



Get ready for a bright retirement

Welcome to the McGill University
Retirement Income Program



Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.
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Thank you for joining the McGill University Retirement Income Program. We're excited to continue helping you on your retirement journey.

This guide walks you through the features and benefits of the Program. If you have questions or need support, we're available to help on your phone, computer or with live support.



- Speak with a retirement consultant¹ at 1-866-224-3906, Option 1, Monday to Friday, 8 a.m. to 8 p.m. ET.
- Visit mysunlife.ca for tools, articles and webinars. Sign in and select **Chat live now** to get live support.
- Go mobile: Check your balances and see how your funds are doing. Download the **my Sun Life mobile app** on Google Play or the Apple App Store.
- For questions about the McGill University Retirement Income Program or the retiring process, contact McGill University Human Resources Service Centre at 514-398-4747 or hr.hr@mcgill.ca.

¹ Registered as financial security advisors in the province of Quebec. Retirement consultants can provide advice on products distributed through the Client Solutions Centre, including advice on investments with the exception of investments offered within the Variable Benefit retirement income option.

Your first step? Sign up for mysunlife.ca

From the McGill webpage, you'll be able to use single sign-on (SSO) access to manage your Sun Life account. Once you set up SSO by using your McGill username and password, you don't have to enter your Sun Life ID and password to view your plan. To use SSO, visit <https://www.mcgill.ca/hr/pensions> and select the Sun Life login button.

If you don't have an online account, and you're not connected to the McGill network and want to sign up, visit mysunlife.ca, select **Register**, and follow the prompts.

A look inside

The McGill University Retirement Income Program at a glance.....	3
Retirement income product features.....	4
Customize your payments.....	4
Take control of your investments.....	5
What others are asking.....	6

The McGill University Retirement Income Program at a glance

When you're ready to begin spending the money you've saved, you typically have to "convert" that money into an income stream of some kind. The options available depend on the type of account you used to save your money.

Your McGill University Retirement Income Program income options depend on whether the money is locked-in or cashable:

Locked-in savings	<p>The regular contributions made by you and McGill are subject to the rules of the pension plan and applicable legislation. As a result, there are several options for these savings:</p> <ul style="list-style-type: none"> • Life Income Fund (LIF) • Variable Benefit locked-in • Annuity
Cashable savings	<p>Voluntary contributions aren't subject to the same rules as your regular contributions. You have some additional options for these savings.</p>
Products in the Program	
Variable Benefit	<p>McGill offers a Variable Benefit option in your pension plan.</p> <p>Variable benefits are retirement income payments from the pension plan.</p> <ul style="list-style-type: none"> • Your savings are tax-deferred until withdrawn. • You make all investment decisions. • The investment options and fees may be the same or similar. • There is a minimum amount you must withdraw, based on your age, each year from age 72 onward. If you are younger than 72 years of age you can start and stop payments at any time. • Variable Benefit locked-in – you cannot withdraw more than the maximum amount allowed, based on your age, each year. • Variable Benefit non locked-in – there is no withdrawal maximum. <p>To learn about the Variable Benefit option Refer to the McGill pension plan brochure or website for more information.</p>
Life Income Fund (LIF)²	<p>A LIF is like a continuation of a Defined Contribution Pension Plan (DCPP), LIRA (Locked-In Retirement Account), or any locked-in assets, but instead of contributing to your savings you withdraw money as retirement income.</p> <ul style="list-style-type: none"> • Your savings are tax-deferred until withdrawn. • You make all investment decisions. • There's a minimum and maximum amount you can take out each year, based on your age.³ • You can take out any amount between the minimum and maximum.
Registered Retirement Income Fund (RRIF)	<p>A RRIF is like a continuation of your RRSP, but instead of contributing to your savings you withdraw money as retirement income.</p> <ul style="list-style-type: none"> • You don't pay tax on your savings until you withdraw them. • You make all investment decisions. • There's a minimum amount you have to take out each year, based on your age. • There's no withdrawal maximum.
Annuity	<p>An annuity is a contract from a life insurance company, where you make a lump-sum payment up front and receive a fixed payment for a specified term or for the rest of your life. Sun Life will ensure that you receive the best payout annuity rate they can offer at that time.</p> <ul style="list-style-type: none"> • For a cost, you can add features like inflation protection, a guaranteed payment period and survivor benefits. • The life insurance company makes all investment decisions. • Annuities bought with locked-in savings must follow the pension laws in your province or territory. • Assuris, a not-for-profit organization, protects your income in the unlikely event that the life insurance company can't meet their obligations. Visit assuris.ca for details and coverage limits.

² Depending on the pension legislation governing your locked-in savings, you may have to use one of the following products instead of a LIF: Locked-In Retirement Income Fund (LRIF), Prescribed Retirement Income Fund (PRIF), or Restricted Life Income Fund (RLIF). Unlocking provisions vary across pension jurisdictions, so you may have different income options in certain situations. Speak with a financial security advisor for more information.

³ Owners of a Quebec LIF over the age of 55 are no longer subject to a yearly maximum. For existing maximum payment instructions, Sun Life will use the maximum for estimated life income. Speak with a retirement consultant for more information.

Products in the Program (continued)	
Tax-Free Savings Account (TFSA)	This product is good for all kinds of saving goals. It's for after-tax contributions, and you never have to pay tax on your investment earnings. There's an annual contribution limit, but it changes from time to time. Plus, you can carry forward unused contribution room and anything you've withdrawn from previous years. There's also no maximum age limit for contributions so you can use a TFSA throughout retirement.
Registered Retirement Savings Plan (RRSP)	This product is made for retirement saving. You contribute money to an account with Sun Life, and your contributions are tax-deductible. You don't pay tax on your money until you take it out. You can contribute to an RRSP until December 31 of the year you turn 71. At that point, you can convert your savings to income by moving them to a RRIF and/or buying an annuity.

Retirement income product features

Spouse/ common-law partner consent	<ul style="list-style-type: none"> • Variable Benefit – not required. Note: only pension money accumulated in Quebec can be used to receive variable benefit payments. • LIF and RRIF – Not required if pension money accumulated in Quebec. It may be required for pension monies accumulated in other jurisdictions. • Annuity – If you're buying an annuity with locked-in savings and you have a spouse/common-law partner, you must buy a Joint and Survivor Annuity. You can purchase a Single Life Annuity if your spouse/common-law partner signs a waiver.
Beneficiary information	<ul style="list-style-type: none"> • Variable Benefit locked-in/LIF – If you have a spouse/common-law partner when you pass away, they may be entitled to the value of your account. Your spouse/common-law partner may elect to continue to receive Variable Benefit payments. If you don't have a spouse/common-law partner, you can name a beneficiary of your choice. • Variable Benefit non locked-in/RRIF – Your spouse/common-law partner may elect to continue to receive Variable Benefit payments. You can name a beneficiary of your choice. If you don't name a beneficiary, we'll pay the value of your account to your estate. • Annuity – If you choose an annuity with a guaranteed payment period, your beneficiary will get a death benefit if you (and your spouse/common-law partner) pass away before the guaranteed period ends.
Tax implications	<ul style="list-style-type: none"> • Variable Benefit – You don't pay tax until you take money out. Withdrawals count as income in the year you make them. Tax will automatically be withheld on the full payment amount. • LIF and RRIF – You don't pay tax until you take money out. Withdrawals count as income in the year you make them. Withholding tax applies to any withdrawal above the minimum. • Annuity – Payments from an annuity purchased with registered savings count as income. For payments from an annuity purchase with non-registered savings, including TFSA money, only a portion of your payments is taxable.

Customize your payments

Choosing how much to withdraw from your RRIF, LIF or Variable Benefit each year is an important decision. Your retirement consultant will help you set up your payments in a way that works for you. Here is some information about your RRIF, LIF and Variable Benefit payment options.

Frequency	<ul style="list-style-type: none"> • Monthly, quarterly, semi-annually or annually. • RRIF or LIF – 1st, 15th or last business day of the month. • Variable Benefit – 16th of the month. When the 16th falls on a weekend or holiday, payment will be based on the market value of the prior business day. • We can deposit payments directly to a Canadian bank account or mail a cheque.
Indexing	<ul style="list-style-type: none"> • Choose to have your payments increased by a certain amount each year. We call this "indexing." • You can choose an index rate, subject to annual minimums and maximums.

Depleting your investments	<ul style="list-style-type: none"> To create cash for income payments, you have to sell your investments. We call this “depleting your investments”. Your retirement consultant will help you decide the best way to do this: <ul style="list-style-type: none"> in a certain order, based on a certain percentage, or evenly across all your funds. If payments are coming from guaranteed funds (GIAs/GICs), we'll pay the interest you've earned since your last payment date first. Then, we'll sell any difference needed to meet your payment amount from principal.
Payment amounts	<ul style="list-style-type: none"> The Income Tax Act (Canada) sets the minimum you can take out of income products each year. You can base the minimum on your or your spouse's age. For locked-in pension money, there's also a maximum you can take out each year. For Variable Benefit, if you are younger than 72 years of age you can start and stop payments at any time.
Non-residents	<ul style="list-style-type: none"> You must have a Canadian bank account to receive direct deposits. Certain investment funds may not be available to non-resident accounts. Please talk to a retirement consultant for more information. If you are a non-resident and wish to give a third-party access to get information or make transactions on your behalf, please contact a retirement consultant. We'll have you complete a form that we'll keep on record.

Take control of your investments

We understand that choosing and looking after your investments might be intimidating. That's why we have support and tools to help.

Get a personalized recommendation from your retirement consultant	Try the Asset allocation tool online
<ul style="list-style-type: none"> 1-866-224-3906, Option 1 8 a.m. to 8 p.m. ET, Monday to Friday Retirement consultants can provide investment advice (on products distributed through the Client Solutions Centre) and asset allocation support. Please note: salaried financial security advisors are not licensed to provide investment advice for the fund options offered within the Variable Benefit retirement income option. 	<ul style="list-style-type: none"> Find out your investment personality and get a recommended investment mix that matches. Sign in to mysunlife.ca and select Manage plan > my plan > Tools > Asset allocation, then Choose a product from the drop-down list. Click Next to get started.

What are fund management fees?

All professionally managed investment funds have fees. At Sun Life, we use fund management fees (FMFs) because they make it easy for us to show you each fund's fee as one amount. We include these fees in the unit price of each fund you're investing in. Find a full list of account fees by signing in to mysunlife.ca and selecting **manage my plan > Plan overview > Account fees**.

Fund management fees (FMF)



Investment management fees pay professional managers to:

- research
- select investments, and
- manage a fund's investments.



Operating expenses

- cover management costs, such as
- legal, audit, transaction, administration and regulatory filing fees, and
- may include fees charged by individual funds.

Simplify your savings

Make managing your money easy. Your retirement consultant can help you move savings you have elsewhere into the Program. Doing this can help you:

- See your full financial picture.
- Manage your savings more easily.
- Potentially save on investing fees.

Call your retirement consultant to get started today.

What others are asking

<p>What's the minimum I can take out of a RRIF/LIF/Variable Benefit each year?</p>	<p>The Income Tax Act (Canada) sets the rules for RRIF/LIF/Variable Benefit withdrawals. It says that you must take an income from your RRIF/LIF each year, except in the first year you open it. For the Variable Benefit option there is a minimum amount you must withdraw, based on your age, each year from age 72 onward. If you are younger than 72 years of age you can start and stop payments at any time.</p> <p>The minimum you can take out changes each year based on your age on January 1. You can choose to use your spouse's age instead. This is a one-time decision made when you open the RRIF/LIF/Variable Benefit. Using the younger person's age reduces the minimum required withdrawal.</p> <p>We can help you decide which option is best for you. Give us a call to speak with a retirement consultant for more information.</p>
<p>What's the difference between salaried and commission-based Sun Life financial security advisors?</p>	<ul style="list-style-type: none">• Retirement consultants are available by phone through the Client Solutions Centre. They are non-commissioned, however they are eligible for performance bonuses. Their support is included as part of the services offered to you in the McGill University Retirement Income Program.• Retirement consultants can provide advice on products distributed through the Client Solutions Centre, including advice on investments with the exception of investments offered within the Variable Benefit retirement income option.• Commission-based Sun Life financial security advisors operate out of local Sun Life centres across Canada, and can meet with you in person. They can provide advice on a wide range of products, and offer holistic financial planning, wealth and insurance, and tax and estate planning services.
<p>Are referrals to a local, commission-based financial security advisor free?</p>	<p>Yes. Speak with a retirement consultant in the Client Solutions Centre to request referral to a local, commission-based financial security advisor at no charge. Local advisors in Sun Life centres receive a commission or other charge for any products you purchase through them. You can discuss the fees they charge directly with the commission-based financial security advisor.</p> <p>McGill has no responsibility for, and has no involvement with, the products offered by commission-based Sun Life financial security advisors.</p>

<p>How can I prepare for a conversation with a retirement consultant?</p>	<p>Please prepare the information below:</p> <ul style="list-style-type: none"> • A recent statement from your McGill University Retirement Income Program • CPP/QPP, OAS statements, if applicable • Information about non-McGill pension or annuity payments; other RIF/LIF details • A recent statement for your spouse's savings or pension plan(s) • Statements for any other savings <p>If you're meeting a retirement consultant in person, please also bring a valid government photo ID, like a driver's license or passport.</p> <p>It's also helpful if you've thought about the retirement lifestyle you want to live, including:</p> <ul style="list-style-type: none"> • What are your income needs (how much in retirement vs. how much while working)? • What are your currently monthly expenses, including housing, transportation and lifestyle? • How do you think your expenses will change in retirement? Think about which expenses will increase, decrease, or stay the same. • How predictable do you need your income to be (fixed vs. variable)? • How involved do you want to be in managing your retirement income (active vs. passive)? <p>When you meet with your retirement consultant, they'll help you fill out a questionnaire to figure out your investment personality. This helps them recommend an investment mix that suits your needs.</p>
<p>Can I leave the McGill University Retirement Income Program?</p>	<p>Yes. If you decide to leave we'll walk you through your options, but they generally include:</p> <ul style="list-style-type: none"> • Transferring your income products to similar accounts at another financial institution. • Converting to an annuity with Sun Life or another life insurance company. • Receiving a one-time cash payment for non-locked-in savings, including those from a RRIF, Variable Benefit Non locked-in, RRSP or TFSA (withholding taxes may apply).
<p>What fees apply? Are there fees to make a withdrawal or to leave the Program?</p>	<p>Fund management fees (see page 6) and recordkeeping fees apply. Find a full list of account fees by signing in to mysunlife.ca and selecting Manage plan > Plan overview > Account fees.</p> <p>If you transfer all of your investments out of the Program, Sun Life will charge a fee of \$75. If you choose to make an ad hoc withdrawal from your Variable Benefit option, Sun Life will charge a fee of \$20. If you make an ad hoc withdrawal from your LIF or RRIF, or take money out of an RRSP or TFSA, Sun Life will charge a \$25 fee per withdrawal or transfer. Withdrawal fees do not apply for regularly scheduled periodic withdrawals.</p>



Disclaimer

The products mentioned in this brochure have been described in accordance with Quebec legislation. You may have locked-in savings subject to other jurisdictions, and the respective legislation will be applied. Speak with a financial security advisor for more details.

10 Day Free Look/Right to Cancel

If you live in Quebec, you choose to enrol in a plan, and it is not a requirement of your employment, you may cancel your enrolment in the plan within 10 days after receiving this document if you did not get advice from a licensed insurance representative when you enrolled in the plan. We'll reverse any transactions made in that time. You must also notify McGill via Workday in the event of opting out of the plan.

If you have any questions please contact Sun Life's Client Care Centre at 1-888-444-2023.

Our annuity promise

Upon your election, Sun Life Assurance Company of Canada promises to provide you with an annuity payable for your lifetime using the segregated fund and guaranteed fund account balances which you are entitled to under the terms of the Plan. Your annuity payments will depend on your account balance, your age at the date your annuity payments are scheduled to begin, the type of annuity you choose and annuity purchase rates in effect. Payments will be calculated using the greater of (a) the current payout annuity rate effective at the time of calculation, and (b) a rate specified in the Group Annuity Policy. Sun Life will ensure that you receive the best payout annuity rate they can offer at that time. Speak to a retirement consultant to find out how much you may receive.

Please note: the annuity promise applies to the following products: RRSP, TFSA, LIRA, RRIF and LIF. It does not apply to the McGill University Pension Plan, as the Pension Plan is not a part of the Group Annuity Policy. You may still elect to acquire an annuity from Sun Life using funds from the McGill University Pension Plan. Sun Life will ensure that you receive the best payout annuity rate they can offer at that time.

Limitation period for legal actions

- If you reside in Ontario and were first provided a Sun Life plan summary or booklet on or after July 1, 2016:
 - Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Limitations Act, 2002.
- For all other members:
 - Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or such other Applicable Legislation of the province or territory where you reside.

Rights to copies of documents

In accordance with Applicable Legislation, if you live in Alberta, British Columbia, Manitoba or Ontario, upon your request Sun Life will provide directly to you a copy of your enrolment form (or other information that was required by Sun Life in order to enrol you in the plan) and the Group Annuity Policy issued by Sun Life Assurance Company of Canada. If you live elsewhere in Canada, contact Sun Life regarding your entitlement to examine certain documents pertaining to your plan.

Respecting your privacy

Respecting your privacy is a priority for the Sun Life group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements, and we may, if you agree, tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are your employer, our employees and if any, distribution partners such as advisors, third-party service providers and our reinsurers. We will also provide access to anyone else you authorize. McGill and Sun Life have agreed that your personal information of members will be held, used, accessed, generated, made available or released only within Canada and Ireland. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit sunlife.ca/privacy.

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 for tools, articles and videos. Chat with us online for additional support.

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