



Your AECOM Canada Retirement and Savings Plan at a glance

Your **AECOM Canada Retirement and Savings Plan** includes a variety of products to help you save for a bright financial future. Whether you're saving for retirement, a new home, vacation, or you're simply setting money aside for a rainy day, you have options! Building up your savings can also help you weather any market uncertainty, providing a financial cushion during volatile economic times. By consistently contributing to your savings, you'll be better prepared to handle unexpected challenges while still working towards your long-term financial goals.

Here are all the products in your plan. You can use these products on their own or combine them to make them work for you.

Defined Contribution Pension Plan (DCPP)	Registered Retirement Savings Plan (RRSP)	Tax-Free Savings Account (TFSA)
A DCPP is intended to provide you with retirement income. You and AECOM contribute an amount equal to a percentage of your earnings.	You contribute money to an account with us. If you make contributions from your pay, it's before tax, and you won't be taxed until you take the money out in cash.	A TFSA is good for all kinds of saving goals. It's flexible, for whenever you need to use the money you save.

Additional benefits of your workplace retirement savings plan:

- Regular contributions from your pay. This way you save automatically without thinking too much about it.
- Professionally managed investments that you may not find if you invest on your own at a bank or mutual fund company.
- Competitive investing fees compared to similarly managed investment funds at similar financial institutions.
- Online tools and videos at your fingertips. To find the online tools, sign in to mysunlife.ca. Go to **Manage plan**, then **Tools**.
- Our financial wellness series offers videos and webinars to help you on your financial journey. To see what we offer, go to sunlife.ca/mymoney.




Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.

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Here's a detailed comparison of the products

	DCPP	RRSP	TFSA
When can I participate? (Full- or part-time employees working at least 20 hours per week)	You're eligible right away. We'll set you up in the DCPP automatically.	It's your choice to contribute to the RRSP (or Spousal RRSP) and/or TFSA. You can join right away.	
When can I participate? (Temporary or on-call employees)	You're eligible after 6 months. We'll set you up in the DCPP automatically.	It's your choice to contribute to the RRSP (or Spousal RRSP) and/or TFSA. You can join right away.	
How much can I contribute?	You're enrolled into the DCPP automatically so that you don't miss out on the AECOM contribution. You can also choose to make voluntary contributions up to 4% of your base earnings each pay and AECOM matches your contributions (see below).	<p>You can choose to contribute up to 10% of your eligible earnings each pay, as long as it's within your contribution limit. The contribution limit changes each year and it's up to you to keep track of your limit. The limit is shared with all RRSPs (including spousal RRSPs) you contribute to. Your limit includes any unused contribution room you didn't use in previous years.</p> <p>See page 4 for more details on contribution limits.</p>	<p>How much you contribute is up to you. Keep in mind there is a contribution limit which may change each year. It's up to you to keep track of your limit. The limit is shared with all TFSAs you contribute to. Your limit includes any unused contribution room you didn't use in previous years and withdrawal amounts from the previous year.</p> <p>See page 4 for more details on contribution limits.</p>
<p>To change how much you contribute each pay, sign in to mysunlife.ca > Manage plan > my plan > Put money in > Manage payroll contributions.</p>			
Does AECOM contribute?	<p>AECOM contributes an amount equal to 2% of your base earnings every pay. Also, when you contribute to the DCPP (up to a maximum of 4% of your earnings), AECOM matches those contributions at 50%, up to a maximum of 4% of your earnings. For example:</p> <p>AECOM contributes: 2% You contribute: 4% AECOM match: 2% Total DCPP contribution: 8% of your eligible earnings</p>	No	No
Can I make one-time contributions?	No, one-time contributions are not allowed.	Yes, you can make one-time contributions. Sign in to mysunlife.ca > Manage plan > my plan > Put money in > Make a contribution.	
Can I transfer savings from other plans?	No	Yes. You can move money from other financial institutions into your workplace plan. It can make taking care of your savings easier and you could save on fees too.	

	DCPP	RRSP	TFSA
Can I take money out?	All contributions to the DCPP are considered "locked-in money." Locked-in money can only be withdrawn when you're ready to retire.	Generally, withdrawals from your RRSP are discouraged to help maximize your long-term retirement savings. However, there are specific exceptions that allow you to access funds for important life events. The Home Buyers' Plan and Lifelong Learning Plan let you use RRSP money before retirement, then pay it back later. Keep in mind you'd need to pay it back within a specified timeline to avoid tax implications in the future. There are no restrictions on withdrawing money in cash. There's a fee of \$25 per withdrawal.	You can withdraw money in cash from your account. It costs \$25 per withdrawal.
Do I pay tax when I take my money out?	Yes, you'll pay withholding tax when you take the money out at retirement. Contributions can generally be used to lower your taxable income, but you may need to pay additional tax when you file your taxes in the year you made the withdrawal.	Yes, you'll pay withholding tax when you take the money out. Contributions can generally be used to lower your taxable income, but you may need to pay additional tax when you file your taxes in the year you made the withdrawal.	No, you don't pay tax on your investment income or withdrawals.
Do I pay tax on what my investments earn?	Your investment growth stays tax-deferred in the DCPP until you use the money for your retirement income.	Your investment growth stays tax-deferred in the RRSP until you use the money for your retirement income.	Any investment growth is tax-free.
How does my money get invested?	<p>Your investment choices are up to you. Use the Asset allocation tool to help you assess how much risk you're willing to take when it comes to investing. This can help you choose how hands on you want to be as an investor. Sign in to mysunlife.ca. Select Manage plan, Tools, then choose Asset allocation.</p> <p>If you don't choose your investments, the plan's default investment is the BlackRock LifePath® Index target date fund closest to your 65th birthday without going over.</p> <p>Get personalized advice about your plan with 360 Plan Advice. Your workplace plan can help you reach your financial goals. Sun Life 360 Plan Advice supports your financial journey with personalized advice at no additional cost. To book an appointment, call us at 1-866-634-4840 or scan the QR code.</p> <div style="text-align: center;">  </div>		

This summary has been written in as clear and non-technical language as possible. It is intended as a summary only and is by no means comprehensive. Please consult your Sun Life member booklet or contact Sun Life for more plan details. If there's a conflict between the information in this summary or the Sun Life member booklet and the group Contract with Sun Life, the group Contract governs.

We make saving easy!

Your plan offers two great ways to save money.

1. Since your health and savings accounts are connected, you can invest the money you get back from health claims into your RRSP or TFSA. Simply tell us to put it in your RRSP/TFSA when you submit your next health claim online or through the mobile app.
2. You get the opportunity to put part of your bonus directly in your Sun Life RRSP. This could help you save on taxes and build your savings quicker! If you have a spousal RRSP, your bonus will be split between your RRSP and spousal RRSP as you've requested for your usual workplace savings plan contributions. AECOM will let you know when you can direct your bonus. Contact your payroll team if you have questions about the bonus period submission deadline.

How to direct your bonus online:

- Sign in to mysunlife.ca using your sign-in ID and password.
- Select **Manage plan**, then **my plan**.
- At the top of the page, select **Put money in**, then choose **Bonus Allocation** from the drop-down menu.
- Once you're on the page, click the **Allocate your bonus** button to begin. Choose the dollar amount to deposit into your workplace RRSP. If you don't tell us a dollar amount, AECOM will pay out the total bonus or the difference with your regular pay.
- When you're ready, select **Next**. Review your choices and select **Submit**.

Know your limits

Keep in mind the DCPP, RRSP and TFSA have contribution limits each year.

DCPP: AECOM will keep track of the limit for you. Employer contributions to the DCPP will be reported each year on your T4 slip. This amount is included in determining your Pension Adjustment (PA). Your PA will reduce the amount you can contribute to your RRSP in the following year.

RRSP: It's up to you to know and track your limit. Remember, you share your limit with all RRSPs you contribute to, including Spousal RRSPs. Find your limit on your most recent *Notice of assessment* from the Canada Revenue Agency (CRA), the CRA's *My Account for Individuals* service on Canada.ca, or call the Tax Information Phone Service at **1-800-959-8281**.

TFSA: It's up to you to know and track your limit. Remember, you share your limit with all TFSAs you contribute to. Use the CRA's *My Account for Individuals* on Canada.ca to check your limit or call the Tax Information Phone Service at **1-800-959-8281**.

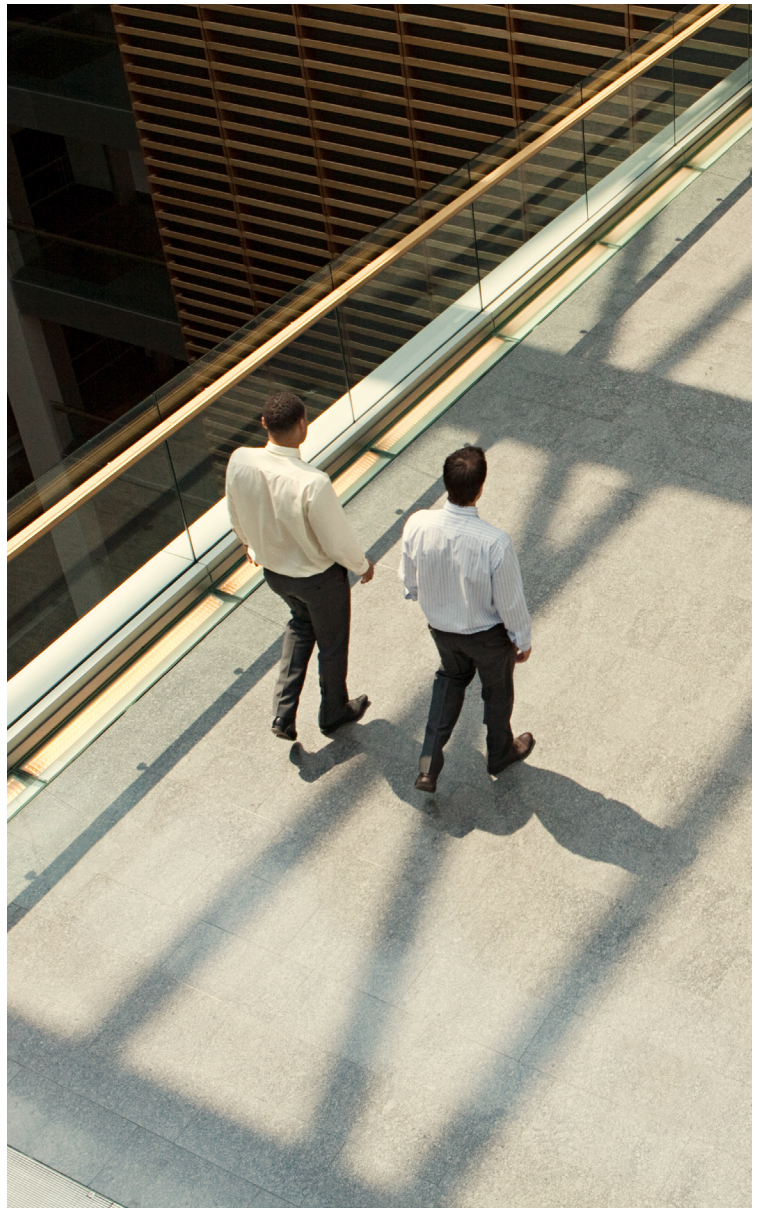
We can help you monitor your limit for your RRSP and TFSA. Tell us your limits and we'll help you keep track of your contributions during the year.

3. Sign in to mysunlife.ca.
4. Select **Manage plan**. From the drop-down menu, select **my plan**.
5. At the top of the page, click **Documents**, then **Tax slips & Contribution info**.
6. Select the **Contribution limits** tab.
7. Fill in your personal limits. We'll email you when you're close to, reach or go over your limit.

Keep in mind that we can track contributions only to your workplace RRSP, and/or TFSA. We'll reset your individual contribution limits to the plan default each year, so be sure to give us your limit annually.

Respecting your privacy

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at www.sunlife.ca/privacy or call us for a copy.



We're here to help

Fast, mobile support

Download the **my Sun Life mobile app** on Google Play or the Apple App Store.

Visit us online

Sign in to mysunlife.ca for tools, articles and videos. Chat with us online for additional support.

Need to call us?

Call us at 1-866-896-6976, Monday to Friday, 8 a.m. to 8 p.m. ET.

Speak to an advisor

For personalized advice about your plan, talk to a financial advisor (registered as a Financial Security Advisor in Quebec). To find a financial advisor in your area, go to sunlife.ca/advice.