



You can use this form to record a direct transfer. Tick the boxes that apply to you, and see the back of this form for instructions and definitions.

Sections, subsections, and paragraphs referred to on this form are references to the *Income Tax Act*.

### Area I – Applicant

Name

Social insurance number

Telephone

Address

If the transfer is from a deferred profit-sharing plan (DPSP), complete Parts A, C, and D below.

If the transfer is from a registered pension plan (RPP), complete Parts B, C, and D below.

#### Part A – Transfer from a DPSP

- I am an employee or former employee who is a beneficiary of the DPSP.
- I am a beneficiary spouse or common-law partner requesting a transfer because of the death of an employee or former employee who was the beneficiary of the DPSP.

Canada Customs and Revenue Agency's DPSP registration number

Employer's name

Plan number

Employer's address

#### Part B – Transfer from an RPP

- I am a member of the RPP.
- I am a current or former beneficiary spouse or common-law partner requesting a transfer because of the death of a member of the RPP.
- I am the RPP member's current or former spouse or common-law partner requesting a transfer because of a breakdown of the marriage or common-law partnership.

Canada Customs and Revenue Agency's RPP registration number

Employer's name

Plan number

Employer's address

#### Part C – Description of amount to be transferred

- Please transfer my whole entitlement under the plan identified in Part A or B.
- Please transfer \$ \_\_\_\_\_, which is my partial entitlement under the plan identified in Part A or B.

#### Part D – Identification of the RRSP, RRIF, RPP, or DPSP the funds are being transferred to

- Please transfer the RPP or DPSP single amount to my registered retirement savings plan (RRSP).

Individual plan number

Name of plan and approved specimen plan number

- Please transfer the RPP single amount to my registered retirement income fund (RRIF).

Individual fund number

Name of fund and approved specimen fund number

- Please transfer the RPP or DPSP single amount to my account as a member of this RPP.

Employer's name

Canada Customs and Revenue Agency's registration number

- Please transfer the DPSP single amount to my account as a beneficiary under this DPSP.

Employer's name

Canada Customs and Revenue Agency's registration number

Transferee's address

Date

Applicant's signature

### Area II – Transferor's certification

- The \$ \_\_\_\_\_ transferred is the applicant's  whole or  partial entitlement under:
  - the DPSP identified in Part A of Area I, or  the RPP identified in Part B of Area I.
- We have transferred \$ \_\_\_\_\_ according to:
  - subsection 147(19) (a DPSP lump-sum transfer to an RPP, an RRSP, or another DPSP); or
  - one of the following subsections: 147.3(1) to (8) (an RPP lump-sum transfer to an RRSP, a RRIF, or another RPP).
- A lock-in provision applies to \$ \_\_\_\_\_ of the amount we transferred from the RPP identified in Part B of Area I, under the *Pension Benefits Standards Act* or a provincial pension benefits act (specify the act). \_\_\_\_\_  Does not apply
- We did not transfer \$ \_\_\_\_\_ of the RPP single amount indicated in item 1 according to one of the following subsections: 147.3(1) to (7). We will report this amount as the applicant's income on a T4A slip.

**I certify that the information given on this form is, to the best of my knowledge, correct and complete.**

Transferor's name

Date

Authorized person's signature

Position or office

### Area III – Transferee's certification

- We have received \$ \_\_\_\_\_, and we have credited it to:
  - the applicant's RRSP identified in Part D of Area I;
  - the applicant's RRIF identified in Part D of Area I;
  - the applicant's account as a member of the RPP identified in Part D of Area I; or
  - the applicant's account as beneficiary under the DPSP identified in Part D of Area I.
- The plan to which the single amount has been transferred is registered under the *Income Tax Act*.
- We will administer the amount indicated in item 3 of Area II as a locked-in amount under the recipient fund or plan.
- We will issue a receipt for the amount indicated in item 4 of Area II.

**I certify that the information given on this form is, to the best of my knowledge, correct and complete.**

Transferee's name

Date

Authorized person's signature

Position or office

## Instructions

### Who can use this form?

If you are a DPSP trustee or an RPP administrator, you can use this form to record the direct transfer of a single amount for an applicant.

- As a DPSP trustee, you can make a direct transfer to another DPSP, an RPP, or an RRSP.
- As an RPP administrator, you can make a direct transfer to another RPP, an RRSP, or a RRIF.

#### Note

If you do not use Form T2151 to document this transfer, ensure that you, as the transferor, provide the transferee with the information required to correctly complete the transfer.

### Who completes this form?

#### Area I

The plan member or beneficiary requesting the transfer (the applicant) completes and signs Area I. All copies have to be given to the DPSP trustee or the RPP administrator from which the amount is to be transferred (the transferor).

#### Area II

The transferor completes and signs Area II. The transferor keeps copy 4, and sends copies 1, 2, and 3 to the DPSP trustee, the RPP administrator, the RRSP issuer, or the RRIF carrier to which the single amount is to be transferred (the transferee), along with the amount being transferred.

#### Area III

The transferee completes and signs Area III of copies 1, 2, and 3. The transferee keeps copy 3, and returns copy 1 to the transferor and copy 2 to the applicant.

### Transfers from a DPSP

As the transferor, you can transfer a single amount for an employee or former employee who participated in the plan as described in subsection 147(19). You can transfer the amount to an RPP for that person's benefit, or to an RRSP under which that person is the annuitant. Also, you can transfer the amount to another DPSP for that person's benefit, **if it can reasonably be expected that the recipient DPSP will have at least five beneficiaries throughout the year in which you make the transfer.**

Similarly, you can transfer a single amount for the spouse or common-law partner of the employee or former employee, if the spouse or common-law partner is entitled to the amount because the employee or former employee died.

Do not include the amount that you transfer under subsection 147(19) in the income of the person for whom you made the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

Do not withhold income tax from an amount you transfer under subsection 147(19).

### Transfers from an RPP

As the transferor, you can transfer a single amount for a plan member to another RPP for the member's benefit, or to the member's RRSP or RRIF. See section 147.3 for the details of such transfers.

You can transfer a single amount for the member's current or former spouse or common-law partner, if that person is entitled to the amount:

- because the member dies; or
- because the marriage or common-law partnership with the member breaks down. In this case, the transfer has to result from a decree, order, or judgment of a competent tribunal, or from a written separation agreement that relates to a division of property.

In certain cases, the rules in section 147.3 limit the amount that you can transfer without tax consequences. If part of an amount transferred does not meet the rules of the subsection under which you transfer, that part is considered to have been paid to the applicant as a pension benefit. In such cases, you have to report that part as the applicant's income on a T4A slip. That part is also considered to have been contributed by the applicant to the RRSP or to the other RPP, whichever applies. The transferee should give the applicant a receipt for the amount.

Similarly, if you transfer the single amount to a RRIF, the excess part is considered to have been contributed to an RRSP. In such cases, you have to report the excess part as the applicant's income on a T4A slip. The transferee should give the applicant an RRSP receipt for the excess part.

Do not include the amount that you transfer under any of subsections 147.3(1) to (8) in the income of the person for whom you make the transfer. Also, that person cannot deduct the amount transferred. Do not issue a T4A slip or a receipt for the amount.

Do not withhold income tax from the amount you transfer under section 147.3.

## Definitions

**Annuitant** – The person who is entitled to receive payments from an RRSP or a RRIF.

**DPSP trustee** – A corporation named as a trustee under the plan, that is resident in Canada, and licensed or otherwise authorized under Canadian law to carry on in Canada the business of offering to the public its services as a trustee. A DPSP trustee can also mean a group of at least three individuals who are resident in Canada, and who are named as trustees under the plan.

**Individual plan number or individual fund number** – The individual account, contract, certificate, or other identifier number that the RRSP issuer or RRIF carrier assigns.

**RPP administrator** – The person or organization that is responsible for administering the RPP.

**RRIF carrier** – A person described in subsection 146.3(1), with whom an annuitant has an arrangement that is a RRIF.

**RRSP issuer** – A person described in subsection 146(1), with whom an annuitant has a contract or arrangement that is an RRSP.

**Single amount** – An amount that is not part of a series of periodic payments.

**Spouse or common-law partner** – You can find the definition of these terms in most of the income tax guides or pamphlets we publish.

**Transferee** – The administrator, issuer, or trustee of the plan, or the carrier of the fund to whom the amount is transferred.

**Transferor** – The administrator or trustee of the plan from whom the amount is transferred.