

# Quick Start Guide for Advisors

Documents you'll need to complete, submit, or share with clients. Find these online in the [BMO GIF Investor Kit](#).

## STEP 1: The investment forms to complete

- For new Client Name contracts, complete [BMO GIF Client Name Application 592E \[sample\]](#)
- For new Client Name TFSA contracts complete [TFSA Application 642E \[sample\]](#)
- For new Nominee applications, complete [BMO GIF Application Nominee 589E \[sample\]](#)
- If a third party is involved in paying (or has access to value of) the contract, or it is signed by an attorney under a power of attorney, complete [Verification of Identity and Third Party Determination 576E](#)
- For F Class Client Name contracts,<sup>1</sup> complete [Fee Based Client Agreement Form 957E](#)

### If your client is an individual:

Non-registered accounts	Registered accounts
For deposits greater than or equal to \$100,000, use <a href="#">Politically Exposed Persons Questionnaire 420E</a>	If the funds are locked in, make sure to complete the correct endorsement or addendum if required. Manitoba   <a href="#">LIRA</a> New Brunswick   <a href="#">LIF</a>   <a href="#">LIRA</a> Newfoundland and Labrador   <a href="#">LIF</a>   <a href="#">LRIF</a> Nova Scotia   <a href="#">LIF</a> Ontario   <a href="#">LIF</a> Saskatchewan   <a href="#">PRIF</a>

### For a corporation, trust or partnership:

- Please provide articles of incorporation, certified copy of a Corporate Resolution, or Certificate of Incumbency
- [Verification of Identity and Third-Party Determination 576E](#)
- [Declaration of Tax Residence for Entities RC519E](#)
- [Corporate Contribution to an Individual or Spousal RRSP/TFSA Authorization Form 699E](#)

### For other transactions:

- **For a transfer authorization:** complete [Transfer Authorization for Registered and Non-Registered Investments 857E](#) or [Direct Transfer of a Single Amount T2151](#) for the transfer of a RPP or DPSP
- [Limited Trading Authorization 613E](#)
- For deposits, withdrawals, PAD/SWP and switches/transfers: complete [Subsequent Transaction Form 611E](#)
- [Death Benefit Claims 614E](#)
- For changes to beneficiary, ownership, or annuitant complete [Non-Financial Change Form 612E](#). Note that electronic signatures are not accepted for these changes.
- [Annuity Settlement Option 838E](#)

<sup>1</sup> F Class in Client Name available through Fundserv only. Maximum Advisor fee of 1.25%.

## STEP 2: Submit documentation and payment details

### Send completed applications to:

- BMO GIF Administrative and Services Office, 250 Yonge Street, 9<sup>th</sup> Floor, Toronto, M5B 2L7
- or fax to 1-855-747-5613
- or email [documents.bmolifegif@bmo.com](mailto:documents.bmolifegif@bmo.com) (TLS approved partners only. Call your MGA back-office for more information.)



### Important: Make cheques payable to BMO Life Assurance Company.

- We only accept pre-printed (pre-coded) cheques.
- For registered contracts, a cheque must be issued by contributor.

### For pre-authorized purchases

- Submit the pre-authorized Debit Agreement (PAD) and a pre-printed (pre-coded) cheque

## STEP 3: Regulatory material for clients

Prior to the purchase of a contract, you must provide clients with:

- [Information Folder & Policy Provisions 602E](#)
- [Fund Facts 773E](#)
- A signed copy of the completed application

### TIP

Consider using the [Investor Profile Questionnaire 615E](#) to determine your client's attitude towards risk.

## Additional key info

Fund codes are available in the [Product Overview 607E](#) and on the [BMO GIF Performance Portal](#).

Visit [WealthLink](#) to track your clients' investments and encourage them to visit [WealthLink for Investors](#) to access their own BMO GIF accounts. Share [this flyer](#) to help them understand how WealthLink works.

### TIP

#### Want to save paper?

We accept electronic signatures from the following platforms:

- Adobe
- DocuSign
- iGenyPro
- OneSpan (formerly eSignLive)

Note that e-signatures are not accepted for the following changes: beneficiary, ownership, or annuitant.

## Let's connect

**BMO GIF Administrative & Services Office**



1-855-639-3867



[clientservices.bmolifegif@bmo.com](mailto:clientservices.bmolifegif@bmo.com)



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Insurer: BMO Life Assurance Company

828E (2024/10/21)