



## Financial Operations

### Section A - Personal Information (must be completed)

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(Include postal code and telephone number) \_\_\_\_\_

### Section B - Complete to confirm the payment of your retiring/severance allowance payments

I wish my benefit paid in the following fashion:

RRSP Portion	\$ _____
Cash Portion	\$ _____
Total Allowance	\$ _____

RRSP Cheque to be payable to: \_\_\_\_\_  
RRSP Account #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(Include postal code and telephone number) \_\_\_\_\_

*I hereby authorize you to direct my retiring allowance as per above.*

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

***I certify that this contribution to my RRSP is not above the amount of RRSP room available for this taxation year. I understand that any tax liability and fines resulting from this transaction is mine.***

### Section C - (for T4 slip purposes)

Eligible portion: (Box 66) \$ \_\_\_\_\_  
Non-eligible portion: (Box 67) \$ \_\_\_\_\_  
Total retiring allowance: \$ \_\_\_\_\_