

## Don't have the RRSP or TFSA?

You need to add them before you can deposit your bonus.

Enrol today at [mysunlife.ca](https://mysunlife.ca).

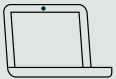
# Use MAX Review to put your bonus money in your workplace plan

Use **MAX Review**, our online tool, to put part of your bonus directly in your workplace Registered Retirement Savings Plan (RRSP) or Tax-Free Savings Account (TFSA). This could help you save on taxes and build your savings quicker!



# Why put your bonus in your workplace savings plan?

- RRSP contributions may help to lower the income tax you pay, and your investment earnings are tax-free until you withdraw them.
- You don't pay taxes in cash when you withdraw from a TFSA, and you can withdraw money at any time without penalties.
- When you invest at Sun Life, your group plan fund fees are competitive compared to similarly managed investment funds at similar financial institutions.



Use **MAX Review** to direct your bonus to your workplace savings plan online between **8:00 a.m. ET on November 6, 2023 and 11:59 p.m. ET on November 24, 2023**. Or call us at **1-866-733-8612** from 8 a.m. to 8 p.m. ET, any business day. We're here to help.

## How to direct your bonus online

- 01.** Sign in to [mysunlife.ca](https://mysunlife.ca) using your sign-in ID and password. Select **Manage plan** and then **my plan**.
- 02.** Look at the top of the page for a message about **MAX Review**. Click on the banner.
- 03.** You'll find easy steps to guide you from start to finish, including how to choose the percentage amount to deposit into your workplace RRSP and/or TFSA. If you don't tell us a percentage amount, or if the total doesn't match the bonus amount you're entitled to, your employer will pay out the total bonus or the difference with your regular pay.
- 04.** Review your choices and select **Submit**.

## Know your limits

It's your responsibility to make sure you have enough RRSP and/or TFSA contribution room.

- Find your RRSP and TFSA contribution limits by going to **My Account for Individuals** on [Canada.ca](https://Canada.ca). Or call the Tax Information Phone Service at **1-800-267-6999**.
- Your RRSP limit is also on your most recent *Notice of assessment* from the Canada Revenue Agency (CRA).

Your bonus payment may be subject to applicable tax deductions and Canada/Quebec Pension Plan (CPP/QPP) and Employment Insurance (EI) deductions before it's deposited into your workplace RRSP and/or TFSA. This means that even if you direct 100% of your bonus to the RRSP and/or TFSA, you won't see 100% of the bonus deposited. The contribution amount will be equal to the amount remaining, after mandatory deductions.

## We're here to help

### Fast, mobile support

Download the **my Sun Life mobile app** on Google Play or the Apple App Store.

### Visit us online

Sign in to [mysunlife.ca](https://mysunlife.ca) for tools, articles and videos. Chat with us online for additional support.

### Need to call us?

Call us at 1-866-733-8612, Monday to Friday, 8 a.m. to 8 p.m. ET.

### Speak to an advisor

For personalized advice about your plan, talk to a financial advisor (registered as a Financial Security Advisor in Quebec).