



**To:** All Staff  
**From:** Ken MacDermid, Director Payroll  
**Date:** September 26, 2016  
**Subject:** *Canada Savings Bond – Payroll Savings Plan*

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The annual campaign for **Canada Savings Bond – Payroll Savings Plan** is set to commence for another year. The campaign will run from October 1st – November 1st, 2016 with the first deduction taken on the payday of December 8, 2016.

All organizations involved with the **Canada Savings Bond – Payroll Savings Plan** have now been converted to electronic enrollment or “E-campaign”. E-campaign is designed to enable employees of participating organizations to apply for their bonds and make changes to existing bonds online.

**The following are important points to remember when applying for this campaign:**

- If you have an existing plan and require no changes to the plan, you do not need to do anything. Your normal deduction(s) will continue.
- If you want to sign up for the program, the Nova Scotia Health Authority employer code is **13691**. You will need this code to sign up for Canada Savings Bonds online. To sign up online go to [www.mybonds.gc.ca](http://www.mybonds.gc.ca).
- No new RSP (Retirement Savings Plan) savings accounts can be set up. However, if you have an existing RSP account you can continue to contribute to this account and make changes during the annual campaign. To make changes to an existing RSP account go to [www.mybonds.gc.ca](http://www.mybonds.gc.ca)

If you have any questions, please contact your local payroll staff.

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