

HOW TO COMPLETE THIS FORM

Section A – Identification

- Enter the charity's name, as it appears in our records, and its BN/registration number. When you deal with us, you must use your RR number designation (e.g., 12345 6789RR1234).

Section B – Change of Address

- Use this section to change the charity's address. Also provide the effective date of the new address.

Section C – T3010 or T3010A, Adjustment Details

- In the box provided, enter the end date of the fiscal period to which the change applies.
- Provide every detail for each change you request.
- In the first column, enter the line number from Form T3010 or Form T3010A, to which you want to make a change.
- In the second column, enter the information or amount as you filed it on the return.
- In the third column, enter the revised information or amount.
- **Most changes to financial information will affect totals reported in other areas. Make sure to note all affected totals on this form.**
- Round all amounts to the nearest single dollar. Do not include cents.
- Provide any further details or explanation in the "Other details or explanations" area. Make sure you provide the line number for the information you are changing. If you do not have enough space, attach a separate sheet using the same format as on this form. Make sure that your BN/registration number is on every attachment.

Example 1

When it filed its last information return, ABC Charity incorrectly reported that it did not compensate any of its directors/trustees or like officials. To correct this information, ABC Charity would complete Section C as follows:

Line number from return	Original information or amount	Revised information or amount
XXXX	No	Yes

Example 2

XYZ Charity made an error in reporting "Cash, bank accounts, and short-term investments" on its return. To correct this information, XYZ Charity would complete Section C as follows:

Line number from return	Original information or amount	Revised information or amount
XXXX	\$75,000	\$57,000
YYYY	\$150,000	\$132,000
Other details or explanations (attach a separate sheet if required)		
The amount reported on line XXXX was incorrectly reversed when copying to the form. The total assets amount on line YYYY has also been corrected to reflect the change.		

Section D – Authorization and Certification

- Enter the name of the person who completed the form, whether this is an authorized representative from within the charity or an outside firm that is authorized to represent the charity. Provide that person's business telephone number.
- Enter the firm name and address only if the person completing this form is from an outside firm.
- The form must be signed by an authorized representative of the charity. If authorization is not on file with us for this person, attach a letter of authorization on the charity's letterhead signed by an authorized representative of the charity.

Mail or fax the completed form to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

Fax: (613) 957-8925