



REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM

FORM C: RESP Account / Beneficiary Transfer Information - Relinquishing Promoter

Please read the guidelines carefully before completing this form

Area I - Relinquishing Promoter Information		
Name of Relinquishing Promoter		
Address		
City	Province / Territory	Postal Code
Contact Name		Telephone Number

Area II - Relinquishing RESP Information	
Specimen Plan Number (assigned by CRA)	RESP Contract Number (assigned by Promoter)
Date contract opened: (YYYY-MM-DD)	Transfer Date: (YYYY-MM-DD)
RESP Type: <input type="checkbox"/> Individual (non-family) <input type="checkbox"/> Family <input type="checkbox"/> Group	
Subscriber Family Name	Name
or Name of Agency	Name of Agency Representative
Joint-Subscriber Family Name (if applicable)	Name

Area III - Beneficiary Information			
REQUIRED	Beneficiary 1	Beneficiary 2	Beneficiary 3
Family Name			
Name			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
CLB			
Lifetime Contributions			

OPTIONAL			
Relationship to Subscriber			
Named on Receiving RESP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basic CESG			
Additional CESG			
Alberta Grants			
CESG Paid Out in EAPs			
Year to Date Contributions			

For more than 3 beneficiaries, complete attached "ANNEX: FORM C - Additional Beneficiary Information".

Total Number of Beneficiaries:



Area IV - Notional Account Balances and Market Value

Unassisted Contributions		Assisted Contributions	CESG	Alberta Grants	CLB	Accumulated Income/Loss	Total Market Value of Assets being transferred
Pre 1998	1998 & After						

Area V - Pending Application for CLB, CESG and/or Alberta Grants

Is there a pending application for CLB, CESG or Alberta Grants? Yes No

Amendment to Transfer Form C as a Result of a Pending Application

Enter Date of Initial Transfer (YYYY-MM-DD):			Current Date (YYYY-MM-DD)		Initials
CESG	CLB	Alberta Grants	Assisted Contributions	Amount Received	

Area VI - Transfer Eligibility Information

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has an Accumulated Income Payment (AIP) been made from this RESP?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has this RESP ever received Additional CESG? If yes, please see guidelines for Form "C".
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this transfer include CLB?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this transfer include Alberta Grants?

Area VII - Certification

I certify that the information given on this form and attached ANNEX: FORM C - Additional Beneficiary Information (if applicable) is correct.

Name of Authorized Promoter Representative	Date (YYYY-MM-DD)
Telephone Number	Fax Number
Signature of Authorized Promoter Representative	Date (YYYY-MM-DD)



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ANNEX: FORM C - Additional Beneficiary Information

Area III - Beneficiary Information			
REQUIRED	Beneficiary ____	Beneficiary ____	Beneficiary ____
Family Name			
Name			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
CLB			
Lifetime Contributions			

OPTIONAL			
Relationship to Subscriber			
Named on Receiving RESP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basic CESG			
Additional CESG			
Alberta Grants			
CESG Paid Out in EAPs			
Year to Date Contributions			

Area III - Beneficiary Information			
REQUIRED	Beneficiary ____	Beneficiary ____	Beneficiary ____
Family Name			
Name			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Insurance Number			
Date of Birth (YYYY-MM-DD)			
CLB			
Lifetime Contributions			

OPTIONAL			
Relationship to Subscriber			
Named on Receiving RESP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basic CESG			
Additional CESG			
Alberta Grants			
CESG Paid Out in EAPs			
Year to Date Contributions			



REGISTERED EDUCATION SAVINGS PLAN (RESP) TRANSFER FORM FORM C - Guidelines

Guidelines	
Area I - Relinquishing Promoter Information	Section to be completed by the Relinquishing Promoter.
Area II - Relinquishing RESP Information	
Specimen Plan Number and RESP Contract Number	The Specimen Plan Number and the RESP Contract Number are required by the receiving promoter in order to report the transfer transaction.
Date Contract Opened	<ul style="list-style-type: none"> • Where property is transferred from one RESP to another RESP, the receiving RESP is deemed for certain tax purposes to be entered into on the earlier of two dates: <ul style="list-style-type: none"> • the date the relinquishing RESP was entered into, or • the date the receiving RESP was entered into. • The promoter of the relinquishing RESP must therefore provide the promoter of the receiving RESP with the earliest date in which the contract was entered into (the date the contract was opened or in the case of a prior transfer, the earlier of the two dates).
RESP Type	The RESP type is required to ensure that the promoter of the receiving RESP has enough information to comply with the <i>Canada Education Savings Act</i> and the <i>Income Tax Act</i> .
Area III - Beneficiary Information	The completion of the Beneficiary Information is divided into two separate sections; one required section and one optional section. The relinquishing RESP promoter may include a breakdown of accounts for each beneficiary, if the information for the optional fields is available to them.
Lifetime Contributions	The promoter of the relinquishing RESP must provide the total amount of contributions made to the RESP per beneficiary during his/her lifetime to enable the receiving promoter to continue to administer the RESP in compliance with the <i>Income Tax Act</i> .
Area IV - Notional Account Balances and Market Value	<ul style="list-style-type: none"> • Anytime all of the property held in connection with an RESP is transferred to another RESP, the promoter of the relinquishing RESP must provide the promoter of the receiving RESP with the following notional account balances: <ul style="list-style-type: none"> • Unassisted Contributions • Assisted Contributions • CESG • Alberta Grants • CLB • Accumulated Income or loss • In addition, the promoter of the relinquishing RESP must indicate the total market value of the property being transferred.
Area V - Pending Application for CLB, CESG and/or Alberta Grants	<p>A transfer may be made during a time when there is a pending CLB, CESG or Alberta Grants application for the relinquishing plan. Any CLB, CESG or Alberta Grants received by the relinquishing promoter for a particular plan, after a transfer from that plan has occurred, should be transferred to the receiving promoter as a subsequent transfer. In order to facilitate this additional transfer, Form C – Part V must be completed and Form C forwarded in its entirety to the receiving promoter along with the funds. An Amendment to Transfer section is provided to identify the:</p> <ul style="list-style-type: none"> • date of the initial transfer (date that the transfer of the RESP actually took place, as recorded in a promoter's system; this date should be identical to the one entered in Area II); • current date, initials (date that Area V is filled out and initials of person who entered the amounts) • amount of grant/bond received; • type of grant/bond received; and • amount of assisted contribution used in determining grant received in the pending application. <p>The receiving promoter must adjust the assisted and unassisted contributions based on the pending grant/bond received following the initial transfer.</p>



<p>Area VI - Transfer Eligibility Information</p>	<p>The relinquishing promoter must choose Yes or No for all of the following questions so there is enough information to determine if the transfer is eligible :</p> <p>Has an Accumulated Income Payment (AIP) been made from this RESP?</p> <ul style="list-style-type: none"> • If an AIP has been made from the relinquishing contract, the transfer is not permitted under the <i>Income Tax Act</i>. <p>Has this RESP received Additional CESG?</p> <ul style="list-style-type: none"> • If the relinquishing RESP has received Additional CESG, the transfer is not eligible unless the receiving RESP has only one beneficiary or, if there is more than one, every beneficiary is a brother or sister of every other beneficiary. For additional information see Additional CESG – Siblings Rule below. <p>Does this transfer include CLB?</p> <ul style="list-style-type: none"> • The transfer of an amount in a CLB account of an RESP to the CLB account of another RESP is an eligible transfer if the conditions in (a), (b) and (c) below are met: <ol style="list-style-type: none"> a. both CLB accounts are in respect of the same beneficiary; b. the receiving RESP complies with the conditions for registration set out in subsection 146.1(2) of the <i>Income Tax Act</i> that apply in respect of education savings plans entered into, on or after January 1, 1999; c. at the time of the transfer, the receiving RESP has only one beneficiary or, where there is more than one, every beneficiary is a brother or a sister of every other beneficiary. <p>Does this transfer include Alberta Grants?</p> <p>Three conditions must be satisfied for an eligible transfer of Alberta Grants:</p> <ol style="list-style-type: none"> 1. Either: <ul style="list-style-type: none"> • the transferring and receiving plans have a common beneficiary; or • A beneficiary in the receiving plan is a sibling of a beneficiary in the relinquishing plan. If the receiving plan is an individual plan, it must have been entered into before the plan's beneficiary was 21 years old. 2. If the receiving plan is a family plan, all beneficiaries are siblings. 3. The receiving plan complies with all conditions applicable to registering Education Savings Plans (ESPs) since January 1, 1999, as required by the <i>Income Tax Act</i>.
<p>Partial Transfers</p>	<ul style="list-style-type: none"> • Anytime less than all of the property held in connection with an RESP is transferred to another RESP, the assisted contributions, unassisted contributions, CESG, Alberta Grants, and accumulated income are considered to be transferred in the same proportion as the value of the property transferred is to the total value of the property in the RESP less any CLB accounts in the RESP. <ul style="list-style-type: none"> • If for example, 35% of the funds (not including CLB) are transferred, indicate 35% of the book value of each of the unassisted contributions, assisted contributions CESG, and Alberta Grants in the appropriate boxes. • CLB does not need to be transferred in the same proportion as other accounts being transferred. • All, part, or none of the CLB can be transferred. • CLB is not included when calculating market value of RESPs to determine proportion. • Indicate the specific amount of CLB that should be transferred in the appropriate box even if the amount is zero.
<p>Additional CESG Siblings Rule</p>	<p>As provided in subsections 4(2) and 11(5) of the <i>Canada Education Savings Regulations</i>, if a transfer is accepted from an RESP to which Additional CESG has been paid, the receiving promoter and the trustee must ensure, upon acceptance of the transfer and on an ongoing basis, that all beneficiaries of the RESP are siblings of each other. In the event that an individual who is not a sibling of the other beneficiaries becomes a beneficiary of the plan, the trustee shall repay to the Minister the lesser of (i) the balance of the grant account of the RESP immediately before the individual becomes a beneficiary and (ii) the fair market value of the property held in connection with the RESP immediately before the individual becomes a beneficiary.</p>
<p>Area VII - Certification</p>	<p>The authorized promoter's representative must complete and sign this area.</p>
<p>Annex - FORM C</p>	<p>For additional beneficiaries, complete ANNEX: FORM C - Additional Beneficiary Information.</p>