



## RSP TO RIF CONVERSION FORM

Use this form to convert an existing Retirement Savings Plan (RSP/LIRA) to a Retirement Income Fund (RIF/LIF) of the same product and guarantee type as the original contract. All previous investment instructions, successor annuitant and owner designations, beneficiary designations, guarantees, maturity dates, and contract provisions remain in effect. It is recommended that you consult your advisor prior to completing this form.

To convert to a different product or guarantee type, a new application form must be submitted.

### 1. Annuitant Information

Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

We reserve the right to request proof of age for new RRIF and LIF accounts.

### 2. Conversion Details

Registration Type:

- ☐ Retirement Income Fund (RIF)\*  
☐ Prescribed Retirement Income Fund (PRIF) (Saskatchewan and Manitoba only)  
☐ Life Income Fund (LIF/LRIF/RLIF)  
☐ \_\_\_\_\_

\*If the existing contract is a Spousal RRSP, the contract will be converted to a Spousal RRIF.

### 3. Scheduled Income Payments

You must withdraw the required CRA annual minimum payment. In the year of issue, the RIF/LIF minimum amount is zero.

Payment Amount:

- ☐ Required minimum payment  
☐ Maximum payment (locked-in funds)  
☐ Level amount\* of \$ \_\_\_\_\_ (gross)

\*Subject to the required minimum, and if applicable, maximum payment – gross dollar amount only (net amount not available)

Banking Details:

- ☐ Same as current banking information on file OR  
☐ Account shown on the attached void cheque or bank letter of direction

Payment Frequency:

- ☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually

Start Date / Date of First Withdrawal:

(please allow 3 – 5 days for processing)

Day (1-28)    Month    Year

Minimum/Maximum income payment:

Based on the age of: ☐ Annuitant ☐ Annuitant's Spouse/Common-Law partner

If based on the date of birth of the Annuitant's Spouse/Common-Law partner:

Name of Spouse/Common-law partner: \_\_\_\_\_

Date of birth of Spouse/Common-law partner (yyyy/mm/dd): \_\_\_\_\_

Note: Some provinces such as Ontario do not allow spouse's age to be used to calculate maximum income payment.

### 4. Withdrawal Instructions

Only complete the section that applies to the product you currently own. Segregated fund availability can be found at [equitable.ca/performance](https://equitable.ca/performance) (use the filter options to filter by product).

**If your instructions do not provide all required information or there are insufficient funds in the selected investment(s), we will withdraw according to our administrative rules.**



## RSP TO RIF CONVERSION FORM

Pivotal Select / Pivotal Solutions / Pivotal Solutions DSC / Pivotal Solutions II:

☐ Pro rata OR ☐ From the following segregated funds indicated below (total must be 100%)

Fund Name/Code	Withdrawal (%)	Fund Name/Code	Withdrawal (%)

Personal Investment Portfolio:

All regularly scheduled payments will be made first from the Daily Interest Account until it is depleted. Once the value in the Daily Interest Account is depleted, withdraw all regularly scheduled payments as follows:

Please check one:

- ☐ On a pro rata basis from all Guaranteed Deposit Accounts and/or Segregated funds with value.
- ☐ Withdraw all regularly scheduled payments from the following as denoted by the percentage allocation indicated:

Investment Name	Withdrawal (%)	Fund Name	Withdrawal (%)

Daily/Guaranteed Interest Account:

All regularly scheduled payments will be made first from the Daily Interest Account until it is depleted. Once the value in the Daily Interest Account is depleted, scheduled payments will come from the next to mature Guaranteed Interest Account.

### 5. Unlocking Funds (For locked-in funds in Alberta, Manitoba, New Brunswick, Ontario, and Federal jurisdictions only)

Complete and attach the applicable spousal waiver and/or unlocking form(s). These forms can be obtained from the applicable provincial/federal websites. Most jurisdictions require funds to be unlocked within 60 days of the conversion.

Deposit the unlocked funds to:

☐ Equitable contract # \_\_\_\_\_ ☐ New Equitable RIF contract (attach application or conversion form)

### 6. Spousal Information

For locked-in only

Annuitant's Spouse or Common-Law Partner Information (choose one)

- ☐ I declare I do not have a spouse/common-law partner within the meaning of applicable legislation.
- ☐ I have a spouse/common-law partner within the meaning of applicable legislation.



## RSP TO RIF CONVERSION FORM

### Complete the information below:

Full name of Spouse/Common-Law Partner (first, middle initial, last) \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Social Insurance Number (SIN): \_\_\_\_\_

### Beneficiary designation:

- ☐ My spouse/common-law partner will be my named beneficiary OR
- ☐ My spouse/common-law partner has completed and attached the applicable spousal entitlement waiver form and I will name another beneficiary using beneficiary change [form #671BCFSR](#).

### Spousal Consent to Transfer Funds (LIF only):

- New Brunswick, Quebec or Federal Pension Benefits Standards Act: No additional requirements.
- British Columbia, Alberta, Saskatchewan, Nova Scotia or Manitoba: Complete and attach the prescribed spousal waiver form.
- Ontario or Newfoundland & Labrador: Your spouse must complete and sign the following consent:

I confirm that I am the spouse of the annuitant as defined by applicable legislation. I consent to the transfer of the locked-in pension funds to a LIF as indicated in this conversion form.

Signature of Spouse \_\_\_\_\_

## 7. Agreements and Signatures

### I request that Equitable:

- convert my savings plan to a retirement income fund;
- apply to have this contract registered as a retirement income fund under the *Income Tax Act* (Canada) and if applicable the *Taxation Act* (Quebec).

### I understand and confirm that:

- this contract continues to be subject to the provisions of the *Income Tax Act* (Canada) and if applicable the *Taxation Act* (Quebec), and if applicable, any locked-in endorsements, and that all payments made from the contract will be subject to tax under these Act(s);

- all other terms and conditions of the existing contract remain the same and any declarations, consents or authorizations previously provided by me continue in force (unless otherwise changed through separate instructions);
- I authorize my financial institution to accept any deposit (credit) to my account as outlined in section 3;
- by signing this form I authorize the limited trading authorization to remain in effect, unless I specify "no" by checking the following box: ☐ No, remove trading authorization.
- with the exception of Pivotal Select, death and maturity guarantee resets are no longer available after conversion.

Signature of Annuitant		Signature of Successor Annuitant (if applicable)	
Signature of Irrevocable Beneficiary (if applicable)	Signed at (City and Province)		Date (dd/mmm/yyyy)
Signature of Advisor	Name of Advisor		Date (dd/mmm/yyyy)

Please note: Equitable cannot ensure the privacy and confidentiality of any information sent through the internet because e-mail may be vulnerable to interception. As a result, Equitable is not responsible for any loss or damages you may incur if your information is intercepted and misused. If you would prefer to submit your information by another means, please contact us at 1 800 668 4095.