

ATTENTION: BOARD OF DIRECTORS



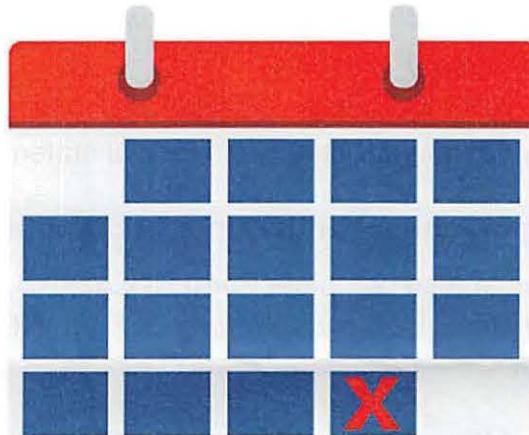
Annual information return is due

no later than

December 31st each year.

**Have you marked your calendar?
Late filing has consequences:**

- **Revocation process will begin.** If your charity is revoked it will lose the privilege to issue official donation receipts and may be liable to pay a revocation tax.
- **You may be assessed a \$500 late filing penalty.**



Refer to the back of this document for frequently asked questions
about the information return.

IMPORTANT INFORMATION – Please retain for future reference

FREQUENTLY ASKED QUESTIONS



What do I need in order to complete the information return?

The following items will assist your charity in completing its return:

- Financial statements
- Books and records
- Information about your charity's directors/trustees, including their addresses and dates of birth

What does a complete information return include?

A complete return includes **all** of these documents and **must** be filed within six months of your charity's fiscal period end:

- Form T3010, *Registered Charity Information Return*
- Form TF725, *Registered Charity Basic Information Sheet*
- Form T1235, *Directors/Trustees and Like Officials Worksheet*
- Form T1236, *Qualified Donees Worksheet / Amounts Provided to Other Organizations* (if applicable)
- Form T2081, *Excess Corporate Holdings Worksheet for Private Foundations* (if applicable)
- A copy of your charity's financial statements (even if the charity was not active).

Incorporated under the Ontario Corporations Act?

You must also complete Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*; or Form RC232, *Ontario Corporations Information Act Annual Return*.

What if I'm no longer involved with this charity?

Forward this letter to the charity's new representative and contact us to update the information we have on file.

What if my charity was inactive this year or is no longer operating?

You must still file an information return. You can also voluntarily ask to have your charity's registration revoked if it is no longer operating.

Need a form or have more questions?

Go to cra.gc.ca/charities.