in the relinquishing plan. If the receiving plan is an individual plan, it must have been entered into before the plan's beneficiary was 21 years old.  2. If the receiving plan is a family plan, all beneficiaries are siblings.  3. The receiving plan complies with all conditions applicable to registering Education Savings Plans (ESPs) since January 1, 1999, as required by the <i>Income Tax Act</i> .
Eligible Partial Transfers	If less than all of the property, other than the property in a CLB account, held in connection with an RESP is transferred to another RESP, the assisted contributions, unassisted contributions, CESGs, Alberta Grants and accumulated income are considered to be transferred in the same proportion as the value of the property transferred is to the total value of the property, other than the value of the property in a CLB account, in the RESP at the time of the transfer.



Ineligible Transfers and Repayments	It is a policy of the CESP that if an ineligible transfer of property occurs, the trustee under an RESP that has possession of the grants or CLB shall repay to the Minister the lesser of:  • the total of the balance in the CESG account, the Alberta Grants account and all of the CLB accounts of the RESP immediately before the time of the ineligible transfer, and  • the fair market value, immediately before the transfer, of the property held in connection with the RESP.  Please note that, if the relinquishing promoter is aware that a transfer of property is ineligible, that promoter must inform the subscriber of the relinquishing plan of this, before the transfer takes place.
	If "No" is checked to question no. 3., this means that either the receiving promoter and receiving trustee do not have signed agreements with HRSDC for the delivery of Canada Education Savings Grant (CESG) and the Canada Learning Bond (CLB) or that their agreements have expired. In either case, the transfer of the CESG and/or the CLB will be considered an ineligible transfer; and therefore, the CESG and/or CLB will have to be repaid.
	If "No" is checked to question no. 4., this means that either the receiving promoter and receiving trustee do not have signed agreements with HRSDC for the delivery of the Alberta Centennial Education Savings Plan Grants (Alberta Grants) or that their agreements have expired. In either case, the transfer of the Alberta Grants will be considered an ineligible transfer; and therefore, the Alberta Grants will have to be repaid.
Area V - Certification	The authorized promoter's representative must complete and sign this area.
Annex - FORM B	For additional beneficiaries, complete ANNEX: FORM B - Additional Beneficiary Information.

