

# Take advantage of your Voluntary Savings Plan (VSP)



The **VSP** makes it easier for you to save for retirement and grow your retirement savings faster. The deadline for making Registered Retirement Savings Plan (RRSP) contributions for the 2017 tax year is **March 1, 2018**. Did you know that just like an RRSP, your VSP contributions reduce the income tax you pay?<sup>1</sup>

## There are many benefits to contributing to the VSP:

- **Low management fees:** Take advantage of lower investment management fees than those offered to individuals by banks and financial institutions. Lower fees can save you a significant amount of money over the long term.

- **Two convenient ways to contribute:**

1. **Regular contributions by payroll deductions:** When you contribute by payroll deduction, your contributions are deducted before your income tax is calculated, so you benefit from the tax savings on your pay right away. It's convenient and if you contribute now, you'll avoid the last-minute rush of contributing to an RRSP at the same time next year. Watch a short [video](#) on the advantages to contributing this way.

Make sure you're maximizing your optional contributions to your Defined Contribution (DC) pension first, to ensure you're receiving the full Canada Post match. Then, consider contributing as much as you can to the VSP.

2. **Lump-sum contributions:** You can make lump-sum contributions to your VSP at any time. As long as you have RRSP contribution room remaining, you will receive a tax deduction on your lump-sum contribution. **To reduce your income tax for the 2017 tax year, contribute by lump-sum to the VSP before March 1, 2018.**

**Note: Canada Post will not make contributions to the VSP.**



<sup>1</sup>Subject to personal contribution limits as defined by the Income Tax Act (Canada). You're responsible for ensuring that you don't exceed your overall RRSP limit, including contributions to your VSP, DC Pension Plan, Group RSP and personal RRSPs. Contributing to the VSP may not be right for you if you reach the annual maximum RRSP contributions limit as set by the Canada Revenue Agency and you don't have unused contribution room from previous tax years.

# Choose how you want to maximize your contributions, and save.

## Regular contributions by payroll deductions

Complete all sections of the **Canada Post Voluntary Savings Plan (VSP) enrolment form** and return it to the address indicated on the form. Your contributions will start on the first day of the pay period immediately following the day your enrolment form is received by Canada Post.

## Lump-sum contributions

**If you're not enrolled in the VSP**, you'll need to open a VSP account. Complete all sections of the **Canada Post Voluntary Savings Plan (VSP) enrolment form**. **In section 6 of the form, enter 0% if you do not wish to contribute by payroll deduction.**

**In order for your contribution to apply to the 2017 income tax year, you must email the enrolment form to [grscp@sunlife.com](mailto:grscp@sunlife.com) or fax it to 1-866-231-8947 no later than 4 p.m. ET on February 27, 2018.** You must also send the original enrolment form to the address indicated on the form.

Once you set up your VSP account, follow the instructions "**If you're enrolled in the VSP**" below.

**If you're already enrolled**, you can make a lump-sum contribution by using your sign-in/access ID and password to sign in to [mysunlife.ca](http://mysunlife.ca). Once signed in, choose **my financial centre › Requests › Lump-sum contributions** and follow the instructions. You can also use the **my Sun Life mobile app**.

## How to reach us

If you have any questions, you can:

- Call Sun Life at **1-866-292-3664** any business day, from 8 a.m. to 8 p.m. ET.
- Sign in to your account on [mysunlife.ca](http://mysunlife.ca) or through the **my Sun Life mobile app**. Download it from the Apple App Store or Google Play.

*NOTE:* This information is meant for educational and illustrative purposes only. It is not meant to be tax advice. You should consult a tax professional for specific tax advice.