



Subscriber and/or Joint Subscriber:

RESP Account #:

Special Notes: Please ensure you consider all available options, as there may be different tax consequences associated with each option.

- If RESP withdrawals are in cash, the cash must be available at the time the request is made.
- Complete a separate withdrawal form for each beneficiary.
- If you choose an Educational Assistance Payment (EAP), it will be calculated over the entire plan and may result in a disproportionate payment of Grant to one beneficiary of a multiple beneficiary plan.
- “HRSDC” means Human Resources and Skills Development Canada.
- “QESI” means Québec Education Savings Incentive.
- “RQ” means Revenu Québec.

SECTION A: WITHDRAWAL TYPE

- Partial Payment Withdrawal Full Payment Withdrawal (Closure of Account)

SECTION B: PAYMENT TYPE

- Educational Assistance Payment (EAP) – complete sections A, B, C and D

In accordance with Canada Revenue Agency (CRA) and Human Resources and Skills Development Canada (HRSDC) regulations:

1. EAPs cannot exceed \$5000 during the first 13 weeks a beneficiary attends a qualifying educational institution.
2. A portion of the EAP consists of Grant¹ and Income based upon an HRSDC-determined calculation.
3. Grant and Income portions of an EAP are taxable in the hands of the named Beneficiary for the year in which the payment is made.
4. Principal amounts withdrawn from an RESP may not be replaced in the plan by any means at a later date.
5. Further validation of the EAP amounts requested may be required to determine the reasonableness of the expenses.
6. Non-Resident Tax will be withheld for beneficiaries who are non-residents at the time of the withdrawal.
7. Beneficiaries must be enrolled in full-time or part-time studies at a post-secondary institution.

Proof of enrollment from post-secondary educational institution must accompany this request. It should confirm the following:

- Name of institution
- Type of educational institution (ie., university, college, etc.)
- Students’ full name

Amount \$ Non-resident tax (if applicable) \$

- Take the remaining amount from the Principal Portion **OR** Reduce the payment amount to the Income and Grant portions available

- Post-Secondary Educational Capital Withdrawal (PSE) – complete sections A, B, C and D

This is a non-taxable withdrawal paid to the beneficiary *or* subscriber. It is composed of contributed capital *only*. There will be no tax slip issued for this type of withdrawal. To be eligible for this type of withdrawal, the named beneficiary must meet the same requirement necessary for an EAP withdrawal. Proof of enrollment from a post-secondary educational institution must accompany this request. It should confirm the following:

- Name of institution
- Type of educational institution (ie., university, college, etc.)
- Students’ full name

Amount \$

- Non-Educational Capital Withdrawal (Refund of Principal) – complete sections A, B and D

1. Principal amounts withdrawn from an RESP may not be replaced in the plan by any means at a later date.
2. Withdrawals are based on prevailing market prices including accrued interest, and not on book values.
3. Non-educational principal withdrawals are not subject to tax, but all associated grant will be returned to HRSDC and RQ if applicable.
4. Human Resources and Skills Development Canada (HRSDC) deems Principal from RESPs to be removed in the following order:
 - a. Contributions which have attracted CESG (Assisted Contributions)
 - b. Contributions made after 1997 which have not attracted CESG (UN-Assisted Contributions)
 - c. Contributions made prior to 1998

Net Amount \$ Beneficiary Number (QESI only)
 (any grant refunded will be in addition to this amount)

1) CESG and QESI (if applicable)

Registered Education Savings Plan Withdrawal Request

SECTION C: BENEFICIARY INFORMATION

| | |
|---|--------------------------------------|
| Beneficiary Name: | Beneficiary Social Insurance Number: |
| Beneficiary Number: | Name of Institution: |
| Full Address of Institution: | |
| Program Length (Years): _____ <input type="checkbox"/> Full-Time Program <input type="checkbox"/> Part-Time Program - Number of Hours per week: _____ | |
| Current Year of Program: _____ Program Start Date: M M / D D / Y Y Y Y Program Weeks per year: _____ | |

SECTION D: ELECTION OF PAYMENTS – DIRECTION OF PROCEEDS

Beneficiary initial: _____ If proceeds are not payable to the Beneficiary above, they will be required to initial, acknowledging that the full EAP amount will be included in a T4 / Releve issued to the Beneficiary. Please note that a letter will be mailed to the Beneficiary advising them of the life time limit of \$7200.⁰⁰ of CESG and if excess grant has been paid they will need to refund the excess to HRSDC.

Transfer to RBC Dominion Securities regular trading account:

OR

Mail cheque payable to:
(include address)

For In-Kind Payments, please complete this section:

Amount and Asset List:

Please withdraw cash in the amount of \$ _____

Please withdraw positions of the type and quantity described (Note: must be transferred to your DS trading account; positions are considered a NET amount)

| Quantity | Position Description | Security Code | Market Value |
|----------|----------------------|---------------|--------------|
| | | | |
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Please attach a list for additional positions.

I hereby request payment from the above referenced RESP Plan as set out above.

| | |
|-----------------------------|-------|
| Signature of Subscriber(s): | Date: |
|-----------------------------|-------|

FOR HEAD OFFICE PURPOSES ONLY:

| | |
|---|---|
| Authorization: <input style="width: 90%;" type="text"/> | WPR: <input style="width: 95%;" type="text"/> GRP: <input style="width: 95%;" type="text"/> PAY: <input style="width: 95%;" type="text"/> WPY: <input style="width: 95%;" type="text"/> QEP: <input style="width: 95%;" type="text"/> |
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