



HOME BUYERS' PLAN Request to Withdraw RRSP Funds

Complete this form if you wish to withdraw funds from a registered retirement savings plan (RRSP) in order to buy or build a **qualifying home**, for yourself or for a **disabled person**, under the Home Buyers' Plan (HBP).

To be eligible for the Home Buyers' Plan, you must meet all of the following requirements:

- (a) You are considered to be a **first-time home buyer**. (This condition does not apply if you are withdrawing the funds to buy or build a qualifying home so that a disabled person can live in a dwelling to which access is easier or in which the person can get around or carry out daily tasks more easily, or so that the person can live in an environment better adapted to his or her needs or care.)
- (b) You (or the disabled person) have entered into a written agreement to buy or build a qualifying home.
- (c) You are a Canadian resident.
- (d) The qualifying home is not your or your spouse's property (or the property of the disabled person or his or her **spouse**) before the 30th day prior to the withdrawal of RRSP funds.
- (e) You (or the disabled person) begin to use the qualifying home as a principal residence, or intend to do so, less than one year after the acquisition or construction of the home.
- (f) The total amount withdrawn from your RRSPs to buy or build the home does not exceed \$20,000.
- (g) If you have already taken part in the Home Buyers' Plan, your **HBP balance** is zero at the beginning of the year of the request.

If the qualifying home respecting which you are making the request is not bought or built, you or the disabled person may buy or build a different qualifying home. In this case, you must notify the Ministère in writing, giving your name, social insurance number and the necessary information pertaining to that home. As a rule, the qualifying home must be bought or built before October 1 of the year following the year of the request; however, in certain cases, you may have an additional year in which to buy or build the qualifying home.

Complete a separate form for each withdrawal.

Carefully read the information on the back before completing this form.

Indicate, in the space provided opposite, the year for which you are making the request to withdraw funds.

Year of the request	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>					

I – PARTICIPANT (please print)

Last name	First name	Social insurance number
Address of qualifying home (include number, street, rural route, or lot and concession number)		
		Postal code
If the requirement set forth in point (a) above is not met, indicate whether you are a disabled person: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are withdrawing RRSP funds in order to buy or build a qualifying home for a disabled person or to enable a disabled person to buy or build such a home, provide the information requested below with respect to the disabled person:		
Name	Relationship to you	Social insurance number
Certification		
I certify that the information provided above is accurate and complete.		
_____ Signature of participant		_____ Date

II – RRSP ISSUER (please print)

RRSP number	Amount withdrawn from the RRSP (maximum \$20,000) \$	Date of withdrawal
If the participant or his or her spouse made a contribution to this RRSP less than 90 days prior to the withdrawal, the RRSP issuer must provide the following information:		
Date of contribution	Amount of contribution \$	Fair market value of the RRSP after the withdrawal \$
Name and address of RRSP issuer		
_____ Signature of RRSP issuer's representative		_____ Date

DEFINITIONS

Qualifying home: A housing unit located in Canada, or a share of the capital stock of a co-operative housing corporation that entitles the holder of the share to possess a housing unit.

First-time home buyer: Where you are requesting a withdrawal of funds from an RRSP in order to buy or build a qualifying home under the HBP, you are considered a first-time home buyer if, during the period starting on January 1 of the fourth year preceding the year of the request and ending on the 31st day prior to the withdrawal,

- you were not the owner of a dwelling that you used as a principal residence, and
- your spouse was not the owner of a dwelling that you used as a principal residence while you were living together.

Spouse: Your spouse is a person to whom you are married at the time you request the withdrawal of funds, or a person (of the opposite sex or the same sex) who, at the time of the request,

- is living in a conjugal relationship with you and is the biological or adoptive parent (legally or otherwise) of a child of whom you are also the parent;
- has been living in a conjugal relationship with you for at least 12 consecutive months; or
- has been living in a conjugal relationship with you for a period of less than 12 months, but has previously lived with you in such a relationship for at least 12 consecutive months.

Please note that, if you and your spouse lived apart for a period of less than 90 days because of the breakdown of your relationship, the 12-month period is considered to be uninterrupted.

Disabled person: For the purposes of the HBP, a disabled person may be the person requesting the withdrawal of RRSP funds, or a person related by blood, marriage or adoption. A person entitled to the tax credit respecting a severe and prolonged mental or physical impairment is considered disabled, as is a person who would be so entitled were it not for the fact that he or she is claiming a tax credit for medical expenses respecting remuneration paid to a full-time attendant or fees paid for full-time residence in a nursing home (or were it not for the fact that such a credit is being claimed in his or her regard).

HBP balance: Your HBP balance is the total of your eligible withdrawals (that is, withdrawals from your RRSPs, made in accordance with the terms of the HBP), minus the total of

- the amounts you designated as an HBP repayment for a previous year, on form TP-935.3-V, *Repayment of RRSP Funds Withdrawn under the Home Buyers' Plan or the Lifelong Learning Plan*; and
- the amounts you included in your income for a previous year (because they were not repaid to your RRSPs).

INSTRUCTIONS FOR THE PARTICIPANT

1. Complete Part I and give all copies of this form to the issuer of your RRSP. When the funds are paid to you, the issuer will complete Part II, give you copy 3 and send copy 1 to the Ministère du Revenu du Québec.

If you (or the disabled person) buy or build the qualifying home by the time limit provided for, you must, as of the second year following the year of the request, begin to repay the funds withdrawn in accordance with the Home Buyers' Plan. You have a maximum of 15 years in which to repay the funds. Complete form TP-935.3-V in order to designate the amount of your repayment and calculate, where applicable, the portion that you did not repay and that you must include in your income.

2. You may cancel your participation in the Home Buyers' Plan if

- you (or the disabled person) do not buy or build the qualifying home by the time limit provided for; or
- you cease to be a Canadian resident before the qualifying home is bought or built.

To cancel your participation in the plan, you must repay the funds by the end of the year following the year of the request. However, if you cease to be a Canadian resident before this time limit has expired, and you file your income tax return for the year of the request only after you become a non-resident, you must repay the funds before the date on which you file this income tax return or by the above-mentioned time limit, whichever date is earlier.

You are not required to repay the funds to the RRSP issuer that released them to you; rather, you may make your repayments to any issuer of an RRSP of which you are the annuitant. The issuer will give you an official receipt for the amount of your payment. You must send this receipt to the Ministère du Revenu du Québec within the period provided for repayment in case of cancellation, along with a photocopy of the form *Home Buyers' Plan (HBP) – Cancellation* (this form is submitted to the Canada Customs and Revenue Agency). If you do not repay the full amount of your RRSP withdrawals within this period, you must include the unpaid portion in your income for the year of the request.

Note: If you or your spouse made contributions to this RRSP less than 90 days prior to the withdrawal of funds from the RRSP under the HBP, it is possible that all or a portion of the contributions will not be deductible in the calculation of your income.

INSTRUCTIONS FOR THE RRSP ISSUER

Withdrawals

The participant must complete Part I of the form. You must release the funds to the participant by January 31 of the year following the year of the request.

Do not withhold income tax from the amount withdrawn. Complete Part II of the form. Be sure to indicate the date of withdrawal, that is, the date on which you release the funds to the participant. Send copy 1 of the form to the Ministère du Revenu du Québec, keep copy 2 for your records, and give copy 3 to the participant.

Do not issue an RL-2 slip for the amount of the withdrawal.

Filing date

Send the completed form to the Ministère du Revenu no later than 15 days after the end of the quarter in which you received it.

1 - Copy of the Ministère du Revenu du Québec

2 - Copy of the RRSP issuer

3 - Copy to be kept by the participant