

Reduction to Tax Withholding on Amount Paid in Respect of the Service Payout **Declaration of Intent** regarding

a deductible contribution to an RRSP

This is Canada Revenue Agency's approval to allow your employer to reduce the required income tax on the amount paid to affected employees in respect to the Service Payout. A Service Payout is the one-time payout of the Public Service Award (retirement allowance), which will be considered employment income for income tax purposes.

Conditions:

1. You agree to contribute to your RRSP, or to your spouse's RRSP, as a deductible contribution for the year you get your payment, all or part of the amount of the payment that you received. It has to be based on your maximum RRSP deduction limit even if you contribute to your spouse's or common-law partner's RRSP.
2. The contribution must not exceed:
 - the payment you received;
 - your RRSP deduction limit for the year you get your payment; or
 - \$15,000.

If you agree to meet the above conditions, please provide the following information: **I agree to make a contribution to an RRSP of \$_____.**

Name: _____

Employee identification number or SIN: _____

Signature: _____ Date: _____

You must remit this declaration of intent to your employer's payroll service so the required changes concerning tax withheld at source or tax deductions can be made. Your employer will keep the document in your file.

Note:

You can find your maximum RRSP deduction limit by consulting one of the following:

- Most recent Notice of Assessment or most recent Notice of Reassessment
- My Account at www.cra.gc.ca/myaccount
- Quick Access at www.cra.gc.ca/quickaccess
- Tax Information Phone Service (TIPS) at 1-800-267-6999. To use TIPS, you will need your social insurance number, month and year of your date of birth, and the total income reported on line 150 of your previous tax return.
- Call the income tax enquiries line for individuals at 1-800-959-8281.