

CHANGES TO INCOME TAX DEDUCTION

On Non-Employment Income



You should use this form if you want to:

- Increase tax deducted at source on non-employment income (such as pensions, lump-sum payments, etc.);
- Change or cancel the amount of tax that you asked to have deducted at source when you last filled out this form;
- Reduce the amount of tax you pay by installments by having more tax deducted at source.

Instructions

Please fill out, sign and return this form to the address listed below. We will keep a copy of the completed form in your file in case a Canada Revenue Agency officer asks to see it. If you want to change the amount of your tax deduction later, you can simply fill out another form.

Personal information

First Name: _____ Last Name: _____

Address: _____

Telephone: _____ Pension Plan Name(s): _____

SIN (optional): ____/____/____ Vestcor Reference Number: _____ OR Employee ID Number: _____

Changing Your Deduction

Section A

This section is applicable to all except residents of Quebec. If you are a resident of Quebec, please complete section B and disregard section A.

I request that the amount of income tax deducted from each payment be (please indicate a dollar amount, as a percentage cannot be processed):

Increased by \$ _____

Decreased* by \$ _____

Cancel extra income tax deductions

Section B

Please complete this section if you are a resident of Quebec. Income Tax Regulations in Quebec differ from those in other Canadian provinces - by checking the box below, we will ensure compliance with your respective Income Tax regulations.

I request that the amount of income tax deducted from each payment be (please indicate a dollar amount, as a percentage cannot be processed):

Increased by \$ _____

Decreased* by \$ _____

Cancel extra income tax deductions

* Vestcor is not allowed to reduce the withholding tax below the amount that it is required by law to withhold.

PRIVACY CONSENT: *The personal information collected on this form will be used by Vestcor to: identify the employee making the request; set up the income tax deduction; contact the employee as necessary; and ultimately ensure that the pension plan is administered in accordance with the pension plan's governing documents and applicable legislation. The information will be disclosed to the Canada Revenue Agency as required by law. If you have any questions about the collection and use of this information, contact Vestcor's Member Services team, by mail at P.O. Box 6000, Fredericton, NB, E3B 5H1, by phone at (506) 453-2296 or 1-800-561-4012, or by email at info@vestcor.org. In addition, please note that Vestcor's Privacy Statement is available at www.vestcor.org/privacy.*

AUTHORIZATION: *I certify that the information above is accurate.*

Signature: _____ Date _____ / _____ / _____
Day Month Year

Please return completed form as soon as possible to:

Vestcor
P.O. Box 6000, Fredericton, NB E3B 5H1
Fax: 506-457-7388

For more information, please contact Vestcor at:

Telephone: 506-453-2296 or 1-800-561-4012 (toll free)
Email: info@vestcor.org
Website: vestcor.org

IMPORTANT: Information submitted via email is not considered secure unless encrypted. If you would like to submit this form via email and do not have a method to encrypt it, please contact our office in order to submit this form electronically in a secure format