

Setting up pre-authorized withdrawal (PAW)



You can set up PAW to process your contributions automatically overnight. To do this, you just need to connect your bank account to your profile.



It takes a few easy steps:

Step 1

Sign into the **Plan Sponsor Services** website at sunlife.ca/sponsor.



Step 2

Select **Group Retirement Services**.



Step 3

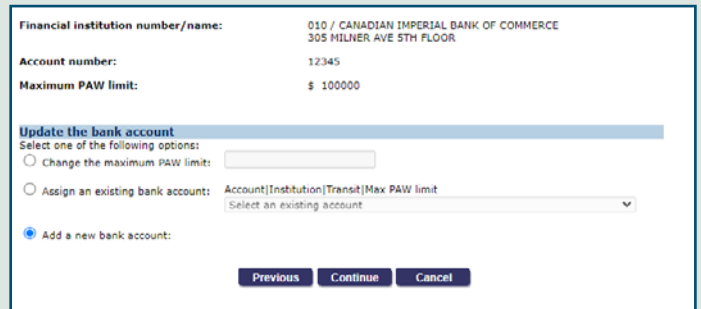
On the **Home** page, under **Administration** section, select **Add/change banking information**.



Step 4

To set a new PAW, select it among the three options:

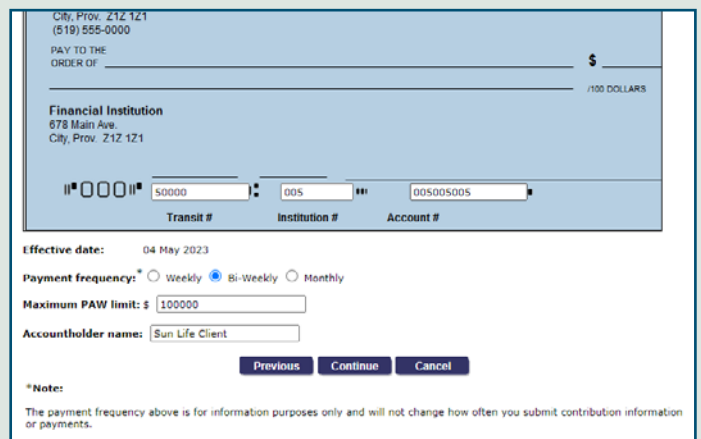
- Change the maximum PAW limit.
- Assign an existing bank account.
- **Add a new bank account.**



Step 5

Provide the required information:

- Enter your banking information as it appears on your cheque in the dedicated fields (Transit, Institution and Account numbers).
- Choose payment frequency (weekly, bi-weekly or monthly).
- Set maximum PAW limit.
- Enter accountholder name.



You're all set!

On the **confirmation page** you'll see all the recently added information and an effective date.

You can make changes to your banking information at any point later, by signing in at sunlife.ca/sponsor.

Bank account details

Effective date: 04 May 2023
Transit number: 00005
Financial institution number/name: 010/CANADIAN IMPERIAL BANK OF COMMERCE
91 BOUL. RENE LEVESQUE EST
Account number: 005005005
Maximum PAW limit: \$100000

Please print or save the confirmation for your records.

[Print Confirmation](#) [Add/change banking information](#)

With the PAW set up, you can view up to **13 months of your transaction history!**

1-30 of 41 transactions

Submitted date	Time	Submitted by	Payroll div	Amount	Confirmation
May 1, 2023	16:33:37	Sun Life Financial	-	\$500.00	203301374205
Apr. 30, 2023	10:01:36	Plan sponsor	-	\$54,187.08	200020369204
Apr. 30, 2023	15:00:58	Sun Life Financial	-	\$500.00	200009888004
Apr. 4, 2023	10:15:54	Plan sponsor	-	\$53,648.83	207854541004
Mar. 23, 2023	09:02:44	Plan sponsor	-	\$53,525.97	200821442903
Mar. 9, 2023	09:16:16	Plan sponsor	-	\$53,075.59	207629140903
Mar. 1, 2023	09:49:38	Sun Life Financial	-	\$500.00	20490230903

