



GROUP SAVINGS PLAN

Notice of Withdrawal Form

Plan Owner (Employee / Spouse) Information - Please Print

Name (First Name, Initial, Last Name)		Account Number (refer to your statement)	
Street Address, Suite No.		City/Town, Province, Postal Code	
Home Telephone	Business Telephone	Employee SIN	
Service Delivery Option	☐ RBC Royal Bank	☐ RBC Dominion Securities	☐ RBC Direct Investing
Account Type	☐ Group Registered Retirement Savings Plan (GRSP)	☐ Group Investment Account (GIA)	☐ Deferred Profit Sharing Plan (DPSP)

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

☐ Option A: Withdrawal*	Important: Withdrawals can only be made from a Savings Deposit and/or a redeemable Guaranteed Investment Certificate (GIC).
☐ Withdraw a partial amount of \$ _____ or ☐ full amount from my Savings Deposit	
☐ Withdraw a partial amount of \$ _____ or ☐ full amount from my Redeemable Guaranteed Investment Certificate.	
Certificate (GIC) Number(s) _____	
☐ For GRSPs only - Home Buyers' or Life Long Learning Plan withdrawal, attach CRA Form T1036 or RC96	
Contributions made in the plan in the last 90 days are not eligible for withdrawal.	
Payment of Proceeds	
☐ Please send a cheque to the address listed above	
☐ Credit to my bank account at: Bank transit: _____ Institution number: _____	
Account number: _____	

See Important Information on Page 2 for details. For payment to accounts at other financial institutions, please enclose a blank personalized cheque marked "VOID". If a void cheque is not provided, then proceeds will be mailed to the address on file.

☐ Option B: Transfer
☐ Transfer account as per attached transfer form.

Plan Owner (Employee / Spouse) Authorization

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

I understand that all amounts I receive are taxable under applicable Tax Laws and may have withholding taxes applied. I understand that, I cannot withdraw monies from a non-redeemable GIC prior to its maturity.

Plan Owner's Signature _____	Date _____
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Plan Sponsor (Employer) Acknowledgement (for completion by Plan Sponsors only)

- For DPSP accounts: If the employee is not yet vested, do you waive normal vesting requirements for this request? ☐ Yes
- For GRSP accounts: Plan Sponsor signature not required for Home Buyers', Life Long Learning Plan or GRSP over contributions.

Plan Sponsor (Employer) Name _____	Group Plan Number _____
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Name of Authorized Signatory for the Plan Sponsor _____	Telephone _____
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Authorized Signature for the Plan Sponsor _____	Date _____
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IMPORTANT INFORMATION

The following information will assist you in completing the Notice of Withdrawal form. If you have any additional questions, please contact RBC at (1-888-769-2566).

Withdrawal Requests

Please note:

- 1) Withdrawals from RBC Royal Bank accounts can only be made from a Savings Deposit and/or a Guaranteed Investment Certificate (GIC).
 - **For RBC Royal Bank** account holders who wish to switch from a Mutual Fund to a Savings Deposit, visit your local RBC branch or contact RBC at (1-888-769-2566). Switches to a savings deposit can also be performed through our online banking services.
 - **For RBC Direct Investing** account holders, please contact RBC Direct Investing customer service at 1-800-769-2560 to submit this form.
 - **For RBC Dominion Securities** account holders, please contact your RBC Dominion Securities Investment Advisor to provide withdrawal instructions.
- 2) Market Linked GICs and Non-Redeemable GICs cannot be redeemed prior to maturity. A partial redemption must not reduce the GIC principal value below the minimum requirement.
- 3) **For GRSPs only** - Home Buyer's or Life Long Learning Plan withdrawal requests, this form will be returned if submitted without a completed CRA Form.
- 4) Withdrawals will be processed within 48 hours of receipt at Group Advantage Service Centre.

Transfer Requests

- **For RBC Royal Bank** account holders, Transfer requests can be processed directly from an RBC Royal Bank account.
 - Transfer form must be included.
- **For RBC Direct Investing** account holders, that are transferring to another Financial Institution, please contact RBC Direct Investing customer service at 1-800-769-2560 to submit this form.
- **For RBC Dominion Securities** account holders, that are transferring to another Financial Institution, please contact your RBC Dominion Securities Investment Advisor to provide transfer instructions.

Note: Sponsor signature not required for internal Group Advantage account transfers.

Sponsor signature is mandatory to transfer out to non-Group Advantage accounts.

Payment of Proceeds from Request

Please check appropriate payment selection and provide details. If no payment option is selected, proceeds will be mailed to the address on file.

Plan Owner Authorization

This section includes important information you should read before signing. Plan Owner (Employee / Spouse) signature is required to process a withdrawal.

Plan Sponsor (Employer) Acknowledgement

This section should be completed by your Plan Sponsor (Employer).

Please send your completed form to:

By email:

rbcgroupadvantageredemptions@rbc.com **OR**

By mail:

Group Advantage Service Centre

1 Place Ville Marie, P.O. Box 6001, Station A Centre Ville, Montreal QC H3C 3A9 **OR**

By Fax:

1-800-263-7777