

REGISTERED CHARITY ADJUSTMENT REQUEST

- An authorized person may use this form to request changes to the information filed on either Form T3010 or Form T3010A, *Registered Charity Information Return*, and/or the *Registered Charity Basic Information* sheet. Section A can also be used to change the charity's address at any time.
- Changes to the public information on this form will be available to the public.
- Note that this form cannot be used to change the name, designation, or fiscal period end of the charity. Refer to our publication called RC4108, *Registered Charities and the Income Tax Act*, for details on how to amend this information or call us at 1-800-267-2384 (English) or 1-888-892-5667 (bilingual).
- See the back for information on how to complete this form.
- Mail or fax us the completed form. The address and fax number are on the back of this form.

Section A – Id	lentification					
Name of charity				BN/registration number (##### ####RR####)		
Section B - C	hange of Address					
Address	3			Effective date of new address		
City		Province or territor	у	Postal code		
Section C - T	3010 or T3010A, Adjustmei	nt Details				
Using information more than one se	from the charity's information retur	n and/or summary, list the details		es you want to make below. If a change affects r examples of how to complete this section.		
Line number from return	Details of the original	information or amount	Details	of the new information or amount		
Other details or	ovnlanations (attach a congrato s	hoot if required)				
Other details or explanations (attach a separate sheet if required)						
Section D – A	uthorization and Certificat	ion				
Name of person who	o completed this form (please print)					
Business telephone	number	Pc	osition in charity (if applicable			
Firm name (if applica	able)					
Address of firm (if ap	oplicable) Street no. and name	City	Province or to	erritory Postal code		
Authorization	was submitted previously	is attached				
I certify the informa	ation given on this form and all docum	ents attached is, to the best of my k	knowledge, correct and con	nplete.		
Signature of authorized person: Date						

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