Canada Customs and Revenue Agency | Agence des douanes et du revenu du Canada

NON-PROFIT ORGANIZATION (NPO) INFORMATION RETURN

Do not use this area

This return is for:

- non-profit organizations (NPOs) described in paragraph 149(1)(l) of the *Income Tax Act*; and
- organizations described in paragraph 149(1)(e) of the Act (agricultural organizations, boards of trade or chambers of commerce).

An organization may have to file this return if:

- it received or is entitled to receive taxable dividends, interest, rentals or royalties of more than $10,000 in the fiscal period;
- it owned assets valued at more than $200,000 at the end of the immediately preceding fiscal period; or
- it had to file a NPO return for a previous fiscal period.

To determine if the organization you represent has to complete this return, please see the T4117, *Income Tax Guide to the Non-Profit Organization (NPO) Information Return.*
Send your completed return to: Ottawa Technology Centre, 875 Heron Road, Ottawa ON K1A 1A2

Section A – Identification

Fiscal period

From Year Month Day to Year Month Day

Business Number (BN), if any (enter the first nine digits)

Name of organization

Trust (T3) number, if any T

Mailing address

Is this the final return to be filed by this organization? If *yes*, attach an explanation. 1 Yes 2 No

City Province Postal code

Type of organization (see the guide, T4117)

Name and title of person to contact

Area code - Telephone number -

Section B – Amounts received during the fiscal period

Membership dues, fees, and assessments	100	
Federal, provincial, and/or municipal grants and payments	101	
Interest, taxable dividends, rentals, and royalties	102	
Proceeds of disposition of capital property	103	
Gross sales and revenues from organizational activities	104	
Gifts	105	
Other receipts (specify)	106	
Total receipts (add lines 100 to 106)	107	▶

Section C – Statement of assets and liabilities at the end of the fiscal period

Assets

Method used to record assets

Cash and short-term investments	108	
Amounts receivable from members	109	
Amounts receivable from all others (not included on line 109)	110	
Prepaid expenses	111	
Inventory	112	
Long-term investments	113	
Fixed assets	114	
Other assets (specify)	115	
Total assets (add lines 108 to 115)	116	▶

Liabilities

Amounts owing to members	117	
Amounts owing to all others (specify)	118	
Total liabilities (add lines 117 and 118)	119	▶

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1 800 959-3376**.)

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Section D – Remuneration

Total remuneration and benefits paid to all employees and officers 120

Total remuneration and benefits paid to employees and officers who are members 121

Other payments to members (specify) _____ 122

Number of members in the organization . . . . . .

Number of members who received remuneration or other amounts . . . . . .

Section E – The organization's activities

Briefly describe the activities of the organization. If this is the organization's first year filing this return, attach a copy of the organization's Mission Statement.

Are any of the organization's activities carried on outside of Canada? **1** Yes ☐ **2** No ☐

If *yes,* indicate where:

Section F – Location of books and records

Leave this area blank if the information is the same as that in Section A

Name of person to contact

Mailing address

City | Province | Postal code | Area code - Telephone number

Section G – Certification

To be signed only by a current officer of the organization.

I, _____ **, of** _____ **,**

Name of officer whose signature appears below (print) | City and Province

certify that the information given on this return is, to the best of my knowledge, correct and complete.

Authorized officer's signature | Position or office within the organization

Date Year Month Day

Language of correspondence
Indicate the language of your choice

Langue de correspondance
Indiquer la langue de votre choix

1 English / Anglais ☐ **2** Français / French ☐