



AGF INVESTMENTS

# AGF Group Savings Program

Easy as 1, 2, 3 –

## Plan Sponsor Admin Guide

**In this guide you'll find information on:**

Who to contact

Online account access

How payroll calculations are affected

Ongoing administration of accounts

Making changes to accounts

Simplifying remittance with an electronic transfer service



What are you doing after work?®



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AGF is committed to providing you with a streamlined process that works with your current payroll methods and supporting you with the best service possible whenever you need it.

## Contact information

### Your Financial Advisor

**Please contact your Financial Advisor if you have specific questions about:**

- › Investment options for your Company program
- › New employees
- › Leaving employees (including retiring employees)
- › Educating employees on the basics of investing and retirement planning
- › Both the Group Account Program and legislative developments that could have an impact on the program

### Group Account Services

**Please contact AGF Group Account Services if you have specific questions about:**

- › Administration of your Group Program
- › Tax receipts

## Our well-trained service staff leverage current technology to service you.

### Our goal is to provide you with:

- › Efficient, automated processes wherever possible
- › Information as quickly and efficiently as possible

## Setting up your AGF Group Account

- › Complete the *AGF Group Company Profile* form with your Group advisor.
- › Arrange for your advisor to meet with each of your employees to:
  - determine their investment objectives and contribution amounts
  - complete the *Investment Application* form and other applicable forms
- › Your advisor will then:
  - forward each employee's documentation and the *AGF Group Company Profile* form to AGF
  - complete the initial *Group Contribution Report*, which outlines the regular remittance schedule and leave it with you
- › Before the first scheduled investment date, send the initial *Group Contribution Report* along with a cheque payable for the total amount of the group contribution to AGF Group Account Services at the address on the back cover.
- › AGF Group Account Client Services will contact you with your temporary User ID and Password.

## Online group program access

### Access your Group Program online 24/7 by going to [AGF.com/GroupAccounts](http://AGF.com/GroupAccounts) where you can:

- › Create or upload a new remittance
- › Update contribution amounts
- › Search employee records and view a group/employee
- › Add/view/delete employee records
- › Delete an open remittance/Edit a saved remittance/  
Delete a saved remittance
- › Reset contributions to zeros
- › Print remittance details and summary
- › View submitted remittances by group or by employee
- › View employee's year-to-date submitted contributions  
per tax year

Online submission of one remittance is allowed for each group plan per day. A separate remittance can be submitted for the same group plan on the next business day or on a different day.

AGF Group Account Services is available to assist you. Please contact them at 1 800 268-8150 for general inquiries, technical issues and User ID and Password inquiries.

## How payroll calculations are affected for an RRSP contribution

The examples below show how your payroll calculations will be affected by a Group Account.

### EXAMPLE #1 – EMPLOYEE CONTRIBUTION\*

- › the employer deducts the contribution from the existing gross salary
- › the employee's taxable income is reduced by the amount of the contribution
- › federal tax and provincial tax are reduced proportionately

Gross salary (bi-weekly)		\$1,250.00
Employee RSP contribution		(25.00)
Taxable income		1,225.00
Deductions	CPP [4.95% x (\$1,250.00 - \$145.83)]	(54.66)
	EI (1.83% x \$1,250.00)	(22.88)
	Federal & provincial tax	(148.30)
<b>Net pay</b>		<b>\$999.17</b>

### EXAMPLE #2 – EMPLOYEE AND EMPLOYER CONTRIBUTIONS\*

- › the employee's gross salary is increased by the amount of the employer's contribution
- › that added amount is directed to the account along with an equal employee RSP contribution
- › while the contribution is doubled in this example, the employee's taxable income is the same amount as in example 1 (the salary increase is cancelled out by the employee's contribution)

Gross salary (bi-weekly)		\$1,250.00
Additional salary for employer RSP contribution		25.00
Increased gross salary		1,275.00
Employee RSP contribution		(25.00)
Employer RSP contribution		(25.00)
Taxable income		1,225.00
Deductions	CPP [4.95% x (\$1,275.00 - \$145.83)]	(55.89)
	EI (1.88% x \$1,275.00)	(23.97)
	Federal & provincial tax	(145.10)
<b>Net pay</b>		<b>\$1,000.04</b>

\*The following assumptions were made in the calculations above:

The employee's gross salary amounted to \$30,000 per year and is paid on a semi-monthly basis over 24 periods in the year.

The CPP rate applied to a gross salary less CPP exemption of \$145.83 per pay.

Based on estimates for 2014 federal and Ontario taxes, not including the Ontario health premium, for a single individual earning \$30,000 per year, who is only eligible for a basic personal exemption amount (Federal \$11,138 and Ontario \$9,670).

Assuming the employer has reasonable grounds to believe the contribution can be deducted by the employee for the year.

The above calculations are for general illustrative purposes only and are not guaranteed to be accurate or complete. Please use them only as guides. The above information is not intended to provide specific individual investment, financial, legal or tax advice. Please consult with your professional tax advisor regarding your particular circumstances.

## Ongoing administration of your program

There are two ways to submit your contributions for your Group Program:

### Group Contribution Report

- › Your AGF Group Account advisor will provide you with the first report and subsequent reports will be mailed to you by AGF a few days after processing your last remittance, detailing your previous contribution.
- › If your next contribution remains unchanged, please make a cheque payable to AGF Investments Inc. equal to the total at the bottom of the report.
- › Attach your cheque and a copy of the report and send it to AGF Group Account Support Services (using the address on the back cover).
- › If any new employees are joining the plan, your AGF Group Account advisor must submit all applications.
- › Keep a copy of the remittance for your records.

### Group Accounts Online

#### Submitting a Remittance\*

From the Remittance Details page:

- › Click the **Submit Remittance** button.
- › Verify the information on the **Verify Remittance** page and click on **Confirm** or **Edit**.
- › If you select **Edit** you will be directed back to the **Remittance Details** page to edit the information.
- › If you select **Confirm** the confirmation page will appear.
- › From the **Confirmation Page** you can perform other functions within the application or you can log out.

\* For more detailed information, please refer to the *Group Access Administrator Guide*.

## Making changes to accounts

New employees must complete the appropriate application form before they can begin contributing. Your Group advisor will help each employee complete the form.

### 1. Adding new employees

### 2. Adjusting contribution amounts

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CONTRIBUTION REPORT</p>	<ul style="list-style-type: none"> <li>› Enter any new employee names and voluntary contribution amounts on your most recent <i>Group Contribution Report</i>.</li> <li>› Enter the basic contribution amounts from your company and the new employees, if applicable.</li> <li>› Leave the field for the account numbers blank. AGF will provide account numbers on the next report, once the employees' applications have been processed.</li> <li>› Mail the revised <i>Group Contribution Report</i> and remittance cheque to AGF.</li> </ul>	<ul style="list-style-type: none"> <li>› If employees would like to change their voluntary contribution amounts, cross out the old amounts in the <b>Voluntary Amount – Employee</b> box of the <i>Group Contribution Report</i>. Enter the new amounts in the <b>Changes</b> box.</li> <li>› If you would like to change the company's basic contribution amounts, cross out the old amounts in the <b>Basic Amount – Employee</b> and <b>Basic Amount – Employer</b> boxes. Enter the new amounts in the <b>Changes</b> box.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">GROUP ACCOUNTS ONLINE</p>	<p>From the Group Access homepage:</p> <ul style="list-style-type: none"> <li>› Select <b>Plan ID Group Name</b> from the dropdown.</li> <li>› Select <b>Pay Period</b>.</li> <li>› Remember the <b>From</b> date should be earlier than the <b>To</b> date.</li> <li>› Click <b>Continue</b> and the Remittance details will appear.</li> </ul>	<p>From the Remittance Details page:</p> <ul style="list-style-type: none"> <li>› Enter or modify <b>Employee Voluntary Amount \$</b>.</li> <li>› Enter or modify <b>Employee Basic Amount \$</b>.</li> <li>› Enter or modify <b>Employer Amount \$</b>.</li> <li>› Click <b>Save Remittance</b> to save your new or modified data.</li> </ul>



### 3. Removing employee names

- › Cross out the information of the affected employees on the *Group Contribution Report* and write 'terminated'.
- › Ensure that the new total amount is reflected on your next remittance cheque.
- › Notify your AGF Group advisor.

### 4. Resetting contributions to zero

- › Cross out the applicable contribution amounts and enter zero on the *Group Contribution Report*. Repeat this for the basic employer/employee amounts, if necessary. Ensure that the new amount is reflected on your remittance cheque.
- › When employees wish to start contributing again, write the amounts in the **Voluntary Amount – Changes** box and the **Basic Amount – Employee Changes** and **Basic Amount – Employer Changes** boxes, if necessary.

From the Remittance Details page:

- › Click the checkboxes in the **Select Account** column to choose the accounts you want to delete.
- › Or click the **Select/Deselect All Accounts** checkbox at the top of the Select Account column.
- › Click the **Delete Employee/Account** button and click **Yes** to confirm your delete request. You will be directed back to the Remittance Details page.
- › Click on **Save Remittance** to save your changes.

From the Remittance Details page

- › Use the checkboxes to select the amount(s) you want to reset to zero. You can also click the **Select/Deselect All Accounts** checkbox at the top of the Select Account column.
- › Click the **Reset to Zero** button to refresh the page and reset the selected amounts to zero.
- › Click the **Save Remittance** button to save your changes.

### 5. Depositing lump-sum contributions

Employees should submit a cheque to the Group's Financial Advisor for the amount they wish to deposit, providing there are no changes to their investment instructions. Ensure that they include their Group Account number in the memo line of the cheque. Submit your cheque(s) with your next remittance cheque and *Group Contribution Report*. If employees would like their lump-sum contribution directed to a new fund(s), they must provide signed instructions. Employees should consult with their AGF Group Account advisor before submitting additional contributions.

## Simplifying remittance with an electronic transfer service

The Electronic Funds Transfer Service enables you to transfer money electronically from your company's bank account to AGF's account online.

**To use the service:**

1. Contact your bank to set up the Electronic Funds Transfer Service ("EFT Push").
2. When making a contribution to your company's Group Account with AGF, send the payment to AGF Investment Inc.'s bank account #004-10202-0302568.
3. To ensure that your payment is matched to your Group Program, reference your Group Program Number as part of your electronic submission.
4. Once the transfer has been made, fax the details to AGF at 1 888 329-4243, using the *Electronic Banking Fax Confirmation* form.
5. Ensure you either submit a remittance through AGF Group Accounts Online or send a completed *Group Contribution Report* to AGF each time you transfer funds.



**For more information, contact your Financial Advisor  
or AGF Client Services.**

**AGF Investments Inc.**  
55 Standish Court, Suite 1050  
Mississauga, ON L5R 0G3



What are you doing after work?®

Toll Free: 1 800 268-8583  
Web: [AGF.com](http://AGF.com)  
E-mail: [tiger@AGF.com](mailto:tiger@AGF.com)

VANCOUVER   CALGARY   SASKATOON   WINNIPEG   TORONTO   OTTAWA   MONTREAL   HALIFAX   DUBLIN   LONDON   SINGAPORE   HONG KONG   BEIJING

Commissions, trailing commissions, management fees and expenses all may be associated with mutual fund investments. Please read the prospectus before investing. The indicated rates of return are the historical annual compounded total returns including changes in share and/or unit value and reinvestment of all dividends and/or distributions and do not take into account sales, redemption, distribution or optional charges or income taxes payable by any securityholder that would have reduced returns. Mutual funds are not guaranteed; their values change frequently and past performance may not be repeated.

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