



## Direct Transfer of a Single Amount Under Subsection 147(19) or Section 147.3

You can use this form to record a direct transfer. For instructions and definitions, go to pages 2 and 3 of this form. Legislative references on this form are to the Income Tax Act (ITA).

<b>Section 1 – Applicant</b>	
Last name	First name and initials
Social insurance number (SIN)	
Address	
Telephone number	

If the transfer is from a deferred profit sharing plan (DPSP), fill in Parts A, C and D.  
If the transfer is from a registered pension plan (RPP), fill in Parts B, C and D.

**Part A – Transfer from a DPSP (tick one box)**

- I am an employee or former employee who is a beneficiary of the DPSP.
- I am a current or former beneficiary spouse or common-law partner asking for a transfer because of the death of the employee or former employee who was a beneficiary of the DPSP.
- I am a current or former spouse or common-law partner of an employee or former employee who was a beneficiary of the DPSP asking for a transfer because of a breakdown of our marriage or common-law partnership.

DPSP registration number	Employer's name	Plan number
Employer's address		

**Part B – Transfer from an RPP (tick one box)**

- I am a member of the RPP.
- I am a current or former beneficiary spouse or common-law partner asking for a transfer because of the death of a member of the RPP.
- I am the RPP member's current or former spouse or common-law partner asking for a transfer because of a breakdown of the marriage or common-law partnership.

RPP registration number 0526616 Carleton University Retirement Plan	Employer's name <b>Carleton University</b>	Plan number
Employer's address <b>507 Pigiaryk, 1125 Colonel By Drive, Ottawa, ON K1S5B6</b>		

**Part C – Description of the amount to be transferred (tick one box)**

- Transfer my whole entitlement under the plan identified in Part A or B.
- Transfer the amount of \$ \_\_\_\_\_ which represents my partial entitlement under the plan identified in Part A or B.

**Part D – Identification of the RRSP, RRIF, RPP, DPSP, SPP, or PRPP to which the funds are being transferred (tick one box)**

<input type="checkbox"/> Transfer the RPP or DPSP single amount to my registered retirement savings plan (RRSP).	RRSP number and name
<input type="checkbox"/> Transfer the RPP or DPSP single amount to my registered retirement income fund (RRIF).	RRIF number and name
<input type="checkbox"/> Transfer the RPP or DPSP single amount to my RPP.	RPP number and name
<input type="checkbox"/> Transfer the DPSP single amount to my account as a beneficiary under this DPSP.	DPSP number and name
<input type="checkbox"/> Transfer the RPP or DPSP single amount to my pooled registered pension plan (PRPP).	PRPP number and name
<input type="checkbox"/> Transfer the RPP or DPSP single amount to my specified pension plan (SPP).	SPP number and name

Employer's name	RPP or DPSP registration number
Transferee's address	Applicant's signature
	Year Month Day

**Section 2 – Transferor's certification**

1. The \$ \_\_\_\_\_ transferred is the applicant's (tick one box)
  - whole or  partial entitlement of the requestor's rights under one of the following plans (tick one box):
    - the DPSP identified in Part A of Section 1 or  the RPP identified in Part B of Section 1.
2. We have transferred \$ \_\_\_\_\_ according to one of the following subsections (tick one box):
  - subsection 147(19) (a DPSP lump-sum transfer to an RPP, an RRSP, a RRIF, a PRPP, an SPP, or another DPSP)
  - one of the following subsections: 147.3(1) to (8) (an RPP lump-sum transfer to an RRSP, a RRIF, an SPP, a PRPP, or another RPP)
3. A lock-in provision applies to \$ \_\_\_\_\_ of the amount we transferred from the RPP identified in Part B of Section 1, under the Pension Benefits Standards Act or a provincial pension benefits act (specify the act) \_\_\_\_\_, or
  - Does not apply
4. We did not transfer \$ \_\_\_\_\_ of the RPP single amount indicated in item 1 according to one of the following subsections: 147.3(1) to (8). We will report this amount as the applicant's income on a T4A slip.

**I certify that the information given on this form is correct and complete.**

Transferor's name	Year Month Day
_____ Authorized person's signature	

**Section 3 – Transferee's certification**

1. We have received the amount of \$ \_\_\_\_\_ and we have credited it to (tick **one** box):

- |                                                                                                           |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> the applicant's RRSP identified in Part D of Section 1                           | <input type="checkbox"/> the applicant's account as a member of the RPP identified in Part D of Section 1        |
| <input type="checkbox"/> the applicant's RRIF identified in Part D of Section 1                           | <input type="checkbox"/> the applicant's account as beneficiary under the DPSP identified in Part D of Section 1 |
| <input type="checkbox"/> the applicant's account as a member of the SPP identified in Part D of Section 1 | <input type="checkbox"/> the applicant's account as a member of the PRPP identified in Part D of Section 1       |

2. The plan to which the single amount has been transferred is registered under the ITA.

3. We will administer the amount indicated in item 3 of Section 2 as a locked-in amount under the recipient fund or plan.

4. We will issue a receipt for the amount indicated in item 4 of Section 2.

**I certify that the information given on this form is correct and complete.**

Transferee's name

Year Month Day

Authorized person's signature

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 005 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

**Instructions****Who can use this form**

If you are a DPSP trustee or an RPP administrator, use this form to record the direct transfer of a single amount for an applicant.

As a DPSP trustee, you can make a direct transfer to another DPSP, an RPP, an SPP, an RRSP, a PRPP, or a RRIF.

As an RPP administrator, you can make a direct transfer to another RPP, an RRSP, an SPP, a PRPP, or a RRIF.

**Note**

If you do not use this form to document the transfer, make sure that you, as the transferor, provide the transferee with the information needed to correctly complete the transfer.

**Who completes this form**

- **Section 1** – The plan member or beneficiary (the applicant) requesting the transfer fills out Section 1. The applicant then prints and signs **four** copies of the form and gives them to the previous DPSP trustee or RPP administrator from which the amount is to be transferred (the transferor).
- **Section 2** – The transferor fills out and signs Section 2 of all four copies. The transferor keeps one copy and sends the remaining three copies to the new DPSP trustee, the RPP, SPP or PRPP administrator, RRSP issuer, or RRIF carrier, to which the single amount is to be transferred (the transferee), along with the property being transferred.
- **Section 3** – The transferee fills out and signs Section 3 of the remaining three copies. The transferee then returns a copy to the transferor, sends a copy to the plan member or beneficiary, and keeps one copy for record purposes.

**Do not send** a copy of this form to the Canada Revenue Agency (CRA) unless the CRA asks to see it.

**Transfers from a DPSP**

As the transferor, you can transfer a single amount for an employee or former employee who participated in the plan as described in subsection 147(19). For that person's benefit, you can transfer the amount to an RPP, an RRSP, or to a RRIF under which that person is the annuitant or member. You can also transfer the amount to an SPP or PRPP of which that person is the member. You can also transfer the amount to another DPSP, **if it can reasonably be expected that the recipient DPSP will have at least five beneficiaries throughout the year in which you make the transfer.**

Similarly, you can transfer a single amount for the current or former spouse or common-law partner of the employee or former employee, if that person is entitled to the amount for one of the following reasons:

- the employee or former employee died
- the marriage or common-law partnership with the employee or former employee breaks down. In this case, the transfer has to result from a decree, order, or judgment of a competent tribunal, or from a written separation agreement that relates to a division of property in settlement of rights arising out of, or on the breakdown of, the marriage or common-law partnership

**Do not include** the amount that you transfer under subsection 147(19) in the income of the person for whom you made the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

**Do not withhold** income tax from an amount you transfer under subsection 147(19).

**Transfers from an RPP**

As the transferor, you can transfer a single amount for a plan member to another RPP for the member's benefit, or to the member's RRSP, SPP, PRPP, or RRIF.

You can transfer a single amount for the member's current or former spouse or common-law partner, if that person is entitled to the amount for one of the following reasons:

- the member dies
- because the marriage or common-law partnership with the member breaks down. In this case, the transfer has to result from a decree, order, or judgment of a competent tribunal, or from a written separation agreement that relates to a division of property in settlement of rights arising out of, or on the breakdown of, the marriage or common-law partnership

In certain cases, the rules in section 147.3 limit the amount that you can transfer without tax consequences. If part of an amount transferred does not meet the rules of the subsection under which you transfer, that part is considered to have been paid to the applicant as a pension benefit. In such cases, you have to report that part as the applicant's income on a T4A slip. That part is also considered to have been contributed by the applicant to the RRSP, the SPP, the PRPP, or to the other RPP, whichever applies. The transferee should give the applicant a receipt for the amount.

Similarly, if you transfer the single amount to a RRIF, the excess part is considered to have been contributed to an RRSP. In such cases, you have to report the excess part as the applicant's income on a T4A slip. The transferee should give the applicant an RRSP receipt for the excess part.

**Do not include** the amount that you transfer under any of subsections 147.3(1) to (8) in the income of the person for whom you make the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

**Do not withhold** income tax from the amount you transfer under section 147.3.

**Transfers from a Registered Plan to an Advanced Life Deferred Annuity (ALDA)**

For Direct Transfer from a Registered Plan to purchase an ALDA, use Form T2157, Direct Transfer from a Registered Plan to Purchase an ALDA.

## Definitions

**Administrator** – the person, organization, or institution that is responsible for administering an RPP, an SPP, or a PRPP.

**Annuitant** – the person who is entitled to receive payments from an RRSP or a RRIF.

**Common-law partner** – a person **who is not your spouse**, with whom you are living in a conjugal relationship, and to whom **at least one** of the following situations applies. The person:

- has been living with you in a conjugal relationship and this current relationship has lasted for at least 12 continuous months

### Note

In this definition, "12 continuous months" includes any period that you were separated for less than 90 days because of a breakdown in the relationship.

- is the parent of your child by birth or adoption
- has custody and control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support

**DPSP trustee** – a corporation named as a trustee under the plan, that is resident in Canada, and licensed or otherwise authorized under Canadian law to carry on in Canada the business of offering to the public its services as a trustee. A DPSP trustee can also mean a group of at least three individuals who are resident in Canada, and who are named as trustees under the plan.

**Member** – an individual (other than a trust) who holds an account under the plan and who is entitled to receive payments from an RPP, SPP, or PRPP.

**PRPP** – a retirement savings plan to which you or your participating employer or both can contribute. Any income earned in the PRPP is usually exempt from tax as long as it remains in the plan.

**RRIF carrier** – a person described in subsection 146.3(1), with whom an annuitant has an arrangement that is a RRIF.

**RRSP issuer** – a person described in subsection 146(1), with whom an annuitant has a contract or arrangement that is an RRSP.

**Single amount** – an amount that is not part of a series of periodic payments.

**Spouse** – a person with whom you are legally married.

**SPP** – a pension plan or similar arrangement that has been prescribed under the Income Tax Regulations as a "specified pension plan" for the purposes of the ITA. Many of the rules related to RRSPs also apply to SPPs.

**Transferee** – the administrator, issuer, or trustee of the plan, or carrier of the fund **to** whom the amount is transferred.

**Transferor** – the administrator, issuer, or trustee of the plan, or carrier of the fund **from** whom the amount is transferred.