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**Only use this form for Applications in 2020****Submit your completed Application to the financial institution that administers your locked-in account.****Do not submit it to the Financial Services Regulatory Authority of Ontario (FSRA).**

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- In this form, “PBA” refers to the *Pension Benefits Act*, R.S.O. 1990, c. P.8., and “Regulation” refers to Regulation 909, R.R.O. 1990
- Please read the User’s Guide to ensure this Application is filled out completely and correctly.
- This Application may only be used to apply for money in your locked-in account that was earned in Ontario.

Use this Application to apply to withdraw money from an Ontario locked-in retirement account, life income fund or locked-in retirement income fund (referred to in this Application as a locked-in account) based on financial hardship to pay first and last months’ rent for your principal residence.

You cannot apply to withdraw money from this locked-in account under the category of first and last months’ rent more than one time during a calendar year.

You must apply to withdraw at least \$500 and cannot apply to withdraw more than the maximum amount permitted by the Regulation.

If your application is approved, the money will be paid to you in one lump sum. The money cannot be paid out in any other interval, or transferred to a Registered Retirement Savings Plan (RRSP) or a Registered Retirement Income Fund (RRIF). Also, any amount you withdraw from your account cannot subsequently be re-deposited in any locked-in account.

Please be aware that the amount that is approved will be reduced by the amount of tax that is required to be withheld. There may be additional amounts that may be deducted. You should ask your financial institution for an estimate of the amount that will be deducted before you decide how much money you want to apply to withdraw, but you cannot apply for an amount greater than the maximum amount permitted by Regulation.

Any withdrawal from your locked-in account may affect your eligibility for certain government benefits. To find out more, contact the government department or agency that provides these benefits.

When money is withdrawn from an Ontario locked-in account, the money will lose the creditor protection provided by the PBA and Regulation. In addition, any withdrawal you make from your locked-in account will decrease the amount of retirement income you receive or will receive in the future.

This form, including the required information, signatures, and supporting documents, is required by the Regulation, Schedule 1, Schedule 1.1, Schedule 2, or Schedule 3 to the Regulation, as applicable.

Note: Under privacy legislation, it is the responsibility of your financial institution to advise you of the purposes for which personal information is collected, used or disclosed. Your financial institution and its representatives are required to comply with all applicable privacy requirements in dealing with information required to be provided as part of this Application.

**Part 1 - Information About the Owner of the Ontario Locked-in Account**

**1. Provide the following information about yourself**

Last Name	First Name	Middle Name	Date of Birth (yyyy/mm/dd)
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**Mailing Address**

Unit Number	Street Number	Street Name	
City/Town	Province/State	Postal Code/Zip Code	Country
Contact Number	Fax Number	Email Address	

**2. Provide the following information about your Ontario locked-in account from which you are applying to withdraw money**

Name of Financial Institution and Policy Number or Account Number of your Ontario locked-in account

**3. Please see the User's Guide for the definition of "spouse" under the PBA. If you have a spouse on the date you sign this Application, provide the following information about your spouse:**

Last Name	First Name	Middle Name	Date of Birth (yyyy/mm/dd)
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Check this option if the Spouse's Mailing Address is the same as your Mailing Address, or complete the following:

Unit Number	Street Number	Street Name	
City/Town	Province/State	Postal Code/Zip Code	Country

Check this option if the Spouse's Contact Number is the same as your Contact Number, or complete the following:

Spouse's Contact Number

## Part 2 - First and Last Months' Rent for a Principal Residence

While either you or your spouse may require money to pay first and last months' rent, the rent must be for **your** principal residence.

**1. Other than this Application, have you applied to withdraw money from this locked-in account based on the need for first and last months' rent for a principal residence at any time during 2020?**

Yes     No

If you answered "**Yes**", you cannot apply again based on first and last months' rent from this account this year. You must wait until 2021 to apply under this category and use the 2021 application form.

**2. What is the maximum amount you may withdraw?**

The maximum amount you can withdraw is the smaller of:

a) 5% of the Year's Maximum Pensionable Earnings (YMPE) for 2020, which is: \$2,935.00

**And**

b) The amount required for the first and last months' rent: \$

c) Enter the smaller of 2a and 2b – this is the maximum amount you may withdraw: \$

**3. How much money are you applying to withdraw from this locked-in account?** \$

Note that you are not permitted to apply to withdraw an amount:

- greater than your locked-in account balance;
- greater than the maximum amount you are allowed to withdraw (box 2c); or
- less than \$500.

**Note: If your application is approved, the amount you have applied to withdraw will be reduced by withholding tax and other additional amounts that may be deducted.**

**4. What is the address of the principal residence you and your spouse (if applicable) want to rent?**

Unit Number	Street Number	Street Name		
City/Town	Province/State	Postal Code/Zip Code	Country	

**Additional documents required:**

A copy of the rental agreement, if it is available. Please see the User's Guide for more details.

**Part 3 - Certification by the Owner of the Locked-in Account**

Please read the User’s Guide before you complete the Certification.

This Certification will not be valid for the purpose of your Application if it is dated more than 60 days before the date the financial institution that administers your Ontario locked-in account receives this completed Application.

**Certification**

I own the locked-in account identified in Part 1 of this Application. I hereby apply to withdraw from the locked-in account the amount set out in Part 2 of this Application. I understand that the amount that is approved will be reduced by withholding tax payable on the money withdrawn from the account and additional amounts that may be deducted by my financial institution.

I certify that on the date I sign this Part: (Check only one of the following options.)

- I have a spouse\*, and my spouse consents to the withdrawal of money from the locked-in account. **(If you check this option, you will need your spouse to complete Part 4 of this Application.)**
- I have a spouse\*, but on the date I sign this Certification, I am living separate and apart from my spouse as a result of a breakdown in our spousal relationship.
- I have a spouse\*, but none of the money in my locked-in account is derived, directly or indirectly from a pension benefit provided in respect of my past or current employment. (See User’s Guide for an explanation and examples.)
- I do not have a spouse.\*

I also certify that:

- (a) all of the information contained in this Application and the documents that accompany this Application is accurate and complete;
- (b) I have not previously applied to withdraw money for first and last months’ rent in 2020 from this locked-in account.

I understand that:

- (a) any money withdrawn from the locked-in account will no longer be exempt under section 66 of the Ontario *Pension Benefits Act* from execution, seizure or attachment by persons such as creditors;
- (b) it is an offence under the Ontario *Pension Benefits Act* to provide information in this Application which is not true, accurate and complete, punishable on conviction by a maximum fine of \$100,000 for a first conviction, and a maximum fine of \$200,000 for any subsequent conviction; and
- (c) it is a criminal offence under the federal *Criminal Code* for anyone to knowingly make or use a false document with the intent that it be acted on as genuine, punishable on conviction by a maximum term of 10 years imprisonment.

\*Please refer to the User’s Guide for the definition of “spouse” under the Ontario *Pension Benefits Act*.

**The owner of the locked-in account must sign this Certification in the presence of an adult witness.**

Signature of Owner	Signature of Witness	Date Signed (yyyy/mm/dd)
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Witness Information		
Last Name	First Name	Middle Name

**Part 4 - Consent of the Owner's Spouse to the Withdrawal**

This Part needs to be completed **only** if the owner of the locked-in account attests in Part 3 of this Application that the owner has a spouse who consents to the withdrawal of money from the account. The owner of the locked-in account cannot complete this Part.

**If you are the spouse of the owner of the locked-in account and you are asked to consent to this Application to withdraw money from the owner's account, you should get advice from a lawyer about your rights and the legal consequences of signing the following Consent. You are not obligated to sign the Consent.**

If you wish to consent, please read the following Consent. If you are satisfied that the Consent correctly describes your situation, **in the presence of a witness (an adult who is not the owner of the locked-in account)**, please sign, date and fill in the required information, and have your witness sign the Consent.

**The Consent will not be valid for the purposes of this Application if the Consent is dated more than 60 days before the date the financial institution receives it.**

**Consent**

I am the spouse of the owner of the locked-in account identified in Part 1 of this Application.

I understand that:

- (a) the owner is making an Application to withdraw money from the locked-in account, and that the owner cannot withdraw the money from the locked-in account without my consent;
- (b) as long as this money is kept in the locked-in account, I may have a right to a share of this money if there is a breakdown in our spousal relationship or if the owner dies; and
- (c) if any money is withdrawn from the locked-in account, I may lose any right that I have to a share of the money withdrawn.

I consent to the owner's Application to withdraw money from the locked-in account.

I give my consent by signing and dating this Consent in the presence of a witness.

**The Owner's Spouse must sign this Consent in the presence of the witness.**

Signature of Owner's Spouse	Signature of Witness	Date Signed (yyyy/mm/dd)
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**Spouse Information**

Last Name	First Name	Middle Name
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**Witness Information**

Last Name	First Name	Middle Name
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