



Richmond Centre for Disability

Opening Your RDSP ...Steps to ensuring long-term financial security QUICK GUIDE CHECK LIST

This is a simple step-by-step guide to help you along the path of opening an RDSP. Hang this guide where you can easily access it. As you complete each step, check off the box next to it. Once you have completed all steps, you will be on your way to ensuring better long-term financial security through a RDSP.

To open an RDSP, you must first make sure you meet the following eligibility requirements:

- You are under 60 years of age,
- You are a Canadian resident,
- You are eligible for the Disability Tax Credit, and
- You have a social insurance number.

If you meet these requirements, then you can start the simple step-by-step process of opening an RDSP.

STEP 1: Identify the Beneficiary.

The **beneficiary** is the person who meets the above requirements and will receive the money in the future.

- Name of Beneficiary: _____
- Take the Self-assessment questionnaire to see if you are eligible to receive the DTC.
- Fill out the DTC forms with your Doctor.
- Mail the forms to one of the Canada Revenue Agency addresses provided in the DTC application.

STEP 2: Identify the Holder.

The **holder** of the RDSP is the person or organization that opens and manages the RDSP (if required).

- Name of Holder: _____
(This could be you, a parent, a legal representative or public department).

STEP 3: Contact a financial organization. Several financial organizations offer the RDSP. To open an RDSP and apply for the grant and bond, complete the application forms at the financial institution of your choice.

- Contact Financial Institution:
Financial Institution _____ Contact Name _____ Contact Number _____
- Fill out application for Canada Disability Savings Bond (CDSB) & Canada Disability Savings Grant (CDSG)

**We're here to support you throughout the process of opening an RDSP.
Contact us today with your RDSP questions!**

Richmond Centre for Disability

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