

## EMPLOYEE NOTICE

### CANADA SAVINGS BOND PAYROLL SAVINGS PROGRAM

The Payroll Savings Program to purchase Canada Savings Bonds is again being offered to Government of Alberta employees. This payroll savings plan of the Government of Canada, provided through the Bank of Canada, is an affordable and convenient way of saving through payroll deductions.

The annual **enrolment** period was from October 1 to October 13, 2006. The first deduction will come off your December 2006 month-end pay.

#### UNDER THE CSB PAYROLL SAVINGS PROGRAM

- You may participate if you are employed by the Government of Alberta and being paid a monthly salary.
- You only need to register once and the monthly amount you specify to purchase bonds will come off your pay every month-end or until you make a change. **(See Annual Enrolment and Change Period section below.)**
- You can redeem some or all of your bond savings at anytime directly through the Secure Online Access at [www.mybonds.gc.ca](http://www.mybonds.gc.ca) or by calling the Bank of Canada Customer Service toll-free telephone number. (Some restrictions apply.)
- You earn interest on your bond savings each year at the one-year Canada Savings Bond interest rate declared by the Bank of Canada every fall.
- Your investment in Canada Savings Bonds does not require the pre-selection of a particular denomination of bonds. You can invest monthly as much as you would like although the minimum investment is \$8.00 per month.
- You will receive an annual statement outlining your contributions and earnings. In addition, Online Access is available at [www.mybonds.gc.ca](http://www.mybonds.gc.ca), which provides an easy and secure way to check the status of your bonds.
- You may request a Bond Owner Receipt and/or Special Gift card from the Bank of Canada.

#### IMPORTANT INFORMATION

- The Bank of Canada allows each participating Employer in the program to establish rules regarding employee participation, enrolment and when changes can occur. The current rules provide that the open enrolment period is the only time during the year an employee may **enroll** under the Payroll Savings Program.
- All new commencements or changes received within the designated open enrolment period would be effective in December of that year.
- Employees are able to request in writing the termination of their deductions or decrease the amount of their monthly deductions outside of the normal enrolment period.
- The RRSP Option in the Payroll Savings Program is not being offered by the Alberta Government to its employees.

#### INFORMATION ALWAYS AVAILABLE

- You may obtain additional information about the Payroll Savings Program including how to complete forms, redeem bond funds and enquire about your own bond savings account, by calling the Customer Service toll free line at **1-877-899-3599** – Monday to Friday – 8:00 a.m. to 8:00 p.m. Eastern Time Zone.
- Visit the Payroll Savings Program website at [www.csb.gc.ca](http://www.csb.gc.ca).
- Request forms and inquire about payroll deductions – contact the payroll personnel that serves your ministry.