

Date

Business Number

Fiscal Period Ending

Subject: Reminder to file a return

Have you filed your charity's annual information return?

If not, your deadline of [REDACTED] is coming soon. If you already filed your return, please disregard this letter.

What do you need to fill out your information return?

- financial statements
- books and records
- information about the charity's directors and trustees including addresses and dates of birth

What does a complete information return include?

A complete return includes:

- Form T3010, Registered Charity Information Return
- a copy of the charity's financial statements (even if the charity was inactive)

Incorporated under the Ontario Corporations Act?

You must also fill out Form RC232, Ontario Corporations Information Act Annual Return.

Where do you submit your return?

Submit your return:

Online:

Using the **My Business Account** service at canada.ca/my-cra-business-account. You can also take advantage of other new online services offered to charities, such as, updating and managing your account information, and receiving and managing your correspondence with us.

By mail:

By mail:
Charities Directorate
Canada Revenue Agency
105 - 275 Pope Road
Summerside PE C1N 6E8

What happens if you don't file on time?

Your information return is considered late on the day after your deadline to file. Late-filing has the following consequences:

- We will begin the process to revoke the charity's registration.

- If your charity is revoked, it will no longer be able to issue official donation receipts and may have to pay a revocation tax.
- Your charity may also have to pay a \$500 late-filing penalty.

What if you are 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 your charity was inactive this year or is no longer operating?

You must still file an information return before the deadline. If your charity no longer wants to be registered, it must send us a letter asking to revoke its registration. The status of your charity on our website will therefore be "voluntarily revoked" rather than "revoked for failure to file."

For more information, go to canada.ca/charities-giving or call 1-800-267-2384, or 1-800-665-0354 for TTY service for persons with a hearing or speech impairment.

Director General, Charities Directorate