



Instructions for Completing Form 5.1.1

Application to a Financial Institution to Withdraw or Transfer up to an Additional 25% of the Money Transferred into a Schedule 1.1 LIF prior to January 1, 2010

General Information

Complete the attached application **only** if, prior to January 1, 2010, you transferred money into an Ontario life income fund (LIF) that is governed by the requirements of Schedule 1.1 (Schedule 1.1 LIF) to Regulation 909, R.R.O. 1990 (Regulation) and you wish to withdraw or transfer to an RRSP or RRIF up to an additional 25% of the total value of all the money transferred into your Schedule 1.1 LIF prior to January 1, 2010.

You may use this application if the money that was transferred to your Schedule 1.1 LIF came from:

- a LIF that is governed by Schedule 1 (Schedule 1 LIF);
- a Schedule 1.1 LIF;
- a locked-in retirement income fund that is governed by Schedule 2 (LRIF);
- a locked-in retirement account (LIRA); or
- a registered pension plan (RPP).

If you are not certain whether your LIF is a Schedule 1.1 LIF, please ask your financial institution

You **cannot** use this application to withdraw or transfer money from a Schedule 1 LIF, an LRIF or a LIRA.

This application will not be valid if it is received by the financial institution that administers the Schedule 1.1 LIF after December 31, 2010.

Please be aware that when money is withdrawn or transferred from an Ontario locked-in account to an unlocked account, the money may lose the creditor protection provided by the Pension Benefits Act (PBA) and Regulation.

Any withdrawal or transfer from your Ontario locked-in account may have tax consequences. To find out more about any possible tax consequences, contact the Canada Revenue Agency at 1-800-959-8281.

Any withdrawal or transfer from your Ontario locked-in account may also affect your eligibility for certain government benefits. To find out more about the effect a withdrawal or transfer may have on your eligibility for government benefits, contact the government department or agency that provides those benefits.

When you have completed the application, give it and any other required document to the financial institution that administers your Schedule 1.1 LIF.

Do not send your application to the Financial Services Commission of Ontario.

Note: Under privacy legislation, it is the responsibility of your financial institution to advise you of the purposes for which personal information is collected, used or disclosed, and to obtain any necessary prior consent from you to any such collection, use or disclosure.

How to Complete the Application

Before completing any Part of the application, please read all of these instructions. When completing the application, please type or print in ink. Please keep a copy of the completed application and any other required document for your records.

How to Complete Part 1 of the Application Information About the Owner of the Schedule 1.1 LIF

1. Provide the following information about yourself:

Please fill in your full name, date of birth, mailing address (including postal code), telephone number (including area code and, if applicable, extension), fax number (if you have a fax number) and e-mail address (optional).

2. Provide the following information about your Schedule 1.1 LIF:

Provide the name and address of the financial institution that administers your Schedule 1.1 LIF and the policy number or account number of your Schedule 1.1 LIF. Check your Schedule 1.1 LIF contract, or the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

How to Complete Part 2 of the Application Withdrawal or Transfer of up to an Additional 25% of the Money Transferred into a Schedule 1.1 LIF Prior to January 1, 2010

1. What is the total amount of money transferred into your Schedule 1.1 LIF prior to January 1, 2010?

Fill in the total amount of all money that was transferred to your Schedule 1.1 LIF from the time it was established up to and including December 31, 2009, from a Schedule 1 LIF, a Schedule 1.1 LIF, an LRIF, a LIRA, or an RPP. **The amounts should be calculated as of the date the money was transferred into the Schedule 1.1 LIF.** Check the statements received from your financial institution (bank, insurance company, credit union, etc.). If necessary, ask your financial institution.

Do not include any money that was transferred into the Schedule 1.1 LIF after December 31, 2009.

For example, if an individual owns a Schedule 1.1 LIF and has transferred the following sums into it from the following sources on the following dates:

- \$50,000 from a LIRA on April 1, 2009
- \$15,000 from another Schedule 1.1 LIF on June 1, 2009
- \$30,000 from another Schedule 1 LIF on November 1, 2009
- \$20,000 from another Schedule 1 LIF on January 1, 2010.

Starting on January 1, 2010, he or she could apply to withdraw an additional 25% of the \$95,000 that was transferred into the Schedule 1.1 LIF before January 1, 2010. The maximum amount that could be withdrawn or transferred using this application would be \$23,750 (25% of \$95,000).

Note that when you originally transferred money into your Schedule 1.1 LIF prior to January 1, 2010, you were given 60 days from the date of transfer (date of transfer) to apply to withdraw or transfer 25% of the amount transferred into the Schedule 1.1 LIF using FSCO pension Form 5.1. If you did not make an application using Form 5.1 to withdraw or transfer the initial 25% amount, the attached application does not allow you to apply now to withdraw or transfer that initial 25% amount. If 60 days have not passed from the date of transfer, you may still apply to withdraw or transfer the initial 25%, using Form 5.1.

For example, assume an individual transferred \$100,000 into his or her Schedule 1.1 LIF on August 1, 2009, but did not withdraw or transfer any money at the time (using Form 5.1). As of January 1, 2010, he or she may apply to withdraw an additional 25% of the total amount that was transferred into the Schedule 1.1 LIF prior to January 1, 2010 (\$25,000), but cannot apply now to also withdraw or transfer the \$25,000 he or she could have applied for after August 1, 2009.

2. How much of this money do you want to withdraw or transfer from your Schedule 1.1 LIF?

Please indicate how much money you wish to withdraw or transfer. Check the appropriate box and fill in any amount required. The amount cannot exceed 25% of the amount reported in question 1. If the amount you fill in is greater than 25% of the amount in question 1, you will be deemed to have requested 25% of the total amount in question 1. Please note that you may make **only one withdrawal or transfer** with respect to the amount of money in question 1.

3. Do you want to withdraw all the money identified in question 2 or transfer all the money identified in question 2 to an RRSP or RRIF?

Please check the appropriate box. You must withdraw all this money **or** transfer all this money.

4. If you want to transfer all the money identified in question 2 to an RRSP or RRIF, provide the following information about the RRSP or RRIF to which you want the transfer made:

Fill in the required information. Check the RRSP or RRIF contract, or the statements received from the financial institution (bank, insurance company, credit union, etc.) that administers the RRSP or RRIF. If necessary, ask the financial institution. If the money to be transferred consists of identifiable and transferable securities, contact your financial institution about the possibility of transferring them in that form.

How to Complete Part 3 of the Application Certification by the Owner of the Schedule 1.1 LIF

You **must** complete Part 3 of the application in the presence of a witness. Please follow the instructions in Part 3 of the application.

This Certification will not be valid for the purpose of your application if it is signed on a date more than 60 days before the date the financial institution that administers your Schedule 1.1 LIF receives this completed application.

The following is an example of a situation where you would check the box that says “**I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.**”

Before you signed the Certification in Part 3 of the application, you had been in a relationship with a (now former) spouse and that relationship had broken down.

- As part of the settlement with your former spouse after the breakdown of your relationship, you became entitled to a share of the pension benefits that your former spouse was entitled to through his or her employment.
- Your share of the pension benefits that your former spouse was entitled to through his or her employment was transferred to a Schedule 1.1 LIF that you are the owner of, and none of the money in that Schedule 1.1 LIF is related to any pension benefits that you yourself became entitled to through your own employment.
- You subsequently started a new relationship with your current spouse, and while in this new relationship, you now apply to withdraw or transfer money from the Schedule 1.1 LIF using the application.

In this situation, you do not need to get the consent of your current spouse to your application. Instead, you may check the box in Part 3 of the application that says “I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.”

It is a criminal offence under sections 366 to 368 of the Criminal Code of Canada for anyone to knowingly make or use a false document with the intent that it be acted on as genuine, punishable on conviction by a maximum term of 10 years imprisonment.

How to Complete Part 4 of the Application Consent of the Owner's Spouse to the Withdrawal or Transfer

Part 4 of the application needs to be completed **only** if you certify in Part 3 of the application that you have a spouse who consents to the withdrawal or transfer of money from your Schedule 1.1 LIF. If you certify this in Part 3, you must obtain your spouse's consent to your application.

Your spouse is not obligated to consent to your application. If your spouse agrees to consent, please have your spouse complete Part 4 of the application in the presence a witness (someone other than yourself) by following the instructions in Part 4 of the application. You, the owner, **cannot** complete Part 4 of the application.

The Consent will **not** be valid for the purposes of the owner's application if the Consent is signed on a date more than 60 days before the date the financial institution that administers the Schedule 1.1 LIF receives it.

What To Do Once You Have Completed All Required Parts of the Application

Once you have completed the application, please give it to the financial institution that administers your Schedule 1.1 LIF. The financial institution must give you a receipt stating the date it received your completed application.

Do not send your application to the Financial Services Commission of Ontario.

If you qualify for the withdrawal or transfer you apply for, your financial institution must pay you the money or transfer it within 30 days after it receives your completed application.

Please keep these instructions and a copy of the completed application for your records. You may also wish to fill out the following information about the financial institution that administers your Schedule 1.1 LIF:

Name of Financial Institution	Contact Name	Date Application Submitted (Year / Month / Day)
Mailing Address Street Number and Name	Suite No	
City	Province	Postal Code
(area code) Telephone Number (ext.)	(area code) Fax Number	



Form 5.1.1

Application to a Financial Institution to Withdraw or Transfer up to an Additional 25% of the Money Transferred into a Schedule 1.1 LIF prior to January 1, 2010

Approved pursuant to the Ontario Pension Benefits Act, R.S.O. 1990, c. P.8 (PBA)
This form is required by Schedule 1.1 to Regulation 909, R.R.O. 1990 (Regulation)

Use this application **only if**:

- prior to January 1, 2010, you transferred money into an Ontario life income fund (LIF) that is governed by the requirements of Schedule 1.1 to the Regulation (Schedule 1.1 LIF); **and**
- you wish to withdraw or transfer up to an additional 25% of the total value of all the money transferred into your Schedule 1.1 LIF prior to January 1, 2010.

You may use this form whether or not you made an initial 25% withdrawal or transfer when you originally transferred money into your Schedule 1.1 LIF prior to January 1, 2010.

If you are not certain whether your LIF is a Schedule 1.1 LIF, please ask your financial institution.

This application will not be valid if it is received by the financial institution that administers the Schedule 1.1 LIF after December 31, 2010.

You **cannot** use this application to withdraw or transfer money from a LIF that is governed by the requirements of Schedule 1 (Schedule 1 LIF) to the Regulation or from any other locked-in account.

Please read the instructions before completing the application.

Please be aware that when money is withdrawn or transferred from an Ontario locked-in account to an unlocked account, the money may lose the creditor protection provided by the PBA and Regulation.

Any withdrawal or transfer from your Ontario locked-in account may have tax consequences. To find out more about any possible tax consequences, contact the Canada Revenue Agency at 1-800-959-8281.

When you have completed the application, give it and any other required document to the financial institution that administers your Schedule 1.1 LIF.

Do not send your application to the Financial Services Commission of Ontario.

Note: Under privacy legislation, it is the responsibility of your financial institution to advise you of the purposes for which personal information is collected, used or disclosed, and to obtain any necessary prior consent from you to any such collection, use or disclosure.

Part 1 Information About the Owner of the Schedule 1.1 LIF

1. Provide the following information about yourself:

Last Name	First Name	Middle Initial(s)	Date of Birth (Year / Month / Day)
Mailing Address		Street Number and Name	Suite No.
City		Province	Postal Code
(area code) Telephone Number (ext.)	(area code) Fax Number	E-mail Address (optional)	

2. Provide the following information about your Schedule 1.1 LIF:

Check your Schedule 1.1 LIF contract, or the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

Name and address of the financial institution that administers your Schedule 1.1 LIF
Policy Number or Account Number of your Schedule 1.1 LIF

Part 2
Withdrawal or Transfer of up to an Additional 25% of the Money Transferred into a Schedule 1.1 LIF prior to January 1, 2010

1. What is the total amount of money transferred into your Schedule 1.1 LIF prior to January 1, 2010?

\$ _____

2. How much of this money do you want to withdraw or transfer from your Schedule 1.1 LIF?

Check **only one** box:

25% of the amount in question 1.

The amount of \$ _____, which is **less** than 25% of the amount in question 1.

Fill in how much money you want to withdraw or transfer. If the amount you fill in is greater than 25% of the amount in question 1, you will be deemed to have requested 25% of the amount in question 1.

3. Do you want to **withdraw** all the money identified in question 2 or **transfer** all the money identified in question 2 to an RRSP or RRIF?

Check **only one** box

Withdraw all this money.

Transfer all this money to an RRSP or RRIF.

4. If you want to **transfer** all the money identified in question 2 to an RRSP or RRIF, provide the following information about the RRSP or RRIF to which you want the transfer made:

Check the RRSP or RRIF contract, or the statements received from the financial institution (bank, insurance company, etc.) that administers the RRSP or RRIF. If necessary, ask the financial institution.

Name and address of the financial institution that administers the RRSP or RRIF	
Policy Number or Account Number of the RRSP or RRIF	Plan type: <input type="checkbox"/> RRSP <input type="checkbox"/> RRIF

Note: If the money to be transferred consists of identifiable and transferable securities, contact your financial institution about the possibility of transferring them in that form.

Part 3 Certification by the Owner of the Schedule 1.1 LIF

Please read the definition of "spouse" found at the bottom of this page and the Certification below. Then check only one of the boxes in the Certification. If you are satisfied that the Certification correctly describes your situation, then, **in the presence of a witness**, please sign and date the Certification, have your witness sign and fill in the information, where indicated.

The Certification will not be valid for the purpose of your application if it is signed on a date more than 60 days before the date the financial institution that administers your Schedule 1.1 LIF receives this completed application.

Certification

I own the Schedule 1.1 LIF identified in Part 1 of this application and hereby apply to withdraw or transfer money from it as set out in this application. I certify that on the date I sign this Certification:
(Check only one of the boxes below.)

- I do not have a spouse.
- I have a spouse, but on the date I sign this Certification, I am living separate and apart from my spouse.
- I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.
- I have a spouse, and my spouse consents to the withdrawal or transfer of money from my Schedule 1.1 LIF.
(If you check this box, you will need your spouse to complete Part 4 of this application.)

I also certify that all of the information contained in this application is true, complete and correct.

I understand that the financial institution that administers my Schedule 1.1 LIF may reject my application if the information contained in this application is not true, complete and correct.

I understand that it is a criminal offence under the Criminal Code of Canada for anyone to knowingly make or use a false document with the intent that it be acted on as genuine.

Date the Owner Signed this Certification in the Presence of a Witness (Year / Month / Day)

Signature of Witness

Signature of Owner

Name of Witness (print)

Last Name

First Name

Middle Initial(s)

Witness Address

Street Number and Name

Suite No

City

Province

Postal Code

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Definition of "Spouse"

For the Purposes of this application, you have a "spouse" if you and another person:

- (a) are married to each other, or
- (b) are not married to each other and are living together in a conjugal relationship continuously for a period of at least three years, or in a relationship of some permanence if you and the person are the natural or adoptive parents of a child, both as defined in the Ontario Family Law Act.

Part 4 Consent of the Owner's Spouse to the Withdrawal or Transfer

This Part needs to be completed only if the owner of the Schedule 1.1 LIF certifies in Part 3 of this application that the owner has a spouse who consents to the withdrawal or transfer of money from the Schedule 1.1 LIF. The owner of the Schedule 1.1 LIF cannot complete this Part.

If you are the spouse of the owner of the Schedule 1.1 LIF identified in Part 1 of this application and you are asked to consent to this application to withdraw or transfer money from the owner's Schedule 1.1 LIF, you should get advice from a lawyer about your rights and the legal consequences of signing the Consent below. You are not obligated to sign the Consent below.

If you wish to consent, then please read the Consent below. If you are satisfied that the Consent correctly describes your situation, then, **in the presence of a witness (someone who is not the owner of the Schedule 1.1 LIF)**, please sign, date and fill in the information on the right side of the bottom of the Consent, and have your witness sign and fill in the information on the left side of the bottom of the Consent.

The Consent will not be valid for the purposes of the owner's application if the Consent is signed on a date more than 60 days before the date the financial institution that administers the Schedule 1.1 LIF receives it.

Consent

I am the spouse of the owner of the Schedule 1.1 LIF identified in Part 1 of this application.					
I understand that:					
(a) the owner is making an application to withdraw or transfer money from the Schedule 1.1 LIF, and that the owner cannot withdraw or transfer the money from the Schedule 1.1 LIF without my consent;					
(b) I am not required to give my consent;					
(c) as long as this money is kept in the Schedule 1.1 LIF, I may have a right to a share of this money if there is a breakdown in our relationship or if the owner dies; and					
(d) if any money is withdrawn or transferred from the Schedule 1.1 LIF, I may lose any right that I may have to a share of the money withdrawn or transferred.					
I consent to the owner's application to withdraw or transfer money from the Schedule 1.1 LIF.					
I give my consent by signing and dating this Consent in the presence of a witness.					
Date the Owner's Spouse Signed this Consent in the Presence of a Witness (Year / Month / Day)					
Signature of Witness			Signature of Owner's Spouse		
Name of Witness (print) Last Name		First Name	Middle Initial(s)	Name of Owner's Spouse (print) Last Name	
				First Name	
				Middle Initial(s)	
Address of Witness		Street Number and Name	Suite No.	Address of Spouse	
				Street Number and Name	
				Suite No.	
City	Province	Postal Code		City	Province