



## 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 you have deductible support payments that are the same or greater for more than one year, you can make this request for two years.
- Send the filled out form with all supporting documents to the Taxpayer Services Division of your tax services office. You can find the address on our website at [www.cra.gc.ca/tso](http://www.cra.gc.ca/tso) or by calling us at **1-800-959-8281**.

### Identification

First name	Last name	Social insurance number
Address		
City	Province or territory	Postal code
Residence		Telephone Business
Employer/Payer Name		Contact person
Address		Telephone and fax numbers

### Request to reduce tax on

Salary    
  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 without exceeding your RRSP deduction limit.

### Deductions from income and non-refundable tax credits

<b>Registered retirement savings plan (RRSP) contributions</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Give details or a copy of the payment arrangement contract.</li> <li>• Do not include contributions deducted from your pay by your employer.</li> </ul>	
<b>Child care expenses</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Give details on a separate sheet.</li> </ul>	
<b>Support payments</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Attach a copy of your court order or written agreement and Form T1158, <i>Registration of Family Support Payments</i> (if not previously filed).</li> <li>• Recipient's name and social insurance number: _____</li> </ul>	
<b>Employment expenses</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Attach a filled out Form T2200, <i>Declaration of Conditions of Employment</i>, and Form T777, <i>Statement of Employment Expenses</i>.</li> </ul>	
<b>Carrying charges and interest expenses on investment loans</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>Medical expenses</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Attach a list identifying the medical expenses and indicate the amount</li> </ul>	
<b>Donations</b> . . . . .	\$ _____
<ul style="list-style-type: none"> <li>• Attach a list that names the registered charities or other qualified donees and indicates the amount.</li> </ul>	

**Continued on next page**

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 [www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank CRA PPU 005.



<b>Deductions from income and non-refundable tax credits (continued)</b>	
<b>Clergy residence</b> ..... <ul style="list-style-type: none"> <li>• Attach a filled out and signed T1223, <i>Clergy Residence Deduction</i>.</li> </ul>	\$ _____
<b>RPP buying back contributions for past service</b> ..... <ul style="list-style-type: none"> <li>• Indicate if the buying back is for past service contributions for 1989 or earlier years and the deductible amount.</li> <li>• 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.</li> </ul>	\$ _____
<b>Foreign tax credit</b> ..... <ul style="list-style-type: none"> <li>• Attach a completed Form T2209, <i>Federal Foreign Tax Credits</i>, or a letter that includes the calculations.</li> <li>• Attach pro forma Schedule 1 or a letter that includes the calculations.</li> </ul>	\$ _____
<b>Other</b> ..... <b>(for example, moving expenses, carrying forward tuition, education, and textbook amounts, or rental loss)</b> <ul style="list-style-type: none"> <li>• Attach all supporting documents*. Use a separate sheet to give details if necessary.</li> </ul> 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.	
<b>Total</b> amounts to be deducted from income	\$ _____
<b>Subtract income not under tax deductions at source</b> (interest, net rental or self-employed income)	_____
<b>Net</b> amount requested for <b>tax waiver</b>	\$ _____

<b>Certification</b>
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