

# Your Guide to Tax Season 2017



## Helpful Information to Prepare Your Income Tax Return

This guide outlines the tax slips and supporting documents that you may receive from Credential Asset Management, depending on the investments and account types you have. To complete your tax return, you may also receive additional documentation from other parties, including other financial entities with which you have investments or accounts. We recommend that you have all your slips before filing your tax return and consult with a personal tax advisor for more detailed assistance, if necessary.

### Access your Tax Slips with Credential Online

If you've signed up for eStatements through Credential Online, your 2017 tax slips will be available electronically within three business days of the mailing dates listed below. For more information on eStatements, please visit [credentialonline.com](http://credentialonline.com) or contact your Credential Asset Management Mutual Funds Investment Specialist.

Tax Slip/Document	Mailed No Later Than	Information
<b>Registered tax documents</b>		
<b>RRSP Contribution Receipt – CRA<sup>1</sup></b>	Jan 17, 2018 Mar 17, 2018	If you made contributions to your Registered Retirement Savings Plan (RRSP): <ul style="list-style-type: none"> <li>Between March 2 and December 31, 2017, you will be mailed one contribution receipt on or before January 17, 2018.</li> <li>Between January 1 and March 1, 2018 (first 60 days of 2018), you will be mailed one contribution receipt on or before March 17, 2018.</li> </ul>
<b>T4RSP / T4RIF – CRA</b> Statement of RRSP Income/ Statement of Income from a RRIF <b>Relevé 2<sup>2</sup></b> - Revenu Québec	Feb 28, 2018	If you made a withdrawal from your RRSP or RRIF/LRIF/PRIF: <ul style="list-style-type: none"> <li>You will receive a Statement of RRSP Income or a Statement of Income from a Registered Retirement Income Fund.</li> </ul>
<b>T4A – CRA</b> Statement of Pension, Retirement, Annuity, and Other Income	Feb 28, 2018	If you received income from a Deferred Profit-Sharing Plan (DPSP): <ul style="list-style-type: none"> <li>You will receive a Statement of Pension, Retirement, Annuity, and Other Income.</li> </ul>
<b>NR4 – CRA</b> Statement of Amounts Paid or Credited to Non-Residents of Canada	Feb 28, 2018	If you are a non-resident of Canada and made a withdrawal from your RRSP, RRIF/LRIF/PRIF, or RESP: <ul style="list-style-type: none"> <li>You will receive a Statement of Amounts Paid or Credited to Non-Residents of Canada (NR4).</li> </ul> <p>Note: You will not be issued an NR4 for income less than C\$50 with no Canadian Non-Resident Tax withheld.</p>
<b>Registered tax documents</b>		
<b>Mutual Fund Fee Summary</b>	Feb 28, 2018	If you had portfolio managed mutual funds in a Nominee Non-Registered plan and signed a negotiated Advisor Service Fee agreement: <ul style="list-style-type: none"> <li>You will receive an annual Mutual Fund Fee Summary. These service fees are applied by the mutual fund company on your portfolio managed mutual funds during the 2017 calendar year. These fees are collected directly by the mutual fund company through a redemption of units.</li> </ul> <p>Note: Please refer to the simplified mutual fund prospectus for more information on these fees. The simplified prospectus contains all relevant facts around the fee components associated with this type of fund. Credential is providing you with this fee summary as these fees may be tax-deductible. Please consult with your tax advisor to assess how these fees apply to your own circumstances.</p>

Tax Slip/Document	Mailed No Later Than	Information
<b>Registered tax documents</b>		
<b>Management Fee Summary</b>	Feb 28, 2018	<p>If you hold an OnPoint® Fee-Based Account:</p> <ul style="list-style-type: none"> <li>You will receive a Management Fee Summary listing fees and taxes paid in the 2017 calendar year for OnPoint® Fee-Based Account.</li> </ul> <p>Note: Please refer to the fee summary disclaimer for more information. When used to pay for the management of non-registered investments, these fees may be tax deductible. Please consult with your tax advisor to assess how these fees apply to your circumstances.</p>

<sup>1</sup> Canada Revenue Agency <sup>2</sup> For Quebec residents