



Request to Reduce Tax Deductions at Source

Year _____

- Use this form to ask for reduced tax deductions at source for any deductions, credits, or non-refundable tax credits that are not part of the Form TD1, *Personal Tax Credits Return*.
- **Before you send us your request**, make sure that your income tax returns for the previous years are filed and all amounts owing are paid in full.
- You usually have to file this request every year. However, if from one year to the next, your deductible support payments stay the same or increase, you can make this request every two years. But you have to provide a separate form for each year.
- Send the filled out form with all supporting documents to your taxpayer services regional correspondence centre. You will find the address on page two. Incomplete forms may result in processing delays.

Identification			
First name	Last name	Social insurance number	
Address			
City	Province or territory	Postal code	Telephone Residence Business
Employer/Payer			
Name	Contact person	Telephone and fax numbers	
Request to reduce tax on			
<input type="checkbox"/> Salary <input type="checkbox"/> Lump sum* – if lump sum, give payment amount and details (for example, a bonus or vacation pay)			
\$ _____			
* If you are using a lump sum amount for an RRSP and the amount is unknown, enter your expected RRSP contribution on line 1 without exceeding your RRSP deduction limit.			
Deductions from income and non-refundable tax credits			
Registered retirement savings plan (RRSP) contributions	\$ _____	1	<ul style="list-style-type: none"> • Give details or a copy of the payment arrangement contract. • Do not include contributions deducted from your pay by your employer.
Child care expenses	\$ _____	2	<ul style="list-style-type: none"> • Give details on a separate sheet or attach Form T778, Child Care Expenses Deduction.
Support payments	\$ _____	3	<ul style="list-style-type: none"> • Attach a copy of your court order or written agreement and Form T1158, <i>Registration of Family Support Payments</i> (if not previously filed). • Recipient's name and social insurance number: _____
Employment expenses	\$ _____	4	<ul style="list-style-type: none"> • Attach a filled out Form T2200, <i>Declaration of Conditions of Employment</i>, and Form T777, <i>Statement of Employment Expenses</i>.
Carrying charges and interest expenses on investment loans	\$ _____	5	<ul style="list-style-type: none"> • Attach a copy of statements from the lender confirming the purpose and amount of the loan(s) and the interest payments to be made in the year.
Medical expenses	\$ _____	6	<ul style="list-style-type: none"> • Attach a list identifying the medical expenses and indicate the related amount
Donations	\$ _____	7	<ul style="list-style-type: none"> • Attach a list that names the registered charities or other qualified donees and indicates the related amount.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 005.

Deductions from income and non-refundable tax credits (continued)		
Clergy residence	\$ _____	8
• Attach a filled out and signed Form T1223, <i>Clergy Residence Deduction</i> for the related year.		
RPP buying back contributions for past service	\$ _____	9
• Indicate if the buying back is for past service contributions for 1989 or earlier years and the deductible amount.		
• Indicate if the buying back is for past service contributions made for 1990 or later years and attach a copy of the Past Service Pension Adjustment (PSPA) certification.		
Foreign tax credit	\$ _____	10
• Attach a filled out Form T2209, <i>Federal Foreign Tax Credits</i> , or a letter that includes the calculations.		
Other	\$ _____	11
(for example, moving expenses, carrying forward tuition, education, and textbook amounts, or rental loss)		
• Attach all supporting documents*. Use a separate sheet to give details if necessary.		
Specify: _____		
* Refer to the General Income Tax and Benefit Guide for information on which supporting documents are needed to justify the deductions and credits you requested.		
Total amounts to be deducted from income	\$ _____	12
Subtract income not under tax deductions at source (interest, net rental or self-employed income)	_____	13
Net amount requested for tax waiver	\$ _____	14

Certification	
I request authorization for my employer/payer to reduce my tax deductions at source based on the information given.	
I certify that the information given on this form and in any attached documents is correct and complete.	
_____	_____
Signature	Date

If you reside in:	Send your request to:
<ul style="list-style-type: none"> • Newfoundland and Labrador • New Brunswick • Nova Scotia • Prince Edward Island 	Nova Scotia TSO Post Office Box 638, Station Central Halifax NS B3J 2T5 Fax: 902-450-8558
<ul style="list-style-type: none"> • Quebec 	Montreal TSO 305 René-Lévesque Boulevard West Montréal QC H2Z 1A6 Fax: 514-496-5345
<ul style="list-style-type: none"> • Ontario • Nunavut 	London TSO 451 Talbot Street London ON N6A 5E5 Fax: 519-645-4029
<ul style="list-style-type: none"> • Manitoba • Saskatchewan • Alberta • Northwest Territories 	Saskatoon TSO 340 3rd Avenue North Saskatoon SK S7K 0A8 Fax: 306-652-3211
<ul style="list-style-type: none"> • British Columbia • Yukon 	Fraser Valley and Northern TSO 9737 King George Boulevard Post Office Box 9070, Station Main Surrey BC V3T 5W6 Fax: 604-587-2010