

Transferring RDSPs, made easy

Your step-by-step guide
to RDSP transfers

Enabling Canadians, with RDSPs made easy

That's better together



MACKENZIE
Investments





Make your move to a Mackenzie RDSP

The Registered Disability Savings Plan was introduced in 2008

As a way to empower Canadian families to save for the long-term financial security of a loved one with a disability. Some holders or beneficiaries of an RDSP may wish to transfer existing plans to another issuer.

Here is your guide to transfer your RDSP to Mackenzie Investments.

What's the difference between a "beneficiary" and a "holder"?



A **"beneficiary"** is the individual for whom the RDSP has been established. A beneficiary may also be the holder.



A **"holder"** is an individual or individuals who oversee the RDSP account on behalf of a beneficiary who is not legally competent to sign a contract, because they are either a minor or have a mental disability.



5 step guide

RDSP transfers must be completed carefully to protect the account proceeds and to ensure that the applicable Government grants and bonds are maintained.

The beneficiary may only have one RDSP at any given time, so partial transfers are not permitted. If you are an account holder or beneficiary and would like to transfer your RDSP to Mackenzie Investments, please consult your financial advisor to obtain the necessary documentation.

Here are five steps required to successfully transfer an RDSP between plan issuers.

- 1 A beneficiary's Disability Tax Credit (DTC) must be determined for the current year. If not already determined, this **must** be resolved before starting the transfer process.
- 2 Complete an application form to open a new Mackenzie RDSP. Refer to the RDSP Application Form found [here](#).
- 3 Complete the [Transfer Form](#) and the [Holder Consent to Transfer Form](#) to transfer the existing RDSP to a new issuer. Ensure that the holder's consent is signed and provide the name of the relinquishing institution.
- 4 Complete the [Grant/Bond application](#) form and the following annex forms if applicable:

Annex A

**Joint Holder Application for
Canada Disability Savings
Grant and/or Canada
Disability Savings Bond
(EMP5609)**

Annex B

**Primary Caregiver
Application for Canada
Disability Savings Grant
and/or Canada Disability
Savings Bond (EMP5610)**

- 5 Forward signed application forms **AND** transfer forms to Mackenzie Investments. Our mailing address can be found in the Transfer Form.

See next page for sample transfer forms.



Employment and Social Development Canada

Emploi et Développement social Canada

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Registered Disability Savings Plan (RDSP) Transfer

Instructions:

- This form is to be used to transfer the assets of a Registered Disability Savings Plan (RDSP) from one issuer to another.
- The relinquishing issuer and the receiving issuer must complete this form to process the transfer of RDSP assets.
- The information in this form is necessary to allow for the receiving issuer to determine withdrawal limitations and requirements as well as the taxable amount of any payments made. Employment and Social Development Canada will provide all historical transactional information in its holdings to the receiving issuer with the new plan once the relinquishing plan is closed.
- This form is valid only if completed, signed (or consent is provided to the issuer in an accepted manner), dated and given to the receiving issuer. **Do NOT send directly to Employment and Social Development Canada.**

Receiving Issuer

- This form should originate from the receiving issuer, and the completed original of this form along with a copy of the Holder Consent should be kept.
- The receiving issuer is the issuer who will receive the transferred assets (in cash and/or kind) from the relinquishing issuer, and will need to have an *Application for Canada Disability Savings Grant and/or Canada Disability Savings Bond* completed in order for the receiving plan to continue to receive grant and/or bond.

Relinquishing Issuer

- The relinquishing issuer is the issuer who will send the transferred assets (in cash and/or in kind) to the receiving issuer, and the completed original of the Holder Consent and a copy of this form should be kept.

Plan Holder of Relinquishing Plan

- The plan holder of the relinquishing plan must complete the *Holder Consent to a Registered Disability Savings Plan (RDSP) Transfer (Holder Consent)* form to provide their consent to the transfer.

1 Information about the Beneficiary

Complete the following section about the RDSP beneficiary.

Beneficiary

The **beneficiary** is the person who will receive the funds in the RDSP.

- The name must be entered exactly as it appears on Social Insurance Number documentation.

Beneficiary's Last Name	Beneficiary's First Name	Beneficiary's Middle Name
Beneficiary's Social Insurance Number (999 999 999)		

2 Information about the Holder

Complete this section only if the holder is different from the beneficiary of the RDSP.

Holder

You are the **Holder** if you opened the RDSP

OR

you are the representative of the agency in the case where the beneficiary is a "child in care" or an adult under "provincial guardianship"

- The name must be entered exactly as it appears on Social Insurance Number documentation.
- If there is more than one Holder, please attach additional pages.

Holder's Last Name	Holder's First Name	Holder's Middle Name
Name of Agency (if applicable)		Name of Agency representative (if applicable)

3 Information about the Receiving Issuer

This section is to be completed by the receiving issuer.

Receiving RDSP

The **receiving RDSP** is the plan that the assets are being transferred into.

An RDSP contract number contains fifteen alphanumeric characters.

Receiving Issuer's Name Mackenzie Financial Corporation as agent for B2B Trustco		Management company code: MRD
Address 180 Queen Street West, Toronto, Ontario		Postal Code M5V 3K1
Receiving RDSP Contract No. (as assigned by Receiving Issuer)	Receiving Specimen Plan No. (as assigned by CRA) RDSP 2417001	Date Contract Opened (YYYY-MM-DD)

- I certify that the receiving Issuer:
- Complies with the current conditions for registration as set out in the *Income Tax Act*, and
 - Has signed an Issuer Agreement with ESDC to administer the grant and bond.

Date (YYYY-MM-DD)	Signature of Authorized Representative of Receiving Issuer <i>[Signature]</i>	
Name of Authorized Representative of Receiving Issuer Mackenzie Financial Corporation		
Telephone 1-800-387-0614	Facsimile 1-866-766-6623	Email service@mackenzieinvestments.com

Contact Information

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This form is available in alternate formats





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4 Information about the Relinquishing Issuer

Relinquishing RDSP
The relinquishing RDSP is the plan that the assets are being transferred from.

This section is to be completed by the relinquishing issuer.
Relinquishing Issuer's Name
Address
Postal Code
Relinquishing RDSP Contract No.
Relinquishing Specimen Plan No.
Date Contract Opened

5 Notional Balances of the Relinquishing RDSP

Notional Balances
This section identifies the amounts being transferred as well as the book value and the fair market value of those amounts.

Notional balances as at the opening of business of the current calendar year are used to determine maximum Disability Assistance Payments.

Providing totals of all contributions made and Canada Disability

Savings grant and bond paid as at the closing of business of the prior calendar year is used to determine if an RDSP is a "primarily government assisted plan." It provides information that the receiving issuer will use to calculate the amount of any payments that must be made in the year of the transfer.

This section is to be completed by the relinquishing issuer
Balances as of (YYYY-MM-DD)
Fair Market Value being transferred
Contributions
Non-Taxable Private Contributions
Taxable Reports (all rollovers ever made to the RDSP)
Taxable Other (all provincial incentives ever provided to the RDSP)
Canada Disability Savings Grant
Canada Disability Saving Bond
Balances as at opening of business on January 1 of the current calendar year
Fair Market Value (1)
Annuity contracts (2)
Totals as at closing of business on December 31 of the prior calendar year
All monies paid under the Canada Disability Saving Act
All contributions made to the RDSP
Please indicate if the following payment(s) have been made from the RDSP
Disability Assistance Payments (DAP)
Lifetime Disability Assistance Payments (LDAP)
For all DAPs/LDAPs processed prior to the current calendar year:
Non-taxable portion
Taxable portion
For all DAPs/LDAPs processed this calendar year:
Non-taxable portion
Taxable portion

Reminder:
Have all pending grant and bond applications been received?

Have all pre-authorized contributions or payments been stopped?

(1) The amount of variable A of the LDAP formula as described in 146.4(4)(i) of the Income Tax Act
(2) The amount of variable D of the LDAP formula as described in 146.4(4)(i) of the Income Tax Act

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6 Privacy

Privacy

The personal information provided on this form is collected under the authority of the *Department of Employment and Social Development Act* (DESDA), the *Canada Disability Savings Act* (CDSA), and the *Income Tax Act* (ITA) for the administration of federal disability savings incentives. This information is necessary to allow for the receiving issuer to determine withdrawal limitations and requirements as well as the taxable amount of any payments made.

The personal information provided may be used by and shared between the following parties for the administration of the CDSA and the ITA, Employment and Social Development Canada (ESDC), the Canada Revenue Agency, the issuer, and between issuers when transferring RDSP assets.

Your personal information is administered in accordance with the CDSA, the DESDA, the *Privacy Act*, the ITA and all other applicable laws. You have the right to access or request correction to your personal information, which is described in Personal Information Bank "HRSDC PPU 038". Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following Web site address: www.infosource.gc.ca. *Info Source* may also be accessed online at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada if you have concerns about the handling of your personal information.

7 Certification

Certification

1. I certify that the Holder(s) of the relinquishing RDSP have provided their consent to transfer the assets from the relinquishing RDSP contract.
2. I certify that the relinquishing issuer will transfer amounts specified above.
3. I certify that to the best of my knowledge, the information on this form is accurate and complete.

The assets will be transferred in cash and/or in kind

Date (YYYY-MM-DD)		Signature of Authorized Representative of Relinquishing Issuer	
		Name of Authorized Representative of Relinquishing Issuer	
Contact information	Telephone	Facsimile	Email

Where to get more information about the Canada Disability Savings Grant and Canada Disability Savings Bond:
 Phone: 1 800 O-Canada (1-800-622-6232); 1-800-926-9105 (TTY)
 Email: rdsp-reei@hrsdcc-rhdcc.gc.ca Internet: www.canada.ca/rdsp

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Employment and Social Development Canada

Emploi et Développement social Canada

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Holder Consent to a Registered Disability Savings Plan (RDSP) Transfer

Instructions:

1. This annex is to be used for the holder to provide consent to transfer the assets of the Registered Disability Savings Plan (RDSP) for which they are responsible from one issuer to another.
2. This form must be completed and signed (or consent is to be provided to the issuer in an accepted manner by the holder(s) of the relinquishing plan in order to authorize the transfer of assets to the receiving plan. It forms part of the RDSP Transfer form.
3. The relinquishing issuer will keep the completed original of this form and a copy of the Transfer form.
4. The receiving issuer will retain the completed original transfer form and a copy of this form.
5. Issuers should attach their copy of this Holder Consent form to their copy of the Transfer Form.
6. Read this document carefully. If you have any questions, do not hesitate to ask the relinquishing issuer you are currently dealing with.
7. This form is valid only if completed, signed (or consent is provided to the issuer in an accepted manner), dated and given to the relinquishing issuer. **Do NOT send directly to Employment and Social Development Canada.**

Information about the Beneficiary and the Receiving Issuer

Beneficiary

The beneficiary is the person who will receive the funds in the RDSP.

Beneficiary's Last Name

Beneficiary's First Name

Beneficiary's Middle Name

Receiving issuer

The issuer who will be receiving the transferred assets (in cash and/or kind) from the relinquishing issuer.

Receiving RDSP Issuer

Receiving RDSP Contract No.

Declaration and Consent of the Holder(s) of the Relinquishing Plan

The holder (or holders, if applicable) of the relinquishing RDSP must sign to authorize the transfer of the assets to the receiving RDSP.

In the case of a third holder of the relinquishing plan, please attach an additional copy of this Annex with their signature.

Relinquishing Issuer's Name

Relinquishing RDSP Contract No.

1. I certify that the information provided on this form is accurate to the best of my knowledge.
2. I understand that, unless I am a holder of the receiving RDSP, I will no longer manage nor have any legal authority to direct the assets under the receiving RDSP;
3. I understand that a beneficiary can only have one RDSP; therefore, partial transfers are not permitted. The full amount in the RDSP must be transferred from the relinquishing issuer to the receiving issuer.
4. I understand that the *Privacy Act* gives me the right to access or request correction to my personal information kept in the government file and as the authorized representative to do so for that of the beneficiary.
5. I confirm that I have read and understand this document, including my privacy rights found below, I have received a copy of this document, and I consent to the use and sharing of my personal information.
6. I opt to proceed with this request and hereby authorize:
 - a) the transfer of the assets within the RDSP account as described above.
 - b) the liquidation of investments required to pay any applicable fees, charges or adjustments with the specific investment to be sold, and at the absolute discretion of the relinquishing issuer.
7. Please cancel all open orders (Pre-Authorized Payments, Lifetime Disability Assistance Payments, etc.) for the RDSP account (as described in this section) being transferred.
8. I understand that failure to complete and sign this form will result in non-processing of the transfer request.

You must read this section and sign (or provide consent to the issuer in an accepted manner) to authorize the transfer.

Date (YYYY-MM-DD)	Relinquishing Plan Holder's Signature
	Name of Holder
Date (YYYY-MM-DD)	Joint Relinquishing Plan Holder's Signature (if applicable)
	Name of Joint Holder (if applicable)





Your privacy rights

This section explains why your information is collected and how it is used, shared and protected. It also explains how you can access your personal information.

The personal information you provide on this form is collected under the authority of the *Department of Employment and Social Development Act* (DESDA), the *Canada Disability Savings Act* (CDSA) and the *Income Tax Act* (ITA) for the administration of federal disability savings incentives.

The personal information you provide may be used by and shared between the following parties for the administration of the CDSA and the ITA: Employment and Social Development Canada (ESDC), the Canada Revenue Agency, the issuer, and between issuers when transferring RDSP assets.

Though you are not obligated to provide any personal information, refusal to do so will mean that, ESDC will be unable to process your application to transfer the RDSP.

The information you provide may be used and/or disclosed by ESDC for policy analysis, research, statistical and/or evaluation purposes. Information may also be disclosed to Statistics Canada for research and statistical purposes. However, these additional uses will never result in an administrative decision made about you (such as a decision on your entitlement to a grant and/or a bond).

Once under the control of ESDC, your personal information is administered in accordance with the DESDA, the CDSA, the Privacy Act and all other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank "ESDC PPU 038." Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at Canada.ca/infosource-ESDC. *Info Source* may also be accessed online at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada if you have concerns about the handling of your personal information. Additional information is available at www.priv.gc.ca/en.

Definitions

These definitions are provided for your information only and do not constitute the legal definitions. In the event of a discrepancy, the legal definitions found in the *Canada Disability Savings Act*, and the *Income Tax Act* prevail.

Beneficiary: The individual who will receive payments from the RDSP.

Government file: The government file as has been referred to above, refers to any information collected under the authority of the DESDA, the CDSA, and the ITA for the purposes of determining eligibility for a Canada Disability Savings Grant (grant) or Canada Disability Savings Bond (bond), to calculate amounts payable and to administer the CDSA and the ITA. Such information may be held by ESDC and CRA.

Holder: Is an individual, agency, department or institution that opens an RDSP, names a beneficiary and authorizes or makes deposits (contributions) on behalf of the designated beneficiary into the RDSP. The plan holder may be:

- The beneficiary;
- If the beneficiary is not of the age of majority at the time the RDSP is opened and/or does not have legal capacity, the legal parent, legal representative, or public department, agency, or institution that is legally authorized to act on behalf of the beneficiary;
- If the beneficiary is of the age of majority at the time the RDSP is opened but does not have legal capacity, the legal representative, public department, agency, or institution that is legally authorized to act on behalf of the beneficiary; or
- If the RDSP is opened before 2024 and the beneficiary is of the age of majority at the time the RDSP is opened but the issuer, after a reasonable enquiry, has doubts regarding the beneficiary's legal capacity and no person or entity has been legally authorized to act on their behalf, the spouse, common-law partner or parent of the beneficiary (also referred to as a qualifying family member [see s. 146.4(1) *Income Tax Act* for further details]).

Issuer: A corporation authorized to offer the RDSP to the public. The issuer opens an RDSP for the holder on behalf of a designated beneficiary and handles related administrative matters.

Receiving issuer: The issuer who will be receiving the transferred assets (in cash and/or kind) from the relinquishing issuer.

Relinquishing issuer: The issuer who will be sending the transferred assets (in cash and/or in kind) to the receiving issuer.

General information

General information

The RDSP transfer form consists of two parts:

- **RDSP Transfer Request** – to be completed by the relinquishing issuer and the receiving issuer to transfer the assets of an RDSP.
- **Holder Consent to RDSP Transfer** – to be completed by the holder to request the transfer.

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This form is available in alternate formats



Transfer eligibility information

Transfer eligibility information

Any RDSP can be transferred but certain conditions apply:

- A beneficiary can only have one RDSP meaning that a transfer request must be completed to move a plan from one issuer to another.
- The transfer must be for the full amount within the existing plan. Partial amounts cannot be transferred.
- The holder of the plan must initiate the transfer and the required transfer form must be completed by both issuers, that is, the receiving issuer and the relinquishing issuer.

Issuers may also have certain conditions and fees associated with transferring an RDSP.

Where to get more information about the Canada Disability Savings Grant and Canada Disability Savings Bond:

Phone: 1 800 O Canada (1 800 622-6232); 1-800-926-9105 (TTY)
E-mail: rdsp-reei@hrsdc-rhdcc.gc.ca Internet: www.canada.ca/rdsp

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Transfer timing

In general, it can take **two to four months** for the entire transfer process to be completed, provided all documents are in order.

Once the application and transfer forms are received by Mackenzie Investments, we'll work with your previous RDSP issuer to ensure a timely transfer of assets to your new RDSP. Employment and Social Development Canada (ESDC) will provide us with a history of the following transactions so the account may continue to operate as it did at the previous institution:

- 1 Contributions that have been made to the plan
- 2 Canada Disability Savings Grants (CDSGs)
- 3 Canada Disability Savings Bonds (CDSBs)
- 4 Provincial and territorial grant and/or bonds
- 5 Any Disability Assistance Payments (DAP) or Lifetime Disability Assistance Payments (LDAP) that have been requested by the holder

At this point, your new RDSP registration is confirmed, and the transfer is complete. If applicable, any withdrawal or LDAP instructions can be sent to Mackenzie to ensure your payments resume. Contributions made into the Mackenzie Investments RDSP will now be eligible for any available grants and bonds.

At Mackenzie, we recognize that disabilities vary greatly. Canadians with disabilities don't fit neatly into a "one size fits all" box, and neither should their RDSP plan. We know RDSPs can be complex and difficult to understand, that's why we work hard to ensure each client's unique situation is addressed. We provide comprehensive materials, and the expertise needed to help advisors and their clients fully understand the RDSP Program and make choices that are right for them.



Peace of mind starts with a conversation

For more information on the RDSP, eligible funds or to set up a plan, please contact your financial advisor. Or, contact Mackenzie Client Services directly at 1-800-387-0614 or send us an email at service@mackenzieinvestments.com with any questions you may have.



Email us



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General Inquiries

For all of your general inquiries and account information please call:

English: 1-800-387-0614

Bilingual: 1-800-387-0615

Asian Investor Services: 1-888-465-1668

TTY: 1-855-325-7030

Fax: 1-866-766-6623

E-mail: service@mackenzieinvestments.com

Web: mackenzieinvestments.com

Find fund and account information online through Mackenzie Investments' secure InvestorAccess. Visit mackenzieinvestments.com for more information.

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