

# Contribute to your group plan with online banking

Contributing to your group retirement or savings plan is as easy as paying bills online. But instead of paying, you're saving and that's always better.

## What to do

1. Sign in to your personal banking website.
2. Search for "Great-West" in the bill payment section and choose the plan that applies to you:
  - GREAT-WEST GROUP RRSP
  - GREAT-WEST SPOUSAL GROUP RRSP
  - GREAT-WEST GROUP TFSA
3. Enter the following information to create the account number:
  - Your plan/policy number (on GRS Access or your plan statement)
  - Your certificate number (on GRS Access or your plan statement)

For example, if you're contributing to a personal RRSP, select the GREAT-WEST GROUP RRSP and enter your plan/policy number and certificate number (without spaces).

### EXAMPLE ONLY

GREAT-WEST GROUP RRSP – 12345999999999

## Notes:

- **RRSPs:** When you make a personal group RRSP contribution through online banking, any instructions on file with us to direct a portion of your contributions to a spousal RRSP will apply. Also, if you'd like to direct 100 per cent of your contributions to a spousal RRSP, you will need to add GREAT-WEST SPOUSAL GROUP RRSP as the payee and use your spouse's certificate number.
- **TFSA:** When you make a personal group TFSA contribution through online banking, any instructions on file with us to direct a portion of your contributions to your spouse's TFSA will apply. Also, if your spouse wants to contribute directly to their TFSA, they can add GREAT-WEST GROUP TFSA as a payee and use their own certificate number.
- **Other plan types:** To find out how to make contributions to other plan types, call Access Line.

If you have questions, call Access Line at 1-800-724-3402, weekdays between 8 a.m. and 8 p.m. eastern time. For questions about your financial institution's website, contact the institution

