

Lump Sum Contribution Request

Take your RRSP to the limit

To make a lump sum contribution to your Manulife Group RRSP:

1. Complete this lump sum contribution request.
2. Write your group policy number on the back of your cheque.
3. Attach your cheque made payable to Manulife with your completed form.

You can find this form online by signing in to your account with your Manulife ID at manulifeim.ca/retirement. Look for Forms under 'Quick links' or 'Helpful information' on your homepage.



Don't have a Manulife ID yet?

Sign up now to access your account anytime on our secure website. Go to manulifeim.ca/retirement, click 'Sign in' and follow the instructions to set up your Manulife ID.

Print clearly in the blank boxes. Remember to sign and date the form.

Need help? Contact Customer Service at 1-888-727-7766.

1. Your personal information

Plan Sponsor/Employer			
Member number*	Group policy number*	Customer number* 10_ _ _ _ _	
Last name	First name	Middle initial	
Mailing address (number, street and apartment number)			
City	Province	Country	Postal code
Téléphone number	Ext.	Email address	

*See online account or statement for details.

2. Your lump sum contribution

If your plan offers Group IncomePlus note this option is intended to provide you with guaranteed retirement income. Before you select Group IncomePlus, review *The Bold Print*—a separate document that you'll find on the secure site under the 'Plan for Retirement' section OR at manulife.ca/groupincomeplus.

If your lump sum contribution is directed towards Group IncomePlus, please remember that a contribution exceeding 20% of your Guaranteed Benefit Base will reset your Minimum Five (5) Year Holding period whether you make one large contribution or a series of smaller transfers and contributions over a 365 day period.

Please process this contribution using the following fund direction:

Same as my regular contribution

OR

As I have indicated below

Total amount of contribution \$ _____

Investment direction(s) for the lump sum contribution only

Fund code names and details appear online at manulifeim.ca/retirement or in the Group Investment Report

Fund code	Fund name	Percentage
		%
		%
		%

		%
		%
		%
Your percentages must add up to 100%.		

3. Sign here



If I have selected Group IncomePlus, I acknowledge that I have read and understood *The Bold Print* (a separate document that you'll find on the secure site under the 'Plan for Retirement' section **or** at manulife.ca/groupincomeplus) and by signing below, I agree to the terms, conditions, and fees applicable to that option.

Your signature	Date signed (dd/mmm/yyyy)
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Personal information

We collect, use, and disclose your personal information for the purpose of processing your request. We disclose your personal information to authorized employees, agents, representatives, financial institutions and other parties with whom we deal with in issuing and administering your product(s) and services, now and in the future. Also, we disclose your personal information to service providers who require this information to perform their services for us (for example data processing, programming, data storage, and printing). Unless there are contractual limitations, your personal information may be accessed or transferred within or outside Canada and may be subject to the laws of those jurisdictions. You may withdraw your consent subject to legal and contractual restrictions. You also have the right to access and correct your personal information maintained in our files. For further information you can review our Privacy Policy or email us at Canada_Privacy@manulife.ca.

Send us your documents online

It's faster and safer than email or regular mail.



From your Manulife Mobile app, sign in with your Manulife ID (choose Group Retirement). From the top left menu, select your name to get to your profile, then select **Send documents**.

or

From your desktop or tablet, sign into your account at manulifeim.ca/retirement using your Manulife ID. Look for **Send documents** on your homepage under 'Quick links' **or** 'Helpful information'.

If you need to mail the form, send it to one of the addresses below.

Outside of Quebec:
 Manulife
 Group Retirement
 P.O. Box 396
 Waterloo, ON N2J 4A9
 Fax: 1-866-945-5110

Quebec:
 Manulife
 Group Retirement
 2000 Mansfield, Suite 1410
 Montréal, QC H3A 3A2
 Fax: 1-866-945-5109