

RESP / Canada Learning Bond

Reimbursement Procedures for Councils providing RESP Contribution Cheques

The steps are listed first and then explained below:

1. Have the family fill out the **Application Form for RESP contribution**.
2. **Prepare a cheque** to the family based on the information collected on the RESP Application form
3. **Provide these forms to your Particular Council President**. They will arrange for the reimbursement cheque to be prepared and sent back to you.

1. Application for RESP Contribution:

The purpose of this document is to :

- capture all of the information required from the family in order to produce a cheque
- this source document will serve as the backup documentation that will be filed in the RESP binder by the conference
- this document will be sent to the Particular Council to request the pass down reimbursement to the conference

2. Produce the Cheque to the Family

- **In the 'Pay to the Order of'** - *Print* - Subscriber name / Bank name / RESP account number
- **In the memo line** - *Print* - RESP - the Child's name

Exception: for non bank institutions (such as scholarship trust funds), only put the name on the institution on the 'Pay to the Order of' line. Put the subscriber name on the memo line.

3. Pass Down Reimbursement Process:

At the beginning of every month, each conference will 'batch' their applications and send copies of the applications to their Particular Council President.

4. Record Keeping: A strong record keeping protocol by setting up a separate RESP binder is a key step to take for tracking all of these activities listed above.

- a) Conference to update their conference RESP.CLB tracking template
- b) Particular Council to update Council RESP.CLB tracking template

Application for RESP Contribution

Society of Saint Vincent de Paul **Conference Name** _____

Please fill out the following information by **printing** the information clearly.

This application will be reviewed for approval for a contribution into your child's RESP account.
This information will be used to produce a cheque, if the application is approved.

1. **Subscriber Name** _____

(this is the name of the person who set up the RESP account)

2. **Bank / Financial Institution** _____

3. **RESP Account Number** _____

4. **Child's Name**

Child Date of Birth (month and year)

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

d. _____

d. _____

e. _____

e. _____

Conference Use Only

Cheque date _____ Cheque number _____ Cheque amount _____

Approved by _____ Approved by _____

Particular Council Use Only - Pass Down

Cheque date _____ Cheque number _____ Cheque amount _____