



**Lump-sum contribution
McGill University
Registered Retirement Savings Plan (GRSP)
CRA registration # 524-040**

Please complete the applicable sections, sign, date your request and return this form along with your cheque(s), if any, to the following address:

McGill University Savings Programs Centre
Morneau Shepell Ltd.
One Morneau Shepell Centre
895 Don Mills Road, Suite 600
Toronto, Ontario, M3C 1W3

Indicate the type of lump-sum contribution you wish to make:

- Lump-sum contribution to **my Group RSP account**
(Complete sections 1, 3 and 4.)
- Lump-sum contribution to **my spousal Group RSP account**
(Complete sections 1, 2, 3 and 4.)

Section 1 – Personal information

Last name:	First name and initials:
Employee number:	Daytime phone number:

Section 2 – Spousal information

Last name:	First name and initials:
Social insurance number:	Daytime phone number:

Section 3 – Lump-sum contribution(s) (Please indicate your instructions below.)

Contributions to my Group RSP account	Contributions to my spousal Group RSP account
<input type="checkbox"/> A contribution of \$ _____ made by cheque. _____	<input type="checkbox"/> A contribution of \$ _____ made by cheque. _____

If you are contributing to both you and your spousal Group RSP account by cheque, you can make one or two cheques, as you wish, and attach them to your completed form. **All cheques must be current dated and payable to McGill University Group RSP.**

Section 4 – Declaration

I understand that my lump-sum contributions will be invested in my Group RSP or spousal Group RSP account. This investment will be allocated in accordance with my latest investment instructions on file. (Investment instructions can be updated anytime on the web site at <https://mcgill.hroffice.com/account/sso>.)

It is my responsibility to ensure that any contributions I make to a GRSP/spousal GRSP account are within my contribution room as indicated in the latest *Notice of assessment* I received from the Canada Revenue Agency after filing my latest income tax return.

I understand that if I have not yet set up a Group RSP account for me or my spouse, I must complete the initial enrolment form that I can find on the web site at <https://mcgill.hroffice.com/account/sso>. (Please print and complete this form and return it to the McGill University Savings Programs.)

Signature: _____ Date: _____

Questions?

Should you have any questions, or require assistance in completing the form, please call the McGill University Savings Programs Call Centre at 1-855-687-2111, Monday through Friday between 8 a.m. and 6 p.m. Eastern Standard Time.