Canada Revenue Agency | Agence du revenu du Canada

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# Request to Reduce Tax Deductions at Source
## Year _____

- Fill out **all 4** parts of this form to ask the Canada Revenue Agency (CRA) for reduced tax deductions (waiver) at source for any deductions, credits, or non-refundable tax credits that are not included on the Form TD1, Personal Tax Credits Return
- **Incomplete forms may result in processing delays**
- Do not use this form to ask the CRA to reduce your old age security (OAS) recovery tax. Instead, use Form T1213(OAS), Request to Reduce Old Age Security Recovery Tax at Source
- Before you send this form to the CRA, make sure that the following apply:
  - You filed your income tax and benefit returns for the previous years and the CRA has assessed them
  - You have paid any amounts owing in full
- You must make this request every year. This is because a deduction or a credit must be reviewed by the CRA to ensure it will generate a refund, based on your income for this year, before an approval can be provided.
  - If your deductible support payments stay the same or increase from one year to the next, you can make this request every two years by providing a form for each year.

## Part 1 – Identification

| First name | Last name | Social insurance number |
|---|---|---|
| | | |

Address

| City | Province / Territory | Postal code | Telephone numbers | |
|---|---|---|---|---|
| | | | Residence | Business |

## Employer/Payer

| Name | Contact person | Telephone number | Fax number |
|---|---|---|---|
| | | | |

## Part 2 – Request to reduce tax on

☐ Salary ☐ Lump sum [1]

Enter the payment amount and details (for example, a bonus or vacation pay).

$ _____ _____

[1] If you are using a lump sum amount for a registered retirement savings plan (RRSP) and the amount is unknown, enter your expected RRSP contribution on line 1 without exceeding your RRSP deduction limit.

Is your request for a reduction in income tax deducted because you work in a different province or territory than the one you live in?

☐ Yes ☐ No

If **yes**, enter the province or territory that you worked in and skip to Part 4 "Certification" section at the bottom of this form. _____

If **no**, fill out the rest of the form.

## Part 3 – Deductions from income and non-refundable tax credits

Indicate the amount(s) of your **applicable** deductions from income and non-refundable tax credits below (line 1 to 12). These amount(s) will be used to determine the net amount of your waiver.

**Registered retirement savings plan (RRSP) contributions** . . . . . $ _____ 1
- 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
- Give details on a separate sheet or attach Form T778, Child Care Expenses Deduction

**Support payments** . . . . . $ _____ 3
- Attach a copy of your court order or written agreement and Form T1158, Registration of Family Support Payments (if not previously filed)
- Recipient's name and social insurance number:

_____

**Employment expenses** . . . . . $ _____ 4
- Attach a filled out Form T2200, Declaration of Conditions of Employment, and Form T777, Statement of Employment Expenses



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## Part 3 – Deductions from income and non-refundable tax credits (continued)

**Carrying charges and interest expenses on investment loans** . . . . . $ 5

- 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

- Attach a list identifying the medical expenses and indicate the related amount

**Donations** . . . . . $ 7

- Attach a list that names the registered charities or other qualified donees and indicates the related amount

**Clergy residence** . . . . . $ 8

- Attach a filled out and signed Form T1223, Clergy Residence Deduction for the related year

**Registered pension plan (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 certification
- For more information on RPP contributions, see Guide T4040, RRSPs and Other Registered Plans for Retirement

**Foreign tax credit** . . . . . $ 10

- Attach a filled out Form T2209, Federal Foreign Tax Credits, or a letter that includes the calculations

**Other deduction or non-refundable tax credit** . . . . . $ 11

(for example, moving expenses, carrying forward tuition, education, and textbook amounts)

- Attach all supporting documents. Use a separate sheet to give details if necessary [2]

Specify: _____

[2] Go to **canada.ca/fed-tax-information** to find out which supporting documents are needed to claim the deductions and credits you requested.

**Other income on which payers will make no tax deductions at source** . . . . . $ 12

(for example, interest, net rental or self employment income)

## Part 4 – Certification

I request authorization for my employer or 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 document is correct and complete.

Signature _____ Date _____

## How to send in your form

**Send this filled out form with copies of all supporting documents:** [3]

**Online:**

Individuals or their representatives can submit online through My Account or Represent a Client at **canada.ca/taxes**:

- Select the Submit documents services
- Follow the instructions and select the topic "Contact Centre and International Correspondence"
- Upload your form and supporting documents

**By mail or fax;**

Sudbury Tax Centre
PO Box 20000 Station A
Sudbury ON
P3A 5C1
Fax **418-562-3368** or **1-833-697-2401**

[3] **Keep your original supporting documents for your records.**

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 005 on Info Source at **canada.ca/cra-info-source**.