

Canada Savings Bonds

Protected B when completed

Payroll Savings Program

Payroll Deduction

CHANGE FORM

During the month of October, use this form to change your contribution amount, or go online at csb.gc.ca/employees and select *Click CSB* to access CSB Online Services. Choose only one method. Once you have completed this form, return it to your payroll department immediately.

Step 1: Enter employee information

Employee's first name

Middle name

Employee's last name

Social Insurance Number

Telephone (work)

Employee number (optional)

Organization information (optional)

Step 2: Enter your contribution amounts per pay

Please indicate how much—in total—you want deducted from each pay to cover contributions in all of your plans.

Your current contributions:

Check your pay stub

CSB .

RRSP . *

Total .

Your new contributions:

CSB .

RRSP . *

Total .

*Only if you have an RRSP plan

Step 3: Return this completed and signed form to your payroll department. (Keep a photocopy for your records.)

Step 4: Call 1 877 899-3599 (if you are purchasing multiple plans).

Employees with multiple plans will need to revise the individual contribution amount allocated to each of their plans. Otherwise, changes will be pro-rated across all of their plans.

After completing these steps, your agreement to purchase bonds will be amended accordingly, taking into account any reallocations you will have communicated to the Bank of Canada in Step 4. All other terms of the agreement will remain in force. You understand that your employer will continue to make these payroll deductions unless you tell your employer otherwise.

Employee signature

YYYY

MM

DD