



# Portal LIF to RRIF Transfer User Guide

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Version 1.00

May 17, 2018

## Introduction

This is a guide to using the online portal of the Financial and Consumer Services Commission (FCNB) for LIF to RRIF Transfers. The portal allows an Adviser user to apply to transfer a LIF to a RRIF.

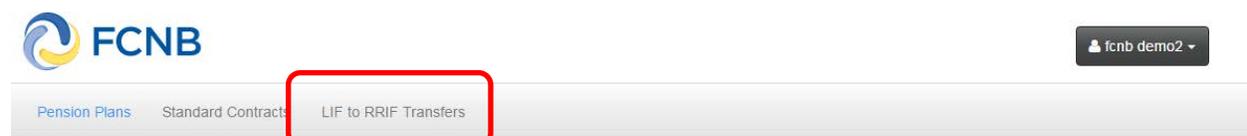
Please take a moment and review the Portal Basics User Guide to learn how to create an account, how to navigate the portal, how to make selections from dropdowns, and how to upload documents. It is available on the portal FAQ page at <http://fcnb.ca/portalfaq.html>.

The portal may be found online at <https://portal.fcnb.ca> and offers the following functionality to an Adviser user:

- Start a LIF to RRIF Transfer request and save as a draft
- Download the necessary declarations and spousal consent form
- Upload document(s) required for a LIF to RRIF Transfer request
- Validate and submit a LIF to RRIF Transfer request
- View the current status of a request
- Upload additional documents or provide additional information, if further information is required to process the request

## Requesting a LIF to RRIF Transfer

Once you have successfully signed in, you will see the main menu page. Here you will see, at the top left of the page, a menu with an option for 'LIF to RRIF Transfers'. Click here to return to this page at any time.



## My LIF to RRIF Transfers

Click on the menu option for LIF to RRIF Transfers and you will see a (initially empty) list of LIF to RRIF Transfers associated with your account. To begin a new LIF to RRIF Transfer request, select the 'Add' button on the right side of the page. At each of the following pages in the request process you will be asked to provide information or to make certain selections. Here you will note a yellow box containing an explanation of what you are required to do at each step. You will find this explanatory yellow box on most pages. Please carefully read these instructions for each step of the request process.

[FCNB Portal Home](#) / [My LIF To RRIF Transfers](#)

### My LIF To RRIF Transfers

Transaction ID ↑	First name	Last name	Status
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## Request a LIF to RRIF Transfer

### Transfer eligibility

Enter the Social Insurance Number (SIN) and date of birth of the owner of the LIF and click 'Submit'. This will initiate a search for a prior transfer in our system and determine if the transfer option is still available. If a prior approved transfer isn't found, the process will proceed. If there is a prior approved transfer, you must contact the FCNB Pensions Division ([LIFrequest-demandedFRV@fcnb.ca](mailto:LIFrequest-demandedFRV@fcnb.ca)).

## Request a LIF to RRIF Transfer

### Transfer eligibility

Please enter the Social Insurance Number (SIN) and the date of birth of the owner of the LIF to be transferred. The SIN must be entered as 9 digits without any spaces, dashes or other characters.

The SIN and date of birth are used to authenticate the owner and to determine whether any prior request exists in our system and if the transfer option is still available. If there is no prior approved request, you will be able to proceed and create a new request.

If there is a prior approved request, you must contact FCNB Pensions Division (LIFrequest-demandedemandeFRV@fcnb.ca).

SIN (nnnnnnnn) \*

Date of birth (DD/MM/YYYY) \*

Submit

Close

### LIF owner name

Review the SIN and date of birth for correctness. They **cannot** be changed after clicking 'Submit' on this page. Enter the first and last name of the LIF owner and click the 'Submit' button.

### Transfer eligibility

We have no record of any prior approved request.

**Please review the SIN and date of birth for correctness.** They **cannot** be changed after clicking 'Submit' on this page.

Please enter the first and last name of the LIF owner and click 'Submit' to continue.

SIN (nnnnnnnn) \*

129215000

Date of birth (DD/MM/YYYY) \*

1/1/1959

First name \*

Last name \*

Submit

Close

## Multiple submissions

Indicate if there will be multiple LIF transfers with this request by checking the checkbox.

Note: This will ensure that staff will not approve the request until all additional LIF to RRIF transfer requests are received. If the client intends to include one or more LIFs held with another adviser, ensure that the other adviser also completes this process. In order to not unduly delay processing of a multiple LIF transfer request, the client must advise staff once all LIF transfer requests have been added to the system by sending an email to [LIFrequest-FRVdemande@fcnb.ca](mailto:LIFrequest-FRVdemande@fcnb.ca), preferably referencing the Transaction IDs of the LIF transfer requests added to the system.

You must also confirm that you have informed your client of their obligation to notify the Pensions Division once all transfer requests have been submitted.

Then click the 'Next' button to proceed.

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## Request a LIF To RRIF Transfer

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### Multiple submissions

A person may include multiple LIF contracts in their 'once in a lifetime' LIF-RRIF transfer request. If that is the case here, please confirm by checking the box below. This will ensure that staff will not approve the request until all additional LIF-RRIF requests are received. Please continue to add any other LIFs to the request by repeating this process, and ensure that if the client intends to include one or more LIFs held with another adviser, that that adviser also completes this process. In order not to unduly delay processing of a multiple LIF transfer request, it is prudent for the client to advise staff once all LIF transfer requests have been added to the system by sending an email to [LIFrequest-demandeFRV@fcnb.ca](mailto:LIFrequest-demandeFRV@fcnb.ca), referencing the Transaction IDs of the LIF transfer requests added to the system.

- Multiple submissions
- I have informed my client that he/she must notify the Pensions Division once all transfer requests have been submitted.

Next

## LIF details

Enter the CRA number and NB number of the LIF to be transferred. These must be correct or you will not be able to proceed further.

## Request a LIF to RRIF Transfer

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### LIF details

Transfers can only be requested for New Brunswick registered LIF contracts. Please carefully enter the CRA and New Brunswick registration numbers. These must be correct or you will not be able to proceed further. You may wish to consult the [List of LIRAs, LIFs & Annuities](#) to obtain these details if necessary, or contact your head office.

Please note: In order to determine the correct registration numbers, you must know the name of the LIF contract holding the funds.

**CRA number \***

**NB number \***

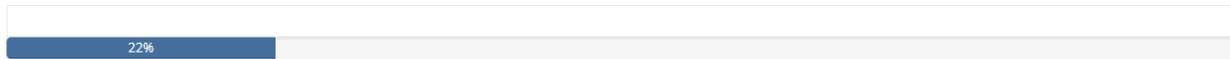
Next

Close

## Funding date and account balance

If the funds were in the LIF on January 1<sup>st</sup> of the current year, click the checkbox. If the LIF was opened after January 1<sup>st</sup> of the current year, leave the checkbox unchecked and select the month and day of the month when funds were transferred into the LIF. Provide the account balance as of the specified date and click 'Next' to proceed.

## Request a LIF to RRIF Transfer



### Funding date and account balance

If the LIF was opened after January 1st of the current year, please ensure that the check box below is left unchecked and indicate the month and day of the month (of current year) when funds were transferred into the LIF. Please also provide the account balance of the LIF on January 1st or the later date (of current year), as applicable.

Funds were present in the LIF as of January 1st of the current year

The month when funds were transferred into the LIF \*

The day of the month when funds were transferred into the LIF \*

Account balance as of January 1st, or if funded after January 1st, on the date (of current year) selected above \*

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Close

## LIF to RRIF transfer amount

Enter the exact amount to be transferred to a RRIF. Note that if the choice is to transfer an amount that is less than the maximum allowable, given that only one LIF to RRIF transfer may occur per lifetime, any remaining balance CANNOT be transferred after approval is granted. Click 'Next' to proceed.

### LIF to RRIF transfer amount

Based on the date and amount in the LIF you provided, we have calculated the maximum amount which may be transferred. It is displayed in the "Maximum amount available to transfer" box below.

Please enter the exact amount to be transferred to a RRIF in the box below that.

**Please note: If the choice is to transfer an amount less than the maximum allowable, given that only one LIF-RRIF transfer may occur per lifetime, any remaining balance CANNOT be transferred after approval is granted. Please ensure your client is aware of this.**

Account balance as of specified date of current year \*

25,000.00

Maximum income payable from LIF

1,693.21

Maximum unlocking amount

5,079.64

Projected maximum amount of income payable in the following year

1,324.18

Maximum amount available to transfer

5,079.64

Amount requested to be transferred to a RRIF \*

Previous

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## Spouse or common-law partner consent

If the owner of the LIF has a spouse or common-law partner, he or she must provide written consent to the requested transfer in a form approved by the Superintendent. This form is included in the document you will download at the next step. Select an option for 'Does the owner have a spouse or common-law partner' from the dropdown box and click 'Next'.

[Pension Plans](#) [Standard Contracts](#) [LIF to RRIF Transfers](#)

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## Request a LIF to RRIF Transfer

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### Spouse or common-law partner consent

If the owner of the LIF has a spouse or common-law partner, he or she must provide written consent to the requested transfer in a form approved by the Superintendent. This form is included in the document you will download at the next step.

Please indicate whether the LIF owner has a spouse or common-law partner by selecting one of the options from the drop down below.

Does the owner have a spouse or common-law partner? \*

Previous

Next

Close

## Download summary and forms to be signed

In order to complete the request for transfer of this LIF, the owner and the financial institution employee (adviser) both need to complete a written declaration. Also, if applicable, a spouse or common-law partner consent form will need to be completed.

The entered data, as well as the required declarations, together with a spouse or common-law partner consent form, are included in a request summary which you may download by clicking the 'Download PDF' button. Review the summary for correctness and complete the required forms.

## Request a LIF to RRIF Transfer



### Download Summary and Forms to be Signed

In order to complete the request for transfer of this LIF, the owner and the financial institution employee (adviser) need to each complete a written declaration. In addition, if you indicated at the prior step that the owner has a spouse or common-law partner, that person will need to complete a consent to the transfer.

The data which has been entered as well as the required declarations, together with a blank spousal/common-law partner consent form, are included in a **Request summary** which you may download by clicking the "Download PDF" button below.

Please review this summary carefully for correctness and complete the declarations, as well as the spousal/common-law partner consent if required.

Once completed, please scan these documents to an electronic file (preferably a PDF), as you will be asked to upload them in the next step in this process.

Download PDF

Previous

Next

Close

## Upload documents

Upload the required documents and click the 'Next' button.

### Documents

You have completed the data entry portion of the application process. Please upload the **Request summary**, which must include the signed declarations, the request for approval and the consent of spouse or common-law partner (if applicable).

**How to upload a document:**

- Place all files to be uploaded in the same directory or folder on your computer.
- Click the "Browse" button for a particular item to upload. A window to access files on your computer will appear. Browse to the folder containing your files.
- Select the file(s) on your computer (hold down the CTRL key to select multiple files) and click "Open" in the window. The text box to the left of the "Browse..." button should now indicate the selected files.
- Repeat this process for each item requiring document upload. Add any documents not within a particular category under the "Additional documents" item.
- Once you have selected files for all items, click "Upload". This will upload all your documents simultaneously.
- Once complete, uploaded documents will appear with the item with respect to which they were uploaded. Please ensure that all documents you wanted to upload are listed. Add further documents by clicking "Browse..." again. (Note that an additional Browse and Upload will add to the uploaded list and will not replace previously uploaded files. To delete a particular uploaded file, click the little garbage can to the right of the file.)

**Request summary \***

**Additional documents**

## Adviser confirmation

Once all documents have been uploaded you will be asked to confirm your request. At this point it may be a good idea to review the information provided by navigating back through your request using the 'Previous' buttons and then navigating forward again before clicking 'Submit'.

Note: It is the obligation of the adviser to ensure that all necessary parties have signed their applicable declaration and consent forms, as the case may be, and to confirm that the LIF owner has made the decision to claim his or her one-time transfer correctly, having been duly informed of his or her options in that regard.

When you have completed the request to your satisfaction, click the 'I confirm' check box and click the 'Submit' button.

## Adviser confirmation

You have completed the data entry portion of this LIF-RRIF transfer request. It is the obligation of the adviser to ensure that all necessary parties have signed their applicable declaration and consent, as the case may be, and that the LIF owner has made the decision to claim his or her one time transfer right, having been duly informed of his or her options in that regard.

Please confirm this by checking the box below.

I confirm that all required documents to complete this request have been uploaded and that I have informed the LIF owner of his or her options as related to this request. \*

Previous

Submit

Close

## My LIF to RRIF Transfers

Once your request has been successfully submitted, you will see your request as 'Submitted' in the list of LIF to RRIF Transfer requests associated with your account. To enter a LIF to RRIF transfer request for a different LIF owner, click the 'Add' button below. This will take you to the 'Transfer eligibility' page, where you may start a new LIF to RRIF transfer request for a different LIF owner.

The Transaction ID shown below is the main Transaction ID for the request and is associated with the LIF owner. The Transaction ID is a link. Clicking on this link (for example "180000169" in the example below) will take you to a page where you can see a list of the LIF to RRIF transfers for this LIF owner and, if there are multiple submissions for this owner, you may also enter the additional requests from there.

FCNB Portal Home / My LIF To RRIF Transfers

### My LIF To RRIF Transfers

QAdd

Transaction ID	First name	Last name	Status ↓
180000169	Jane	Doe	Submitted

## LIF to RRIF Transfer

In the top section, the LIF owner details are displayed for your reference. In the lower section, there is a list showing the LIF to RRIF transfer(s).

To add additional transfer requests for the same LIF owner, click the 'Add' button. This will take you to the LIF details page where you may input the specifics of the additional LIF to be transferred. Repeat this process until all LIF to RRIF transfer requests for this LIF owner have been submitted.

The Transaction ID shown in the list below (180000361) is associated with the specific LIF contract that the transfer request is for. The Transaction ID is a link. Clicking on this link will take you to a page where you can view the details of the LIF to RRIF transfer associated with the Transaction ID.

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## LIF To RRIF Transfer

180000340

### LIF owner details

First name

Sleeping

Last name

Beauty

Multiple submissions

I have informed my client that he/she must notify the Pensions Division once all transfer requests have been submitted.

### LIFs to be Transferred

Transaction ID ↑	CRA number	NB number	Financial institution	Adviser	Status
<a href="#">180000346</a>	RIF 1258	NBF0044	Test Institution	TEST Theresa Hughes	Submitted

Add

## LIF to RRIF Transfer (view only)

Here you can view the details of the specific LIF to RRIF transfer.

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### LIF to RRIF Transfer

#### Administration

**Transaction ID**

180000361

**Status**

Submitted

**Adviser \***

TEST Theresa Hughes

**Original submission date (DD/MM/YYYY)**

13/4/2018

**Most recent submission date (DD/MM/YYYY)**

13/4/2018

**Approval date (DD/MM/YYYY)**

**Rejection date**

#### LIF details

**CRA number \***

RIF 1258

**NB number \***

NBF0044

#### Funding date and account balance

Funds were present in the LIF as of January 1st of the current year

The month when funds were transferred into the LIF

The day of the month when funds were transferred into the LIF

Account balance as of January 1st, or if funded after January 1st, on the date (of current year) selected above \*

30,000.00

## LIF to RRIF transfer amount

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Maximum income payable from LIF

2,679.33

Maximum unlocking amount

8,038.00

Projected maximum amount of income payable in the following year

2,102.27

Maximum amount available to transfer

8,038.00

Amount requested to be transferred to a RRIF \*

8,038.00

## Spouse or common-law partner consent

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Does the owner have a spouse or common-law partner? \*

The owner has a spouse or common-law partner

## Adviser confirmation

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I confirm that all required documents to complete this request have been uploaded and that I have informed the LIF owner of his or her options as related to this request. \*