



Bluewater District School Board
351 1st Ave. N., Box 190, Chesley, Ontario N0G 1L0 519-363-2014 or 1-800-661-7509

RETIREMENT GRATUITY DISPOSITION FORM

Name (Surname, Given Name and Initial) Employee ID Number

Current Address

Retirement Date Employee Group

SECTION 1: Transfer of funds to a Registered Retirement Savings Plan (RRSP)/ Registered Pension Plan (RPP) - Details of transfer

I hereby direct Bluewater District School Board (BWDSB) to transfer funds as follows:
A. Eligible amount to be transferred to RRSP/RPP
B. Non-eligible amount to be transferred to RRSP/RPP
C. Total amount to be transferred to RRSP/RPP

From: Name of Employer
To: (Tick the box that applies to the plan) RRSP RPP
Name of Plan Registration Number/Contract or Individual Plan Number
Name of Administrator or Issuer
Address of Administrator or Issuer (please include postal code)

Certification
I certify that the issuer or administrator of the receiving plan has advised me that the plan is registered, or that the issuer of the recipient retirement savings plan will apply to register the plan under the Income Tax Act.
I further certify that the "non-eligible amount to be transferred to RRSP/RPP" is equal to or less than my RRSP deduction limit for the year in which the payment will be completed.
Date Individual's Signature
To defer the full RRSP/RPP transfer until the January following retirement, initial here: Individual's Initials

SECTION 2: Payment of funds not transferred to an RRSP/RPP

I hereby direct BWDSB to pay to me, by direct deposit into my bank account, the following retirement gratuity amount:
I am aware that income tax will be deducted from funds not being transferred to an RRSP/RPP.
Date Individual's Signature
To defer the full direct deposit payment until the January following retirement, initial here: Individual's Initials

PLEASE RETURN COMPLETED ORIGINAL FORM TO THE HUMAN RESOURCES SERVICES DEPARTMENT (faxed or emailed forms will not be accepted)