

Procedures for Completing the RESP Contribution Form

1. Indicate the name of each subscriber designated under the RESP Account.
2. Indicate the RESP Account number.
3. Indicate the date the contribution is requested.
4. List each named beneficiary designated under the Plan and the contribution allocation for each beneficiary.
5. Check 'Yes' to apply for the CES Grant or 'No' if the beneficiary is not eligible for the grant.

A. Systematic Plans Contribution

If RESP contribution is being made by setting up a Pre-Authorized Contribution (PAC), complete the **Systematic Plans for Mutual Funds** form:

1. Include a void cheque.
2. Ensure the total Systematic Plan value matches the RESP Contribution Total.
3. Fax the Systematic Plans form and the RESP Contribution form together to 604.742.2901

Note: Some Fund Companies are not able to setup identical PACs that run in the same account on the same day. As a result, some PACs may be rejected.

B. Credential Direct (CD) Account Contribution

If RESP contribution is being made from a non-registered CD account:

1. Complete the RESP Contribution form indicating the CD non-registered account.
2. Fax the RESP Contribution form to 604.742.2901.

Subscriber Name	RESP Account #	Date (dd/mmm/yyyy)
Beneficiary Name	Contribution Amount	Apply for Grant
1. _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contribution Total	\$ _____	

Contribution From: Systematic Plan (Complete Systematic Plans for Mutual Funds form and attach a Void Cheque)

CD Account (non-registered) _____

Comments:

X _____ Date (dd/mmm/yyyy)

Subscriber Signature