

# my money @ work | Start saving guide



it's time to save

 **Purolator**

Sun   
Life Financial

# Welcome to my money @ work

Millions of Canadians participate in workplace retirement and savings plans.  
Now, it's your turn because it's your money and your future.

Saving at work helps you meet your financial goals whether you're just starting your career, midway through it or close to retirement. And this guide has what you need to get started: practical savings information to help you save and enrol in the **Purolator Inc. Retirement Program**.

Being part of the Sun Life Financial community has its advantages. From making the most of your workplace plan to helping you plan for your financial future, my money @ work and Sun Life Financial are here for you.

To take advantage of your dedicated Sun Life Financial Customer Care Centre representative, call **1-866-881-0583** from 8 a.m. to 8 p.m. ET any business day. Service is available in more than 190 languages.

*Group retirement services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.*



## Three easy steps...

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#### **mysunlife.ca**

It's action time!  
We're with you  
World of information & tools



READ

# my money @ work

There is no better way to save for your future than through your plan @ work. It makes saving and investing easy.

## Why save now?

Your future wealth and lifestyle depend on the savings you make today:

- When you save through a registered plan, the benefit of tax-deferred earnings growth (called compounding) over time is significant
- Nothing can grow your money like time—saving now rather than saving later can significantly increase the amount of money you have for your future

Make saving money for your future a priority. Your plan @ work is the best place to start.



### DID YOU KNOW?

Saving two dollars a day—one less coffee—can add up to \$3,650 in five years. (And that's before any compound interest!)



## My plan

### **Defined Contribution Pension Plan (DCPP)**

In a DCPP, an amount of money, usually based on your earnings, is credited to an account in your name. It may just be your employer contributing, or it may be both you and your employer.

Contributions are invested and earn investment income over time. In most cases, contributions and investment earnings are locked-in either immediately or after a period of time as defined by the applicable pension legislation. This means you usually can't access the money until you reach retirement age.

### **Registered Retirement Savings Plan (RRSP)**

An RRSP is a plan to which you contribute (and in some cases your employer contributes) that helps you save for retirement. All contributions made to your RRSP are tax-deductible and all investment earnings are tax-deferred. You can also contribute to a spousal RRSP on behalf of your spouse.

### **Tax-Free Savings Account (TFSA)**

A TFSA provides you with a multi-purpose savings account in which all investment earnings are tax-free, although contributions are not tax-deductible. You can make contributions each year, up to a certain limit. A TFSA lets you carry forward unused contribution room, and amounts you withdraw can be added back to the available contribution room the following year.



## What's in it for me?

### Convenience

**Access to information:** You can learn about the funds offered under your plan and determine what kind of investor you are by signing in to [mysunlife.ca](https://mysunlife.ca) using your company's generic access ID and password (access ID: 18705; password: 290965).

**Easy to contribute:** Payroll deductions make saving easy and ensure that you pay yourself first. You'll be amazed by how much you can save just by making regular contributions.

**Easy to access:** You have 24-hour access to your account through [mysunlife.ca](https://mysunlife.ca). You can also call Sun Life Financial's Customer Care Centre at **1-866-881-0583** any business day from 8 a.m. to 8 p.m. ET.

### More money

**Exclusive investment funds only available in your plan @ work:** Contributions to your workplace plan can be invested in a variety of investment funds. You decide how your contributions are invested. Some of the funds available to you are unique and only available to group plan members. You won't find these funds if you invest on your own at a bank or mutual fund company.

**Professional investment managers:** The funds available under your plan are managed by some of Canada's leading investment managers.

**Instant tax savings:** If you're contributing to a registered plan (other than a Tax-Free Savings Account) by payroll deduction, your contributions are invested on a before-tax basis—so every cent gets directed to your savings. You won't need to wait until the spring to receive your tax deduction—it happens immediately on each pay.

**No fees to transfer between investments:** You can transfer money between investments at any time. There is no charge for transfers unless you make a transfer into a fund followed by a transfer out of the same fund within 30 calendar days (called short-term trading).

**Access to a spousal RRSP:** You are able to contribute to a spousal Registered Retirement Savings Plan (RRSP) through the **Purolator Inc. Retirement Program**. The contributions will count towards your RRSP limit and you will receive the tax benefit. However, the assets in the spousal RRSP belong to your spouse.



### DID YOU KNOW?

**Living longer—more money.** A man who retires at age 65 today can expect to live until age 78. A woman can expect to live until age 83 (Source: Stats Canada). And that's just the average. Many people are spending 20 to 30 years in retirement. With these expectations for a long retirement, you need to save money now to live and enjoy your later years.



INVEST



# my investments

Choosing the investments in your plan @ work is an important decision.  
In a few easy steps, you're on your way.

## A choice of investment approaches

### Built FOR me

Under your plan, you have a variety of investments to choose from, with two distinct investment approaches: built FOR me and built BY me.

- You can have a portfolio built for you, where you do not select the mix of investments—they are pre-selected.
- You should consider the built FOR me approach if you have little interest in actively managing your portfolio, or feel you lack the knowledge or experience to do so.

### Built BY me

- You can build your own portfolio, where you select your own investments based on your tolerance to risk.
- You should consider the built BY me approach if you are comfortable choosing your own investment funds, are able to actively manage your portfolio and will monitor and make any needed changes to your portfolio to ensure it continues to reflect your investment goals.

### Need help deciding?

To help decide what investment approach is best for you, use the following chart as a guide. Based on what is important to you, the suggested investment approach is check marked.

CHOOSE WHAT IS IMPORTANT TO YOU FROM THE FOLLOWING STATEMENTS	BUILT FOR ME	BUILT BY ME
My priority is ease of decision-making.	✓	
I am looking for an approach that is 100 per cent maintenance-free.	✓	
I don't want to manage the investments in my account or I don't feel I have the expertise to manage my own investments.	✓	
I am interested in selecting my own funds.		✓
I will take the time to read the fund pages online and understand the risks involved.		✓
I want an approach that fits with my personal risk profile and I will manage the investments in my account as necessary.		✓

## Diverse selection of investment options

Your plan @ work offers you a range of fund options to choose from. Each fund is classified under one of several fund types or categories. The funds available under your plan are listed below.

### Investment options – built FOR me

When you choose a built FOR me investment, the fund manager takes care of the diversification for you.

Diversification (or spreading your investments among different funds or fund classes) can help reduce the risks associated with investing.

That means you can invest 100 per cent of your assets in one of these funds.

FUND CLASS	FUND NAME
Target date	BlackRock LifePath® Index 2020 Segregated Fund BlackRock LifePath® Index 2025 Segregated Fund BlackRock LifePath® Index 2030 Segregated Fund BlackRock LifePath® Index 2035 Segregated Fund BlackRock LifePath® Index 2040 Segregated Fund BlackRock LifePath® Index 2045 Segregated Fund BlackRock LifePath® Index 2050 Segregated Fund BlackRock LifePath® Index 2055 Segregated Fund BlackRock LifePath® Index Retirement Segregated Fund 1



**Investment options  
– built BY me**

You can create your own portfolio from the list of funds below, and by selecting a mix of investment funds that match your investment risk profile.

To help you balance your exposure to risk, you can choose from a range of investments, also known as diversification (or not putting all your eggs in one basket). By diversifying, you offset poor performance in some funds with better performance in other funds.

FUND CLASS	FUND NAME
Guaranteed	SLA 5 Year Guaranteed Fund
Money market	Sun Life Financial Money Market Segregated Fund
Bond (fixed income)	PH&N Bond Segregated Fund TDAM Canadian Bond Index Segregated Fund
Canadian equity	Beutel Goodman Fundamental Canadian Equity Segregated Fund CC&L Group Canadian Equity Segregated Fund Jarislowsky Fraser Canadian Equity Segregated Fund
Foreign equity	BlackRock EAFE Equity Index Segregated Fund BlackRock U.S. Equity Index Segregated Fund BlackRock U.S. Equity Index Segregated Fund (Registered) Fiera Global Equity Segregated Fund MFS International Equity Segregated Fund

**Know your responsibilities**

As a member of a workplace retirement and savings plan, you're responsible for making investment decisions. We've provided you with the tools and information to help make these decisions. You should also decide if seeking investment advice from a qualified individual makes sense for you.



## Investment risk profiler

A quiz that matches your personality to your money.

While growing your money is important, it's equally important that you're able to sleep at night. This tool will help you determine your tolerance for investment risk, and, in turn, help you select the investment options that are right for you. Answer each of the following questions, keeping your objective in mind.

1. Which statement best describes your comfort level with fluctuations in the value of your investments?
  - a. I'd be very upset if my investments dropped in value over any period of time. **1 point**
  - b. I'm willing to accept a lower, more predictable rate of return as long as fluctuations in the value of my investments are small. **10 points**
  - c. I'm willing to accept some fluctuations in the value of my investments as I'm seeking a higher rate of return. **20 points**
  - d. I want the highest rate of return possible, and understand the value of my investments can fluctuate significantly. **30 points**
2. How long will you leave this money invested before you'll need a significant portion of it for your stated objective?
  - a. Less than five years. **1 point**
  - b. Five to 10 years. **10 points**
  - c. Eleven to 20 years. **20 points**
  - d. More than 20 years. **30 points**
3. How likely is it that you'll need access to a large portion of this money earlier than expected? (For example, taking early retirement.)\*
  - a. Very likely. **1 point**
  - b. Somewhat likely. **10 points**
  - c. Unlikely. **20 points**
  - d. I won't need access to any of the money in this plan early. **30 points**
4. Which of the following patterns of returns would you be most comfortable with? Assume an initial amount of \$5,000 invested for 10 years.
  - a. Your investment grows without losses to \$8,100. However, in one of the years the value of your portfolio does not increase. **1 point**
  - b. Your investment grows to \$10,100 in year 10, but slightly declines in value in two of the years. **10 points**
  - c. Your investment grows to \$12,400, but significantly declines in value in three of the years and was worth only \$3,500 after the first year. **20 points**

\* Early retirement is defined by pension legislation and can vary by jurisdiction.

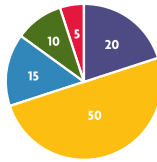
5. With the four results below, how would you invest \$10,000?
  - a. A guaranteed return of \$500. **1 point**
  - b. The potential of earning \$800 but the risk of earning only \$300. **10 points**
  - c. The potential of earning \$1,200 but the risk of earning nothing. **20 points**
  - d. The potential of earning \$2,500 but the risk of losing \$1,000. **30 points**
6. If your investment dropped in value by 20 per cent in one month, how would you react?
  - a. I'd cash in my investment immediately. **1 point**
  - b. I'd make no changes until the value recovers and then re-evaluate. **10 points**
  - c. I'd do nothing. I understand my investments will fluctuate from day to day, but believe they will grow over the long term. **20 points**
  - d. I'd invest more while the prices are low. **30 points**
7. How would you describe your investing personality?
  - a. I don't like risk and can only tolerate moderate losses. **1 point**
  - b. I'm willing to take some risk and can tolerate one year of poor returns. **10 points**
  - c. I can tolerate more than one year of poor returns. **20 points**
8. Which of the following statements best describes your investment knowledge?
  - a. I'm a novice investor. **1 point**
  - b. I have some knowledge. **10 points**
  - c. I have good working knowledge. **20 points**
  - d. I consider myself an investment pro. **30 points**

Add up your points for your total score.

My total score is

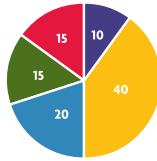
## Your risk profile

Match your total score from the **Investment risk profiler** to one of the risk profiles below.



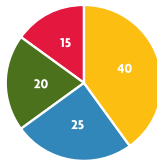
### A score of 35 points or less — Conservative

You have a need for a predictable flow of income or have a relatively short investment horizon. Your tolerance for volatility is low and your primary goal is capital preservation.



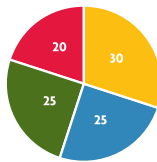
### A score of 36 to 85 points — Moderate

You seek a regular flow of income and stability, while generating some capital growth over time. Your tolerance for volatility is moderate and your primary goal is capital preservation with some income.



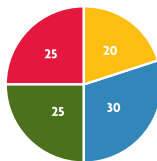
### A score of 86 to 145 points — Balanced

You're looking for long-term capital growth and a stream of regular income. You're seeking relatively stable returns, but will accept some volatility. You understand that you can't achieve capital growth without some element of risk.



### A score of 146 to 190 points — Growth

You can tolerate relatively high volatility. You realize that, over time, equity markets usually outperform other investments. However, you're not comfortable having all your investments in equities. You're looking for long-term capital growth with some income.



### A score of 191 points or over — Aggressive

You can tolerate volatility and significant fluctuations in the value of your investment because you realize that, historically, equities perform better than other types of investments. You're looking for long-term capital growth and are less concerned with shorter-term volatility.

- Cash equivalents ■
- Bonds (fixed income) ■
- Canadian equity ■
- U.S. equity ■
- International equity ■

## ? DID YOU KNOW?

Once you enrol, you can access the **Investment risk profiler** on [mysunlife.ca](https://mysunlife.ca). Simply sign in using your sign-in/access ID and password then select **my financial centre > Resource Centre > my money tools > Continue**.



ENROL

Now that you understand the key features and benefits of your plan @ work and you're familiar with your investment options, it's time to enrol. Get started on your financial future today.

## It's action time!

Before you enrol, you need to register for a sign-in/access ID and password. To do so you need an account number, which you'll find in the welcome letter you receive from Sun Life Financial, and your date of birth.

- Go to [mysunlife.ca](https://mysunlife.ca)
- Select **Register**
- Follow the instructions provided

To retrieve your sign-in/access ID and/or password, go to [mysunlife.ca](https://mysunlife.ca) and select the appropriate links under **Sign-in help**.

Once you have your sign-in/access ID and password, you are ready to complete your enrolment online.

- sign in to [mysunlife.ca](https://mysunlife.ca);
- select **my financial centre** on the **Home** page;
- select **Enrol** from the **Requests** drop-down menu;
- select **Let's get started!**; and
- follow the enrolment flow.

Congratulations! You are now enrolled in your plan at work. And you can manage your account(s) online or by phone.

Designating a beneficiary ensures that your plan assets are distributed according to your wishes in the event of your death.

Designate a beneficiary for your retirement and savings plans, or review and update your beneficiary information, quickly and simply.

No more paper forms to print, sign and submit! Simply sign in to [mysunlife.ca](https://mysunlife.ca) using your sign-in/access ID and password, then go to **my financial centre**, click on **Quick Links**, and select **Beneficiary info**.

**Take action today and be sure this important information is up to date!**

## Who's your retirement plan beneficiary?



## We're with you

If you run into any problems, call one of our Customer Care Centre representatives any business day from 8 a.m. to 8 p.m. ET at **1-866-881-0583**.

## World of information & tools

### Online financial planning tools

Once you're enrolled and have registered for your own sign-in/access ID and password, you can manage your accounts online or by phone, and access a full range of financial tools to help keep you on top of your workplace savings. Simply go to the plan member website, [mysunlife.ca](http://mysunlife.ca), and from the **Home** page, click on **my financial centre**.

From here, under the **Accounts** drop-down menu, you can check your balances, transaction history, account fees, investment performance, and personal rates of return.

Under the **Requests** drop-down menu, you can change your investments, make withdrawals, and obtain tax slips.

Under the **Resource Centre** drop-down menu, select **my money tools** to access the:

- **Asset allocation tool**, which provides a suggested investment mix based on your risk tolerance.
- **Retirement planner** to help you determine how much you need to save to meet your personal retirement goals.
- **Payroll contribution calculator** (under the **Tools** heading) to show the actual cost to you of increasing your payroll contributions, and the difference an increase can make to your savings.
- Calculators (under the **Tools** heading) that give you answers to some of the most common financial planning questions.

### View your funds online

By selecting **Investment performance** under the **Accounts** drop-down menu, you have access to **Morningstar®**, a leading provider of investment news and analysis. You can find detailed fund information, such as:

- The fees you pay on each fund
- The overall fund performance
- Historical rates of return
- Fund manager descriptions
- The risk level and fund asset class
- The underlying makeup of each fund







## Privacy

Respecting your privacy is a priority for the Sun Life Financial 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](https://sunlife.ca/privacy).

### More choice means better communication

Sun Life Financial 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!

We have introduced new contact preferences to allow you to specify how you would like to receive information from us. These changes support our ability to comply with new anti-spam legislation (Bill C-28), which impacts all electronic communications.

We have also updated our Privacy Policy to describe the choice you have about receiving information regarding other products and services from Sun Life Financial. Please visit [sunlife.ca/privacy](https://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 Contact Preferences page under the Profile section of the [mysunlife.ca](https://mysunlife.ca) web site or by calling the Sun Life Financial Customer Care Centre.

## Tax implications

There are no tax implications when assets are transferred in the registered portion of your retirement savings plan. However, trading/transfer activity in the non-registered portion of your plan will result in a capital gain or loss. If the investments in a fund grow in value, the unit price of the fund will rise. If you redeem your units at this higher price, a capital gain is realized. If you redeem your units at a lower price, a capital loss is realized. Capital gains or losses can also be reported to you if the fund has realized gains or losses due to trading in the fund and its underlying investments.

Unrealized capital gains/losses can also arise from fund gains or losses based on trading by the fund manager. Capital gains must be reported in the year the trading/transfer 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 Financial) are the property of Sun Life Financial.

Contact Sun Life Financial's Customer Care Centre 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

Sun   
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