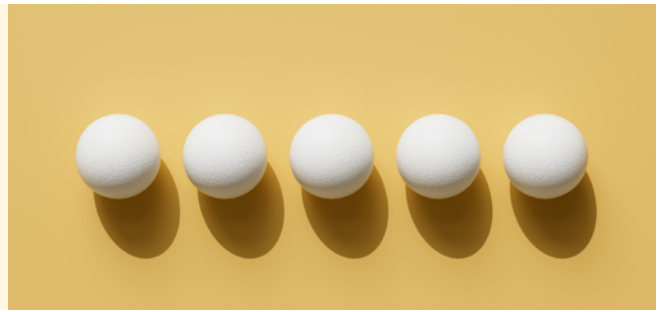


# DB SOLUTIONS

## Data requirements for annuity buy-out implementation



The following is required from the employer and/or plan consultant once an annuity buy-out is sold. The information must be detailed on an Excel spreadsheet.

### A

#### **ID number**

- Same identifier as provided for the quote

### B

#### **Annuitant specific information**

##### 1. Personal information:

- Full name
- Social Insurance Number
- Assigned sex at birth
- Date of birth
- Language
- Member type (joint, single, surviving member, surviving spouse, beneficiary)

##### 2. If joint annuity option is chosen:

- Spouse's full name
- Spouse's Social Insurance Number (not mandatory)
- Spouse's assigned sex at birth
- Spouse's date of birth
- Spouse's language

##### 3. Present residing address and mailing address (if different):

Please detail in separate columns:

- Street number and name
- City
- Province
- Country
- Postal code
- Email address
- Phone number
- Flag if address is known as invalid
- Flag if suspended payments

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#### 4. Beneficiary designation:

- Name of beneficiary
- Relationship to annuitant
- Revocable or not?
- Percentage (if multiple beneficiaries)

#### 5. If electronic funds transfer is chosen (Canadian institutions only):

Please detail in separate columns:

- Institution number
- Transit number
- Account number – please ensure that leading zeroes appear (if applicable)

#### 6. Gross pension amount:

- Monthly payment
- Form of annuity
- Indexation (if applicable)

#### 7. Additional information for deferred annuities (if applicable):

- Earliest retirement date
- Earliest unreduced retirement date
- Normal retirement date
- Credited years of service
- Early retirement reduction (actuarially equivalent or formulaic)
- Pre-retirement and post-retirement benefit indexation
- Pre-retirement death benefit type
- Pre- and post-legislative split of the funds/benefits
- Annuity settlement option (commutable or not?)

## C

### **Additional information**

#### 1. Immediate annuities:

- Additional taxes applied on record (not mandatory)
- Benefit premium deducted on annuity payment (amount and type of deduction)
- NR301 forms for annuitants living outside of Canada (if not expired)

#### 2. Marriage breakdown:

- Date of hire
- Date of enrolment
- Date of termination
- Date of retirement
- Total participation service in the plan

#### 3. Power of attorney:

- Name of the power of attorney with supporting documentation

#### 4. Special payment arrangement:

- Canada Revenue Agency requirement to pay or family support with supporting documentation