RBC Direct Investing® or RBC Dominion Securities
PAYROLL DEDUCTION AND SPOUSAL ALLOCATION

ROYAL CHOICES PLAN™	Plan Provider (Please choose one):	Plan Type (Please choose one):
	☐ RBC Direct Investing	☐ Group RRSP
	☐ RBC Dominion Securities	☐ Non-Registered Group Investment Account

IMPORTANT INFORMATION

- This form is used to instruct your employer to forward contributions from your pay (including lump sum contributions) to your plan with RBC Direct Investing or RBC Dominion Securities.
- A copy of this form MUST be received by your payroll department at least 2 weeks prior to the date of your first contribution.
- A separate application form supplied by your plan provider (RBC Direct Investing or RBC Dominion Securities) must be completed in conjunction with this form.
- This form may also be used to (re) allocate contributions to either or both a Personal Plan and/or a Spousal Plan (Group RRSP only).

AGENT AGREEMENT:

I appoint the Plan Sponsor, being my employer, association, or trade union, to act as my agent for the purpose of administration of the Plan including, without limiting the generality of the foregoing, delivering my Application to you, submitting my contributions to you, delivering my directions to you with respect to Guaranteed Investment Certificates and Savings Deposits, and my directions with respect to mutual funds or other investments to Royal Bank of Canada, Royal Mutual Funds Inc., RBC Direct Investing Inc., and or RBC Dominion Securities Inc. I further acknowledge that the Plan Sponsor may receive reports containing both my personal information and my investment details and holdings for all assets held in my Group Savings Plan account held at Royal Bank of Canada, Royal Mutual Funds Inc., RBC Direct Investing Inc., and or RBC Dominion Securities Inc., including assets contributed from personal sources, for the purposes of administering the Group Savings Plan.

1. SPONSOR / EMPLOYER INFORMATION

Sponsor Name ____________ Alpha Code (Mandatory) ____________

Address ____________ Group Plan Number (if known) ____________

2. CONTRIBUTOR / EMPLOYEE INFORMATION

Name (First Name, Initial, Last Name) ____________ Social Insurance Number ____________

Daytime Telephone Number ____________ Ext. ____________

3a. PAYROLL DEDUCTION AUTHORIZATION

☐ I hereby authorize my employer to deduct each pay period:

________ % of my pay; or $ ____________; or ____________ cents/hour.

3b. LUMP SUM CONTRIBUTION (includes bonus payments and transfers-in)

☐ I am contributing a lump sum of $ ____________ (please specify amount).

4. CONTRIBUTION ALLOCATION AUTHORIZATION

Employee Contribution (EE)	____ %	Personal Account #:	____________
	____ %	Spousal RRSP #:	____________
Employer Contribution (ER	____ %	Personal Account #:	____________
	____ %	Spousal RRSP #:	____________

Note: If only the Employer Contribution portion is restricted, a second Employee Contribution plan must be opened.
(Please complete the Spousal Information section below if applicable).

5. SPOUSAL INFORMATION (Group RRSP Only)

Only complete this section if all or a portion of your contribution is to be allocated to a Spousal Plan (as per section 4 above).

Spouse's Name ____________ Spouse's Social Insurance Number ____________

6. SIGNATURE

Please initiate these instructions with the next payroll cycle. I agree with the terms of the Agent Agreement on the left side of this form.

Employee Signature ____________ Date ____________

Attention RBC Dominion Securities or RBC Direct Investing: A copy of this signed form must be faxed to the Group Financial Services, Service Centre at 1-800-263-7777 immediately upon receipt.

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