

Canada Savings Bonds (CSB) Payroll Deduction Change Form

Use this form if you are already participating in the Payroll Savings Program and want to decrease the amount deducted from each paycheque **outside of the CSB open enrolment period**. If you are making a change in your deduction within the open enrolment period, you must do so online at <https://www.mybonds.gc.ca>.

1. Employee's Information

Employee Name _____

Employee Number _____

Ministry/Division _____

2. Total payroll deduction amount per pay period

Please indicate the amount you want deducted from each paycheque to cover contributions.

\$ _____

If you are contributing to more than one Canada Savings Plan account and you wish to change the total purchase amount, the Bank of Canada will automatically pro-rate the new deduction across each of the accounts, unless you provide them with different instructions. The Bank of Canada's toll free number is 1-877-899-3599.

3. Employee's signature

When you sign this form and send it to your Pay & Benefits Office, they will amend your deduction. Pay and Benefits will advise the Bank of Canada of your new bi-weekly contribution; however, if you have more than one account (bond) with the Bank of Canada, you will need to advise them how to distribute your contribution.

Employee Signature _____

Date _____