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T4RSP and T4RIF Guide

97



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 supplementary, summary, and segment forms). You can find samples of each of these forms in Appendices A and 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 under "Revenue Canada" in the Government of Canada section of your telephone book.

Forms and publications – Throughout the guide, we refer to other forms and publications. You can get any of these forms or publications from your tax services office or tax centre.

Many of our publications are also available on the Internet at the following address:

<http://www.rc.gc.ca>

Publications for Magnetic Media Filing are available at the following Internet address:

<http://www.rc.gc.ca/magmedia>

Definition of spouse

The term **spouse**, used throughout this guide, applies to both a legally married spouse and a common-law spouse. A common-law spouse is a person of the opposite sex who, at that particular time in 1997, lived with the individual in a common-law relationship, and:

- is the natural or adoptive parent (legal or in fact) of the individual's child; or
- had been living with the individual in such a relationship for at least 12 continuous months, or had previously lived with the individual in such a relationship for at least 12 continuous months (when you calculate the 12 continuous months, include any period of separation of less than 90 days).

Once either of these two situations applies, we consider the individual to have a common-law spouse, except for any period that they were separated for 90 days or more due to a breakdown in the relationship.

What's New for 1997?

This guide includes proposed income tax changes that had been announced but were not law at the time of printing. They are boxed in red throughout this guide.

- Under proposed changes, starting in 1997, trusts governed by an RRSP or RRIF (commonly known as a trustee RRSP or RRIF) are now permitted to hold certain annuity contracts as qualified investments. As a consequence of this change, it is also proposed to modify the calculation of the minimum amount for trustee RRIFs that hold annuity contracts for 1998 and later years. For more information, see "Appendix D – Minimum Amount From a RRIF", on page 24.
- The age limit for having an unmatured RRSP has changed to 69. However, if the annuitant turns 69, 70, or

71 in 1997, a transitional rule allows 1997 to be the last year that contributions can be made to the annuitant's RRSP. These annuitants can no longer have an unmatured RRSP after 1997. For more information, see "Maturity of an RRSP" on page 6.

- As an RRSP issuer, you must provide advance notice to the annuitant at least six months before the date that the annuitant's RRSP matures. You may be subject to a penalty if you fail to provide this notice. See "Advance notice" on page 6 for more information.
- At the beginning of each section in this guide that relates to information slips, summaries, and segments, we will advise you if any changes have been made, and if you can still use existing stock.

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*.

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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 17.

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

Supplementary slip – This slip is a four-part form you use 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 Supplementary slips, see Chapter 2 on page 6. You can find a sample of the T4RSP and T4RIF Supplementary slips on page 20.

Summary form – This form is a three-part form you use to record the total of the amounts you reported on all related supplementary 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 18 and a sample of the T4RIF Summary form on page 21.

Segment form – This form is a single-copy form you use to help balance the amounts you reported on the supplementary 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 19 and the T4RIF Segment form on page 22.

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

We encourage you to file your T4RSP and T4RIF information returns on magnetic tape or diskette. Filing on magnetic media will save you time and will simplify the requirements if you create customized forms.

If you receive our approval to file your information returns on magnetic media, **do not** submit a paper copy of the summary form or supplementary slips.

For more information, read the 1997 version of guide T4031, *Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3*, or contact us at the address or telephone number listed below:

Magnetic Media Processing Unit
Ottawa Tax Centre
Revenue Canada
875 Heron Road
Ottawa ON K1A 1A2

1-800-665-5164 (toll free)

Computer-printed (customized) forms

You or a service agency can print the T4RSP and T4RIF forms using a computer. However, you have to get written approval from us before you can issue your own computer-printed forms.

Send your proposed samples to:

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

You will receive either our written approval or a request to make changes to the forms before we approve them.

For more information, get Information Circular 93-4, *Custom and Facsimile Tax Forms*.

When to file your information returns

You have to send your T4RSP and T4RIF information returns to Revenue Canada, and deliver copies 2 and 3 of the supplementary slips to the beneficiaries **before March 1** of the year after the calendar year for which you have to file the returns.

If you discontinue your business or activity, within 30 days of its end, you have to file a return for any year or part-year for which you have not previously filed.

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 Tax Centre at the address shown above in the section “Filing on magnetic media.” Send us the following:

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

Send copies 2 and 3 of the supplementary 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 returns (original, amended, or corrected) to the appropriate tax centre. You can find the addresses on the back of the summary form. Send us the following:

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

Send copies 2 and 3 of the supplementary 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 supplementary 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 supplementary slips for laser printers, see the instructions on the back of the slip.

How to correct your information return

If you discover that you made an error in preparing your information return after sending it to us, send a letter explaining the error along with the necessary supplementary slips, as explained below.

Even if you sent the original information return on magnetic media, you have to file any amended or cancelled supplementary slips on paper.

Do not prepare amended or cancelled segment forms.

Amended supplementary slips

If you change data on a supplementary slip, enter the same data that was on the original slip, except for the boxes you are changing. Print the word "AMENDED" at the top of the revised slip.

Cancelled supplementary slips

If you issued a supplementary slip by mistake and you want to cancel it, send another slip with the same data as you reported on the original. Print the word "CANCELLED" at the top of the slip.

Duplicate supplementary slips

If you issue a supplementary slip to replace one that the beneficiary lost or destroyed, **do not send us a copy**. Print the word "DUPLICATE" at the top of the replacement slip you are sending to the beneficiary.

Penalties, interest, and use of the social insurance number (SIN)

Late-filing penalty

You have to file your T4RSP and T4RIF information returns with us **before March 1** of the year after the calendar year for which you have to file the returns.

If you file your return late, or distribute the supplementary slips to beneficiaries late, you are liable to a penalty of \$25 per day, ranging from a minimum of \$100 to a maximum of \$2,500, for each return.

Failure to file your information return

If you fail to file your information return as required under the *Income Tax Regulations*, you may be guilty of an offence. In addition to any other penalty, you are liable, on summary conviction, to:

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

Failure to provide information, including the SIN

Payer (issuer or carrier) – Anyone who prepares an information return has to make a reasonable effort to get the necessary information, including SINs, from the individuals who will receive the supplementary slips. Unless you make a reasonable effort to get this information, you will be liable to a \$100 penalty each time you do not provide the required information on a supplementary slip.

Beneficiary – Individuals who live or work in Canada have to give their SIN on request to any person who has to prepare an information return for them. If an individual does not have a SIN, he or she has 15 days from the day of the request to apply for one at any Human Resources Centre of Canada. After receiving a SIN, an individual has 15 days to provide it to the person responsible for preparing the information return. Individuals who for any reason do not comply with these requirements are liable to a \$100 penalty for each failure.

For more information, get Information Circular 82-2, *Social Insurance Number Legislation That Relates to the Preparation of Information Slips*.

Use of the SIN

If you have to file an information return, you cannot knowingly use, communicate, or allow an individual's SIN to be communicated, other than as required or authorized by law, or for the purpose for which the individual provided it.

If you use an individual's SIN for unauthorized purposes, you may be guilty of an offence and liable on summary conviction to a fine or to imprisonment, or both.

Interest on penalties

We charge interest, compounded daily at the prescribed rate, on the total amount of penalties and interest

outstanding. Penalties and interest charges are payable to the Receiver General.

Cancellation or waiver of penalties and interest

You may file your information return late or distribute supplementary slips to beneficiaries late because of circumstances beyond your control. If this happens, include a letter with your return giving the reasons why the return or the slips are late. For these situations, we may reduce, cancel, or waive penalties and any interest.

For more information, get Information Circular 92-2, *Guidelines for the Cancellation and Waiver of Interest and Penalties*.

Notice of Assessment

We will only issue a *Notice of Assessment* if we apply a penalty to your information return.

Maturity of an RRSP

An annuitant can no longer have an unmatured RRSP after the year the annuitant turns 69. Prior to this change, the maximum age was 71. If the annuitant was 70 or 71 on December 31, 1997, a transitional rule allows that contributions can still be made to the annuitant's RRSP in 1997. However, the annuitant will no longer be able to have an RRSP after 1997. Beginning in 1998, an annuitant will no longer be able to have an unmatured RRSP after the year the annuitant turns 69.

This change does not apply to 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 commence and the amount of each payment under the contract must be fixed and determined before March 6, 1996.

Consult the left column of the following chart to determine if contributions can be made to the annuitant's RRSP in 1997. Consult the right column for contributions in 1998. When referring to the chart, always use the **annuitant's** age to determine if contributions can be made in a given year.

If, on Dec. 31, 1997, the annuitant was:	If, on Dec. 31, 1998, the annuitant was:
71 or younger – Yes	69 or younger – Yes
72 or older – No	70 or older – No

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 attains 69 years of age, the issuer of the plan must notify the annuitant in writing, on or before the last day of June of that year, that the RRSP will cease to exist as an RRSP after the end of that year. The requirement becomes

effective in 1997. Advance notices must have been issued no later than June 30, 1997, to individuals who attain the age of 69 or 70 in 1997.

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

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

Chapter 2 – How to Complete the T4RSP and T4RIF Supplementary Slips

The T4RSP Supplementary slip

Modifications for 1997 – The only modifications to the T4RSP Supplementary slip for 1997 relate to the terminology. Since they will not affect the verification and processing of the slips, you can use either the 1996 or 1997 versions.

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

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

For **each** T4RSP Supplementary 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 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 information, including the SIN" on page 5.

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).

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 Supplementary slip.

Year

Enter the year on each T4RSP Supplementary 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 the boxes 16 to 34 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 RRSP. Where the net proceeds from the redemption are paid out of the RRSP, only the amount actually paid out of the RRSP should be reported on the T4RSP Supplementary slip.

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 unmaturing 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 depository and trustee 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 "Unmatured RRSPs" on page 13 for information on situations that arise when an annuitant under an unmaturing RRSP dies.

Box 20 – Refund of excess contributions

Enter the 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 Undeducted RRSP Contributions Made in 19__*, 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
- an 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.

Do not report the following amounts:

- any withdrawals the annuitant made in 1997, for which you received a completed Form T1036, *Applying to Withdraw an Amount Under the Home Buyers' Plan in 1997*; and
- withdrawals for which you received an approved Form T3012A.

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**, print or type "YES" in box 24, 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 74 years of age at the end of 1997.

A spousal plan includes:

- an RRSP to which the annuitant's spouse made contributions; and
- an RRSP that received a payment or a transfer of property from a spousal RRSP or a spousal RRIF.

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**, print or type "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 the 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 "Definition of spouse" on page 2.

Note

If you entered "YES" in box 24, the annuitant should complete Form T2205, *Calculating Amounts From a Spousal RRSP or RRIF to Include in Income for 19__*, 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 (FMV)" 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 trustee 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 trustee 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 because of the annuitant's death becomes receivable by the surviving spouse; 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 unmaturing RRSP dies, see "Unmatured RRSPs" on page 13.

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 Undeducted RRSP Contributions Made in 19__*; or
- a withdrawal for which the annuitant has given you a completed Form T1036, *Applying to Withdraw an Amount Under the Home Buyers' Plan in 1997*.

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 – At 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 just before 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 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 Supplementary slip in the deceased annuitant's name. Before you enter an amount in box 34, see the section "Unmatured RRSPs" on page 13.

Box 40 – Tax-paid amount

Under proposed law, 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. This requirement only applies to depositary and trustee RRSPs. For purposes of this guide, the tax-paid amount is the income earned in an unmatured RRSP after the end of the year following the year the annuitant died that you paid to the deceased annuitant's spouse, child, grandchild, or estate.

In the case of a depositary RRSP, the tax-paid amount is the interest that accrued or was credited to the RRSP after the end of the year following the year the annuitant died. For a trustee RRSP, the tax-paid amount is the trust's income that is not exempt from tax (i.e., the income earned after the end of the year following the year the annuitant died). For this purpose, a trust's income is calculated without regard to the subsection 104(6) deduction.

The tax-paid amount does not qualify as a refund of premiums. However, the legal representative needs this amount to determine the amount to report on the deceased annuitant's final tax return.

The T4RIF Supplementary slip

Modifications for 1997 – Most of the modifications to the T4RIF Supplementary slip for 1997 relate to the terminology. However, since we have also modified the order that the date of death is entered, you must use the 1997 version of these slips. If you file your information returns on magnetic media, **do not** submit the paper copy of the supplementary slips. Report all the amounts on the T4RIF Supplementary slips in Canadian currency.

For each T4RIF Supplementary 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. You can only enter the name of one beneficiary on a T4RIF Supplementary 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 "Failure to provide information, including the SIN" on page 5.

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).

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 Supplementary slip.

Year

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

Note

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

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 minimum amount (i.e., the minimum payment you have to make out of the RRIF for the year – for information on how to calculate the minimum amount, see Appendix D on page 24) and any excess amount you paid to the annuitant. For information on the excess amount, see "Box 24 – Excess amount" on page 10;
- 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 15);

- the RRSP property that was transferred to a RRIF, then identified as excess contributions and refunded from the RRIF;
- the amounts you paid from the RRIF for undeducted past-service additional voluntary contributions that the annuitant had made to a registered pension plan; and
- the amounts you paid to the deceased annuitant's spouse as a designated benefit.

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 15.

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 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 Supplementary slip in the deceased annuitant's name. Before you enter an amount in box 18, see the section "Beneficiary of the RRIF property" on page 15.

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 because of 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 trustee 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 its fair market value of the property when it was acquired.

The annuitant of a trustee 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; or
 - 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 portion 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 15.

Box 24 – Excess amount

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

If an annuitant elects 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 15.

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 74 years old at the end of 1997, 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 "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 19__*, 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, 1997, you would enter 97 06 09.

Box 36 – Tax-paid amount

Under proposed law, 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. This requirement only applies to depositary and trustee RRIFs.

For purpose of this guide, the tax-paid amount is the income earned in a RRIF after the end of the year following the year the annuitant died, that you paid to the deceased annuitant's spouse, child, grandchild, or estate.

In the case of a depositary RRIF, the tax-paid amount is the interest that accrued or was credited to the RRIF after the end of the year following the year the annuitant died.

For a trustee RRIF, the tax-paid amount is the trust's income that is not exempt from tax (i.e., the income earned after the end of the year following the year the annuitant died. For this purpose, a trust's income is calculated without regard to the subsection 104(6) deduction).

The tax-paid amount does not qualify as a designated benefit. However, the legal representative needs this information to determine the amount to report on the deceased annuitant's final tax return.

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 submit the paper copy of the summary forms. However, you still have to ensure that the total income tax deducted has been remitted. In addition, you do not have to use segment forms.

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

The T4RSP and T4RIF Summary forms

Modifications for 1997 – We have modified the 1997 T4RSP and T4RIF Summary forms to make them non-year specific. You must use the 1997 version of these forms.

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

For the year ending December 31, 19__ – Ensure that the year you enter is the same as the year on the supplementary 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 – Enter the name of the tax centre that serves your tax services office. See the back of the Summary for information.

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 Supplementary 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 supplementary 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 1997 – Most of the modifications to the Segment forms for 1997 relate to the terminology. However, since we have also replaced the account number with the business number, you must use the 1997 version of these forms.

If your T4RSP or T4RIF information return has more than 100 sheets of supplementary slips (300 slips), use the Segment form to help you balance the amounts on the supplementary slips with those on the Summary. All totals on the Segment forms have to agree with the totals on the

supplementary 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 Supplementary 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 are considered to have paid from an RRSP or a RRIF because the annuitant died.

The following instructions apply to deaths in 1993 and later years. For deaths that occurred before 1993, see the version of this guide for the applicable year. You can obtain a copy of a guide for a previous year from your tax services office.

Deceased RRSP annuitant

Matured RRSPs

Spouse as beneficiary of the RRSP property

If the spouse of a deceased annuitant is the beneficiary 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 Supplementary 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 Supplementary 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 Supplementary 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.

Note

You will find the definition of "fair market value (FMV)" 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 Supplementary 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 Supplementary 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.

Unmatured RRSPs

The following chart applies to deaths in 1993 and later years. It summarizes the reporting requirements for amounts paid or considered to have been paid from an unmaturing RRSP because the annuitant died.

Note

After completing the original T4RSP Supplementary 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 Supplementary slip. We routinely assess or reassess returns based on a completed Form T2019, *Death of an RRSP Annuitant – Refund of Premiums*.

**Reporting requirements for benefits paid or considered to have been paid
from an unmaturred RRSP because the annuitant died**

RRSP benefits	Instructions
Fair market value of all the RRSP property at the time the annuitant died.	Issue a T4RSP Supplementary slip in the name of the deceased annuitant for the year of death. Show the benefit in box 34 (see Note 1).
<p>Income accrued in the RRSP after the annuitant's date of death, up to December 31 of the year after the year the annuitant died (see Note 2).</p> <p>This amount includes the following sources of income:</p> <ul style="list-style-type: none"> ■ interest; ■ dividends; and ■ capital gains and losses (include the non-taxable part of capital gains and the non-deductible part of losses realized after December 31 of the year after the year the annuitant died). 	<ul style="list-style-type: none"> ■ Spouse named as a beneficiary of the RRSP property in the RRSP contract and the situation described in Note 1 below does not apply: Issue a T4RSP Supplementary slip in the name of the spouse for the year the income is paid, and enter the benefit in box 18. ■ Child or grandchild named as a beneficiary of the RRSP property in the RRSP contract: Issue a T4RSP Supplementary slip in the name of the child or grandchild for the year the income is paid, and enter the benefit in box 28. ■ All other individuals named as a beneficiary of the RRSP property in the RRSP contract: Issue a T4RSP Supplementary slip in the name of the beneficiary for the year the income is paid, and enter the benefit in box 28. ■ No beneficiary named in the RRSP contract (see Note 4): Issue a T4RSP Supplementary slip in the name of the estate for the year the income is paid, and enter the benefit in box 28. <p>If you make a payment from a depository or trustee RRSP after December 31 of the year after the year the annuitant died, see Note 3.</p>

Notes

1. **Do not** issue a T4RSP Supplementary slip in the name of the deceased annuitant if:
 - the surviving spouse is named as beneficiary of **all** the RRSP property in the RRSP contract;
 - you are making a direct transfer of the **entire** RRSP refund of premiums under paragraph 60(l) to the spouse's RRSP, RRIF, or to an issuer to buy an eligible annuity for the spouse; and
 - all the RRSP property is distributed **on or before** December 31 of the year after the year of death.

In these situations, issue a T4RSP Supplementary slip in the name of the surviving spouse for the year you complete the transfer. Enter the transfer amount 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.

2. All income earned in an **unmaturred insured RRSP** after the date of death is considered an RRSP benefit.
3. **The income earned in an unmaturred depository RRSP after December 31** of the year after the year the annuitant died is not considered an RRSP benefit. However, you have to report this income in box 40 of the T4RSP slip. In addition, you have to report the income on a T5 Supplementary slip issued in the name of the beneficiary named in the RRSP contract. If there is no beneficiary named in the RRSP contract, issue the information slip in the name of the deceased annuitant's estate. For information on how and when to issue T5 slips, consult the *T5 Guide – Return of Investment Income*.

The income earned in an unmaturred trustee RRSP after December 31 of the year after the year the annuitant died is income of the RRSP trust and is subject to tax. This income is not considered an RRSP benefit if the RRSP trust pays tax on the income. If this is the case, you do not have to issue an information slip to report the income. However, if the RRSP trust claims a deduction for the income under subsection 104(6), the income is considered an RRSP benefit. In this situation, you have to report the benefit in box 28 of the T4RSP slip. You also have to report the benefit in box 40 if it was paid to the deceased annuitant's spouse, child, grandchild, or estate. For information on the subsection 104(6) deduction, contact your tax services office.

4. The spouse, child, or grandchild of the deceased annuitant can be the beneficiary of the estate instead of a beneficiary of the RRSP property in the RRSP contract. In this situation, the spouse (or if the annuitant had no spouse at the time of death, a financially dependent child or grandchild of the annuitant) and the legal representative of the estate can jointly elect to treat part or all of the amounts you paid to the estate as received by them as a refund of premiums. This will allow the transfer of these funds to a permitted investment on a tax-free basis. For more information, get Form T2019, *Death of an RRSP Annuitant – Refund of Premiums*.

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 Supplementary 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 Supplementary 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 Supplementary slip for original annuitant:

- box 16 – \$4,000
- box 24 – blank

T4RIF Supplementary slip for surviving spouse:

- box 16 – \$4,500
- box 24 – \$1,500

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.

A **designated benefit** includes an amount you paid from a RRIF to the surviving spouse of the deceased RRIF annuitant. If the annuitant had no spouse at the time of death, an amount you paid from the deceased annuitant's RRIF to the annuitant's financially dependent child or grandchild may also be considered to be a designated benefit. As well, a designated benefit can include an amount you paid from a RRIF to the legal representative of the deceased RRIF annuitant. A designated benefit is similar to a refund of premiums that you would pay from an unmaturing RRSP when the annuitant dies.

All or part of the eligible amount of a designated benefit paid to the deceased RRIF annuitant's spouse can be transferred under paragraph 60(1) to his or her RRSP or RRIF, or to an issuer to buy an eligible annuity for the spouse. The chart in Appendix C on page 23 will help you calculate the eligible amount of a designated benefit.

The following chart summarizes the reporting requirements for amounts paid or considered to have been paid from a RRIF because the annuitant died.

Reporting requirements for benefits paid or considered to have been paid from a RRIF because the annuitant died

RRIF benefits	Instructions
Fair market value of all the RRIF property at the time the annuitant died.	Issue a T4RIF Supplementary slip in the name of the deceased annuitant for the year of death. Show the benefit in box 18 (see Note 1).
<p>Income accrued in the RRIF after the annuitant's date of death, up to December 31 of the year after the year the annuitant died (see Note 2).</p> <p>This amount includes the following sources of income:</p> <ul style="list-style-type: none"> ■ interest; ■ dividends; and ■ capital gains and losses (include the non-taxable part of capital gains and the non-deductible part of losses realized after December 31 of the year after the year the annuitant died). 	<ul style="list-style-type: none"> ■ Spouse named as a beneficiary of the RRIF property in the RRIF contract and the situation described in Note 1 below does not apply: Issue a T4RIF Supplementary slip in the name of the spouse for the year the income is paid, and enter the benefit in box 16. ■ Child or grandchild named as a beneficiary of the RRIF property in the RRIF contract: Issue a T4RIF Supplementary slip in the name of the child or grandchild for the year the income is paid, and enter the benefit in box 22. ■ All other individuals named as a beneficiary of the RRIF property in the RRIF contract: Issue a T4RIF Supplementary slip in the name of the beneficiary for the year the income is paid, and enter the benefit in box 22. ■ No beneficiary named in the RRIF contract (see Note 4): Issue a T4RIF Supplementary slip in the name of the estate for the year the income is paid, and enter the benefit in box 22. <p>If you make a payment from a depository or trustee RRIF after December 31 of the year after the year the annuitant died, see Note 3.</p>

Notes

1. **Do not** issue a T4RIF Supplementary slip in the name of the deceased annuitant if:
 - the surviving 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, RRIF, or to an issuer to buy an eligible annuity for the spouse; and
 - all the RRIF property is distributed **on or before** December 31 of the year after the year of death.

In these situations, issue a T4RIF Supplementary slip in the name of the surviving spouse for the year you complete the transfer. Enter the transfer amount in box 16. Calculate the eligible amount of the designated benefit and enter the amount in box 24. The amount from box 16 can include income earned in the RRIF after the date of death to the date of the transfer.
2. All income earned in an **insured RRIF** after the date of death is considered a RRIF benefit.
3. **The income earned in a depository RRIF after December 31** of the year after the year the annuitant died is not considered a RRIF benefit. However, you have to report this income in box 36 of the T4RIF slip. In addition, you have to report the income on a T5 Supplementary slip issued in the name of the beneficiary named in the RRIF contract. If there is no beneficiary named in the RRIF contract, issue the T5 slip in the name of the deceased annuitant's estate. For information on how and when to issue T5 slips, consult the *T5 Guide – Return of Investment Income*.

The income earned in a trustee RRIF after December 31 of the year after the year the annuitant died is income of the RRIF trust and is subject to tax. This income is not considered a RRIF benefit if the RRIF trust pays tax on the income. If this is the case, you do not have to issue an information slip to report the income. However, if the RRIF trust claims a deduction for the income under subsection 104(6), the income will be considered a RRIF benefit. In this situation, you have to report the benefit in box 22 of the T4RIF slip. You also have to report the benefit in box 36 if it was paid to the deceased annuitant's spouse, child, grandchild, or estate. For information on the subsection 104(6) deduction, contact your tax services office.
4. The spouse, child, or grandchild of the deceased annuitant can be the beneficiary of the estate instead of a beneficiary of the RRIF property in the RRIF contract. In this situation, the spouse (or, if the annuitant had no spouse at the time of death, a financially dependent child or grandchild of the annuitant) and the legal representative of the estate can jointly elect to treat part or all of the amounts you paid to the estate as received by them as a refund of premiums. This will allow the transfer of these funds to a permitted investment on a tax-free basis. For more information, get Form T1090, *Death of a RRIF Annuitant – Designated Benefit*.

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 the *Guide for Filing the NR4 Return*.

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
Revenue Canada
2204 Walkley Road
Ottawa ON K1A 1A8

For more information, get Information Circulars 76-12, *Applicable Rate of Part XIII Tax on Amounts Paid or Credited to Persons in Treaty Countries* (and its Special Release), and 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 Canadian resident payer, written authorization not to withhold non-resident tax from the payments.

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, refer to "Chart 3 – Payments that you transfer for non-residents of Canada" on page 27.

Appendix A – Samples of T4RSP Forms

T4RSP Summary

	Revenu Canada Revenu Canada	T4RSP SUMMARY – SOMMAIRE	0202 44111
For the year ending December 31, 19 Pour l'année se terminant le 31 décembre		Complete this information return using the instructions in the <i>T4RSP and T4RIF Guide</i> for the year indicated. Remplissez cette déclaration de renseignements selon les instructions du <i>Guide T4RSP et T4RIF</i> pour l'année indiquée.	
Do not file this form if you file your information return on magnetic media. For more details, see the guide called <i>Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3</i> .		Ne produisez pas ce formulaire si vous produisez votre déclaration de renseignements sur support magnétique. Pour plus de renseignements, consultez le guide <i>Spécifications informatiques pour les déclarations produites sur support magnétique – T5, T5008, T4RSP, T4RIF, NR4 et T3</i> .	
Important Payer's name and business number have to be the same as on your PD7A remittance form. Le nom et le numéro d'entreprise du payeur doivent être les mêmes que ceux qui figurent sur le formulaire de versement PD7A.	Business Number Numéro d'entreprise	Name and address of payer (issuer) of plan Nom et adresse du payeur (émetteur) du régime	
	Tax centre Centre fiscal	TSO code Code du BSF	
Total number of T4RSP slips filed Nombre total de feuillets T4RSP produits		88	
Annuity payments Paiements de rente		16	
Refund of premiums to spouse Remboursement de primes au conjoint		18	
Refund of excess contributions Remboursement des cotisations excédentaires		20	
Withdrawal and commutation payments Retrait et paiements de conversion		22	
Amounts deemed received on deregistration Montants réputés reçus lors de l'annulation de l'enregistrement		26	
Other income or deductions Autres revenus ou déductions		28	
Amounts deemed received on death Montants réputés reçus au décès		34	
Departmental use only		Total income tax deducted (per T4RSP Supplementary slips) Total de l'impôt sur le revenu retenu (selon les feuillets T4RSP Supplémentaire)	
		30	
		82	
		Difference – Différence	
		We do not charge or refund a difference of less than \$2. Nous n'exigeons ni remboursions si la différence est inférieure à 2 \$.	
		84	86
		Overpayment / Paiement en trop * Balance due / Solde à payer	
		* If you have not paid the total deductions reported, include the balance due with this information return. Otherwise, you may have to pay a penalty for late payment. Si vous n'avez pas payé le total des retenues déclarées, joignez le solde à payer à cette déclaration de renseignements. Sinon vous pourriez devoir payer une pénalité pour paiement tardif.	
Réservé au Ministère			
Person to contact about this information return – Personne avec qui communiquer au sujet de cette déclaration de renseignements		Telephone number – Numéro de téléphone	
76	78		
First name (capital letters) – Prénom (lettres majuscules)		Area code – Indicateur régional	
Certification – Attestation			
I certify that the information given on this T4RSP return (T4RSP Summary form and related T4RSP Supplementary slips) is, to the best of my knowledge, correct and complete. J'atteste que les renseignements fournis dans cette déclaration T4RSP (le formulaire T4RSP Sommaire et les feuillets T4RSP Supplémentaire qui s'y rapportent) sont, à ma connaissance, exacts et complets.			
Date	First and last name (capital letters) – Nom et prénom (lettres majuscules)	Signature of authorized person – Signature d'une personne autorisée	Position or office – Titre ou poste
For departmental use only: Please do not write in this area – Réservé au Ministère : N'écrivez rien ici			
90	91	93	Memo – Note
1	1	Date	
Last to current / Précédente à courante	No / Non		
2	2	A	
No action / Aucune mesure	Yes / Oui		
3		B	
Other / Autre			
		Late-filing penalty / Pénalité pour production tardive	
		Prepared by – Établi par Date	

- Keep the working copy of this form for your records.
- Send copies 1 and 2 of this form and copy 1 of the related T4RSP Supplementary slips to the appropriate tax centre address shown on the back of this form.
- Conservez le brouillon de ce formulaire dans vos dossiers.
- Envoyez les copies 1 et 2 de ce formulaire ainsi que la copie 1 des feuillets T4RSP Supplémentaire qui s'y rapportent au centre fiscal approprié, dont l'adresse figure au verso de ce formulaire.

Privacy Act / Loi sur la protection des renseignements personnels
 RCT/P-PU-005 / Fichier de renseignements personnels RCT/P-PU-005

T4RSP Segment



Revenu Canada / Revenu Canada

T4RSP SEGMENT

This form will help you balance the amounts on your T4RSP Supplementary slips with the totals on your T4RSP Summary.

Ce formulaire vous permettra de faire concorder les montants figurant sur vos feuillets T4RSP *Supplémentaire* avec les totaux de votre formulaire T4RSP *Sommaire*.

Note: Do not file this form if you file your information return on magnetic media.

Remarque : Ne produisez pas ce formulaire si vous produisez votre déclaration de renseignements sur support magnétique.

When and how to use this form

If your T4RSP information return has more than 100 sheets of T4RSP Supplementary forms or more than 300 T4RSP Supplementary slips, divide them into bundles of about 100 sheets or 300 slips.

Quand et comment utiliser ce formulaire

Si votre déclaration de renseignements T4RSP renferme plus de 100 feuilles de formulaire T4RSP *Supplémentaire* ou plus de 300 feuillets T4RSP *Supplémentaire*, divisez-les en lots d'environ 100 feuilles ou 300 feuillets.

Attach a T4RSP Segment form to the top of each bundle. Complete all the boxes below. Keep a copy of the form for your files.

Joignez un formulaire T4RSP *Segment* sur le dessus de chaque lot. Remplissez toutes les cases ci-dessous. Conservez une copie du formulaire dans vos dossiers.

The total amounts for each box on all the T4RSP Segment forms must agree with the corresponding totals on the T4RSP Summary form.

Pour chaque case, le total des montants figurant sur tous les formulaires T4RSP *Segment* doit correspondre aux totaux figurant sur le formulaire T4RSP *Sommaire*.

If you need more information or forms, contact your tax services office or tax centre.

Si vous avez besoin de plus de renseignements ou d'autres formulaires, communiquez avec votre bureau des services fiscaux ou centre fiscal.

Please complete the following sections

Veillez remplir les sections suivantes

Payer's (issuer's) name as shown on the T4RSP Summary form Nom du payeur (de l'émetteur) figurant sur le formulaire T4RSP <i>Sommaire</i>		Number of T4RSP Supplementary slips in this bundle Nombre de feuillets T4RSP <i>Supplémentaire</i> de ce lot	
Surname on the first T4RSP Supplementary slip in this bundle Nom de famille sur le premier feuillet T4RSP <i>Supplémentaire</i> de ce lot		Surname on last T4RSP Supplementary slip in this bundle Nom de famille sur le dernier feuillet T4RSP <i>Supplémentaire</i> de ce lot	

Business Number as shown on the T4RSP Summary form Numéro d'entreprise figurant sur le formulaire T4RSP <i>Sommaire</i>	Year Année
--	---------------

T4RSP Segment form number (starting at 1) Numéro du formulaire T4RSP <i>Segment</i> (en commençant par 1)	of - de	Total number of T4RSP Segment forms in this information return Nombre total de formulaires T4RSP <i>Segment</i> dans cette déclaration de renseignements
2		3

Totals of the amounts reported on the attached T4RSP Supplementary slips

Totaux des montants inscrits sur les feuillets T4RSP *Supplémentaire* ci-joints

16 Annuity payments Paiements de rente	18 Refund of premiums to spouse Remboursement de primes au conjoint	20 Refund of excess contributions Remboursement des cotisations excédentaires	22 Withdrawal and commutation payments Retrait et paiements de conversion	26 Amounts deemed received on deregistration Montants réputés reçus lors de l'annulation de l'enregistrement
28 Other income or deductions Autres revenus ou déductions	30 Income tax deducted Impôt sur le revenu retenu	34 Amounts deemed received on death Montants réputés reçus au décès		

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T4RSP SEGMENT (97)

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T4RSP Supplementary

	Revenu Canada	Revenu Canada	T4RSP Supplementary – Supplémentaire			STATEMENT OF REGISTERED RETIREMENT SAVINGS PLAN INCOME ÉTAT DU REVENU PROVENANT D'UN RÉGIME ENREGISTRÉ D'ÉPARGNE-RETRAITE		
Year Année	16 Annuity payments Paiements de rente	18 Refund of premiums to spouse Remboursement de primes au conjoint	20 Refund of excess contributions Remboursement des cotisations excédentaires	22 Withdrawal and commutation payments Retrait et paiements de conversion	24 Spousal Conjoint	26 Amounts deemed received on deregistration Montants réputés reçus lors de l'annulation de l'enregistrement		
	28 Other income or deductions Autres revenus ou déductions	30 Income tax deducted Impôt sur le revenu retenu	34 Amounts deemed received on death Montants réputés reçus au décès	Contributor spouse – Conjoint cotisant		36 Social insurance number * Numéro d'assurance sociale *		
Beneficiary's name and address – Nom et adresse du bénéficiaire						38 Name (last name, first name) Nom (nom de famille, prénom)		
						12 Social insurance number * Numéro d'assurance sociale *		
Last name (capital letters) Nom de famille (lettres majuscules)						60 Name of payer (issuer) of plan Nom du payeur (émetteur) du régime		
First name Prénom						61 Business Number Numéro d'entreprise		
Initials Initiales						40 Tax-paid amount Montant libéré d'impôt		

Appendix B – Samples of T4RIF Forms

T4RIF Supplementary

	Revenu Canada	Revenu Canada	T4RIF Supplementary – Supplémentaire			STATEMENT OF INCOME FROM A REGISTERED RETIREMENT INCOME FUND ÉTAT DU REVENU PROVENANT D'UN FONDS ENREGISTRÉ DE REVENU DE RETRAITE		
Year Année	16 Taxable amounts Montants imposables	18 Amounts deemed received by the annuitant Deceased Personne décédée		20 Deregistration Annulation de l'enregistrement		22 Other income or deductions Autres revenus ou déductions	24 Excess amount Excédent	26 Spousal Conjoint
	28 Income tax deducted Impôt sur le revenu retenu	30 Year Month Day Année Mois Jour		Contributor spouse – Conjoint cotisant		32 Social insurance number * Numéro d'assurance sociale *		
Beneficiary's name and address – Nom et adresse du bénéficiaire						34 Name (last name, first name) Nom (nom de famille, prénom)		
						12 Social insurance number * Numéro d'assurance sociale *		
Last name (capital letters) Nom de famille (lettres majuscules)						60 Name of payer (carrier) of fund Nom du payeur (émetteur) du fonds		
First name Prénom						61 Business Number Numéro d'entreprise		
Initials Initiales						36 Tax-paid amount Montant libéré d'impôt		

T4RIF Segment



Revenue Canada / Revenu Canada

T4RIF SEGMENT

This form will help you balance the amounts on your T4RIF Supplementary slips with the totals on your T4RIF Summary form.

Ce formulaire vous permettra de faire concorder les montants figurant sur vos feuillets T4RIF *Supplémentaire* avec les totaux de votre formulaire T4RIF *Sommaire*.

Note: Do not file this form if you file your information return on magnetic media.

Remarque : Ne produisez pas ce formulaire si vous produisez votre déclaration de renseignements sur support magnétique.

When and how to use this form

If your T4RIF information return has more than 100 sheets of T4RIF Supplementary forms or more than 300 T4RIF Supplementary slips, divide them into bundles of about 100 sheets or 300 slips.

Quand et comment utiliser ce formulaire

Si votre déclaration de renseignements T4RIF renferme plus de 100 feuilles de formulaire T4RIF *Supplémentaire* ou plus de 300 feuillets T4RIF *Supplémentaire*, divisez-les en lots d'environ 100 feuilles ou 300 feuillets.

Attach a T4RIF Segment form to the top of each bundle. Complete all the boxes below. Keep a copy of the form for your files.

Joignez un formulaire T4RIF *Segment* sur le dessus de chaque lot. Remplissez toutes les cases ci-dessous. Conservez une copie du formulaire dans vos dossiers.

The total amounts for each box on all the T4RIF Segment forms must agree with the corresponding totals on the T4RIF Summary form.

Pour chaque case, le total des montants figurant sur tous les formulaires T4RIF *Segment* doit correspondre aux totaux figurant sur le formulaire T4RIF *Sommaire*.

If you need more information or forms, please contact your tax services office or tax centre.

Si vous avez besoin de plus de renseignements ou d'autres formulaires, communiquez avec votre bureau des services fiscaux ou centre fiscal.

Please complete the following sections

Veillez remplir les sections suivantes

Payer's (carrier's) name as shown on the T4RIF Summary form Nom du payeur (de l'émetteur) figurant sur le formulaire T4RIF <i>Sommaire</i>		Number of T4RIF Supplementary slips in this bundle Nombre de feuillets T4RIF <i>Supplémentaire</i> de ce lot	
Surname on the first T4RIF Supplementary slip in this bundle Nom de famille sur le premier feuillet T4RIF <i>Supplémentaire</i> de ce lot		Surname on last T4RIF Supplementary slip in this bundle Nom de famille sur le dernier feuillet T4RIF <i>Supplémentaire</i> de ce lot	

Business Number as shown on the T4RIF Summary form Numéro d'entreprise figurant sur le formulaire T4RIF <i>Sommaire</i>
--

Year Année

T4RIF Segment form number (starting at 1) Numéro du formulaire T4RIF <i>Segment</i> (en commençant par 1)	of - de	Total number of T4RIF Segment forms in this information return Nombre total de formulaires T4RIF <i>Segment</i> dans cette déclaration de renseignements
2		3

Totals of the amounts reported on the attached T4RIF Supplementary slips

Totaux des montants inscrits sur les feuillets T4RIF *Supplémentaire* ci-joints

16 Taxable amounts Montants imposables	Amounts deemed received by the annuitant Montants réputés reçus par le rentier		22 Other income or deductions Autres revenus ou déductions	24 Excess amount Excédent	28 Income tax deducted Impôt sur le revenu retenu
	18 Deceased Personne décédée	20 Deregistration Annulation de l'enregistrement			

Appendix C – Calculation of 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 include 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 - Line 6 \$ _____			7
Line 3 \$ _____			

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.	x _____	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 this amount in box 24 of the surviving spouse's T4RIF Supplementary slip.	= _____	10	

Example

The annuitant under a RRIF dies on August 18, 1997. The surviving spouse is named as the beneficiary of all the RRIF property in the RRIF contract. The fair market value (you will find the definition on page 4) of the RRIF property on August 18, 1997, is \$100,000. The minimum amount required to be paid from the RRIF in 1997 is \$8,000. However, only half (\$4,000) was paid to the annuitant before death. On November 21, 1997, \$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(i) 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 include 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 - Line 6 \$ 4,000			0.9615
Line 3 \$ 104,000			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.	x 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 this amount in box 24 of the surviving spouse's T4RIF Supplementary 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 where 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 beginning 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 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.

The following chart provides the prescribed factor you should use (shaded 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 on the Announcement date for all years that begin after the first of the following day:

- the Announcement date; or
- on which the trust holds such a contract.

Note 2 – You may 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 locked-in annuity contracts

Under proposed changes, starting in 1997, a trustee RRIF will be permitted to hold the following two types of annuity contracts as qualified investments.

Locked-in annuity contracts

For the purposes of this guide, this is an annuity contract issued by a licensed annuities provider (this is a person licensed or otherwise authorized under the laws of Canada or a province to carry on an annuities business in Canada) that meets **all** of 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, where 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 contract was acquired by the trust.
- The annuity contract must be either:
 - 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 attains 90 years of age. If the RRIF annuitant had a spouse who was younger than the annuitant when the contract was 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 attains 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 in respect of 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 exceeding 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) exceeds an amount or rate specified in the plan and provides that no other increase may be made in the amount payable; or
 - as a consequence 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 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.

Calculation of the minimum amount

Under proposed changes, calculate the minimum amount for trustee 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 beginning 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 beginning 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 the calculation of the minimum amount as described at the beginning of this appendix will continue to apply to a trustee RRIF as long as it does not acquire a locked-in annuity contract. The proposed calculation for a trustee RRIF that holds a locked-in annuity contract applies to any year that begins after 1997 and after the trust first holds a locked-in annuity contract.

Note

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

Example 1

In 1997, Alex owned an RRSP that contained a locked-in annuity as well as other property. In December 1997, before his RRSP matures, he set up a trustee RRIF and transferred all of the property from his RRSP. The FMV of the other property at the beginning of January 1998 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 beginning of 1998. The carrier calculates the minimum amount for 1998 as follows:

FMV of all the property held by the RRIF at the beginning 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 beginning 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 tables show the forms to use for direct transfers between plans. In some cases, the form is required by law. These are identified in the chart. For information about other transfers not covered in these charts, refer to Interpretation Bulletin IT-528 – *Transfers of Funds Between Registered Plans*.

If the form is **not** mandatory (for example, the use of Form T2033 for transfers from RRSPs), you can choose one of the following options:

- modify the official form to add all of the additional information you or your client need 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.

Ensure 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.

Transfer of retiring allowances – Usually, the total amount of a retiring allowance is subject to withholding tax. If you transfer the eligible portion of a retiring allowance, and the recipient wishes avoid the tax which ought to be withheld, complete Form, TD2, *Tax Deduction Waiver for a Direct Transfer of an Eligible Retiring Allowance*.

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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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 unmaturred RRSP	Yes	Yes	Yes	No	<ul style="list-style-type: none"> ■ Do not issue a T4RSP slip. ■ Do not issue a receipt. ■ Do not withhold tax. 	T2033*
Property from a RRIF	No	No	Yes	No	<ul style="list-style-type: none"> ■ Do not issue a T4RIF slip. ■ Do not issue a receipt. ■ Do not withhold tax. 	T2033*
Lump-sum payment from an RPP	Yes	Yes	Yes	No	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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

* This form is **not mandatory** for transfers from an RRSP, but it is mandatory for transfers from a RRIF.

** You will find the title of these forms on page 28.

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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Do not issue a T4RSP slip. ■ Do not issue a receipt. ■ Do not withhold tax. 	T2220
Property from a RRIF	No	Yes	Yes	No	<ul style="list-style-type: none"> ■ 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.

** You will find the title of these forms on page 28.

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	<ul style="list-style-type: none"> ■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax. 	NRTA1*
The eligible portion of a retiring allowance	Yes	Yes	No	No	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Do not issue an NR4 slip. ■ Do not issue a receipt. ■ Do not withhold tax. 	NRTA1*

* This form is mandatory in order to waive the requirement to withhold non-resident tax.

** You will find the title of this form on page 28.

Appendix F – References

You can get the current version of the following forms and publications from any tax services office or tax centre. Many of our publications are available on the Internet. Our Internet address is:

<http://www.rc.gc.ca>

Forms

- NRTA1 *Authorization for Non-Resident Tax Exemption*
- T619 *Magnetic Media Transmittal*
- T1036 *Applying to Withdraw an Amount Under the Home Buyers' Plan in 1997*
- T1090 *Death of a RRIF Annuitant – Designated Benefit*
- T2019 *Death of an RRSP Annuitant – Refund of Premiums*
- T2030 *Direct Transfer Under Subparagraph 60(1)(v)*
- T2033 *Direct Transfer Under Paragraph 146(16)(a) or 146.3(2)(e)*
- 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 19__*
- 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 Undeducted RRSP Contributions Made in 19__*
- TD2 *Tax Deduction Waiver for a Direct Transfer of an Eligible Retiring Allowance*
- 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*
- 93-4 *Custom and Facsimile Tax Forms*

Guides

- 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 *Guide for Filing the NR4 Return*

Pamphlets

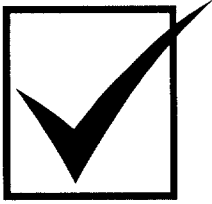
- Home Buyers' Plan (HBP) – For 1997 Participants*
- Home Buyers' Plan (HBP) – For 1998 Participants*

Notes

Notes

Your opinion counts!

We review our income tax guides and pamphlets each year. If you have any comments or suggestions to help us improve our publications, we would like to hear from you!



Please send your comments to:

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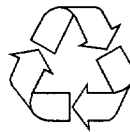
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