

Quick Reference Guide for Completing Beneficiary Forms

(Complete **one** of the following beneficiary forms)

Appointment of Successor Annuitant/Holder and Optional Beneficiary Designation

Use this form for the following:

- **RRIF** - Appointing a spouse or common-law partner as successor annuitant. The successor annuitant must survive the account holder and must be the spouse/common-law partner immediately prior to death.
 - Optional Beneficiary Designation can also be added to this form and will be valid **only** in the event of marriage breakdown or if the successor annuitant predeceases the account holder.
- **TFSA** - Appointing a spouse or common-law partner as successor holder. The successor holder must survive the account holder and must be the spouse/common-law partner immediately prior to death.
 - Optional Beneficiary Designation can also be added to this form and will be valid **only** in the event of marriage breakdown or if the successor holder predeceases the account holder.

Designation of Beneficiary

Use this form for the following:

- **RRSP** - Appointing a beneficiary
- **RRIF** - When you are **not** appointing a spouse or common-law partner as successor annuitant
- **TFSA** - When you are **not** appointing a spouse or common-law partner as successor holder

Registered Retirement Income Fund Appointment of Successor Annuitant and Optional Beneficiary Designation

Annuitant Name: _____ Contract Number: _____

Annuitant Province of Residence: _____ Client Number: _____

Successor Annuitant Appointment

I, the annuitant under the contract referred to above, appoint and elect my **spouse/common-law partner**, _____, to continue to receive all payments under the contract after my death as my successor annuitant, and do hereby declare that:

- a) I hereby revoke any prior successor annuitant appointment or designation of beneficiary made by me under this contract.
- b) For my appointment of successor annuitant to be effective, my successor annuitant must survive me and must be my spouse/common-law partner immediately prior to my death.
- c) If I have appointed both a successor annuitant, named above, and designated beneficiary(s), named below, the appointment of successor annuitant takes precedence.
- d) I understand that my successor annuitant is entitled to all rights and to receive all continuing benefits as annuitant of the contract after my death, including the unconditional right to revoke or change any beneficiary designation I have made.
- e) I understand this appointment of successor annuitant will not be recognized where I reside in Quebec at the time of my death.

Beneficiary Designation (Optional) (applicable only when successor annuitant appointment does not apply)

I, the annuitant under the contract referred to above, direct the Trustee to pay all sums following due, on or after my death, to the beneficiary(s) I have listed below, and do hereby declare that:

- a) I hereby revoke any prior designation of beneficiary made by me under this contract.
- b) This designation will only apply if:
 - i. I have not appointed a surviving successor annuitant above; or
 - ii. my successor annuitant named above is not my spouse/common-law partner immediately prior to my death.
- c) The beneficiary(s) designated below must survive me and accept this designation in order to receive benefits payable under this contract. If more than one beneficiary is entitled to receive benefits and I have not allocated a percentage to them below, they shall share the proceeds equally. If the percentages I have allocated below do not add up to 100%, or if a beneficiary predeceases me, each surviving beneficiary shall receive a fraction of the proceeds in proportion to the total amount I have allocated between all the surviving beneficiaries listed below. If no beneficiary designated below survives me or accepts this designation, the proceeds of this contract shall be paid to my estate.
- d) I understand this designation will not be recognized where I reside in Quebec at the time of my death.

Beneficiary(s) (If percentage of entitlement is allocated must total 100%)

- 1) Name: _____ % Relationship: _____
- 2) Name: _____ % Relationship: _____
- 3) Name: _____ % Relationship: _____
- 4) Name: _____ % Relationship: _____
- 5) Name: _____ % Relationship: _____

Caution:

- 1) Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.
- 2) If funds contained in this contract are subject to pension legislation, the addendum governing such funds may override this designation/appointment if a person other than your spouse (or other individual who has been given similar rights under the applicable pension jurisdiction) is designated/appointed to receive the proceeds.
- 3) Your estate may be responsible for reporting and paying income tax on proceeds paid to a designated beneficiary.
- 4) Designations are created and governed under provincial legislation. The provincial legislation may override this designation.

Date: _____ Annuitant Signature: _____

Tax-Free Savings Account Appointment of Successor Holder and Optional Beneficiary Designation

Holder Name: _____ Contract Number: _____

Holder Province of Residence: _____ Client Number: _____

Successor Holder Appointment

I, the holder under the contract referred to above, appoint and elect my **spouse/common-law partner**, _____, to continue as holder of the contract after my death as my successor holder, and do hereby declare that:

- a) I hereby revoke any prior successor holder appointment or designation of beneficiary made by me under this contract.
- b) For my appointment of successor holder to be effective, my successor holder must survive me and must be my spouse/common-law partner immediately prior to my death.
- c) If I have appointed both a successor holder, named above, and designated beneficiary(s) named below, the appointment of successor holder takes precedence.
- d) I understand that my successor holder is entitled to all rights and to receive all continuing benefits as holder of the contract after my death, including the unconditional right to revoke or change any beneficiary designation I have made.
- e) I understand this appointment of successor holder will not be recognized where I reside in Quebec at the time of my death.

Beneficiary Designation (Optional) (applicable only when successor holder appointment does not apply)

I, the holder under the contract referred to above, direct the Trustee to pay all sums following due, on or after my death, to the beneficiary(s) I have listed below, and do hereby declare that:

- a) I hereby revoke any prior designation of beneficiary made by me under this contract.
- b) This designation will only apply if:
 - i. I have not appointed a surviving successor holder above; or
 - ii. my successor holder named above is not my spouse/common-law partner immediately prior to my death.
- c) The beneficiary(s) designated below must survive me and accept this designation in order to receive benefits payable under this contract. If more than one beneficiary is entitled to receive benefits and I have not allocated a percentage to them below, they shall share the proceeds equally. If the percentages I have allocated below do not add up to 100%, or if a beneficiary predeceases me, each surviving beneficiary shall receive a fraction of the proceeds in proportion to the total amount I have allocated between all the surviving beneficiaries listed below. If no beneficiary designated below survives me or accepts this designation, the proceeds of this contract shall be paid to my estate.
- d) I understand this designation will not be recognized where I reside in Quebec at the time of my death.

Beneficiary(s) (If percentage of entitlement is allocated must total 100%)

- 1) Name: _____ % Relationship: _____
- 2) Name: _____ % Relationship: _____
- 3) Name: _____ % Relationship: _____
- 4) Name: _____ % Relationship: _____
- 5) Name: _____ % Relationship: _____

Caution:

- 1) Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.
- 2) Your estate may be responsible for reporting and paying income tax on proceeds paid to a designated beneficiary.
- 3) Designations are created and governed under provincial legislation. The provincial legislation may override this designation.

Date: _____ **Holder Signature:** _____

Designation of Beneficiary

- RRSP
- RRIF
- TFSA

Annuitant/Holder Name: _____ Contract Number: _____
Annuitant/Holder Province of Residence: _____ Client Number: _____

I, the annuitant/holder under the contract referred to above, direct the Trustee to pay all sums following due, on or after my death, to the beneficiary(s) I have listed below, and do hereby declare that:

- a) I hereby revoke any prior designation of beneficiary made by me under this contract. If RRIF or TFSA contract, I hereby revoke any prior successor annuitant/successor holder appointment made by me under this contract.
- b) The beneficiary(s) designated below must survive me and accept this designation in order to receive benefits payable under this contract. If more than one beneficiary is entitled to receive benefits and I have not allocated a percentage to them below, they shall share the proceeds equally. If the percentages I have allocated below do not add up to 100%, or if a beneficiary predeceases me, each surviving beneficiary shall receive a fraction of the proceeds in proportion to the total amount I have allocated between all the surviving beneficiaries listed below.
- c) The alternate beneficiary designation is valid only in the event that all of the primary beneficiaries listed below have predeceased me or refused the designation. If no beneficiary designated below survives me or accepts this designation, the proceeds of this contract shall be paid to my estate.
- d) I understand this designation will not be recognized where I reside in Quebec at the time of my death.

Primary Beneficiary(s) (If percentage of entitlement is allocated must total 100%)

- 1) Name: _____ % Relationship: _____
- 2) Name: _____ % Relationship: _____
- 3) Name: _____ % Relationship: _____
- 4) Name: _____ % Relationship: _____
- 5) Name: _____ % Relationship: _____
- 6) Name: _____ % Relationship: _____
- 7) Name: _____ % Relationship: _____
- 8) Name: _____ % Relationship: _____

Alternate Beneficiary(s) (If percentage of entitlement is allocated must total 100%)

Valid only in the event that **all** the primary beneficiaries listed above predecease me or refuse the above designation.

- 1) Name: _____ % Relationship: _____
- 2) Name: _____ % Relationship: _____
- 3) Name: _____ % Relationship: _____
- 4) Name: _____ % Relationship: _____
- 5) Name: _____ % Relationship: _____
- 6) Name: _____ % Relationship: _____

Caution:

- 1) Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.
- 2) If funds contained in this contract are subject to pension legislation, the Addendum governing such funds may override this designation if a person other than your spouse (or other individual who has been given similar rights under the applicable pension jurisdiction) is designated to receive the proceeds.
- 3) Your estate may be responsible for reporting and paying income tax on proceeds paid to a designated beneficiary.
- 4) Designations are created and governed under provincial legislation. The provincial legislation may override this designation.

Date: _____ Annuitant/Holder Signature: _____