

Group Tax Free Savings Account (TFSA) through the Royal Bank of Canada (RBC) Covenant Health Group Number: 18271

- Q. Do I need to set up my Group TFSA through RBC?**
- A. Yes, a Group TFSA must be set up under **Group #18271 through RBC within 14 days** of allocation; or prior to the first deposit; whichever is earlier.
- Q. What if I have an existing TFSA at RBC?**
- A. A Group TFSA under Covenant Health is required. A group account is different from an individual account.
- Q. How do I set up a RBC Group TFSA?**
- A. To open a Group TFSA account, you can either visit your local RBC branch or phone 1-888-769-2566.
- Q. How can I verify my RBC Group TFSA was set up within 14 days if I set up my account over the phone?**
- A. RBC will mail an account confirmation package to participants that opened their account over the phone, or if the account was set up in person at the branch, you will be provided with an immediate active account confirmation. The account confirmation does not need to be provided to Covenant Health and as it is for your own personal records.
- Q. Do I need to open a Group TFSA if one was set up in the preceding year?**
- A. You do not need to open an additional RBC TFSA account **unless**:
- You withdrew or transferred the funds to another investment provider. RBC will automatically close an account with no funds in it unless the employee asks that the account remains open.
- It is recommended you confirm your TFSA account status annually with RBC.
- Q. When should I contact RBC if I am unsure if the Group TFSA contributions went through?**
- A. Deposited contributions can also be monitored by using the online RBC banking tool, or

frequently asked questions

by calling RBC directly at 1-888-769-2566. Processing time for the transfer of funds can be up to 30 days following the credit effective date for the Flexible Spending Account (FSA) and typically the UNA 2% matched contributions are processed in the pay period in which the enrollment form was submitted.

Q. What happens to my Group TFSA election if the funds are returned to Covenant Health from RBC due to an inactive Group TFSA under account #18271?

A. For a UNA employee enrolled with the UNA 2% matched contribution; the contribution will be reversed/refunded to the employee/employer via payroll processing and the TFSA deduction code will show as “waive” in e-People so that future contributions will not occur.

When the contribution is elected via FSA allocations to the TFSA; credits will default to the Flex Spending Health – Canada account retroactive to the FSA effective date and those FSA credits will not be eligible for reallocation.

Q. I am a UNA employee. After setting up my RBC Group TFSA how are the contributions transferred to RBC from Covenant Health?

A. As soon as your TFSA through RBC has been initiated an enrolment form **must** be completed and submitted to HR Shared Services (HRSS) via general.documents@covenanthealth.ca .

The enrollment form can be accessed on CompassionNET via the path provided below:

CompassionNET>Employee Centre>My Compensation>My Pay>e-People>e-People Forms>Group RRSP Payroll Deduction Amendment- UNA only.

The date of enrollment will typically be based on the date HRSS receives the application **unless** your RBC TFSA (#18271) is not active.

Q. Are the FSA Group TFSA credits deposited as a lump sum after the credit allocation?

A. No, an FSA allocation towards your TFSA is divided into equal monthly deposits up to December 31.

Q. What happens to my monthly FSA Group TFSA deposit if I terminate employment or transfer to a position no longer eligible for benefits?

A. You will forfeit any remaining TFSA balance that has not been deposited.

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- Q. If I allocate my Flex Credits to a Group TFSA how will this affect my paycheque and my T4?**
- A. Employer contributions to an employee TFSA are taxable. Income tax, CPP and EI are applied to the contributions and taxable benefit will appear in Box 14 and 40 of your T4 statement.
- Q. Can I split my contribution so one amount goes to a spousal and the remainder goes to a personal account?**
- A. No, the TFSA is only available for employees.
- Q. Can I make additional contributions to my Group TFSA?**
- A. Yes, you have the option of making additional contributions directly through RBC.
- Q. Does Covenant Health monitor allowable annual Group TFSA contribution room?**
- A. No, it is the employee's responsibility to monitor their contribution room within Canada Revenue Agency regulations.
- Q. Can I designate a beneficiary for my Group TFSA?**
- A. Yes, you can designate one or more individuals as a beneficiary. Important: The person(s) as a beneficiary must be listed by their legal name(s).
- Q. When should I review my beneficiary designates?**
- A. Please consider reviewing your designated beneficiaries upon initial account set up and following a life changing event such as a separation, death, inheritance, new child or while Estate planning.
- Q. What if there is no beneficiary on file?**
- A. The proceeds of your TFSA will default to your Estate in the absence of a named beneficiary on file.
- Q. Does RBC require the original beneficiary form? What if I opened my Group account over the phone?**
- A. Yes, RBC requires the original, signed beneficiary form on their file. If you completed your beneficiary designation by phone, RBC would mail you the beneficiary form. You must sign and return the original form to RBC directly. The beneficiary designation is not valid until RBC receives the original signed form.

frequently asked questions

Q. What happens to my Group TFSA contributions while I am on an unpaid leave?

A. If you allocated to your TFSA via the FSA, your TFSA contributions will continue, to be deposited monthly, provided you remain in a benefit eligible position.

If you are a UNA employee and your TFSA was set up as a 2% matched contribution, the deposits will cease when there are no earnings and recommence when you return to work.

Q. How do I update my Group TFSA after my initial application was set up?

A. Please contact RBC Client Services at 1-888-769-2566 for the following services:

- Open a Group account
- Confirm the status of your Group account
- Address changes
- Book appointments
- Check the balance
- Investment changes
- Status of Tax Receipts

Please visit an RBC branch for the following:

- Open a Group account
- Beneficiary designations and/or changes
- Investment changes
- Duplicate Tax Receipts
- Name Changes

Q. Who can I contact if I am having difficulty setting up my Group TFSA?

A. Employees may contact RBC at 1-888-769-2566 or Christina Bernardo at RBC by email at christina.bernardo@rbc.com or call 780-288-5599 should an account set up require escalation. Should you require Christina's assistance, please let her know you are a Covenant Health employee.