

## Group RRSP Payroll Deduction Form

Use this form for: Addition / Change / Cancellation of Bi-weekly RRSP Contributions through Payroll Deduction.

**Please note:**

**Prior to submitting this form, please ensure your Group RBC RRSP account (Group No. 2546) is active.**

**To open your group account at RBC please call 1-888-769-2566 or visit your local RBC branch.**

DATE: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**Please complete all applicable areas:**

*Note: The minimum contribution is \$25 per pay period.*

**ALL STAFF (Excluding UNA Employees)**

- I wish to add or amend my Voluntary RRSP contribution amount to \_\_\_\_\_ bi-weekly.  
Effective Date: \_\_\_\_\_  
The RBC RRSP must be set up under Group No. 2546 or your application will **NOT** be processed.
- I wish to cancel my Voluntary Group RBC RRSP contribution.  
Effective Date: \_\_\_\_\_

**Note:** Your enrolment will be processed within the pay period requested, when possible.

Employee Signature: _____	Date: _____
---------------------------	-------------

Return this form to HR Shared Services, Covenant Benefits by Fax to 1.844.776.0434 or by Email to [General.Documents@covenanthealth.ca](mailto:General.Documents@covenanthealth.ca).

If the enrollment form is not completed in its entirety the request will not be processed.