2000

T4RSP and T4RIF Guide

T4079(E) Rev. 00

Before You Start

Is this guide for you?

In this guide you will find information on how to complete the T4RSP and T4RIF information returns (which include the slips, the summary, and the segment forms). You can find samples of each of these forms in Appendix A and Appendix B.

This guide does not deal with every tax situation. However, Appendix F has a list of publications that explain certain situations that deal with registered retirement savings plans (RRSPs) and registered retirement income funds (RRIFs).

Unless we state otherwise, the sections, subsections, paragraphs, and subparagraphs mentioned in this guide refer to the *Income Tax Act*.

This guide uses plain language to explain the most common tax situations. If you need help after reading this guide, please contact your tax services office. The address and telephone numbers are listed in the government section of your telephone book.

Forms and publications – Throughout the guide, we refer to other forms and publications that you might need. You can get any of these forms or publications, including T4RSP and T4RIF products in fillable format, at: **www.ccra-adrc.gc.ca**

Our publications are also available from your tax services office or tax centre, or by calling us toll free at ~~**1-800-959-2221**~~.

Publications for filing on magnetic media are available at: **www.ccra-adrc.gc.ca/magmedia/**

Definition of spouse

An individual has a spouse when he or she is legally married, or living common law with someone (see below). Individuals still have a spouse if they are living apart for reasons other than a breakdown in the relationship. "**Living common law**" applies when an individual lives and has a relationship with a person of the opposite sex to whom any of the following applies. He or she:

- is the natural or adoptive parent (legal or in fact) of that person's child;
- has been living with that person for at least 12 continuous months; or
- lived with that person previously for at least 12 continuous months and is living with the person again.

The above includes any period that they were separated for less than 90 days because of a breakdown in their relationship.

> **Note**
> Starting in 2001, changes will be made to the *Income Tax Act* concerning the word "spouse." For more information, see "What's New for 2000?" on this page.

What's New for 2000?

This guide includes proposed income tax changes that had been announced but were not law at the time of printing.

- **New terms related to the word "spouse"** – Starting in 2001, the *Income Tax Act* will use the term **"spouse"** when referring to a married partner.

  In addition, the Act will use the term "common-law partners" when referring to individuals living common law. **"Living common law"** will refer to opposite-sex and same-sex partners who meet the same conditions described in the section called "Definition of spouse," above. Generally a "common-law partner" will have the same tax rights and obligations as a spouse.

  If same-sex partners met these conditions for 1998, 1999, or 2000, they can make a joint election to be considered living common law for those years. For more information, contact your tax services office.

- **Fillable forms** – You can now complete T4RSP and T4RIF forms online and print them. You will find the forms on our Web site at: **www.ccra-adrc.gc.ca/forms/**

Privacy Act – Under the *Privacy Act*, we can only use the information provided on the T4RSP and T4RIF information returns and the related forms for the purposes authorized by law.

La version française de cette publication est intitulée *Guide T4RSP et T4RIF*.

Table of Contents

Chapter 1 – General Information

The T4RSP and T4RIF information returns

Use the T4RSP and T4RIF information returns to report amounts from an RRSP or a RRIF that residents of Canada either have to include in, or can deduct from their income. For information about payments to non-residents of Canada, see Chapter 5 on page 18.

The T4RSP and T4RIF information returns have two parts: the summary form and related slips. A return may also include segment forms.

Slip – Use this slip to report amounts that an individual has to report on their income tax return. For information on how to complete the T4RSP and the T4RIF slips, see Chapter 2 on page 6. You can find a sample of the T4RSP and T4RIF slips on page 22.

Summary form – Use this form to record the total of the amounts you reported on all related slips. For information on how to complete the summary form, see "The T4RSP and T4RIF Summary forms" on page 11. You can find a sample of the T4RSP Summary form on page 20 and a sample of the T4RIF Summary form on page 23.

Segment form – Use this form to help balance the amounts you reported on the slips with the totals on the summary form. For information on how to complete the segment form, see "The T4RSP and T4RIF Segment forms" on page 12. You can find a sample of the T4RSP Segment form on page 21 and the T4RIF Segment form on page 24.

Payers (issuers or carriers) who have to file an information return

You have to file an information return to report the following amounts you paid or are considered to have paid to residents of Canada:

- taxable benefits paid in the year to the annuitant;
- taxable benefits paid in the year to the beneficiaries when the annuitant dies;
- taxable benefits that the annuitant is considered to have received in the year;
- other taxable income amounts or allowable deductions in the year;
- the fair market value (FMV) of all property of an RRSP just before it became an amended plan under subsection 146(12); and
- the FMV of all property of the fund just before that RRIF became an amended fund under subsection 146.3(11).

Fair market value (FMV) – This is usually the highest dollar value you can get for your property in an open and unrestricted market between a willing buyer and a willing seller who are acting independently of each other.

Filing on magnetic media

If you send more than 500 T4RSP or T4RIF slips to your clients, you have to file your information return on magnetic tape, cartridge, or diskette. However, anyone can file on magnetic media to save time or to simplify the requirements when using customized forms.

If you file your information return on magnetic media, **do not** send us the paper copy of the forms that make up the return.

If you want to participate in the magnetic-media filing program for the first time, send us a test tape or diskette for our approval at least two months before the filing deadline. For technical specifications, see the guide called *Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3*.

For more information about this method of filing, you can call us toll free at **1-800-665-5164**. You can also reach us at: **www.ccra-adrc.gc.ca/magmedia/**

If you prefer, you can write to:

Magnetic Media Processing Team
Ottawa Technology Centre
Canada Customs and Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

> **Note**
> You may need to correct information you originally filed on magnetic media. If so, make these corrections on paper and send the amended or corrected slips to the tax centre that serves your area. For more information, see "How to correct your information return" on page 5.

Computer-printed (customized) forms

You may want to use your own customized T4RSP or T4RIF slips to provide tax information to your clients. To get our written approval, send samples of your proposed computer-printed slips to:

Publishing Directorate
Canada Customs and Revenue Agency
17th floor, Albion Tower
25 Nicholas Street
Ottawa ON K1A 0L5

For more information, get Information Circular 97-2, *Customized Forms – Returns and Information Slips.*

Due date

You have to file your T4RSP or T4RIF information return **before March 1** after the calendar year for which you are preparing it. If you discontinue your business or activity, you have to file a return for the year or part-year no later than 30 days after the date the business or activity ended.

Send the recipient's copies of the T4RSP or T4RIF slip to his or her last known address or deliver them in person. You have to do this on or before the day you have to file the T4RSP or T4RIF information return.

Where to send your information returns

Filing on magnetic media

If you file your information returns on magnetic media, send your return to the Ottawa Technology Centre at the address shown in the section "Filing on magnetic media" on this page. Send us the following:

- the tapes or diskettes; and
- Form T619, *Magnetic Media Transmittal*.

Send copies 2 and 3 of the slips to the beneficiaries (the tapes or diskettes replace copy 1).

You have to send any **amended** or **corrected** returns to the tax centre that serves your area. For more information, see “How to correct your information return” on this page.

Filing carbon-loaded slips

If you file your information returns on paper, send the original returns to:

Ottawa Technology Centre
Canada Customs and Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

Send us the following:

- copies 1 and 2 of the summary;
- copy 1 of all slips; and
- any segment forms.

Send copies 2 and 3 of the slips to the beneficiaries. Keep the working copy of the completed summary form for your records.

> **Note**
> You do not have to keep copy 4 of the slips in your files. However, you have to keep the information you used to prepare the slips in an accessible and readable format. For more information, get Information Circular 78-10, *Books and Records Retention/Destruction*.

Filing slips for laser printers

If you use the slips for laser printers, see the instructions on the back of the slip.

How to correct your information return

If you discover an error in your information return after filing it, send a letter explaining the error to the appropriate tax centre along with the necessary slips, as explained below.

Amended slips – If you have to change some of the data on a slip, change only the required entries and leave the same amounts in the other boxes. Print the word “AMENDED” at the top of the revised slip. Send two copies of the amended slip to the recipient.

Cancelled slips – If you issued a slip by mistake and you want to cancel it, send us another slip with the same data as on the original slip. Print the word “CANCELLED” at the top of the slip. Send two copies of the cancelled slip to the recipient.

Duplicate slips – If you issue a slip to replace one that a client lost or destroyed, print the word “DUPLICATE” at the top of the replacement slip you are sending to the recipient. **Do not send us a copy of the duplicate slip**.

> **Note**
> Even if you sent your original information return on magnetic media, you have to file any amended or cancelled slips on paper.

Addresses of tax centres

Filers served by the tax services offices on the left side of the following list should communicate with the office shown on the right.

Tax services office	Office
Bathurst, Halifax, Kingston, Moncton, Newfoundland and Labrador, Peterborough, Saint John, St. Catharines, and Sydney	~~St. John's Tax Centre~~ ~~St. John's NF A1B 3Z1~~
Chicoutimi, Montérégie-Rive-Sud, Outaouais, Québec, Rimouski, and Trois-Rivières	~~Jonquière Tax Centre~~ ~~Jonquière QC G7S 5J1~~
Laval, Montréal, Ottawa, Rouyn-Noranda, Sherbrooke, and Sudbury (Northeastern Ontario * only)	~~Shawinigan-Sud Tax Centre~~ ~~Shawinigan-Sud QC G9N 7S6~~
Belleville, Charlottetown, Hamilton, Kitchener/Waterloo	~~Summerside Tax Centre~~ ~~Summerside PE C1N 6A~~2
Sudbury (Sudbury/Nickel Belt ** only), Toronto Centre, Toronto East, Toronto North, and Toronto West	~~Sudbury Tax Services Office~~ ~~Sudbury ON P3A 5C1~~
Calgary, Edmonton, London, Saskatoon, Thunder Bay, Windsor, and Winnipeg	~~Winnipeg Tax Centre~~ ~~Winnipeg MB R3C 3M2~~
Burnaby-Fraser, Northern B.C. and Yukon, Regina, Southern Interior B.C., Vancouver, and Vancouver Island	~~Surrey Tax Centre~~ ~~Surrey BC V3T 5E1~~

* Northeastern Ontario includes all areas outside of Sudbury/Nickel Belt that are served by the Sudbury Tax Services Office.

** Sudbury/Nickel Belt area includes all postal codes beginning with P3A, P3B, P3C, P3E, P3G, P3L, P3N, P3P, P3Y, and postal codes beginning with P0M and ending with 1A0, 1B0, 1C0, 1E0, 1H0, 1J0, 1K0, 1L0, 1M0, 1N0, 1P0, 1R0, 1S0, 1T0, 1V0, 1W0, 1Y0, 2C0, 2E0, 2M0, 2R0, 2S0, 2X0, 2Y0, 3A0, 3B0, 3C0, 3E0, and 3H0.

Penalties and offences

Late-filing penalty

If you file your T4RSP or T4RIF information return late, or if you distribute slips to the recipients late, you are liable in each case to a penalty of $25 per day, from a minimum of $100 to a maximum of $2,500.

Failure to file an information return

If you do not file an information return as required under the *Income Tax Act* or *Income Tax Regulations*, you may be guilty of an offence. In addition to any other penalty, you are liable if convicted to:

- a fine from a minimum of $1,000 to a maximum of $25,000; or
- a fine and imprisonment for a maximum of 12 months.

Failure to provide information on a return

Anyone who prepares an information return has to make a reasonable effort to get the necessary information, including identification numbers, from the individuals, corporations, or partnerships who will receive the slips. If you do not do this, you may be liable in each case to a $100 penalty for each occurrence.

Failure to provide the SIN

Individuals have to give their social insurance number (SIN) on request to anyone who has to prepare an information slip for them. A person who does not comply with this requirement is liable to a $100 penalty.

An individual who does not have a SIN has 15 days from the date of an information request to apply for one at any Human Resources Centre of Canada. After receiving the SIN, the individual has 15 days to provide it to the person who is preparing an information return.

For more information about SIN reporting requirements, see Information Circular 82-2, *Social Insurance Number Legislation That Relates to the Preparation of Information Slips*.

Using the SIN

If you have to prepare an information return, or if you are an officer, employee, or agent of someone who does, you cannot knowingly use or communicate an individual's SIN, or allow it to be communicated, other than as required or authorized by law or for the purpose for which it was provided.

If you use an individual's SIN for unauthorized purposes, you may be guilty of an offence and liable, if convicted, to a maximum fine of $5,000, or imprisonment of up to 12 months, or both.

Interest on penalties

We charge interest, compounded daily at a prescribed rate, on the total amount of penalties and interest outstanding. Both interest and penalties are payable to the Receiver General.

Cancelling or waiving penalties and interest

We may cancel, reduce, or waive penalties and interest charges if you file a T4RSP or T4RIF information return late or distribute T4RSP or T4RIF slips to recipients late because of circumstances beyond your control. If this happens, include a letter with the return explaining the delay. For more information, see Information Circular 92-2, *Guidelines for the Cancellation and Waiver of Interest and Penalties*.

Notice of Assessment

We will issue a *Notice of Assessment* for the T4RSP or T4RIF information return only if we apply a penalty.

Maturity of an RRSP

Since 1998, an annuitant can no longer have an unmatured RRSP after the year the annuitant turns 69.

However, this does not affect an RRSP under which the retirement income is to be provided by way of an annuity contract that was issued before March 6, 1996. In this case, the day on which the annuity payments would start and the amount of each payment under the contract must be fixed and determined before March 6, 1996.

Note
Under certain circumstances, an insured RRSP or an RRSP that contains only an insurance contract may mature after the annuitant attains 69 years of age.

Advance notice

If an RRSP registered before 1997 does not prohibit the plan from maturing after the year in which the annuitant under the plan reaches 69 years of age, the issuer of the plan must notify the annuitant in writing, on or before the last day of June of the year the annuitant attains 69 years, that the RRSP will cease to exist as an RRSP after the end of that year. Advance notices must have been issued no later than June 30, 2000, to individuals who reach the age of 69 in 2000.

An issuer who fails to comply with the above requirement will be subject to a penalty under subsection 162(7) for each occurrence, **equal to the greater of**:

- $100; or
- $25 × the number of days (not more than 100 days) during which the failure continues.

Chapter 2 – How to Complete the T4RSP and T4RIF Slips

The T4RSP slip

Modifications for 2000 – Since there were no technical modifications to the T4RSP slip for 2000, you can use the 1999 version.

If you file your information return on magnetic media, **do not** submit the paper copy of the slips to us.

Report all the amounts on the T4RSP slips in Canadian currency.

For **each** T4RSP slip you prepare, provide the following information.

Beneficiary's name and address

Enter the last name first, in capital letters, followed by the first name and initials, and then the complete address. Enter the name of only one beneficiary on each slip.

Box 12 – Social insurance number

Enter the beneficiary's social insurance number (SIN).

You have to make a reasonable effort to get the beneficiary's SIN. However, when the beneficiary indicates that he or she does not have a SIN and either has to apply for one or has already applied for one, do not delay completing the information return beyond the required filing date. If the beneficiary has not provided his or her SIN by the time you have to file the information slip, leave this area blank.

For more information on SIN reporting, see the section "Failure to provide the SIN" on page 6.

Box 14 – Contract number

Enter the contract number of the RRSP.

Box 60 – Name of payer (issuer) of plan

Enter the full name of the RRSP payer (issuer). This is the one who remits the withholding tax to us and whose Business Number is shown in box 61.

Box 61 – Business Number

Enter the Business Number of the RRSP payer (issuer). The Business Number is the number on the issuer's PD7A remittance form. The Business Number does not appear on copies 2 and 3 of the T4RSP slip.

Year

Enter the year on each T4RSP slip. Make sure the year you enter is the same as the year on the summary and segment forms.

Complete boxes 16 to 40, as they apply – The amount you enter in each of boxes 16 to 34 is the amount of the payment **before** you deducted tax or made any other deductions.

> **Note**
> The costs associated with the redemption of units of a mutual fund are expenses of the RRSP. If proceeds of the RRSP are reduced by such redemption fees, the amount to be reported on the T4RSP slip is the net amount paid out of the RRSP.

Box 16 – Annuity payments

Enter the amount of annuity payments you made in the year **on or after maturity** of the plan, or after the plan became an amended plan if this occurred before May 26, 1976. See "Box 26 – Amounts deemed received on deregistration" on page 8 for the meaning of the term **amended plan**. See also "Maturity of an RRSP" on page 6.

Box 18 – Refund of premiums to spouse

This is an amount you paid from an unmatured RRSP to the spouse of the RRSP annuitant because the annuitant died.

For deaths in 1993 and later years, the refund of premiums from a depositary and trusteed RRSP can include income earned in the RRSP after the annuitant's date of death, up to December 31 of the year after the year of death.

Before you enter an amount in box 18, see the instructions in the section "Deceased annuitant – Unmatured RRSPs" on page 12 for information on situations that arise when an annuitant under an unmatured RRSP dies.

Box 20 – Refund of excess contributions

Enter the gross amount of excess contributions made in 1991, or a later year, that you refunded to the annuitant. If an annuitant asks for a refund of excess contributions he or she made after 1990 and gives you a completed Form T3012A, *Tax Deduction Waiver on the Refund of Your Unused RRSP Contributions Made in __* , that we have approved (Area 3), do not withhold tax from the withdrawal.

> **Note**
> If the annuitant asks for a refund of excess contributions and does not give you Form T3012A, you have to withhold tax on the withdrawal. Enter the amount withdrawn in box 22.

Box 22 – Withdrawal and commutation payments

Enter the following amounts:

- any amount the annuitant withdrew in the year before the plan matured; and
- any amount you paid to the annuitant in the year to commute fully or partially annuity payments under the plan.

A commutation payment is a fixed or lump-sum payment from an RRSP annuity that is equal to the current value of all or part of the future annuity payments.

> **Note**
> Enter the amount of withdrawal or commutation net of fees such as redemption charges. Withhold tax on that net amount.

Do not report the following amounts:

- any withdrawals the annuitant made in 2000 for which you received a completed Form T1036, *Home Buyer's Plan (HBP) – Request to Withdraw Funds From an RRSP;*
- withdrawals for which you received an approved Form T3012A.

Box 25 – LLP withdrawal

Enter the amount withdrawn from an RRSP by an eligible individual participating in the Lifelong Learning Plan.

To make an eligible withdrawal, an individual has to use Form RC96, *Lifelong Learning Plan (LLP) – Request to Withdraw Funds From an RRSP*. The individual can withdraw up to $10,000 a year, but cannot withdraw more than $20,000 in total over a four-year period. For more information on the LLP, see the guide called *Lifelong Learning Plan (LLP).*

Boxes 24, 36, and 38

A spousal RRSP is any RRSP to which the annuitant's spouse had contributed, any RRSP that received payments or transfers of property from RRSPs to which the annuitant's spouse had contributed, or any RRSP that received payments or transfers of property from RRIFs to which the annuitant had transferred amounts from other spousal RRSPs.

For a **spousal plan**, check *YES* in box 24, and print or type the SIN of the contributor spouse in box 36 and the name of the contributor spouse in box 38 (last name first) if:

- there is an amount in box 20, 22, or 26; and
- the annuitant is less than 72 years of age at the end of 2000.

When you transfer property from or between spousal RRSPs and spousal RRIFs, you have to keep track of the property no matter how often you transfer it.

For **all other situations**, check *NO* in box 24, and leave boxes 36 and 38 blank. This includes the following situations:

- at the time of the payment, the spouses were separated and living apart because of a breakdown of their relationship;
- the contributor spouse died during the year the payer made the payment or is considered to have made it; or
- at the time of the payment, either the annuitant or the contributor spouse was a non-resident.

For information on the circumstances under which spouses are considered to be separated, see the section called "Definition of spouse" on page 2.

> **Note**
> If you checked *YES* in box 24, the annuitant should complete Form T2205, *Calculating Amounts From a Spousal RRSP or RRIF to Include in Income for __*, to determine the amount that he or she and the contributor should include in income.

Box 26 – Amounts deemed received on deregistration

The terms of an RRSP can change after registration, or a new plan can be substituted for an old plan. If an RRSP changes and no longer satisfies the rules under which it was registered, the plan is no longer an RRSP. It becomes an amended plan under subsection 146(12), and the fair market value (FMV) of all property held by the plan just before the revision or substitution becomes taxable. In this situation, enter in box 26 the FMV of all the property of the plan just before it was revised or substituted. This is the only type of income you report in box 26. You will find the definition of **fair market value** on page 4.

Box 28 – Other income or deductions

Although an annuitant has to include certain amounts in income, he or she can deduct other amounts. Calculate the income and deductions indicated below and enter the difference in box 28. If the amount you calculate is negative, enter it in brackets.

> **Note**
> You will find the definition of **fair market value** (FMV) on page 4.

Include the following amounts in the income of an annuitant of a trusteed RRSP:

- the FMV of a non-qualified investment at the time of its acquisition, if the trustee acquired it during the year;
- the FMV of the property when it began to be used as security for a loan, if the trustee used any of the trust's property as security for a loan or allowed any of its property to be used as security for a loan during the year;
- the difference between the FMV of a property and its proceeds of disposition, if the trustee disposed of the property during the year and its proceeds of disposition were nil, or were less than its FMV when the trustee disposed of it; and
- the difference between the acquisition cost of the property and its FMV, if the trustee acquired the property during the year and its acquisition cost was greater than its FMV when it was acquired.

The annuitant of a trusteed RRSP can deduct the following two amounts in calculating income:

- If the trustee disposed of a property during the year, and it was a non-qualified investment when it was acquired, the **lesser** of:
  - the FMV of the non-qualified property when it was acquired, if an issuer reported that amount as income of the annuitant; and
  - the proceeds of disposition of the non-qualified property.
- If the trustee used any of the property as security for a loan or allowed any of the property to be used as security for a loan, and the loan is extinguished during the year, the **difference** between:
  - the amount an issuer previously reported as the annuitant's income because the property was used as security for the loan; and
  - any loss incurred as a result of the property being used as security for the loan. When you calculate such a loss, do not use the interest part of any loan payments the RRSP trust made, or any decrease in value of the property used as security for the loan.

If the annuitant of a **matured RRSP** dies, you have to include in box 28 the part of an amount paid from the RRSP to a beneficiary, other than the deceased annuitant's spouse, that is more than the total of the following amounts:

- the part of the RRSP property that becomes receivable by the surviving spouse as a result of the annuitant's death; and
- the benefit the deceased annuitant is considered to have received just before death (amount reported in box 34).

If the annuitant of an **unmatured RRSP** dies, you may have to include in box 28 a part or the entire amount of income earned in the RRSP after the annuitant's date of death that was paid to another beneficiary. For information on situations that arise when an annuitant under an unmatured RRSP dies, see "Deceased annuitant – Unmatured RRSPs" on page 12.

Box 30 – Income tax deducted

Enter the amount of income tax you deducted. Leave the box blank if you did not deduct income tax.

You have to withhold income tax from all payments (including withdrawals and commutation payments) made during the lifetime of the original annuitant, **other than**:

- periodic annuity payments;
- a refund of excess RRSP contributions for which the annuitant has given you an approved Form T3012A, *Tax*

Deduction Waiver on the Refund of Your Unused RRSP Contributions Made in __ ;

- a withdrawal for which the annuitant has given you a completed Form T1036, *Home Buyer's Plan (HBP) – Request to Withdraw Funds from an RRSP*; or
- a withdrawal for which the annuitant has given you a completed Form RC96, *Lifelong Learning Plan (LLP) – Request to Withdraw Funds from an RRSP*.

Note
Total withdrawals to participate in the LLP cannot be more than $10,000 in a given year. You may want to check with the annuitant that the maximum has not been exceeded before paying out the amount.

In addition, if a payment is made in the year as a result of the deregistration, you have to withhold tax from the fair market value of property of the plan just before the RRSP became an amended plan under subsection 146(12). If the payment is made after the year of deregistration, do not withhold tax.

Note
An individual who receives RRSP benefits can increase the amount of income tax that you deduct from his or her benefits. To do so, the individual has to complete and give you Form TD3, *Request for Income Tax Deduction on Non-Employment Income*.

Box 34 – Amounts deemed received on death

Matured RRSPs – Immediately before the time of death, we consider the annuitant under a matured RRSP to have received an amount equal to the FMV of all the property held by the RRSP at the time of death, **minus** the part of that amount that, because of the annuitant's death, the surviving spouse can receive.

Unmatured RRSPs – For deaths in 1993 and later years, we consider the annuitant under an unmatured RRSP to have received just before death an amount equal to the FMV of the RRSP property at the time of death.

Note
In certain situations, you may not have to issue a T4RSP slip in the deceased annuitant's name. Before you enter an amount in box 34, see the section called "Deceased annuitant – Unmatured RRSPs" on page 12.

Box 40 – Tax-paid amount

For deaths occurring in 1993 and later years, you have to report in box 40 the tax-paid amount that you paid to certain beneficiaries. The legal representative needs this amount to determine the amount to report on the deceased annuitant's final tax return. This requirement applies only to trusteed RRSPs.

Note
The tax-paid amount also applies to depositary RRSPs, but do not report it in box 40, since it has to be reported on a T5 slip.

For more information on tax-paid amount, see the section called "Tax-paid amount and after-tax amount" on page 13.

The T4RIF slip

Modifications for 2000 – Since there were no technical modifications to the T4RIF slip for 1998 through 2000, you can use the 1997 or later versions of the slip.

If you file your information returns on magnetic media, **do not** send us the paper copy of the slips.

Report all the amounts on the T4RIF slips in Canadian currency.

For **each** T4RIF slip you prepare, provide the following information.

Beneficiary's name and address

Enter the last name first, in capital letters, followed by the first name and initials, and then the complete address. Enter the name of only one beneficiary on each T4RIF slip.

Box 12 – Social insurance number

Enter the beneficiary's social insurance number (SIN).

You have to make a reasonable effort to get the beneficiary's SIN. However, when the beneficiary indicates that he or she does not have a SIN and either has to apply for one or has already applied for one, do not delay completing the information return beyond the required filing date. If the beneficiary has not provided his or her SIN by the time you have to file an information slip, leave this area blank.

For more information on SIN reporting, see the section called "Failure to provide the SIN" on page 6.

Box 14 – Contract number

Enter the contract number of the RRIF.

Box 60 – Name of payer (carrier) of fund

Enter the full name of the RRIF payer (carrier). This is the one who remits the withholding tax to us and whose Business Number is shown in box 61.

Box 61 – Business Number

Enter the Business Number of the RRIF payer (carrier). The Business Number is the number on the carrier's PD7A remittance form. The Business Number does not appear on copies 2 and 3 of the T4RIF slip.

Year

Enter the year on each T4RIF slip. Make sure the year you enter is the same as the year on the summary and segment forms.

Complete boxes 16 to 36, as they apply – The amount you enter in each of boxes 16 to 24 is the **gross** amount of the payment, which is the amount before you deducted tax or made any other deductions.

Note
The costs associated with the redemption of units of a mutual fund are expenses of the RRIF. If proceeds of the RRIF are reduced by such redemption fees, the amount to be reported on the T4RIF slip is the net amount paid out of the RRIF.

Box 16 – Taxable amounts

Enter the taxable amounts from the RRIF that you paid to an annuitant or to another beneficiary in the year. These amounts include the following:

- the minimum amount (i.e., the minimum payment you have to make out of the RRIF for the year) and any excess amount you paid to the annuitant. For information on how to calculate the minimum amount, see Appendix D on page 26. For information on the excess amount, see "Box 24 – Excess amount" on page 11;
- the payments that the spouse continues to receive as the successor annuitant after the previous annuitant dies. For more information, see "Spouse as successor annuitant" on page 16;
- the RRSP property that was transferred to a RRIF, then identified as excess contributions and refunded from the RRIF;
- the amounts you paid to the deceased annuitant's spouse as a designated benefit. For more information on designated benefit, see "Designated benefit and qualified beneficiary" on page 17.

The taxable amounts shown in box 16 **do not include**:

- the amounts considered to have been received by the deceased annuitant just before death;
- the amounts that the deceased annuitant's child or grandchild has received or is considered to have received as a designated benefit from a RRIF; and
- for deaths in 1993 and later years, the income earned on RRIF property **after** the year that follows the year of death of the annuitant.

For more information about tax situations that can arise when an annuitant dies, see "Deceased RRIF annuitant" on page 16.

Box 18 – Amounts deemed received by the annuitant – Deceased

For deaths in 1993 and later years, the deceased annuitant of a RRIF is considered to have received just before death an amount equal to the fair market value of the RRIF property at the time of death.

Note
In certain situations, you may not have to issue a T4RIF slip in the deceased annuitant's name. Before you enter an amount in box 18, see the section called "Beneficiary of the RRIF property" on page 17.

Box 20 – Amounts deemed received by the annuitant – Deregistration

The terms of a RRIF contract can change after registration, or a new fund can be substituted. If a RRIF changes and no longer satisfies the requirements under which it was registered, the fund is no longer a RRIF. It becomes an amended fund under subsection 146.3(11), and the fair market value (FMV) of all the property held in the fund just before the revision or substitution is to be included as income of the annuitant.

In this situation, enter in box 20 the FMV of all the property of the fund just before it was revised or substituted. This is the only type of income you should show in box 20.

Note
You will find the definition of **fair market value** (FMV) on page 4.

Box 22 – Other income or deductions

Although an annuitant has to include certain amounts in income, he or she can deduct other amounts. Calculate the income and deductions indicated below and enter the difference in box 22. If the amount you calculate is negative, enter it in brackets.

Include the following amounts in the income of an annuitant of a trusteed RRIF:

- the FMV of a non-qualified investment at the time of its acquisition, if the trustee acquired it during the year;
- the FMV of the property when it began to be used as security for a loan, if the trustee used any of the trust's property as security for a loan or allowed any of its property to be used as security for a loan during the year;
- twice the difference between the FMV of a property and its proceeds of disposition, if the trustee disposed of the property during the year and the proceeds of disposition were nil, or were less than its FMV of the property when the trustee disposed of it; and
- twice the difference between the acquisition cost of the property and its FMV, if the trustee acquired the property during the year and its acquisition cost is greater than the FMV of the property when it was acquired.

The annuitant of a trusteed RRIF can deduct the following two amounts in calculating income.

- If the trustee disposed of a property during the year, and it was a non-qualified investment when it was acquired, the **lesser** of:
  - the FMV of the non-qualified property when it was acquired, if a carrier reported that amount as income of the annuitant; and
  - the proceeds of disposition of the non-qualified property.
- If the trustee used any of the property as security for a loan, or allowed any of the property to be used as security for a loan, and the loan is extinguished during the year, the **difference** between:
  - the amount a carrier previously reported as the annuitant's income, because the property was used as security for the loan; and
  - any loss incurred as a result of the property being used as security for the loan. When you calculate such a loss, do not use the interest part of any loan payments the RRIF trust made, or any decrease in value of the property used as security for the loan.

If the annuitant under a RRIF dies, you may have to include in box 22 a part or the entire amount of the income earned in the RRIF after the annuitant's date of death that was paid to another beneficiary. For information on situations that arise when an annuitant under a RRIF dies, see “Beneficiary of the RRIF property” on page 17.

Box 24 – Excess amount

The terms of a RRIF contract can allow for a payment that is over the minimum amount (see Appendix D on page 26). This is an excess amount and you should report it in box 24. You also include this amount in box 16.

If an annuitant chooses to have payments from the RRIF continue to the spouse after the annuitant’s death, the surviving spouse becomes the successor annuitant. For information on how to report the minimum and excess amounts when the annuitant dies, see “Spouse as successor annuitant” on page 16.

Boxes 26, 32, and 34

A **spousal RRIF** is any RRIF that received payments or transfers of property from a spousal RRSP. A spousal RRIF also includes a RRIF that received a payment or transfer of property from any of the annuitant’s other spousal RRIFs.

When you transfer property from or between spousal RRSPs and spousal RRIFs, you have to keep track of the property no matter how often it is transferred.

For a **spousal RRIF**, print or type *YES* in box 26. In addition, enter the contributor spouse’s SIN in box 32, and enter the contributor spouse’s name in box 34 (last name first) if the annuitant is less than 72 years old at the end of 2000 and:

- the amount in box 20 is more than the minimum amount; or
- there is an amount in box 24.

For **all other situations**, print or type *NO* in box 26 and leave boxes 32 and 34 blank. This includes the following situations:

- when the payer (carrier) made the payment, the spouses were separated and living apart because of the breakdown of their relationship;
- the contributor spouse died during the year the payer (carrier) made the payment or is considered to have made it; or
- when the payer (carrier) made the payment, either the annuitant or the contributor spouse was a non-resident.

For information on the circumstances under which spouses are considered to be separated, see the section called “Definition of spouse” on page 2.

> **Note**
> If you entered *YES* in box 26, the annuitant should complete Form T2205, *Calculating Amounts From a Spousal RRSP or RRIF to Include in Income for __*, to determine the amount that he or she and the contributor should include in income. However, if the annuitant receives only the minimum amount during the year, the payment is the annuitant’s income and not the contributor’s income.

Box 28 – Income tax deducted

Enter the amount of income tax you deducted. Leave the box blank if you did not deduct income tax.

You have to withhold income tax from the excess amount (amount reported in box 24) if you paid the amount during the lifetime of the original annuitant.

Do not withhold income tax from the minimum amount.

> **Note**
> An individual who receives RRIF benefits can increase the amount of income tax that you deduct from his or her benefits. To do so, a person has to complete and give you Form TD3, *Request for Income Tax Deduction on Non-Employment Income.*

Box 30 – Year, Month, Day

Enter the date of death as follows: YY MM DD. For example, if the date of death was June 9 , 2000, you would enter **00 06 09**.

Box 36 – Tax-paid amount

For deaths occurring in 1993 and later years, you have to report in box 36 the tax-paid amount that you paid to certain beneficiaries. The legal representative needs this amount to determine the amount to report on the deceased annuitant’s final tax return. This requirement applies only to trusteed RRIFs.

> **Note**
> The tax-paid amount also applies to depositary RRIFs, but do not report it in box 36, since it has to be reported on a T5 slip.

For more information on tax-paid amount, see the section called “Tax-paid amount and after-tax amount” on page 17.

Chapter 3 – How to Complete the T4RSP and T4RIF Summary and Segment Forms

If you are filing your information returns on magnetic media, **do not** send us the paper copy of the summary forms. However, you still have to make sure that the total income tax deducted has been remitted. In addition, you do not have to use segment forms. If you send more than 500 T4RSP or T4RIF slips to your clients, filing on magnetic media is **mandatory**.

Report all the amounts on the summary and segment forms in Canadian currency.

The T4RSP and T4RIF Summary forms

Modifications for 2000 – Since there were no modifications to the T4RSP Summary, you can use the 1999 version. Since there were no modifications to the T4RIF Summary form, you can use the 1997 or later versions.

Complete a separate summary for each of your payer Business Numbers under which you have made RRSP or RRIF tax remittances.

The amounts to report on the summary are the total of the amounts in the corresponding boxes of the supporting slips. The totals have to agree with the amounts you reported in the boxes of the slips. If there are errors or omissions, we may contact you for more information.

For the year ending December 31, __ – Make sure that the year you enter is the same as the year on the slips and segment forms.

Business Number – Enter the Business Number from your PD7A remittance form.

Name and address of payer (issuer or carrier) of plan or fund – Enter your full name and address, including your postal code as shown on your PD7A remittance form.

Tax centre – Leave this area blank.

TSO (Tax services office) code – Leave this area blank.

Total number of T4RSP or T4RIF slips filed (line 88) – Enter the total number of T4RSP or T4RIF slips included with the summary.

Income or deduction amounts – The amounts to report on the summary are the totals of the amounts in the corresponding boxes on the slips.

Remittances (line 82) – Enter the amount of income tax you remitted during the year.

Difference – Subtract the amount of the remittances from the income tax deducted. If there is no difference, enter "0." We do not charge or refund a difference of less than $2.

Overpayment (line 84) – If you overpaid taxes and you will not be filing any other return under this Business Number, enter the amount of the overpayment.

You may want an overpayment transferred or refunded. Include a written request that explains the reason for the overpayment and what you would like us to do.

Balance due (line 86) – Enter the amount of the balance due. Include a cheque or money order payable to the Receiver General for the amount.

An unpaid balance may be subject to a penalty. In addition, we will charge interest, compounded daily at the prescribed rate, on the outstanding amount.

Amount enclosed – Enter the amount enclosed with the summary.

Person to contact about this information return (line 76) – Enter the name and telephone number of a person familiar with the records and operations of the financial institution. We may contact that person if we need more information.

Certification – An authorized officer of the financial institution has to complete and sign this area.

The T4RSP and T4RIF Segment forms

Modifications for 2000 – Since there were no modifications to the T4RSP Segment, you can use the 1999 version. Since there were no modifications to the T4RIF Segment, you can use the 1997 or later versions.

If your T4RSP or T4RIF information return has more than 100 sheets of slips (300 slips), use the segment form to help you balance the amounts on the slips with those on the summary. All totals on the segment forms have to agree with the totals on the slips. The segment forms have instructions on how to complete them.

Note
The year you print on the segment forms has to be the same as the year on the summary and slips.

Chapter 4 – Death of an Annuitant Under an RRSP or RRIF

In this chapter, we explain how to report amounts that you paid or that are considered to have been paid from an RRSP or a RRIF because the annuitant died.

The method of reporting the amounts from an RRSP or a RRIF depends on the type. There are three types of RRSPs and RRIFs.

A **depositary RRSP or RRIF** is generally one issued by a person who is, or is eligible to become, a member of the Canadian Payments Association, or a credit union that is a shareholder or member of a body corporate referred to as a central for the purposes of the *Canadian Payments Association Act*, which can accept an individual's deposit in its branch or office in Canada.

A **trusteed RRSP or RRIF** is generally one issued by a corporation licensed or otherwise authorized under the laws of Canada or a province to carry on in Canada the business of offering to the public its services as trustee. Since most of the trust companies are also members of the Canadian Payments Association, they may offer RRSPs that satisfy the meaning of a depositary RRSP or RRIF. The terms and conditions of the legal document establishing the plan will determine whether it is a depositary or a trusteed RRSP or RRIF. The trust is a separate person for income tax purposes.

An **insured RRSP or RRIF** is generally one issued by a person licensed or otherwise authorized under the laws of Canada or a province to carry on an annuities business in Canada.

Note
The following instructions apply to deaths which occurred in 1993 and later years.

Deceased annuitant – Unmatured RRSPs

As a general rule, when an RRSP did not mature before the annuitant's death, the deceased annuitant is considered to have received, just before death, an amount equal to the fair market value of all property of the RRSP. This amount has to be included in the deceased annuitant's income. However, this amount may be reduced if it is paid to a **qualified beneficiary** as a refund of premiums. It can also be reduced if it is paid to the deceased annuitant's estate, and the deceased annuitant's legal representative and a qualified beneficiary elect to treat some or all of it as being paid to the qualified beneficiary. Only the spouse or a financially dependent child or grandchild can be a qualified beneficiary.

Note
In some circumstances, the amount received as a refund of premiums by a qualified beneficiary may be transferred and a deduction under paragraph 60(l) may be claimed by the beneficiary.

Who is the beneficiary and how is the beneficiary designated?

As an RRSP issuer, before you pay out any amounts, you have to determine who is designated as the beneficiary. The beneficiary may be designated in the RRSP contract or in the deceased annuitant's will.

Designation in RRSP contract – If the beneficiary is designated in the RRSP contract, the amounts are to be paid out to that person. If no beneficiary is named, or the estate is named, the amounts are to be paid to the estate.

Designation in will – The designation can also be made in the will. In this case, you generally make the payout to the estate. The legal representative is responsible for determining the amount each beneficiary will receive according to the will. The legal representative will also determine if the amount can be treated as a refund of premiums.

If the spouse or a financially dependent child or grandchild is designated as a beneficiary, that beneficiary and the legal representative of the estate can then jointly elect to treat part or all of the amounts paid to the estate as received by them as a refund of premiums. This allows the transfer of these funds to a permitted investment. To do so, the beneficiary and the legal representative of the estate complete Form T2019, *Death of an RRSP Annuitant – Refund of Premiums*.

Note
In the province of Quebec, a beneficiary cannot be designated in an RRSP contract. As stated in the *Quebec Civil Code*, the designation has to be made in the will. If you are satisfied with the designation of the beneficiary as provided in the will and the other conditions are met, you can issue the slips as if the designation was made in the RRSP contract.

Refund of premiums and qualified beneficiary

In general terms, a **refund of premiums** is some or all of an amount paid out of an RRSP to a **qualified beneficiary** as a result of the annuitant's death. As indicated above, a qualified beneficiary is the annuitant's spouse or the annuitant's financially dependent child or grandchild. It includes the amounts that are paid as an RRSP benefit but **does not** include a tax-paid amount.

RRSP benefit and exempt period

Amounts included in an RRSP payout after the date of death that represent income realized from the date of death up to December 31 of the year after the year of death will always be an RRSP benefit to the recipient of the payment regardless of when the amount is paid. This is the case whether the plan is a depositary, trusteed, or insured RRSP. If it is paid or considered to have been paid to a qualified beneficiary, it will always be a refund of premiums.

Exempt period – We refer to the period from the date of death to December 31 of the year after the year of death as the **exempt period**. For example, if an annuitant dies on January 8, 2000, the exempt period will end on December 31, 2001.

The income earned or realized in the **exempt period** that is an RRSP benefit includes:

- interest;
- dividends; and
- capital gains and losses.

Note
Capital gains and losses include the non-taxable part of the capital gain and the non-deductible part of the capital losses realized or incurred after the end of the exempt period.

The amount earned **after** the exempt period includes the same elements mentioned in the paragraph above. It may be an RRSP benefit or an after-tax amount if the payout is delayed. The RRSP benefit will be a refund of premiums if it is paid out of an insured RRSP. Otherwise, the amount will be a tax-paid amount and may also be an after-tax amount, as discussed in the following section.

Tax-paid amount and after-tax amount

The tax-paid amount applies only to depositary and trusteed RRSPs. For the purposes of this guide, generally, a tax-paid amount is the income earned in an RRSP **after** the end of the exempt period. It **does not** qualify as a refund of premiums.

Depositary RRSP

For a depositary RRSP, interest or income that accrued **after** the exempt period will always be a tax-paid amount. It is not an RRSP benefit or a refund of premiums.

Trusteed RRSP

For a trusteed RRSP, the income earned or realized after the exempt period that is paid to the beneficiary in the year that it is trust income, is an amount that the trust can claim a deduction for under paragraph 104(6)(a.2). If the deduction is claimed, this amount is a tax-paid amount, and an RRSP benefit, but not a refund of premiums.

Income earned or realized after the exempt period that is **not** paid to the beneficiary in the year that it is trust income is not an RRSP benefit. The trustee has to file a T3IND, *T3IND Income Tax Return for RRSP, RRIF, or RESP*, on behalf of the trust and pay tax on that income. In such cases, do not report the after-tax amount as taxable income. However, do report it as a tax-paid amount in the year an amount is paid to the beneficiary. This after-tax amount is not an RRSP benefit, or a refund of premiums. For more information on trusts, contact your tax services office.

Insured RRSP

The tax-paid amount does not apply to an insured RRSP. Therefore, any payment to a qualified beneficiary from an insured RRSP is considered a refund of premiums regardless of when it is earned or paid.

How to issue slips

In this section, we explain how to issue the slips in various situations. We start with the most common situation where the spouse is the designated beneficiary in the RRSP contract. We then explain other situations.

Situation 1: The spouse is the beneficiary and there is a full transfer of property.

Most commonly, a spouse is named as beneficiary and all the following conditions apply:

- the spouse is named as beneficiary of **all** the RRSP property in the RRSP contract;
- you are making a direct transfer of the **entire** refund of premiums under paragraph 60(l) to the spouse's RRSP or RRIF, or to an issuer to buy an eligible annuity for the spouse; and
- all the RRSP property is distributed **before** the end of the exempt period.

In this case, issue a T4RSP slip in the name of the spouse for the year you complete the transfer. Enter the amount of the payout as a refund of premiums in box 18. This amount can include income earned in the RRSP after the date of death to the date of the transfer, since the amount is paid before the end of the exempt period. **Do not** issue any slip in the name of the deceased.

> **Note**
> In the province of Quebec, a beneficiary cannot be designated in a RRSP contract. As stated in the *Quebec Civil Code*, the designation has to be made in the will. If you are satisfied with the designation of the beneficiary as provided in the will and the other conditions are met, you can issue the slip as if the designation was made in the RRSP contract.

The chart on the following page indicates how to issue the T4RSP slips in other situations according to the type of RRSP.

Situation 2: The spouse is named as beneficiary in the RRSP contract but the conditions stated in situation 1 do not apply.		
Date of death (see note 4)	**Exempt period ending on** December 31 of the year that follows the year of death.	**After the exempt period**
In all cases, report the FMV in box 34 of a T4RSP slip issued in the name of the deceased for the year of death.	In all cases, report income in box 18 of a T4RSP slip issued in the name of the spouse.	**Depositary RRSP** Report income on a T5 slip issued in the name of the spouse (see note 2).
		Trusteed RRSP (see note 3) ■ Report the RRSP benefit in boxes 28 and 40 (since it is a tax-paid amount) of a T4RSP slip issued in the name of the spouse. ■ If the income is not an RRSP benefit, read the section called "Tax-paid amount and after-tax amount" on page 13.
		Insured RRSP Report income in box 18 of a T4RSP slip issued in the name of the spouse.

The shaded areas represent the income that can be considered as a refund of premiums.

Situation 3: All other situations – In all other situations, the treatment is similar. If there is a beneficiary designated in the RRSP contract, make the payout to the designated beneficiary. If not, make the payout to the estate.		
In all cases, report the FMV in box 34 of a T4RSP slip issued in the name of the deceased for the year of death.	In all cases, report income in box 28 of a T4RSP slip issued in the name of the beneficiary.	**Depositary RRSP** Report income on a T5 slip issued in the name of the beneficiary (see note 2).
		Trusteed RRSP (see note 3) ■ Report the RRSP benefit in boxes 28 and 40 (since it is a tax-paid amount) of a T4RSP slip issued in the name of the beneficiary. ■ If the income is not an RRSP benefit, see the section called "Tax-paid amount and after-tax amount" on page 13.
		Insured RRSP Report income in box 28 of a T4RSP slip issued in the name of the beneficiary.

The shaded areas represent the income that can be considered as a refund of premiums if paid to a qualified beneficiary (see note 1).

Note 1: When amounts from a deceased annuitant's RRSP are paid to the annuitant's estate, and a qualified beneficiary is a beneficiary of the estate, the legal representative and the qualified beneficiary can jointly file Form T2019, *Death of an RRSP Annuitant – Refund of Premiums*, to designate all or part of the amounts the annuitant's estate received from the RRSP, to have been received by the qualified beneficiary as a refund of premiums.

Note 2: For information on how and when to issue T5 slips, consult the *T5 Guide – Return of Investment Income*.

Note 3: For more information on the tax-paid amount, read the section called "Tax-paid amount and after-tax amount" on page 13.

Note 4: After completing a T4RSP slip, you may find that part or all of an amount reported in box 34 may be a refund of premiums to a surviving spouse or to a financially dependent child or grandchild. If this happens, do not issue an amended T4RSP slip. We routinely assess or reassess returns based on a completed Form T2019.

Deceased annuitant – Matured RRSPs

Spouse as beneficiary of the RRSP property

If the spouse of a deceased annuitant is the beneficiary or the successor annuitant under the terms of a matured RRSP, he or she becomes the annuitant of the RRSP. The RRSP continues, and you make the annuity payments to the spouse as the successor annuitant.

Report the amount of the annuity payments that you made to the successor annuitant in box 16 (not in box 34) of the T4RSP slip that you issue to the spouse.

Spouse as beneficiary of the estate

The deceased annuitant's legal representative may be entitled to receive amounts from the RRSP **for the benefit of the spouse**. If this is the case, the legal representative and the spouse can file a joint written election with us to treat amounts paid to the legal representative as being paid to the spouse. If the legal representative and the spouse make this election:

- we consider the spouse to be the annuitant under the plan; and
- we consider the spouse to have received all amounts from the plan as RRSP benefits.

For information on the meaning of the expression **for the benefit of the spouse**, see paragraph 8 of Interpretation Bulletin IT-500, *Registered Retirement Savings Plans – Death of an Annuitant*.

If you are satisfied that the deceased annuitant's legal representative and the surviving spouse have jointly filed an election with us, you should:

- issue the T4RSP slip to the surviving spouse, even if you make the payments to the deceased annuitant's legal representative; and
- report the annuity payments in box 16, not in box 34.

Other situations

In any other situation, including when you make payments to a child or grandchild beneficiary, you have to issue a T4RSP slip in the name of the deceased annuitant for the year of death. In box 34, enter the fair market value of all the property held by the plan at the time of the annuitant's death. You will find the definition of **fair market value** on page 4.

Amounts you paid from the plan may be more than the amount receivable by the spouse and the amount reported in box 34 of the T4RSP slip you issued to the deceased annuitant. In this case, part or all of the excess amount is a benefit from the RRSP. Issue a T4RSP slip in the name of the beneficiary for the year of payment and enter the benefit in box 28. For information on how to calculate the amount to report in box 28, see the section "Box 28 – Other income or deductions" on page 8.

Note
The information in sections "RRSP benefit and exempt period" and "Tax-paid amount and after-tax amount" on page 13 also applies to matured plans.

Deceased RRIF annuitant

Spouse as successor annuitant

A RRIF annuitant can choose to have the RRIF payments continue to his or her spouse after death. If the terms of the RRIF contract or the deceased annuitant's will name the spouse as the successor annuitant, the spouse becomes the annuitant of the RRIF.

If the deceased annuitant does not name the spouse as the successor annuitant in either the RRIF contract or in a will, the surviving spouse can still become the successor annuitant. If the deceased's legal representative consents and the RRIF carrier agrees, the RRIF carrier can continue to make payments under the RRIF to the surviving spouse as the successor annuitant.

If you learn that the deceased annuitant's will names the surviving spouse as the successor annuitant, ask for a copy of the will, or that part of the will that names the surviving spouse as the successor annuitant.

Income paid to the original annuitant – If you paid part of the minimum amount for the year to the original annuitant, enter the amount in box 16 of the T4RIF slip that you issue to that annuitant. If you also paid an excess amount to the original annuitant, enter that amount in boxes 16 and 24 of the same slip.

Income paid to the successor – If you paid part of the minimum amount for the year to the spouse as the successor annuitant, enter that amount in box 16 of the T4RIF slip that you issue to the successor annuitant. If you also paid an excess amount to the successor annuitant, enter that amount in boxes 16 and 24 of the same slip.

Example
At the time of death, only $4,000 of the minimum payment required for the year was paid to the original annuitant. The successor annuitant (surviving spouse) received the rest of the minimum payment ($3,000) and an excess amount of $1,500.

T4RIF slip for original annuitant:

- box 16 – $4,000
- box 24 – blank

T4RIF slip for surviving spouse:

- box 16 – $4,500
- box 24 – $1,500

Note
If there is no successor annuitant and you did not pay all or a part of the minimum amount before the death of the annuitant, you do not have to issue a T4RIF slip for the minimum amount. The minimum amount will be either:

- included in the FMV amount to be reported to the deceased annuitant; or
- where the spouse is named as beneficiary of the RRIF, included in the amount to be reported to the spouse.

Beneficiary of the RRIF property

Instead of choosing to have the RRIF payments continue to his or her surviving spouse after death, the RRIF annuitant can name an individual in the RRIF contract as the beneficiary of any part of the RRIF property.

As a general rule, the deceased annuitant is considered to have received, just before death, an amount equal to the fair market value of all property of the RRIF at the time of death. This amount has to be included in the deceased annuitant's income. However, this amount may be reduced if it is paid to a **qualified beneficiary** as a designated benefit. It can also be reduced if it is paid to the deceased annuitant's estate, and the deceased annuitant's legal representative and a qualified beneficiary elect to treat some or all of it as being paid to the qualified beneficiary. Only the spouse or a financially dependent child or grandchild can be a qualified beneficiary.

Note
In some circumstances, the amount received as a designated benefit by a qualified beneficiary may be transferred and a deduction under paragraph 60(l) may be claimed by the beneficiary.

Who is the beneficiary and how is the beneficiary designated?

As a RRIF issuer, before you pay out any amounts, you have to determine who is designated as the beneficiary. The beneficiary may be designated in the RRIF contract or in the deceased annuitant's will.

Designation in RRIF contract – If the beneficiary is designated in the RRIF contract, the amounts are to be paid out to that person. If no beneficiary is named, or the estate is named, the amounts are to be paid to the estate.

Designation in will – The designation can also be made in the will. In this case, you generally make the payout to the estate. The legal representative is responsible for determining the amount each beneficiary will receive according to the will. The legal representative will also determine if the amount can be considered as a designated benefit.

If the spouse or a financially dependent child or grandchild is designated as a beneficiary, that beneficiary and the legal representative of the estate can then jointly elect to treat part or all of the amounts paid to the estate as received by them as a designated benefit. This allows the transfer of these funds to a permitted investment. To do so, the beneficiary and the legal representative of the estate complete Form T1090, *Death of a RRIF Annuitant – Designated Benefit*.

Note
In the province of Quebec, a beneficiary cannot be designated in a RRIF contract. As stated in the *Quebec Civil Code*, the designation has to be made in the will. If you are satisfied with the designation of the beneficiary as provided in the will and the other conditions are met, you can issue the slip as if the designation was made in the RRIF contract.

Designated benefit and qualified beneficiary

In general terms, a **designated benefit** is some or all of the amount paid out of a RRIF as a consequence of the annuitant's death to a qualified beneficiary. As indicated above, a **qualified beneficiary** is the annuitant's spouse or the annuitant's financially dependent child or grandchild. It includes the amounts that are paid as a RRIF benefit but **does not** include a tax-paid amount. A designated benefit is similar to a refund of premiums that you would pay from an unmatured RRSP when the annuitant dies.

RRIF benefit and exempt period

Amounts included in a RRIF payout after the date of death that represent income realized from the date of death up to December 31 of the year following the year of death will always be a RRIF benefit to the recipient of the payment regardless of when the amount is paid. This is the case whether the plan is a depositary, trusteed, or insured RRIF. If it is paid or considered to have been paid to a qualified beneficiary, it will always be a designated benefit.

Exempt period – We refer to the period from the date of death to December 31 of the year after the year of death as the **exempt period**. For example, if an annuitant dies on January 8, 2000, the exempt period will end on December 31, 2001.

The income realized in the **exempt period** that is a RRIF benefit includes:

- interest;
- dividends; and
- capital gains and losses.

Note
Capital gains and losses include the non-taxable part of the capital gain and the non-deductible part of the capital losses realized or incurred after the end of the exempt period.

The amount earned **after** the exempt period includes the same elements mentioned in the paragraph above. It may be considered a RRIF benefit or an after-tax amount if the payout is delayed. The RRIF benefit will be a designated benefit if it is paid out of an insured RRIF; otherwise, the amount will be a tax-paid amount and may also be an after-tax amount as discussed in the following section.

Tax-paid amount and after-tax amount

The tax-paid amount applies only to depositary and trusteed RRIFs. For the purposes of this guide, generally, a tax-paid amount is the income earned in a RRIF **after** the end of the exempt period. It **does not** qualify as a designated benefit.

Depositary RRIF

For a depositary RRIF, interest or income that accrued **after** the exempt period will always be a tax-paid amount. It is not a RRIF benefit or a designated benefit.

Trusteed RRIF

For a trusteed RRIF, the income earned or realized after the exempt period that is paid to the beneficiary in the year that it is trust income, is an amount that the trust can claim a deduction for under paragraph 104(6)(a.2). If the deduction is claimed, this amount is a tax-paid amount and a RRIF benefit, but not a designated benefit.

Income earned or realized after the exempt period that is **not** paid to the beneficiary in the year that it is trust income is not a RRIF benefit. The trustee has to file a T3IND, *T3IND Income Tax Return for RRSP, RRIF, or RESP*, for the trust and pay tax on that income. In such cases, do not report the after-tax amount as taxable income. However, do report it as a tax-paid amount in the year an amount is paid to the beneficiary. This after-tax amount is not a RRIF benefit or a designated benefit. For more information on trusts, contact your tax services office.

Insured RRIF

The tax-paid amount does not apply to an insured RRIF. Therefore any payment to a qualified beneficiary from an insured RRIF is considered as a designated benefit regardless of when it is earned or paid.

How to issue slips

In this section, we explain how to issue the slips in various situations. We start with the most common situation, where the spouse is the designated beneficiary in the RRIF contract. We then explain other situations.

Situation 1: Spouse is the beneficiary and there is a full transfer of the eligible amount of the designated benefit

Most commonly, a spouse is named as the beneficiary and all the following conditions apply:

- the spouse is named as beneficiary of **all** the RRIF property in the RRIF contract;
- you are making a direct transfer of the **entire** eligible amount of the designated benefit under paragraph 60(l) to the spouse's RRSP or RRIF, or to an issuer to buy an eligible annuity for the spouse; and
- all the RRIF property is distributed **before** the end of the exempt period.

In this case, issue a T4RIF slip in the name of the spouse for the year you complete the transfer. Enter the total amount of the designated benefit in box 16. Calculate the **eligible** amount for transfer of the designated benefit using the chart in Appendix C on page 25 and enter it in box 24. This amount can include income earned in the RRIF after the date of death to the date of the transfer, since the amount is paid before the end of the exempt period. **Do not** issue any slip in the name of the deceased.

> **Note**
> In the province of Quebec, a beneficiary cannot be designated in a RRIF contract. As stated in the *Quebec Civil Code*, the designation has to be made in the will. If you are satisfied with the designation of the beneficiary as stated in the will and the other conditions are met, you can issue the slip as mentioned above.

The chart on the next page indicates how to issue the T4RIF slips in other situations according to the type of RRIF.

Chapter 5 – Payments to Non-Residents of Canada

You have to file an NR4 information return to report amounts paid or credited, or that are considered to be paid or credited, by residents of Canada to non-residents from:

- an RRSP or an amended plan as described under subsection 146(12); or
- a RRIF or an amended fund as described under subsection 146.3(11).

For information on how to complete an NR4 information return, see our publication called *Non-Resident Withholding Tax Guide*.

You have to withhold income tax of 25% (or the relevant percentage established by a tax convention or agreement) on amounts you paid or credited to non-residents. Complete the remittance part (Part 2) of Form NR76, *Non-Resident Tax – Statement of Account*, and send it with the tax withheld to:

International Tax Services Office
2204 Walkley Road
Ottawa ON K1A 1A8

For more information, get Information Circular 76-12, *Applicable Rate of Part XIII Tax on Amounts Paid or Credited to Persons in Treaty Countries* (and its Special Release), and Information Circular 77-16, *Non-Resident Income Tax*.

If you, as a resident of Canada, pay or credit amounts to or for a non-resident of Canada but you do not withhold or do not remit the non-resident tax withheld, you are liable for the tax that you should have withheld or remitted, plus a penalty of 10% of that tax. If such a penalty of 10% has already been assessed during the year, we increase the penalty to 20% of the tax for any second and subsequent failures in the same calendar year if they were made knowingly or under circumstances amounting to gross negligence. We will charge interest, compounded daily at the prescribed rate, on the outstanding tax, penalties, and interest. Penalties and interest charges are payable to the Receiver General.

You do not have to withhold non-resident income tax for anyone whom we have confirmed as a resident of Canada. If you ask us, we will give you, as a resident payer, written authorization not to withhold non-resident tax from the payments where applicable, such as when you are not sure if the payee is or is not a resident of Canada.

For more information, get Interpretation Bulletin IT-221, *Determination of an Individual's Residence Status,* and its Special Release.

> **Note**
> If you are transferring funds to or from a registered plan for a non-resident annuitant, see Chart 3 on page 29.

<table>
<tr><td colspan="3">Situation 2: The spouse is named as beneficiary in the RRIF contract but the conditions stated in situation 1 do not apply.</td></tr>
<tr><th>Date of death
(see note 4)</th><th>Exempt period ending on
December 31 of the year that follows the year of death.</th><th>After the exempt period</th></tr>
<tr><td rowspan="3">In all cases, report the FMV in box 18 of a T4RIF slip issued in the name of the deceased for the year of death.</td><td rowspan="3">In all cases, report income in box 16 of a T4RIF slip issued in the name of the spouse.</td><td>Depositary RRIF
Report income on a T5 slip issued in the name of the spouse (see note 2).</td></tr>
<tr><td>Trusteed RRIF (see note 3)
■ Report the RRIF benefit in boxes 22 and 36 (since it is a tax-paid amount) of a T4RIF slip issued in the name of the spouse.
■ If the income is not a RRIF benefit, read the section called “Tax-paid amount and after-tax amount” on page 17.</td></tr>
<tr><td>Insured RRIF
Report income in box 16 of a T4RIF slip issued in the name of the spouse.</td></tr>
<tr><td colspan="3">The shaded areas represent the income that can be considered as a designated benefit.</td></tr>
<tr><td colspan="3">Situation 3: All other situations – In all other situations, the treatment is similar. If there is a beneficiary designated in the RRIF contract, make the payout to the designated beneficiary. If not, make the payout to the estate.</td></tr>
<tr><td rowspan="3">In all cases, report the FMV in box 18 of a T4RIF slip issued in the name of the deceased for the year of death.</td><td rowspan="3">In all cases, report income in box 22 of a T4RIF slip issued in the name of the beneficiary.</td><td>Depositary RRIF
Report income on a T5 slip issued in the name of the beneficiary (see note 2).</td></tr>
<tr><td>Trusteed RRIF (see note 3)
■ Report the RRIF benefit in boxes 22 and 36 (since it is a tax-paid amount) of a T4RIF slip issued in the name of the beneficiary.
■ If the income is not a RRIF benefit, read the section called “Tax-paid amount and after-tax amount” on page 17.</td></tr>
<tr><td>Insured RRIF
Report income in box 22 of a T4RIF slip issued in the name of the beneficiary.</td></tr>
<tr><td colspan="3">The shaded areas represent the income that can be considered as a designated benefit if paid to a qualified beneficiary (see note 1).</td></tr>
</table>

Note 1:	When amounts from a deceased annuitant’s RRIF are paid to the annuitant’s estate and a qualified beneficiary is a beneficiary of the estate, the deceased annuitant’s legal representative and the qualified beneficiary can jointly file Form T1090, *Death of a RRIF Annuitant – Designated Benefit*, to designate all or part of the amounts the annuitant’s estate received from the RRIF, to have been received by the qualified beneficiary as a designated benefit.
Note 2:	For information on how and when to issue T5 slips, consult the *T5 Guide – Return of Investment Income*.
Note 3:	For more information on the tax-paid amount, read the section called “Tax-paid amount and after-tax amount” on page 17.
Note 4:	After completing a T4RIF slip, you may find that part or all of an amount reported in box 18 may be a designated benefit to a surviving spouse or to a financially dependent child or grandchild. If this happens, do not issue an amended T4RIF slip. We routinely assess or reassess returns based on a completed Form T1090.

Appendix A – Samples of T4RSP Forms

T4RSP Summary

T4RSP Segment

T4RSP slip

Appendix B – Samples of T4RIF Forms

T4RIF slip

T4RIF Summary

T4RIF Segment

Appendix C – Calculating the Eligible Amount of a Designated Benefit

Step 1 – Calculating the qualifying part of all designated benefits

1.	Minimum amount for the year under the RRIF			$ ______	1
2.	Total of amounts that the deceased annuitant received during the year from the RRIF and included as income under subsection 146.3(5)			______	2
3.	Total of amounts that beneficiaries included in income as designated benefits for the year from the RRIF under subsection 146.3(5)			______	3
4.	Enter amount from line 1	$ ______	4		
5.	Enter amount from line 1 or 2, **whichever is less**	– ______	5		
6.	Line 4 **minus** line 5	= ______	6		
7.	Qualifying part of all designated benefits: $1 - \frac{\text{Line 6}}{\text{Line 3}}$			______	7

Step 2 – Calculating the eligible amount

8.	Part of the designated benefit of the RRIF included in the individual's income under subsection 146.3(5)	______	8
9.	Enter the amount from line 7	× ______	9
10.	**Multiply** the amount from line 8 by the amount on line 9. This amount represents the eligible amount of the designated benefit. Report it in box 24 of the surviving spouse's T4RIF slip.	= ______	10

Example

The annuitant under a RRIF dies on August 18, 2000. The surviving spouse is named as the beneficiary of all the RRIF property in the RRIF contract. The fair market value (defined on page 4) of the RRIF property on August 18, 2000, is $100,000. The minimum amount required to be paid from the RRIF in 2000 is $8,000. However, only half ($4,000) was paid to the annuitant before death. On November 21, 2000, $104,000 was paid to the surviving spouse as a designated benefit from the RRIF. The surviving spouse would like to know how much of the $104,000 can be transferred under paragraph 60(l) to a RRIF.

Step 1 – Calculating the qualifying part of all designated benefits

1.	Minimum amount for the year under the RRIF			$ 8,000	1
2.	Total of amounts that the deceased annuitant received during the year from the RRIF and included as income under subsection 146.3(5)			4,000	2
3.	Total of amounts that beneficiaries included in income as designated benefits for the year from the RRIF under subsection 146.3(5)			104,000	3
4.	Enter amount from line 1	$ 8,000	4		
5.	Enter amount from line 1 or 2, **whichever is less**	– 4,000	5		
6.	Line 4 **minus** line 5	= 4,000	6		
7.	Qualifying part of all designated benefits: $1 - \frac{\text{Line 6} \quad 4{,}000}{\text{Line 3} \quad 104{,}000}$			0.9615	7

Step 2 – Calculating the eligible amount

8.	Part of the designated benefit of the RRIF included in the individual's income under subsection 146.3(5)	104,000	8
9.	Enter the amount from line 7	× 0.9615	9
10.	**Multiply** the amount from line 8 by the amount on line 9. This amount represents the eligible amount of the designated benefit. Report it in box 24 of the surviving spouse's T4RIF slip.	= **99,996**	10

Appendix D – Minimum Amount From a RRIF

As carrier of a registered retirement income fund (RRIF), you have to pay a minimum amount to the annuitant every year after the one in which the RRIF is set up. This amount is calculated by multiplying the fair market value (FMV) of the property held in the RRIF at the start of the year by a prescribed factor.

The prescribed factor you use depends on the age of the RRIF annuitant or, if at the time the RRIF was being set up the annuitant elected to use the spouse's age because the spouse was younger, the age of the spouse. It also depends on when the RRIF was set up. The prescribed factor is determined by regulations or calculated by dividing 1 by the result of 90 **minus** the age (in whole years) of the annuitant or the spouse.

Note
The costs associated with the redemption of units of a mutual fund are expenses of the RRIF. Therefore, such redemption fees are not part of the minimum amount.

The following chart provides the prescribed factor you should use (shadowed areas indicate that the prescribed factor has been calculated).

Prescribed factors			
Age of the RRIF annuitant or the spouse	Pre-March 1986 [1]	Qualifying RRIFs [2]	All other RRIFs [3]
71	.0526	.0526	.0738
72	.0556	.0556	.0748
73	.0588	.0588	.0759
74	.0625	.0625	.0771
75	.0667	.0667	.0785
76	.0714	.0714	.0799
77	.0769	.0769	.0815
78	.0833	.0833	.0833
79	.0909	.0853	.0853
80	.1000	.0875	.0875
81	.1111	.0899	.0899
82	.1250	.0927	.0927
83	.1429	.0958	.0958
84	.1667	.0993	.0993
85	.2000	.1033	.1033
86	.2500	.1079	.1079
87	.3333	.1133	.1133
88	.5000	.1196	.1196
89	1.0000	.1271	.1271
90	.0000	.1362	.1362
91	.0000	.1473	.1473
92	.0000	.1612	.1612
93	.0000	.1792	.1792
94 or older	.0000	.2000	.2000
If the age is 70 years or younger, the prescribed factor is calculated as follows: 1 **divided** by (90 **minus** the age).			

Note 1
You may continue to use the "Pre-March 1986" factor for a RRIF that was set up before 1986, unless it was revised or amended at any time, or it holds an annuity contract after July 1997 for all years that start after the earliest of the following days:

- that is after July 1997; or
- the day on which the trust holds such a contract.

Note 2
You can use the "Qualifying RRIF" factor for a qualifying RRIF. A qualifying RRIF has never received any property as consideration, other than property transferred from another qualifying RRIF, and was set up during one of the following periods:

- before 1986 and has since been revised or amended;
- after 1986 and before 1993; or
- after 1993 with funds or property transferred directly from another qualifying RRIF.

Note 3
In all other cases, use the factor from the "All other RRIFs" column.

RRIFs that hold annuity contracts

Starting in 1997, a trusteed RRIF will be permitted to hold the following two types of annuity contracts as qualified investments.

Locked-in annuity contracts

In this guide, an annuity contract is one that a licensed annuities provider issues (this is a person licensed or otherwise authorized under the laws of Canada or a province to carry on an annuities business in Canada) and that meets the following conditions:

- The contract provides that periodic payments be made on an annual or more frequent basis.
- The RRIF trust is the only person entitled to receive the annuity payments under the contract (unless the trust disposes of the annuity).
- Usually, the time and the amount of any payment under the contract cannot vary and must be based on the life of the RRIF annuitant. However, if the annuitant has elected to have the minimum amount paid to the annuitant's spouse after the annuitant's death, the payments can be based on the joint lives of the annuitant and the spouse.
- The starting date for the periodic payments is no later than the end of the year that follows the year in which the contact was acquired by the trust.
- The annuity contract must be one of the following:
  - a **life annuity** for the life of the RRIF annuitant that does not have a guaranteed period that runs past the end of the year in which the annuitant reaches 90 years of age. If the RRIF annuitant had a spouse who was younger than the annuitant when the contract was

the annuitant and the spouse that does not have a guaranteed period that runs past the end of the year in which the annuitant's spouse reaches 90 years of age.

acquired, the life annuity can be for the joint lives of the annuitant and the spouse that does not have a guaranteed period that runs past the end of the year in which the annuitant's spouse reaches 90 years of age.

– a **term annuity** with a term equal to either 90 years minus the age of the RRIF annuitant at the time the periodic payments start, or 90 years minus the age of the RRIF annuitant's spouse on that date if the spouse is younger than the annuitant.

- The periodic payments must be equal unless they have been adjusted for one of the following reasons:
  – in accordance with indexing;
  – to reflect an increase or reduction in the value of a specified group of assets constituting the assets of a separate and distinct account or fund maintained for a variable annuities business by a licensed annuity provider;
  – in accordance with a change in the interest rate on which the annuity is based, only if the new rate equals or approximates a generally available Canadian market interest rate;
  – to reflect increases in the consumer price index, in whole or in part, as published by Statistics Canada under the authority of the *Statistics Act*;
  – to reflect an increase of the rate specified in the annuity contract, not more than 4% per year;
  – in accordance with an annual increase to the extent that the amount or rate of return that would have been earned on a pool of investment assets (available for purchase by the public and specified in the contract) is more than an amount or rate specified in the plan and provides that no other increase may be made in the amount payable; or
  – as a result of a partial surrender of the right to receive periodic payments under the contract.

Other annuity contracts

These are contracts issued by a licensed annuities provider that meet **all** of the following conditions:

- The RRIF trust is the only person entitled to receive the annuity payments under the contract. This does not apply after the RRIF trust disposes of the annuity.
- The annuity contract must give the annuitant an ongoing right to surrender the contract for an amount that, ignoring reasonable sales and administrative charges, approximates the amount that could be required to fund the future periodic payments under the contract.

Calculating the minimum amount

Under proposed changes, calculate the minimum amount for trusteed RRIFs that hold locked-in annuity contracts as follows:

FMV of all the property held by the RRIF at the beginning of the year (excluding any locked-in annuity contracts)		$	1
Enter the applicable prescribed factor	×		2
Line 1 **multiplied by** line 2	=	$	3
Periodic payments to be paid from all locked-in annuity contracts held at the start of the year *	+	$	4
Minimum amount for the year: Line 3 **plus** line 4	=	$	5

* Include amounts that would have been received under a locked-in annuity contract held at the start of the year but were disposed of during the year. Do not include payments from a locked-in annuity contract acquired during the year.

The existing rules for calculating the minimum amount as described at the start of this Appendix will continue to apply to a trusteed RRIF as long as it does not acquire a locked-in annuity contract. The proposed calculation for a trusteed RRIF that holds a locked-in annuity contract applies to any year that starts after 1997 and after the trust first holds a locked-in annuity contract.

Note
If a trusteed RRIF **does not** hold a locked-in annuity contract at the start of the year, the minimum amount is determined by multiplying the FMV of all the property held by the RRIF at the start of the year by the appropriate prescribed factor.

Example
In 1999, Alex owned an RRSP that contained a locked-in annuity as well as other property. In December 1999, before his RRSP matures, he set up a trusteed RRIF and transferred all of the property from his RRSP. The FMV of the other property at the start of January 2001 is $75,000 and the locked-in annuity pays $5,000 annually. Alex had no spouse when the RRIF was being set up and he is 71 years old at the start of 2001. The carrier calculates the minimum amount for 2001 as follows:

FMV of all the property held by the RRIF at the start of the year (excluding any locked-in annuity contracts)		$75,000	1
Enter the applicable prescribed factor	×	.0738	2
Line 1 **multiplied by** line 2	=	$ 5,535	3
Periodic payments to be paid from all locked-in annuity contracts held at the start of the year	+	$ 5,000	4
Minimum amount for the year: Line 3 **plus** line 4	=	$**10,535**	5

Appendix E – Information for Transfers of Funds

The following charts show the forms to use for direct transfers between plans. These are identified in the charts. For information about other transfers not covered in these charts, see Interpretation Bulletin IT-528, *Transfers of Funds Between Registered Plans.*

The requirement that transfers of property from a RRIF be made in prescribed form has been removed. Therefore, the use of Form T2033 is no longer mandatory. This form will not be reprinted. It will however be available on the Internet. You can choose other methods for the transfer as long as you provide all of the relevant information.

If you do not use a form to transfer funds between registered plans, you can choose one of the following options:

- modify the official form to add all of the additional information you or your client needs to report;
- develop your own form or facsimile for the type of transaction; or
- do the transfer electronically or by other means to eliminate the need for a paper copy.

Make sure that you provide all of the relevant information about the transfer, that the funds are properly transferred to the new plan, and that the client's needs are respected.

Chart 1 – Payments that you have to transfer directly

Type of payment	Can be transferred to an:				Instructions	Form*
	RPP	RRSP	RRIF	Annuity		
Full or partial commutation payment from an RRSP	No	Yes	Yes	Yes	■ Issue a T4RSP slip. ■ Issue a receipt. ■ Do not withhold tax if a Form T2030 is completed.	T2030
Excess amount from a RRIF	No	Yes	Yes	Yes	■ Issue a T4RIF slip. ■ Issue a receipt. ■ Do not withhold tax if a Form T2030 is completed.	T2030
Payment from a RRIF of a deceased spouse in excess of minimum amount for the year	No	Yes	Yes	Yes	■ The surviving spouse must be named as a beneficiary under the terms of the RRIF contract. ■ Issue a T4RIF slip. ■ Issue a receipt. ■ Do not withhold tax if a Form T2030 is completed.	T2030
Property from an unmatured RRSP	Yes	Yes	Yes	No	■ Do not issue a T4RSP slip. ■ Do not issue a receipt. ■ Do not withhold tax.	T2033 (Internet only)
Property from a RRIF	No	No	Yes	No	■ Do not issue a T4RIF slip. ■ Do not issue a receipt. ■ Do not withhold tax.	T2033 (Internet only)
Lump–sum payment from an RPP	Yes	Yes	Yes	No	■ A T4A slip will not be issued. ■ Do not issue a receipt. ■ Do not withhold tax.	T2151
Lump–sum payment from a DPSP	Yes	Yes	No	No	■ A T4PS slip will not be issued. ■ Do not issue a receipt. ■ Do not withhold tax. ■ In some situations, may also be transferred to a DPSP.	T2151

* These forms can be used but they are not mandatory. For the titles, see page 30.

Chart 2 – Transferring payments received because of a breakdown of a marriage or relationship						
In all cases, the recipient must be entitled to the payment under a decree, order, judgment of a court, or a written agreement relating to a division of property between that person and a former spouse in settlement of rights arising from the breakdown of their marriage or relationship. The parties must be living separate and apart at the time of the transfer due to a breakdown of their relationship.						
Type of payment	**Can be transferred to an:**				**Instructions**	**Form****
	RPP	**RRSP**	**RRIF**	**Annuity**		
Lump–sum payment from an RPP	Yes	Yes	Yes	No	■ A T4A slip will not be issued. ■ Do not issue a receipt. ■ Do not withhold tax.	T2151
Property from an unmatured RRSP	No	Yes*	Yes	No	■ Do not issue a T4RSP slip. ■ Do not issue a receipt. ■ Do not withhold tax.	T2220
Property from a RRIF	No	Yes	Yes	No	■ Do not issue a T4RIF slip. ■ Do not issue a receipt. ■ Do not withhold tax.	T2220

* For this type of transfer, Form T2220 **has** to be completed and sent to us.

** For the title of these forms, see page 30

Chart 3 – Payments that you transfer for non-residents of Canada						
Type of payment	**Can be transferred to an:**				**Instructions**	**Form****
	RPP	**RRSP**	**RRIF**	**Annuity**		
Lump-sum payment from an RPP	Yes	Yes	Yes	No	■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax.	NRTA1*
Eligible portion of a retiring allowance	Yes	Yes	No	No	■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax.	NRTA1*
Excess amounts from a RRIF	No	Yes	Yes	Yes	■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax.	NRTA1*
Lump–sum payment from a DPSP	Yes	Yes	No	No	■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax.	NRTA1*
Full or partial commutation of an RRSP annuity, or refund of premiums paid to the beneficiary if the annuitant died	No	Yes	Yes	Yes	■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax.	NRTA1*

* To waive the requirement to withhold non-resident tax, this form must be completed.

** For the title of this form, see page 30.

Appendix F – References

You can get the current version of the following forms and publications from any tax services office or tax centre, or by calling us toll free at **1-800-959-2221**. Many of our publications are available at: **www.ccra-adrc.gc.ca**

Forms

NR76 *Non-Resident Tax – Statement of Account*

NRTA1 *Authorization for Non-Resident Tax Exemption*

RC96 *Lifelong Learning Plan (LLP) – Request to Withdraw Funds from an RRSP*

T619 *Magnetic Media Transmittal*

T1036 *Home Buyers' Plan (HBP) – Request to Withdraw Funds from an RRSP*

T1090 *Death of a RRIF Annuitant – Designated Benefit*

T2019 *Death of an RRSP Annuitant – Refund of Premiums*

T2030 *Direct Transfer Under Subparagraph 60(l)(v)*

T2033 *Direct Transfer Under Paragraph 146(16)(a) or 146.3(2)(e)* (Available on the Internet only)

T2037 *Notice of Purchase of Annuity With "Plan" Funds*

T2151 *Direct Transfer of a Single Amount Under Subsection 147(19) or Section 147.3*

T2205 *Calculating Amounts From a Spousal RRSP or RRIF to Include in Income for __*

T2220 *Transfer From an RRSP or a RRIF to Another RRSP or RRIF on Marriage Breakdown*

T3012A *Tax Deduction Waiver on the Refund of Your Unused RRSP Contributions Made in __*

T3IND *T3IND Income Tax Return for RRSP, RRIF, and RESP*

TD3 *Request for Income Tax Deduction on Non-Employment Income*

Interpretation Bulletins

IT-221 *Determination of an Individual's Residence Status*

IT-320 *Registered Retirement Savings Plans – Qualified Investments*

IT-500 *Registered Retirement Savings Plans – Death of an Annuitant*

IT-528 *Transfers of Funds Between Registered Plans*

Information Circulars

72-22 *Registered Retirement Savings Plans*

74-1 *Form T2037, Notice of Purchase of Annuity With "Plan" Funds*

76-12 *Applicable Rate of Part XIII Tax on Amounts Paid or Credited to Persons in Treaty Countries*

77-16 *Non-Resident Income Tax*

78-10 *Books and Records Retention/Destruction*

78-18 *Registered Retirement Income Funds*

82-2 *Social Insurance Number Legislation That Relates to the Preparation of Information Slips*

92-2 *Guidelines for the Cancellation and Waiver of Interest and Penalties*

97-2 *Customized Forms – Returns and Information Slips*

Guides

RC4112 *Lifelong Learning Plan (LLP)*

RC4135 *Home Buyers' Plan (HBP)*

T4031 *Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3*

T4040 *RRSPs and Other Registered Plans for Retirement*

T4061 *Non-Resident Withholding Tax Guide*

Information Sheets

RC4177 *Death of an RRSP Annuitant*

RC4178 *Death of a RRIF Annuitant*