

Application process for SSQ Insurance

At B2B Bank, we make it easy to apply for an RSP or TFSA Loan by using our online Electronic Application Submission Entry (EASE) system available at b2bbank.com/ease. EASE allows you to enter, save, print and submit loan applications quickly and easily.

The following instructions will guide you through the loan application process for the purpose of funding your client's registered savings plan or tax-free savings account at SSQ Insurance.



1. Log in to EASE. Click on "New Loan" at the top of the page and select the program of your choice.

Not yet registered? Sign up by clicking on the "Not Yet Registered" link and completing the Enrollment page.

Returning user? Stay current. Validate or update your information in "My Profile".



2. Complete all tabs of the application, review for accuracy and print.

Important reminders:

EASE	SSQ Insurance
<ul style="list-style-type: none"> Prior to submitting, ensure the information in the application is complete and accurate including signatures (yours and your client's). Changes cannot be made to the online application after it has been submitted for credit review. Applications and supporting documents for loans may be submitted to LoanDocuments@b2bbank.com. 	<ul style="list-style-type: none"> The minimum RSP loan amount for SSQ Insurance is \$2,500, and the minimum TFSA amount is \$5,000. Include the EASE transaction number on the SSQ application form. The SSQ application form must be sent directly to SSQ Insurance by fax (1-866-559-6871).



3. Submit for credit review.

- Once submitted on EASE, the application is sent electronically to B2B Bank.
- The application status will be sent via email within seconds of submission:

Application Status	What happens next...
Conditional approval	You'll be contacted by email or fax. See "Funded" below.
Under credit review	You'll be contacted with a decision by email and/or fax.
Credit declined	You'll receive an automatic notification email via EASE.
Pending	Additional documentation is required. You'll be contacted by fax.
Under review by dealer	Dealer will review and, if approved, forward to B2B Bank for adjudication. ¹
Funded	You'll receive an automatic notification email via EASE.



4. Send us the required supporting documentation (if approved) by email (LoanDocuments@b2bbank.com) or fax (1-866-941-7711)

Supporting documentation may include:

- Void cheque from a personal chequing account, imprinted with the borrower's name.
- Letter of Direction (if paying out an RSP Loan at another financial institution).
- A B2B Bank Dealer Services Retirement Plan Application or a B2B Bank Deposits RSP or RIF Account Application (for new B2B Bank Standard Program loan clients only).

Is a Proof of Assets or Proof of Income required?

- Credit approved RSP Loans \$50,000 and under do not require Proof of Income (POI)/Proof of Assets (POA).²
- POI/POA will be required if the RSP Loan amount requested plus any RSP/TFSA Loan balances with B2B Bank exceed \$50,000.



5. Receive funding for the loan typically within one business day upon receipt and verification of the loan documentation.

We're here to help you deliver outstanding value to your clients as they invest for the future.

For more information, contact your **Business Development Manager**.

For current RSP and TFSA lending interest rates, please visit b2bbank.com/rates.

If approved, send the application with all signatures and the required documents by email (LoanDocuments@b2bbank.com) or fax (1-866-941-7711).

Please include the EASE transaction number on all documentation. The SSQ Application Form must be sent directly to SSQ Insurance.

The loan will be funded typically within one business day upon receipt and verification of the completed loan documentation.

The loan proceeds will be forwarded to SSQ for deposit into the borrower's registered savings plan or tax-free savings account.

A welcome letter, including the cost of borrowing disclosure, will be mailed to the borrower.

RSP and TFSA Loan Documentation

Documentation	Required
Completed and signed <i>B2B Bank Loan Application</i>	For all RSP and TFSA loan applications.
Void cheque from the client's personal account	For all RSP and TFSA loan applications.
Proof of assets	Upon request.
Proof of income ² Salaried income — <i>Recent pay stub or Notice of Assessment</i> Commissioned income — <i>Last two years' Notice of Assessment</i> Self-employed income — <i>Last two years' Notice of Assessment and Financial Statements</i>	RSP plan loan amounts greater than the maximum RRSP deduction limit for the current year, or loans with a term longer than 2 years. For TFSA loans, proof of income may be required for loan amounts greater than \$20,000 or loans with a term greater than 2 years.
Letter of Direction	If paying out another financial institution.

For more information, call **1-800-263-8349** or visit b2bbank.com.

¹Some dealers may request an initial review of all documentation. ²Occasionally, B2B Bank may request POI/POA on certain applications. Subject to dealer requirements. Additional documentation may be requested at the discretion of B2B Bank.

B2B Bank is not affiliated with SSQ, Life Insurance Inc., and does not endorse nor promote the investment products offered by SSQ, Life Insurance Inc. B2B Bank does not provide investment advice to individuals or advisors. The dealer and advisor, not B2B Bank, are responsible for determining the suitability of investments for their clients and for informing them of the risks associated with borrowing to invest. While loans have the ability to magnify gains, they also have the potential to magnify market losses. B2B Bank acts solely in the capacity of lender and loan account administrator. Any loan approval from B2B Bank should not be construed as an endorsement of any investment choice, program or strategy. All loans are subject to credit approval and borrowed monies are due and payable regardless of the performance of the investments purchased. B2B Bank reserves the right to request additional information or documentation at its sole discretion. The B2B Bank RSP Loan and TFSA Loan Programs are available exclusively through licensed financial advisors.

*B2B BANK is a registered trademark of B2B Bank.

For advisor information only