



**Optimize
Wealth Management**

ACCOUNT OPENING

**Required Information and Documentation
for Account Opening**



Required Information and Documentation by Account Type

Please be advised that the below is not a comprehensive list of all information required for account opening but rather specific information related to each particular account type required to open that account.

Account Type	Additional Required Information	Required Documents
Cash Accounts		
<i>Individual</i>	<ul style="list-style-type: none">• Tax Identification Number for the Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)	<ul style="list-style-type: none">• Void Cheque in the name of the Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of the Account Holder, from a list of pre-approved options
<i>Joint</i>	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)	<ul style="list-style-type: none">• Void Cheques in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options
<i>In Trust (for minors)</i>	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Full Legal Name of the Minor• Date of Birth for the Minor• Social Insurance Number of the Minor	<ul style="list-style-type: none">• Void Cheques in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options
RRSP & RIF Accounts		
<i>Individual</i>	<ul style="list-style-type: none">• Tax Identification Number for the Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)	<ul style="list-style-type: none">• Void Cheque in the name of the Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of the Account Holder, from a list of pre-approved options
<i>Spousal</i>	<ul style="list-style-type: none">• Tax Identification Number for the Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Full Legal Name of the Account Holder's Spouse• Date of Birth of the Account Holder's Spouse• Social Insurance Number of the Account Holder's Spouse	<ul style="list-style-type: none">• Void Cheque in the name of the Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of the Account Holder, from a list of pre-approved options



Account Type	Additional Required Information	Required Documents
Locked In Accounts (LIRA, LRSP, RLSP, LIF, LRIF, RLIF, PRIF)		
<i>LIRA, LRSP, RLSP, LIF, LRIF, RLIF, or PRIF</i>	<ul style="list-style-type: none">• Tax Identification Number for the Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Legislation of the Plan (Federal, ON, AB, etc., depending on the account type) <p><i>If the Account being opened is a LIF:</i></p> <ul style="list-style-type: none">• Source of Pension Funds (Either from a LIRA or from an existing LIF)	<ul style="list-style-type: none">• Void Cheque in the name of the Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of the Account Holder, from a list of pre-approved options
TFSA Accounts		
<i>TFSA</i>	<ul style="list-style-type: none">• Tax Identification Number for the Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)	<ul style="list-style-type: none">• Void Cheque in the name of the Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of the Account Holder, from a list of pre-approved options
RESP Accounts		
<i>RESP</i>	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US) <p><i>For each child named as a Beneficiary the following information is needed:</i></p> <ul style="list-style-type: none">• Full Legal Name• Gender• Address (If different from Account Holder(s))• Date of Birth• Social Insurance Number• Relationship to each Account Holder• Full Legal Name of Parent, Guardian, or Public Primary Caregiver• Contribution Distribution (If there are multiple Beneficiaries who will not be receiving equal distributions) <p><i>If the Beneficiary is working with a Child Care Agency (i.e. foster children, crown wards, etc.):</i></p> <ul style="list-style-type: none">• Name of the Child Care Agency• Name of Agency Representative• Social Insurance Number of the Agency Representative (If the Child Care Agency is the Beneficiary's Primary Caregiver)	<ul style="list-style-type: none">• Void Cheque in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options



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RDSP Accounts		
RDSP	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US) <p><i>For the Beneficiary the following information is needed:</i></p> <ul style="list-style-type: none">• Full Legal Name• Gender• Address (If different from Account Holder(s))• Date of Birth• Social Insurance Number• Relationship to each Account Holder• Full Legal Name of their Primary Caregiver• Address of their Primary Caregiver• Social Insurance Number of their Primary Caregiver• Date of Birth of their Primary Caregiver <p><i>If applying for the RDSP Grant and the Beneficiary is working with a Child Care Agency (i.e. foster children, crown wards, etc.):</i></p> <ul style="list-style-type: none">• Name of the Child Care Agency• Name of Agency Representative• Social Insurance Number of the Agency Representative (If the Child Care Agency is the Beneficiary's Primary Caregiver)	<ul style="list-style-type: none">• Void Cheque in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options
Entity Accounts		
Estates	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Entity Type, from a list of pre-approved options• Legal Name of the Entity• Income of the Entity• Net Worth Breakdown of the Entity	<ul style="list-style-type: none">• Void Cheque in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options



Account Type	Additional Required Information	Required Documents
Entity Accounts		
<i>Charities</i>	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Entity Type, from a list of pre-approved options• Business Number / Tax ID Registration Number of the Entity• Legal Name of the Entity• Date of Incorporation• Place of Incorporation• Income of the Entity• Net Worth Breakdown of the Entity	<ul style="list-style-type: none">• Void Cheque in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Void Cheque in the name of the Entity (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options• Valid Identification of each Beneficial Owner, from a list of pre-approved options• Articles of Incorporation or Registration• List of the Entity's Beneficial Owners (Including their Full Legal Names and Ownership Percentage)• Proof of Non-Profit Status
<i>Other Entities (Sole Proprietorships, Partnerships, Corporations, Trusts, etc.)</i>	<ul style="list-style-type: none">• Tax Identification Number for each Account Holder (SIN if Canadian Citizen or Resident, SSN if US Citizen or Resident, other Tax Identification Number if a citizen or resident of a country other than Canada or the US)• Entity Type, from a list of pre-approved options• Business Number / Tax ID Registration Number of the Entity• Legal Name of the Entity• Date of Incorporation• Place of Incorporation• Income of the Entity• Net Worth Breakdown of the Entity	<ul style="list-style-type: none">• Void Cheque in the name of each Account Holder (Needs to have bank number, transit number, account number, bank name, and bank address)• Void Cheque in the name of the Entity (Needs to have bank number, transit number, account number, bank name, and bank address)• Valid Identification of each Account Holder, from a list of pre-approved options• Valid Identification of each Beneficial Owner, from a list of pre-approved options• Articles of Incorporation or Registration• List of the Entity's Beneficial Owners (Including their Full Legal Names and Ownership Percentage) <p><i>If the Account is for a Partnership or Sole Proprietorship:</i></p> <ul style="list-style-type: none">• FATCA Information or the W-8IMY