



HOME BUYERS' PLAN (HBP) REQUEST TO WITHDRAW FUNDS FROM AN RRSP

Use this form to make a withdrawal from your registered retirement savings plan (RRSP) under the Home Buyers' Plan (HBP). Answer the questions in Part A of Area 1 to determine if you are eligible to make a withdrawal from your RRSP under the HBP.

Area 1 - Participant

Part A - Complete the following questionnaire to determine if you can make a withdrawal from your RRSP under the HBP

- 1. Are you a resident of Canada?
2. Has the person who is buying or building a qualifying home entered into a written agreement to do so?
3(a). Have you ever, before this year, withdrawn funds from your RRSP under the HBP to buy or build a qualifying home?
3(b). Are you making this withdrawal in January as part of the participation you began last year?
3(c). Was your HBP balance (see definition on the back of this form) zero on January 1 of this year?
4(a). Are you a disabled person?
4(b). Are you withdrawing funds from your RRSP to buy or build a qualifying home for a related disabled person or to help such a person to buy or build a qualifying home?
4(c). Are you considered a first-time home buyer (see definition on the back of this form)?
5. Does the person who is buying or building a qualifying home intend to occupy the home as their principal place of residence no later than one year after buying or building it?
6. Has the person who is buying or building the qualifying home or his or her spouse, owned the home more than 30 days before receiving this withdrawal?

Part B - Complete this part to make a withdrawal from your RRSP under the HBP

Form section for Part B containing fields for personal information, address, withdrawal amount, date, and certification.

Area 2 - RRSP issuer

Form section for Area 2 containing fields for issuer information, withdrawal date, contribution date, and contribution amount.

## General information

The HBP lets you withdraw up to \$20,000 from your RRSPs to buy or build a qualifying home for yourself, a related disabled person, or to help such a person buy or build a qualifying home. As long as certain conditions are met, amounts withdrawn from your RRSPs under the HBP do not have to be included in your income. In most situations, you can repay your withdrawals to your RRSPs over a period of no more than 15 years. For more information, get the guide called *Home Buyers' Plan (HBP)* from your tax services office.

## Instructions on how to complete this form – Participant

**Withdrawals** – All your RRSP withdrawals must be received in the same year (we consider withdrawals received in January to have been received in the year in which your first withdrawal for the current participation was made). The total of all your RRSP withdrawals cannot be more than \$20,000. If you withdraw more than this limit, the excess will be included in your income.

Use a separate form for each withdrawal. Complete the questionnaire in **Part A** before completing the rest of **Area 1**. Submit all copies of this form to your issuer. When you receive the funds, the issuer will complete **Area 2** of the form. The issuer will return copy 3 of the form to you, and will send copy 1 to us.

### IMPORTANT

Part or all of a contribution made to your RRSP during the 89-day period just before you withdraw an amount under the HBP **may not be deductible** for any year. Part or all of a contribution you made to your spouse's RRSP during the 89-day period just before your spouse withdraws an amount under the HBP **may not be deductible** for any year. For more details, get the guide called *Home Buyers' Plan (HBP)* from your tax services office.

**Cancelling your participation** – You can cancel your participation in the HBP if:

- a qualifying home or replacement property was not bought or built; or
- you become a non-resident before a qualifying home or replacement property is bought or built.

For more information, get the guide called *Home Buyers' Plan (HBP)* from your tax services office.

## Instructions on how to complete this form – RRSP issuer

**Withdrawals** – The participant has to complete and sign **Area 1** of the form.

When you complete **Area 2** of the form, ensure that you enter the requested information. Enter in the space labelled "Date of withdrawal" the date you pay the funds to the participant. **Do not** withhold tax on the amount withdrawn and **do not** prepare a T4RSP slip as long as the total of all of the participant's withdrawals under the HBP from all RRSPs does not exceed \$20,000.

Send copy 1 of the form to: Pension and RRSP Processing Group, Ottawa Technology Centre, 875 Heron Road, Room 362, Ottawa ON K1A 1A2. Keep copy 2 for your records, and give copy 3 to the participant. You have to send copy 1 of the form to us no later than 15 days after the end of the quarter.

**Cancellations** – In certain situations, a participant can cancel his or her participation and repay part or all HBP withdrawals previously made.

Starting in 2000, cancellation payments do not have to be made to an RRSP with the issuer that paid the funds. Consequently, issuers no longer have to complete the cancellation area of the original T1036 form that was used to make the withdrawal. When a participant makes a cancellation payment, issuers have to issue a regular RRSP contribution receipt.

## Definitions

**Disabled person** – For purposes of the HBP, a disabled person includes you or a person related to you by blood, marriage, or adoption, provided you or the related person is entitled to the disability amount for the year of the HBP withdrawal. Provided all other eligibility requirements are met, we consider a person to be entitled to the disability amount even if costs for an attendant or for care in a nursing home were claimed by or on behalf of that person.

**First-time home buyer** – You are considered to be a first-time home buyer if:

- you did not have an owner-occupied home in the period that started on January 1 of the fourth year before the year of withdrawal and ended 31 days before your withdrawal; and
- during the same period, your spouse did not have an owner-occupied home that you lived in with your spouse.

For example, if you sold the home you previously lived in on June 16, 1997, you may be able to participate in the HBP in 2002.

We will consider that you had an owner-occupied home if at any time you owned, whether jointly with another person or otherwise, a housing unit or a share of the capital stock of a co-operative housing corporation, and if:

- you lived in the housing unit as your principal place of residence at that time; or
- the share entitles you to possess, and gives you an equity interest in, a housing unit located in Canada. (The corporation must have owned the housing unit and you have to live in the unit at that time.)

**HBP balance** – When you withdraw funds from your RRSPs under the HBP, you create an HBP balance. Your HBP balance at any time is the total of all

eligible withdrawals (an eligible withdrawal is a withdrawal you made from your RRSP that meets all the conditions of the HBP) minus the total of all amounts you designated as an HBP repayment for a previous year and the amounts included in your income (because repayments were not made to your RRSPs) for a previous year.

**Qualifying home** – This is a housing unit located in Canada. It includes existing homes and those being constructed. Single-family homes, semi-detached homes, townhouses, mobile homes, condominium units, and apartments in duplexes, triplexes, fourplexes, or apartment buildings, are all qualifying homes. A share in a co-operative housing corporation that entitles you to possess, and gives you an equity interest in, a housing unit is also a qualifying home. However, a share that only provides you with a right to tenancy in the housing unit is not considered a qualifying home.

**Spouse** – The term **spouse** applies to a person to whom, at the time, you were legally married, or with whom, at the time, you were living common law. "Living common law" applies when you live and have a relationship with a person of the opposite sex to whom any of the following applies. He or she:

- is the natural or adoptive parent (legal or in fact) of your child;
- has been living common law with you for at least 12 continuous months; or
- lived with you previously for at least 12 continuous months, and you are living together again.

The above includes any period that you were separated for less than 90 days because of a breakdown in the relationship.