



## CAIS Additional Information and Adjustment Request

Use this form to ask for an adjustment or to send additional information to the CAIS program. Do not use this form to ask for adjustments to your income tax return.

- If an adjustment affects net income, the CAIS Administration may require that a similar adjustment be first accepted by the Canada Revenue Agency (CRA). Requests for adjustments to your tax return should be sent separately to your CRA tax services office.
- Once complete, fax or send the form and any attachments to:

**CAIS Administration**  
**P.O. Box 3200**  
**Winnipeg MB R3C 5R7**  
**Fax number: 204-983-3947**

Please identify the information you are sending in by ticking the applicable box(es) below:

- Information submitted at the same time as CAIS program forms
- Adjustment to information that was reported on my original CAIS program forms
- Information requested by CAIS Administration

Indicate which program year you are requesting the adjustment to be made to:

- 2001       2002       2003       2004       2005       2006

Attention: \_\_\_\_\_

Number of pages/attachments including this page: \_\_\_\_\_

1 Identification		For office use only			
CAIS participant identification number (PIN) <input type="text"/>		Date received	Date processed		
Name:		Employee ID			
Telephone (days):		Facsimile Number:			
2 Adjustment details					
Indicate the details of your requested adjustment below. Adjustments to information reported on your CAIS program forms must be made within 90 days of the date indicated on your original Calculation of Program Benefits (COB). Please ensure you indicate the year(s) you are adjusting.					
Section on the form	Description of the item to be adjusted			Previous Amount	Revised Amount
3 Other details or explanations (attach an extra sheet if required)					

**Note:** If you would prefer to show your adjustments using a page from the CAIS program forms rather than filling in part 2 of this form, attach the page(s) to this form.

