

Advisor edition

Register for Electronic Funds Transfer (EFT) now to avoid payment delays in the event of a postal strike

If you currently receive your commission cheque in the mail, we recommend that you register for Electronic Fund Transfer (EFT) to avoid delays that could result from any disruption to the postal service.

As you may have heard in the news, there is a possibility of a postal strike in the coming weeks. Sun Life is putting plans in place so that we are prepared in the event that the strike does occur. Our two main options are to deliver payments by EFT where possible, or to store all our out going mail, including commission payments, until the disruption is over.

By registering for EFT now, you can make sure your payments do not get held up if delays in the postal service do occur.

Follow these instructions to sign up for EFT:

Electronic Fund Transfer (EFT):

To transition to electronic fund transfer (EFT), please send a fax including your name, advisor code and a copy of a void cheque to the attention of Contract Section at 514-866-8517.

Alternatively, you can send a scanned copy of the void cheque by email including your name and advisor code to: Contract.Section@sunlife.com

You can also view your commission statement on line. To be able to do this, you will need to obtain access to the Plan Advisor Site, please see instructions below:

To view commission statements on line:

- Go to www.sunlife.ca
- In the middle of your screen, click on the tab **For advisors**
- Under the section: **For group benefits and group retirement services**, select [Request for access](#) and support
- This will bring you to the page: **For advisors - request for access**. Select the [Request for access](#) form
- Please complete the Request to Access Plan Advisor Services website form and return it to the Sun Life address indicated on the form or Fax to 514-866-8517

Questions?

Contact: Contract.Section@sunlife.com or call us at 1-800-800-4786 option 3,1- Distribution Compensation Services