

Beneficiary claim statement for Sun Life Guaranteed Investment Funds (GIFs)



Use this form to request the payout of a contract at death, appointment of a contract to a successor annuitant or owner or to request a transfer under the legacy settlement option.

A separate form must be completed by each claimant. Please contact Sun Life at 1-844-753-4437 for all settlement requirements.

Sun Life Assurance Company of Canada – 30 Adelaide Street East, Suite 1 Toronto, ON M5C 3G9 – Fax: 1-855-247-6372

Claimant's information

First name		Middle name		Last name	
Address (street number and name)					Apartment or suite
City		Province	Country		Postal code
Telephone (residence)			Telephone (business)		
Relationship to deceased			If you indicated spouse, were you their spouse on the date of death? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Select one of the following for each contract being claimed.

You are the named beneficiary for the following contract(s):

Contract number	Contract number	Contract number	Contract number
Beneficiary's SIN number (required for tax purposes)		Date of birth (dd-mm-yyyy)	

The estate is the beneficiary and you are the executor/liquidator for the following contract(s):

Contract number	Contract number	Contract number	Contract number
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Death of Owner – You are the Successor Owner (non-registered contracts only) of the following contract(s):

Contract number	Contract number	Contract number	Contract number
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Note: Identity verification, third party determination, and politically exposed persons (PEP) for individual owners (4830) is required for the successor owner. If the successor owner is an entity (for example: a corporation, a trust, or a charity), a new application and applicable supporting documentation is required

Death of Annuitant – You are the Successor Annuitant (non-registered and RRIF contracts only) of the following contract(s):

Contract number	Contract number	Contract number	Contract number
Successor annuitant's date of birth (dd-mm-yyyy)		Successor annuitant's assigned sex at birth <input type="checkbox"/> Male <input type="checkbox"/> Female	

Also the Successor Owner on the contract(s) listed above.

You are the trustee for a beneficiary/minor beneficiary of the following contract(s):

Contract number	Contract number	Contract number	Contract number
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Minor beneficiary's information

First name	Middle name	Last name	Date of birth (dd-mm-yyyy)
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Deceased's information

First name	Middle name	Last name
Date of death (dd-mm-yyyy)	Place of death	

Please submit an original death certificate as proof of death.

Legacy settlement option

Are the proceeds being used to fund an annuity under the legacy settlement option?

Yes (complete this section) No (proceed to payment instructions)

If you were designated as a beneficiary who should receive the death benefit through a series of payments (the legacy settlement option), you must provide us with the information below before we can release any payments to you.

Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd-mm-yyyy)*	Social Insurance Number	Payment date (dd-mm) <input type="text"/>
Annuitant's detailed occupation/principal business			

Attach a copy of one of the proof of age documents listed below. If a copy is not attached, provide the registration number, issue date, and country/province of issue of the document(s).

- Birth certificate
- Valid passport
- Certificate of Canadian Citizenship
- Age of majority card
- Valid driver's licence
- Hospital certificate of birth
- Certificate of Indian Status
- Baptismal certificate

Proof of age document type	Copy attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Registration number	Date of issue (dd-mm-yyyy)	Country of issue	Province of issue
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Payment method

Electronic funds transfer (EFT). **Note:** A personalized cheque marked VOID or a direct deposit form obtained from your bank must be attached to confirm banking information.

Cheque (for annual frequencies only)

If the owner of the Sun Life GIFs contract requested that you be permitted to designate a beneficiary, the appropriate paperwork to make a beneficiary designation will be sent to you when the annuity purchase is processed. In Alberta, British Columbia or other provinces where permitted by law, you may designate a beneficiary for your payout annuity contract even if the owner of the Sun Life GIFs contract did not make this selection. If the annuity being purchased is non-registered, then you will also be required to submit the **Identity verification, third party determination and politically exposed persons (PEP) for individual owners (4830-E)** form.

Deferred annuities: Please note that the interest earned during the deferral period is taxed on the accrual basis and you will receive a tax slip each year leading up to the payment start date.

If your age plus the guaranteed period exceeds age 90, the interest earned is taxed on the accrual basis.

You can confirm if these details apply to you by consulting with your advisor, or contacting us at 1-844-SLF-GIFS (753-4437).

If you were designated to receive part of the death benefit in the form of a lump sum, please also complete the **Payment instructions** section for that amount.

Payment instructions – does not apply to Legacy settlement option or Successor takeover

Redemption

Cheque (the cheque will be payable to the beneficiary named on page 1 or the estate if there is no beneficiary)

Complete the address information below if different than the claimant's address on page 1.

Address (street number and name)		City
Province	Country	Postal code

Electronic fund transfer to the beneficiary's bank account provided (VOID CHEQUE REQUIRED).

Payment instructions – does not apply to Legacy settlement option or Successor takeover (continued)

Transfer (please choose one option)

- RRSP/RRIF contracts:** If you are the spouse, common law-partner, or other qualified beneficiary of the deceased (such as a financially dependent child), you, or your trustee where applicable, may choose to transfer the contract to your own RRSP/RRIF. The transfer may qualify as a tax-deferred rollover under the Income Tax Act. Where this is the case, we will issue you a T4RSP slip for the amount to be included in your taxable income, but you will also receive an offsetting 60(l) deduction receipt for the contribution amount to facilitate the tax-deferred rollover. If you are not a qualified beneficiary, you may choose to transfer the contract to your own registered account (RRSP or TFSA), however you are responsible for ensuring that you have the necessary contribution room available to avoid over-contribution penalties from CRA, and the full amount will be taxable to the estate of the deceased.*
- TFSA contracts:** If you are the spouse or common-law partner of the deceased, you may choose to transfer the contract to your own TFSA without affecting your own TFSA contribution room. If you choose this option you also need to complete CRA form RC240-Designation of an Exempt Contribution Tax-Free Savings Account (TFSA) and submit it directly to the CRA within 30 days of the transfer. If you are not the spouse of the deceased, you may choose to transfer the amount to your own registered account (RRSP or TFSA), however you are responsible for ensuring that you have the necessary contribution room available to avoid over-contribution penalties from CRA. As TFSA proceeds are not taxable, no tax slip will be issued to the estate of the deceased.*

Transfer to Sun Life GIFs contract

Contract number

Transfer to another account/contract

Contract number

Address

* These options and the resulting tax consequences should be discussed with your tax advisor prior to initiating the transfer, and the transfer must be completed within time frames specified by the Income Tax Act to be eligible for preferential tax treatment where available. Any amounts earned on the contract between the date of death and the date of transfer will be taxable to the named beneficiary.

Choose your investments for the receiving account/contract

Fund code	Fund name	Initial sales charge (if applicable)	Gross amount <input type="checkbox"/> \$ <input type="checkbox"/> %
		%	\$
		%	\$
			\$ Total

Special instructions

Authorization and discharge

I authorize Sun Life Assurance Company of Canada, its agents and service providers to collect, use and exchange information about the deceased person or this claimant for the purposes of paying the death benefit.

Signed at		Date (dd-mm-yyyy)	
Claimant's signature X			
Executor's signature (if applicable) X			
Advisor's first name (please print)		Last name	
Advisor's signature X		Dealer/Distributor's number	Advisor's number

Sun Life Assurance Company of Canada, by providing this form for the claimant's convenience, doesn't admit any liability to pay or waive any of its rights.

Respecting your privacy

Respecting your privacy is a priority for the Sun Life group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.

Contact information:

Toll Free English: 1-844-753-4437
Toll Free French: 1-844-374-1375
Fax: 1-855-247-6372
www.sunlifeglobalinvestments.com

Return to:

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