

Start saving guide

Join your workplace savings plan to get:

- + employer contributions
- + easy ways to save
- + competitive costs
- + simple investing
- + advice when you need it



LCC Worker
Benefit Services Inc.



welcome



Get closer to your financial goals when you save with your employer and Sun Life. It's important to both of us that you retire on time and feel good about your money throughout your life. Let us help you get there!

This guide will take you through your **Lutheran Church - Canada Pension Plan** perks and what makes it different from other savings you may have elsewhere, and will help you join.

We're available in lots of different ways on your phone, tablet and desktop. You can always count on a human touch, whether with our digital coach, Ella, or our live support:



Visit **mysunlife.ca** to take care of your savings as they grow or learn all about retirement. Get help along the way with savings tips from Ella or click on **Chat live now** to get live support.



Download the **my Sun Life mobile app** to check your balances on the go, review how your funds are doing, and more.



Call us – we're here to help, with service in over 190 different languages:

1-866-733-8613 | Monday to Friday | 8 a.m. to 8 p.m. ET



Sign up for a **Connect with your money** webinar on **sunlife.ca/mymoney** to learn about how to use our tools and resources to manage your money.



We are here for you every step of the way—from the moment you join the plan, all the way up to retirement. We can help you with enrolment, picking your products and funds, and making the most of your plan perks. Give us a call at the phone number above during our listed hours of operation.

what you have to do

This guide will walk you through everything you need to do to get set up and start saving in the plan today. Just follow the checklist below, where we take you through all the steps from start to finish.

register

- Go to [mysunlife.ca](#) and register for an account. Once you're set up online, you can learn all about the funds offered in your plan and use our tools to help you with saving and investing.

learn

page 4

- Discover what's great about your plan and why you should join.

invest

page 7

- Understand the investment options in your plan, and get step-by-step help picking your funds.

join

page 10

- Complete the enrolment steps to join the plan.





learn



Hear it straight from the ones who are already living it.
This is the advice retirees now have for those of us still working:



Source: Sun Life's 2016 Retirement Now report



Nothing grows your money like time.

Starting early is the biggest piece of advice retirees have for you, and we agree. Take a look at how a 29-year-old saving \$200 a month starting **now** instead of in **10 years** can get more money for retirement (\$97,219 more to be exact):

■ Start now □ Start in 10 years



This information came from the [Save today for more tomorrow calculator](#) on [mysunlife.ca](#).

Your future's bright because your employer set you up with a great plan. Here's why:

		%
Your employer contributes It's a big perk of working where you do – where else do you get free money like that?	Add money straight from your pay It's easy and means you get instant tax savings.	Tax advantages By contributing to the DCPP, you could pay less income tax. Your DCPP money also grows tax-free until you withdraw it.
		
Exclusive investments* You won't find these if you invest on your own at a bank or mutual fund company. More on page 7.	Bring your outside savings to Sun Life Here, our costs are competitive and you can invest your money in a diverse group of funds that only we have. This saves you more and lets you see all your money in one place.	You get online tools and videos to make saving easier.* Get help with financial topics, choosing your investments, and more.

At Sun Life, your fees* are competitive. Just another reason to invest with us.

Thanks to our combined buying power with your employer, you pay investing fees that are generally lower than what an average person would pay at a bank or mutual fund company for similarly managed funds. When you pay lower fees, more of your hard-earned money is invested and growing for you.

This table shows how much more you would save over time with Sun Life versus at a bank—see how much a 1% difference in fees can affect your savings over 30 years?

How long you contribute	Total contributions to your plan account	How much would you save	
		Bank (2% management fee)	Sun Life (1% management fee)
30 years	\$120,000	\$209,667	\$256,513
You would save \$46,846 more with us!			

We calculated the figures above assuming you invest \$4,000 each year all at once on January 1 and you earn 5.5% annually before we take off the fund management fee each month.

* Before you enrol in the plan, sign in to [mysunlife.ca](#) using your personal ID and password to:

- learn more about your plan's investment options (under **my financial centre > Accounts > Investment performance**)
- see the investing fees you'd pay online (under **my financial centre > Accounts > Account fees**)
- use online tools and videos to help you with choosing investments and financial planning (under **my financial centre > Resource Centre > my money tools**).

Products in your plan

Retirement income

Defined Contribution
Pension Plan (DCPP)

Tax savings today + employer contributions + low fees

This product could be a big part of your retirement income. You and your employer contribute money to an account with us. Since this is retirement money, pension laws say you normally can't take it out until you leave your employer or are ready to retire.



We can help you. Give us a call at **1-866-733-8613**.



Get connected! Go online at mysunlife.ca
and download the **my Sun Life mobile app**.



invest



First, decide how hands-on you'd like to be.

We will support you in different ways depending on your investment approach. Choose one of the approaches available:

- **Help me do it** – We point you toward an easy investment and you make one decision.
- **Let me do it** – You handle all the investing and decisions using our tools.

To help decide what investment approach is best for you, use the following chart as a guide.

Choose the investment style that most sounds like you:

Help me do it	Let me do it
<ul style="list-style-type: none">• I want an investment based on when I need my money and/or my risk profile.• I want to choose my investments, but need help.• I am interested in investing, but don't want to spend a lot of time and energy managing my investments.• I only want to make one or two investing decisions.	<ul style="list-style-type: none">• I want to personalize my investments based on my risk profile, life stage, individual preferences and other factors.• I have time to review the investments available and use tools online before making my choices. I'll speak with a financial advisor if necessary.• I can manage my own investments based on my own risk profile/life stage. I'm comfortable adjusting my investments when needed.• I want to make all my investment decisions, with help from an advisor if needed.

We encourage you to re-visit your investments from time to time, or as things change.

Next, complete the steps under the approach that fits you.

	Help me do it	Let me do it
What is it?	<p>Target date funds</p> <ul style="list-style-type: none">Choose one fund closest to the year you need your money.When you start, the fund manager takes more risk to grow your money. As you get closer to the target date, they choose less risky investments to protect it.	Build your own personalized investment mix by choosing several funds based on your investment personality and life stage.
How to choose your funds	<p>At enrolment, invest in the fund closest to your target retirement date or the year you will need your money.</p> <p>Then a fund manager takes care of the portfolio for you.</p>	<ol style="list-style-type: none">Complete the Asset allocation tool* on mysunlife.ca.The tool will bring you to your results page. Review the recommended investment mix and your investment choices. Click on each fund to see detailed information.At enrolment, direct a percentage of your future contributions to funds from each fund type to match what's in your target investment mix, or as you like.

* Know your investment personality

- To find out your investment personality, sign in to [mysunlife.ca](#) with your personal ID and password, and use our **Asset allocation tool** (under **my financial centre > Resource Centre > my money tools**).
- Your personality is based on a few different things, like how careful you are with your money and how long you have until you need it.

These are the funds available in your plan:

Help me do it

Fund type	Investment name
Target date funds	BLK LP Index Retirement
	BLK LP Index 2025 Fund
	BLK LP Index 2030 Fund
	BLK LP Index 2035 Fund
	BLK LP Index 2040 Fund
	BLK LP Index 2045 Fund
	BLK LP Index 2050 Fund
	BLK LP Index 2055 Fund
	BLK LP Index 2060 Fund

Let me do it*

Fund type	Investment name
Money market	SLF Money Market
Fixed income	TDAM Cdn Bond Index Fund
Canadian equity	B.G. Canadian Equity
	CC&L Group Cdn Q Growth
Foreign equity	Fiera International Eq
	TDAM US Mkt Index Fund

* **Let me do it** funds hold a mix of investments that remain relatively static. That means, if you invest in these funds, you should revisit your investment choices regularly to ensure your portfolio still continues to align with your financial goals, risk tolerance and time horizon over the long term.

View your fund options and investing fees online

- Sign in to [mysunlife.ca](#) with your personal ID and password. Once you're in, all the funds for each product are under **my financial centre > Accounts > Investment performance**.
- All the investing fees for each fund are under **Accounts > Account fees**.



Enrol today! In no time, you'll be surprised at how the money adds up.

Step 1	Register/Sign in. Go to mysunlife.ca . Click on Register to create an account or sign in if you've already registered.
Step 2	Enrol. Once you're signed in to your Sun Life account, click Enrol under the Investments section on the Home page. On the welcome screen, select how to enrol in the plan. (You may have one or more enrolment options to choose from.) Complete the steps on each screen to get set up in the plan. On the final screen confirming your successful enrolment, click on the beneficiary button. If the page allows, add beneficiaries for each product added to your plan.
Step 3	Explore. At the top of the page, go to the Group Retirement Services drop-down menu, followed by my financial centre . Explore all the tools and information available to you. (Turn the page to check out our range of online tools.)
Step 4	Personalize. Personalize your plan using the options under the Requests drop-down menu: (If your plan allows) add more products to your plan, add more money from your pay, or change your funds.

We're here to help

If you need a hand at any point, give us a call at **1-866-733-8613**. We're happy to help set up your product(s).



Reminder

Sign up for a webinar to learn about how to use our tools and resources to manage your money. Simply go to [sunlife.ca/mymoney](#) and select **Connect with your money** for available dates and times.



Get connected! Go online at [mysunlife.ca](#) and download the **my Sun Life mobile app**.

Explore our tools

Once you've registered for an account on **mysunlife.ca**, discover our world of online and mobile tools. Here are some of your colleagues' favourites.

		
<p>Jay wants to know what kind of investor he is. So he uses the Asset allocation tool on mysunlife.ca. It helps him decide how much investment risk he's comfortable with. From my financial centre, just select Resource Centre > my money tools.</p>	<p>Marie-France likes to look up detailed info about her funds. So she uses the Morningstar® tools on mysunlife.ca – there's a bunch of them. She can compare funds, get historical rates of return and learn more about the fund managers. From my financial centre, just select Accounts > Investment performance.</p>	<p>Eric wants to keep close track of how his investments are doing. He uses the my Sun Life mobile app for personal rate of returns every month. He can review his investment performance, by individual fund, by product, or overall. After signing in to the mobile app, just select Investments. The rate of return is under your balance.</p>

		
<p>Wendy likes to check her progress toward her retirement goals regularly. She uses the Retirement planner on mysunlife.ca. It helps her create a retirement goal and see how she's doing. From my financial centre, just select Resource Centre > my money tools > Retirement planner.</p>	<p>Vishal wants to find a new optometrist and a discount on glasses. So he uses Lumino Health Centre on mysunlife.ca and the my Sun Life mobile app. He compares costs and ratings for health-care providers nearby and find discounts on fitness, eyewear and more. This leaves Vishal with more savings. After signing in, find Lumino Health Centre on the Home page.</p>	<p>Desirée wants general information about her products and how much she's saved. Every January, she reviews her account statement for the year on mysunlife.ca. She gets an up-to-date summary of her plan, and can read important messages from Sun Life or her employer. From my financial centre, just select Accounts > Statements.</p>

Beneficiary designation and authorization form

Return completed form to:

Sun Life Financial, Group Retirement Services
PO Box 2025 Stn Waterloo, Waterloo ON N2J 0B4

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

1 | Plan and your personal information

Name of Plan Sponsor Lutheran Church – Canada			Client ID C08LM	Plan 01
First name		Middle initial	Last name	
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number		
Address (street number and name)			Apartment or suite	
City			Province	Postal code
Email address		Telephone number (day)	Telephone number (evening)	

*Your Social Insurance Number is used for administrative purposes so that information on this form is applied to your account.

Complete the appropriate section to designate a beneficiary for your account.

If you have a spouse when you die, the law may stipulate that all or part of the death benefit be paid to your qualifying spouse, unless your spouse waives the death benefit. A beneficiary designation other than your spouse would only apply to those death benefits which are not, according to the law, payable to your surviving spouse. If you wish your spouse to receive all benefits, please ensure you designate your spouse as beneficiary in the space below. In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate. It is important for you to ensure that you specify in your will to whom the death benefit should be paid.

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' section. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

Caution in all provinces except Quebec: Your designation of a beneficiary will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to make a new designation. In Quebec, a divorce granted after December 1st, 1982 cancels the beneficiary designation of the married spouse.

In Quebec if you name more than one beneficiary and give them unequal shares of the benefit and one of them dies, the deceased beneficiary's share will default to contingent beneficiary or estate rather than being divided amongst the other beneficiaries.

Following are the values to be used for relationship*

Husband (married)	Wife (married)	Civil union	Common-law	
Fiancé(e)	Friend	Former spouse	Father	Mother
Brother	Sister	Son	Daughter	Nephew
Niece	Aunt	Uncle	Cousin	Grandchild
Grandparent	Step family	Family-in-law	Institution	Other

ENRLMNT



2 | Beneficiary designation – DCPP

Contract number
65139 -G

I, the owner, revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %

Where Quebec law applies, a **married or civil union spouse beneficiary is **irrevocable** unless you indicate otherwise. To avoid this restriction and make your legal spouse designation revocable, you must check the revocable box above.

If your beneficiary is irrevocable, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

3 | Marital/Relationship status declaration – DCPP

Note: If your status changes in the future, please complete/submit a 'Change of records' form and notify your plan sponsor.

I certify, at the time of this declaration, based on the definition of spouse applicable under pension legislation:

I have a spouse.

Spouse's first name	Middle initial	Last name	Date of birth (dd-mm-yyyy)
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I do not have a spouse.

4 | Contingent beneficiary appointment

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

Unless I indicate otherwise, this contingent beneficiary appointment applies to the above beneficiary designations.

I revoke all previous contingent beneficiary appointments.

Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
*Relationship to you (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %

5 | Appointment of trustee for a minor beneficiary (not valid in the province of Quebec)

If you wish to appoint a trustee for a minor beneficiary, please complete this section.

First name of minor beneficiary	Middle initial	Last name

Note: the Trustee may have to account for its administration to the Public Trustee.

Any amount payable to a minor beneficiary during his/her minority will be paid to the individual named hereunder, as Trustee for the minor child.

First name of trustee	Middle initial	Last name	Relationship to you

Payment to the Trustee shall discharge Sun Life Financial. Sun Life Financial cannot be responsible for the effect or sufficiency of the appointment.

6 | Your signature of authorization

I require that all future communications, including this application and Group Plan documents, be provided in English.

I acknowledge that by enrolling in this plan, I am bound by the terms of the group savings plan contract* between my plan sponsor and Sun Life Financial, the applicable details of which have been or will be provided or made available to me by Sun Life Financial or my plan sponsor as part of the enrolment process.

I understand that the funds available in my plan are offered under a group savings plan contract issued to my plan sponsor by Sun Life Financial.

I authorize Sun Life Assurance Company of Canada (Sun Life), its agents and service providers, to collect, use and disclose to my plan sponsor, its agents and service providers, my personal information, which may include annual income information, for the purpose of plan administration.

I also authorize Sun Life, its agents and service providers to disclose my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

*Group savings plan contract includes a group annuity policy issued by Sun Life.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies**, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

No, I refuse permission.

**The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Signature X	Date (dd-mm-yyyy)
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7 | 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 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 our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. 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 www.sunlife.ca/privacy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

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 telling 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 our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. 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.

More choice means better communication

Sun Life is committed to providing you with the information you need to stay informed and get the most out of your plan. We're also committed to using electronic channels for more communications so that together, we'll reduce the amount of paper we use, making us even greener!

You can set contact preferences to allow you to specify how you would like to receive information from us. This supports our ability to comply with anti-spam legislation (Bill C-28), which impacts all electronic communications.

Our Privacy Policy goes over the choice you have about receiving information regarding other products and services from Sun Life. Please visit sunlife.ca/privacy to view our Privacy Policy.

If you wish to change your preferences regarding the information you receive from us, you can let us know by visiting the preferences page under the **Profile** section of the mysunlife.ca web site or by calling the Sun Life Client Care Centre.

Tax implications

There are no tax implications when assets are transferred in the registered portion of your retirement savings plan. However, transfer/withdrawal activity in the non-registered portion of your plan may result in a capital gain or loss. A capital gain is the profit that you realize when you sell an investment for more than its average cost. A capital loss is the loss that you realize when you sell an investment for less than its average cost. Capital gains or losses can also be triggered due to sales within the fund by a segregated fund manager, or by the sale of underlying funds.

Capital gains and losses must be reported to you in the year the transfer/withdrawal activity was completed. You can use any capital losses to offset capital gains realized from other sources during the year, offset capital gains that you have reported in the past three years or reduce future capital gains.

Disclaimer

This material is intended as a general guideline for information purposes, and is current as of the date indicated on the last page. Market conditions and other factors change over time, and this will affect either positively or negatively one or more asset classes. The investment assumptions we've used are based upon historical investment returns, and past returns may not reflect future investment performance. In order to identify an asset allocation model, which is appropriate for your individual circumstances, you should consult a qualified financial planner who is familiar with your personal financial circumstances and understands your tolerance for risk.

The term "fund" as used in this document is meant to imply segregated funds, mutual funds or asset allocation models/portfolios that may be available in your plan.

Even though we use the term "my money" throughout this guide, contributions and returns invested in guaranteed or segregated funds while under a group annuity policy with Sun Life Assurance Company of Canada (Sun Life) are the property of Sun Life.

Contact Sun Life's Client Care Centre any business day from 8 a.m. to 8 p.m. ET if you have any questions about your plan at work.

A close-up photograph of a man and a woman laughing together. The man, on the left, has dark hair and a beard, wearing a blue jacket and a patterned scarf. The woman, on the right, has blonde hair and is wearing a yellow sweater. They are both smiling broadly, showing their teeth. The background is blurred, suggesting an indoor setting.

Contact us at **1-866-733-8613** any business day
from 8 a.m. to 8 p.m. ET if you have any questions
about your plan at work.

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Life's brighter under the sun

