



Take advantage of your Voluntary Savings Plan (VSP)

The VSP is an optional Registered Retirement Savings Plan (RRSP) that makes it easy for you to save for retirement, and can help grow your retirement savings faster. Your contributions are tax-deductible. The deadline for making contributions for the 2018 tax year is **March 1, 2019**.

Enjoy the benefits of your VSP

- **Competitive management fees:** Take advantage of competitive fund management fees compared to those typically offered by banks and other financial institutions. Competitive fees can save you a significant amount of money over the long term.
- **Two convenient ways to contribute:**
 1. **Regular payroll contributions** – Since you make these contributions before tax is deducted from your pay, you benefit from instant tax savings each pay. By starting payroll contributions now, you can also avoid a last-minute rush to contribute before next year's deadline. [Watch this short video](#) to learn more about the advantages of contributing this way.

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

2. **One-time contributions** – Make one-time VSP contributions any time throughout the year. **Best of all, you can use any contributions you make before March 1, 2019 to reduce your 2018 taxable income.** Follow the steps on the next page if you want to contribute.

As a reminder, Canada Post does not contribute to the VSP.

March 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



It's your responsibility to know your RRSP limit

Contributions to the VSP count towards your annual RRSP limit. You're responsible for keeping track of your RRSP limit to ensure you don't go over it. As a reminder, you share your contribution limit between all RRSPs you contribute to, including the VSP and spousal RRSPs. As well, your RRSP room is impacted by a pension adjustment based on your DC pension contributions during the previous calendar year. Find your limit on your most recent Notice of Assessment or using the **My Account of Individuals** service on Canada.ca.

Choose how you want to save using the VSP

Payroll contributions

Complete the [Canada Post Voluntary Savings Plan \(VSP\) enrolment form](#) and return it to the address on the form.

Your contributions will start when your VSP enrolment form is received and processed by Canada Post.

One-time contributions

If you're not enrolled in the VSP:	If you're already enrolled in the VSP:
<p>Your first step is completing the Canada Post Voluntary Savings Plan (VSP) enrolment form and returning it to the address on the form. Once you've done that, follow the instructions under the <i>If you're already enrolled:</i> section to the right.</p> <p>In order for your contribution to apply to the 2018 tax year, you must email the enrolment form to grscp@sunlife.com or fax it to 1-866-231-8947, no later than 4 p.m. ET on February 26, 2019. You must also send the original enrolment form to the address indicated on the form.</p> <p>IMPORTANT: In section 7 of the form, put 0% if you don't want to make regular payroll contributions.</p>	<p>There are three ways you can make one-time contributions:</p> <ol style="list-style-type: none">1. On the go – sign in to the my Sun Life Mobile app, select your VSP, followed by Make a contribution.2. Online – sign in to mysunlife.ca and select my financial centre > Requests > Lump-sum contribution.3. Call us at the phone number below.

Can we help?



Go mobile: Download the **my Sun Life Mobile app** on Google Play or the Apple App Store. Check your balances on the go, see how your funds are doing and make one-time contributions.



Call us at **1-866-292-3664**
Monday to Friday
8 a.m. to 8 p.m. ET



Visit mysunlife.ca for tools, articles and webinars. Sign in and select **Chat live now** to get live support.



Consider speaking with a financial advisor (registered as a Financial Security Advisor in Quebec) of your choice to get personalized advice about your plan.