

# Your member booklet

## Windstream Canadian Retirement Program

Your group Registered Retirement Savings Plan (RRSP) and Tax-Free Savings Account (TFSA) offered by Windstream

Group Number: **G700062**

This is your guide to learning about your workplace savings plan offered through Desjardins Financial Security Life Assurance Company (Desjardins Insurance).

Whether you're just starting your career, close to retirement, or somewhere in between, saving for your future is important. This plan is designed to help you achieve your savings goals.

**Questions? Desjardins Insurance is here to help.**

Contact your **Group retirement savings** representative:

**1-844-861-3323**

8 am to 8 pm (ET), Monday to Friday

Or access your account via [dfs.ca/GroupPlanMember](https://dfs.ca/GroupPlanMember) or **Omni**, the mobile app and click **Contact us**.

## How your group savings plan works

The following table summarizes information like when you're eligible to join, how much you can contribute to the plan and how much your employer could contribute to your savings, if applicable.

	Registered Retirement Savings Plan (RRSP)	Tax-Free Savings Plan (TFSA)
<b>Eligibility</b>	All employees are eligible to join the plan immediately upon hire.	All employees are eligible to join the plan immediately upon hire.
<b>Participation</b>	Voluntary	Voluntary
<b>Definition of earnings</b>	Earnings are generally defined as your base pay plus bonus, overtime, and shift premium.	Earnings are generally defined as your base pay plus bonus, overtime, and shift premium.
<b>Employee regular contributions</b>	You can make contributions up to your maximum annual RRSP deduction limits as determined under the <i>Income Tax Act (Canada)</i> .	None - employees can only make voluntary unmatched contributions to the TFSA
<b>Employer contributions</b>	The company matches your contributions to your RRSP at 3% of Earnings and \$0.50 on the dollar of the contribution you make on the next 2% of Earnings (maximum match is 4% of Earnings).	None – the company does not make contributions to the TFSA.
<b>Employee voluntary contributions</b>	You can also make voluntary contributions or lump sum contributions in addition to the regular contributions to your RRSP through payroll deduction, up to your maximum annual RRSP deduction limit as determined under the <i>Income Tax Act (Canada)</i> .  Lump sums and voluntary contributions are not matched.	You can make voluntary contributions or lump sum contributions to your TFSA, up to your maximum annual TFSA deduction limit as determined under the <i>Income Tax Act (Canada)</i> .
<b>Vesting</b>	You own your RRSP balance immediately – it is made up entirely of your own contributions, the employer contributions and transfers in, if any.	You own your TFSA balance immediately.

	Registered Retirement Savings Plan (RRSP)	Tax-Free Savings Plan (TFSA)
<b>Withdrawals during employment</b>	<p>You cannot withdraw any contributions that have generated a company match while working with the company. However, withdrawals of voluntary contributions are allowed.</p> <p>You may also borrow funds against your RRSP balances for the purposes of the Home Buyers' Plan (HBP) or the Lifelong Learning Plan (LLP), according to the guidelines of those programs.</p> <p>You will be responsible for paying any applicable fees or withholding taxes as a result of your withdrawal.</p>	<p>You can make withdrawals from the TFSA at any time.</p> <p>You will be responsible for paying any applicable fees or withholding taxes as a result of your withdrawal.</p>
<b>Transfers from another eligible plan</b>	<p>Allowed</p> <p>To transfer from another eligible plan, simply complete the 'Individual Transfer' form which is available on the group plan member website (under the <i>Forms and documents</i> section).</p> <p>However, lump sum contributions will not be matched by the company.</p>	<p>Allowed</p> <p>To transfer from another eligible plan, simply complete the 'Individual Transfer' form which is available on the group plan member website (under the <i>Forms and documents</i> section).</p>
<b>Leave of absence</b>	<p>Contact your Human Resources department for information about your options under the RRSP during such a leave.</p>	<p>Contact your Human Resources department for information about your options under the TFSA during such a leave.</p>

*This document is a summary description of your plan(s) and their rules. It doesn't create or grant any contractual rights.*

# How to invest your savings

You decide how to invest your savings. To make it easy, for all of your plans, you can choose between two investment approaches:

- 1) **Do it for me** – you determine when you aim to retire, and your account balances will be invested based on your target date for retirement.
- 2) **Let me do it** – for those who want more control over their investments, you direct how your account balances are invested based on a selection of investment funds.

Here is the selection of investment options available to you<sup>1</sup>:

	Fund Name	Fees*
<b>“Do it for me” Investment Options</b>	Mercer Target Date Funds	1.70% - 1.81%
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<b>“Let me do it” Investment Options</b>	Mercer Bond Fund	1.57%
	Mercer Canadian Equity Fund	1.66%
	Mercer Global Equity ACWI Fund	1.87%
	Mercer Global Low Volatility Equity Fund	1.72%
	Mercer Global Small Cap Equity Fund	1.90%
	DGIA Money Market Fund	1.20%
5-Year Guaranteed Fund	N/A	

\*The fees include management, investment and operating fees.

To learn more about any of these investment options, see *Your investment options* guide or access information online after enrolling in the plan.

## Default option

If you do not provide any investment directions to Desjardins Insurance, you will automatically be invested in the **Do it for me** option. Your assets will be invested in the Mercer Target Date Fund closest to your 65<sup>th</sup> birthday based on the date of birth on file.

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<sup>1</sup> The fund lineup and the fees listed in this table are those offered at the time this booklet was created and are subject to change. For a list of the current investment funds and fees, access your plan member account via [dfs.ca/GroupPlanMember](https://dfs.ca/GroupPlanMember), or **Omni**, the mobile app, or refer your financial statement.

## Information on fees

Total fees charged include management, investment and operating fees.

**Investment fees** are the fees charged by fund managers. The applicable investment fees vary according to the fund you choose and the manager.

**Operating fees** cover the cost of brokerage commissions, auditing and other fees associated with the buying and selling of securities in your funds. They change each year.

**Management fees** represent costs related to the management and administration of the Plan and they are deducted from the market value of the funds.

We calculate the unit values of your funds after we deduct investment and operating fees and the applicable sales taxes. The detailed fees can be found on the plan member website in your **Investment options** under **My account** and **My investments** via [dfs.ca/GroupPlanMember](https://dfs.ca/GroupPlanMember).

## Some other fees you should know about

Fee	Description
Fees for withdrawals during employment	<b>RRSP:</b> \$25 per withdrawal <b>TFSA:</b> The first withdrawal per calendar year is free, after which there will be a \$25 fee per withdrawal. There is no charge for transfers to a Desjardins related financial institution.
Fees for duplicate of RRSP receipts and income tax slips	\$10 per paper copy You can download duplicates for free on the plan member site.
Other fees	Other fees may apply to special or non-recurring requests. Call our Customer Contact Centre for more information.

## How to enrol in the plan

To enrol now, refer to the *Getting started* guide, which offers step-by-step instructions. Enrolling should take less than 20 minutes.

*Additional information* is available at [dfs.ca/GroupPlanMember](https://dfs.ca/GroupPlanMember), or on **Omni**, the mobile app (**My Statements and documents > Forms and documents**). Please feel free to read on to learn more.