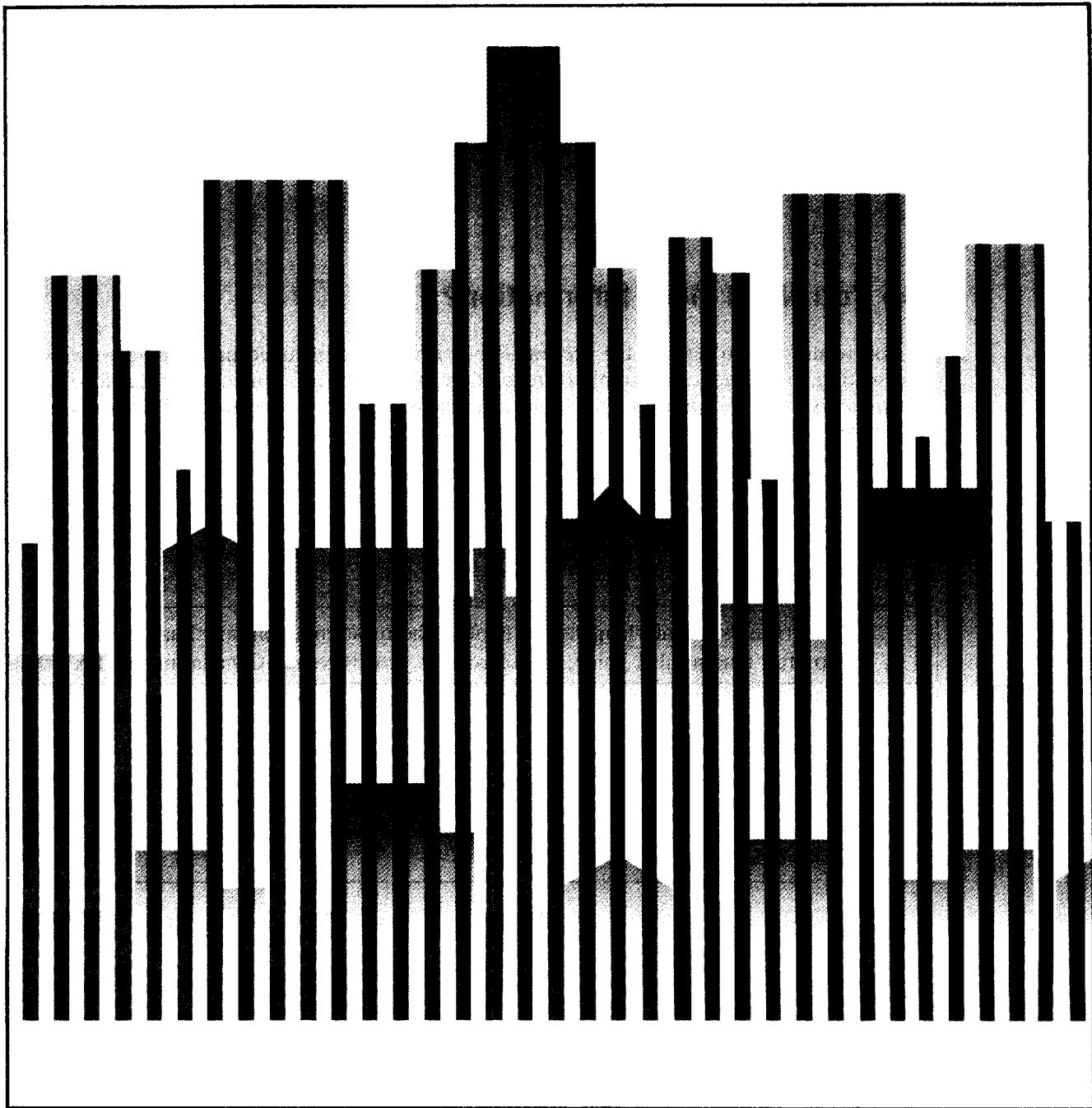




CORPORATION INSTALMENT GUIDE



T7B Corp. (E) Rev. 94

Before You Start

Is this guide for you?

Generally, corporations are required to pay their taxes in monthly instalments. An instalment payment is a payment of part of the total amount of tax payable for the year. We require corporations to make instalment payments to ensure that they are treated the same as taxpayers who have tax deducted at source from their income.

In any of the following cases, corporations do not have to make instalment payments:

- If the total of their taxes payable under Parts I, I.3, VI, and VI.1 of the *Income Tax Act* for either 1993 or 1994 is \$1,000 or less.
- If they are in their first year of operation.
- If the taxable income of credit unions, as well as certain co-operatives, and other corporations that pay patronage dividends to customers was \$10,000 or less for either 1993 or 1994, and they did not have to pay any tax for those years under Parts I.3, VI, and VI.1 of the Act.

Do You Need More Information?

If you would like to refer to the *Income Tax Act*, we have included in parenthesis, where applicable, the section, subsection, paragraph, or regulation to consult. Information Circular 81-11, *Corporate Instalments*, has more information about instalment payments. The staff at Revenue Canada income tax offices can provide you with this publication. Also, if you have a question about your account, you can contact us in writing or in person. We list the addresses and phone numbers of the district taxation offices at the back of this guide. We list taxation centre addresses and telephone numbers in Appendix B.

This guide uses plain language to explain the most common tax situations. If you need help after reading this guide, please contact your Revenue Canada income tax office.

Note

The *Income Tax Act* authorizes us to charge instalment interest and a penalty if we do not receive the required payments on time. For more information, see the interest and penalty sections of this guide. We will charge arrears interest, at the prescribed rate, on any outstanding balance of tax, interest, or penalty until the date payment is made in full.

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What's New!

Proposed legislation

In February of 1993, draft legislation was introduced that applies a special additional tax on life insurance companies under Part VI of the *Income Tax Act*. Include this special additional tax as part of your total Part VI tax payable when you calculate your instalment payments. This applies to taxation years ending after February 25, 1992 and starting before January 1, 1996 or where a corporation elects, to 1991 and subsequent taxation years starting before January 1, 1996.

In December of 1992, proposed legislation was introduced which will lower the tax rate on carved-out income from carved-out property to 45% from 50%.

New form

Revenue Canada — Customs, Excise and Taxation takes an active interest in the environment. To save paper, we want to reduce the number of unnecessary guides that we mail to you. You may be receiving more than one copy of this guide. If you want to receive just one guide, please complete the "Cancellation/Reinstatement" form at the back of this guide. This will let us know how many guides you no longer need.

The Single business registration number (SBRN)

The federal government announced in the February 1992 budget that it would develop one number to replace the multiple account numbers that Canadian businesses now use when they do business with the federal government.

As a first step, the SBRN will cover Revenue Canada's four major business programs:

- 1) corporate income tax;
- 2) goods and services tax;
- 3) source deductions; and
- 4) importer/exporter accounts

Eventually, we will extend the SBRN to cover other federal government business programs.

When will the SBRN be implemented?

We will be implementing the SBRN as follows:

- In April 1994, we will market test the SBRN in pilot sites across Canada.
- From January 1, 1995 to December 31, 1996, the SBRN will be voluntary. Existing businesses can convert at any time during that period.
- On January 1, 1997, the SBRN will become mandatory.

Section A

Parts I, I.3, VI, and VI.1 Tax Instalments

Most corporations are subject to tax under Part I of the *Income Tax Act*. Corporations have to pay their Part I income tax, and any of the following corporate taxes, in monthly instalments:

- Part I.3 — Tax on large corporations
- Part VI — Tax on capital of financial institutions
- Part VI.1 — Tax on corporations paying dividends on taxable preferred shares

How to calculate your instalments of corporate tax

There are three options you can use to calculate the amount of tax you have to pay in instalments for the current taxation year [paragraph 157(1)(a)]. You can calculate:

- the estimated tax for the current year (**option 1**);
- the tax for the preceding taxation year (**option 2**);
- a combination of the tax for the year before the preceding year, and for the preceding year (**option 3**).

For all three options, you base the calculation on the total tax you have to pay under Parts I, I.3, VI, and VI.1 of the Act, and the tax you have to pay to your province or territory.

Unlike other provinces and territories, Quebec, Ontario, and Alberta, do not have corporate tax collection agreements with the federal government. Corporations that earned taxable incomes in these provinces have to pay their provincial taxes directly to these provinces.

Note

If a year used in calculating the tax is less than 12 months, see "Short taxation years" in this section.

Option 1 — One-twelfth of the estimated tax payable for the current year is due each month of the taxation year.

Option 2 — One-twelfth of the actual tax payable from the preceding year is due each month of the taxation year.

Option 3 — One-twelfth of the actual tax payable for the year before the preceding taxation year is due in each of the first two months of the taxation year. One-tenth of the difference between the total of the first two payments and the actual tax for the preceding year is due in each of the remaining 10 months of the taxation year.

Note

We may charge interest if you used Option 1, and your estimated tax was lower than the year's actual tax and the tax calculated using Options 2 and 3.

You can use the option that is most advantageous to you [subsection 161(4.1)]. We will assess your return using the option that results in the least amount payable by instalments.

Section C includes two worksheets to help you calculate your estimated tax payable and tax credits, as well as your monthly instalment payments. Use the estimated credits for 1994 to calculate your instalment payments under Option 1, Option 2, or Option 3.

Instalment due dates

Instalment payments are due each month of your corporation's taxation year. The first payment is due one month less a day from the starting date of the corporation's taxation year. The rest of the payments are due on the same day of each following month in the year.

Example

Start of taxation year: January 1, 1994
End of taxation year: December 31, 1994

Each of the 12 instalment payments would be due by the last day of each month during the taxation year. The first payment would be due by January 31, 1994. The last payment would be due by December 31, 1994.

Balance due dates

The balance due date is the date a corporation has to pay the remainder of the tax it owes for the taxation year [paragraph 157(1)(b)].

For Parts I, I.3, VI, and VI.1 tax payable, the balance due date is two months after the end of the taxation year. However, the time limit is three months if **all** three following conditions apply:

- Your corporation claims the federal small business deduction [subsection 125(1)] in the taxation year, or if the deduction was allowed in the preceding taxation year.
- Your corporation is a Canadian-controlled private corporation (CCPC) throughout the taxation year.
- Your corporation's taxable income for the preceding taxation year did not exceed its business limit for the preceding year.

If the corporation is associated with any other corporation(s) during the taxation year, the total of (a) the taxable income of the corporation for its preceding taxation year and (b) the total of the taxable income(s) of all the associated corporations for their taxation years that ended in the same calendar year as the calendar year in which the corporation's preceding taxation year ended must not exceed the combined total of their business limits for those preceding years.

The business limit of any corporation or the combined total of the business limits of all associated corporations is normally \$200,000. This amount would be less if the preceding year's business limit was prorated for a short taxation year. The total business limit could be more than \$200,000 if the corporation is associated with other corporations in the current year but not in the preceding year (section 125).

Amalgamations

A special rule applies when determining if the **balance due date** is two or three months for a new corporation formed after an amalgamation has taken place. The new corporation's taxable income for the preceding year is the total of the predecessor corporations' taxable incomes for their taxation years that ended immediately before they amalgamated. The same rule applies for determining the **business limit**.

Wind-ups

When determining if a parent corporation's **balance due date** is two or three months in its first taxation year after it receives the assets of a subsidiary corporation that is winding-up, the taxable income for the preceding taxation year is the total of:

- the parent corporation's taxable income for that year; and
- the subsidiary corporation's taxable income for its taxation year ending in the calendar year that the parent corporation's preceding taxation year ended.

These rules apply for determining the **business limit** as well.

Special situations

— When do you not have to pay instalments?

Tax payable of \$1,000 or less

You do not have to make instalment payments for 1994 if your corporation's Parts I, I.3, VI, and VI.1 taxes payable for either 1993 or 1994 total \$1,000 or less [subsection 157(2.1)]. However, the corporation has to pay its taxes, if any, on its balance due date. To determine the balance due date, see "Balance due dates" on page 6.

New corporations

You do not have to make instalment payments for a new corporation until it has started its second year of operation. However, for its first year of operation, the corporation has to pay any tax it owes on its balance due date for that taxation year. To determine the balance due date, see "Balance due dates" on page 6.

Credit unions, certain co-operatives, and other corporations

Credit unions, as well as certain co-operatives, and corporations that pay patronage dividends to customers do not have to make instalment payments for a taxation year if for that year or the preceding year their taxable incomes were \$10,000 or less and no tax was payable under Parts I.3, VI, and VI.1 of the *Income Tax Act*.

In these cases, the full amount of the tax owing is due at the end of the third month following the end of the taxation year [subsection 157(2)].

Special rules

Short taxation years

If your corporation's taxation year is less than 12 months, you have to pay one-twelfth or one-tenth, if applicable, of the corporation's tax each month in the taxation year. You do not have to make an instalment payment for a taxation year that is shorter than one month.

The tax you did not pay in instalments is due on the corporation's balance due date.

Example

Start of taxation year: January 15, 1994
End of taxation year: March 30, 1994

Tax owed by instalments under Option 2: \$300,000.
Two instalments of \$25,000 each must be paid on February 14 and March 14.

If the actual tax for the year is \$500,000, the remaining \$450,000 is due by the corporation's balance due date.

For Option 2 or 3, when a preceding taxation year is less than 12 months, the tax payable for that year is adjusted to a 12-month equivalent. This is called the "adjusted base" [regulation 5301(1)].

To calculate the adjusted base, divide 365 by the number of days in the taxation year. Multiply this figure by the actual tax payable for that year.

For Option 2 or 3, when a preceding taxation year is less than 183 days, the adjusted base is the larger amount between:

- the adjusted base for that taxation year and
- the adjusted base for the next preceding taxation year of more than 182 days [regulation 5301(3)].

Amalgamations

When a new corporation is formed because of an amalgamation, it is treated as a continuation of the predecessor corporations (section 87). The instalment base of the new corporation is the total of the previous corporations' instalment bases [regulation 5301(4)]. Appendix 5 in Information Circular 81-11 has examples of how to calculate instalments when there has been an amalgamation.

Wind-ups

When a subsidiary corporation was wound up into a Canadian parent corporation, [subsection 88(1)] the parent corporation has to include, in addition to its own instalment bases, the instalment bases of its subsidiary corporation [regulation 5301(6)]. Appendix 6 in Information Circular 81-11 illustrates how to calculate instalments under a wind-up situation.

Transfers or rollovers

A corporation that receives all or substantially all of the property of another corporation that it does not deal with at arm's-length in a transaction to which subsection 85(1) or (2) applies has to include, in addition to its own instalment bases, the instalment bases of that corporation [regulation 5301(8)]. Appendix 7 in Information Circular 81-11 shows how to calculate instalment payments when there has been a transfer of property.

Paying instalments

You can make your payments where you bank, you can mail them to your taxation centre, or you can make your payments in person at your district taxation office. We list taxation centre addresses in Appendix B, and the district taxation office addresses at the back of this guide.

If you pay where you bank, give Parts 1 and 2 of Form T9, *Remittance Form*, to the teller with your payment. The teller will return Part 2 to you as a receipt.

If you do not have a personalized remittance form, you cannot make your payment where you bank. Instead mail your payment to your taxation centre, or make your payment in person at your district taxation office using Form RF-Corp, *Remittance Form* included in this guide. Enter your corporation's name, address, account number, the taxation year-end, and the amount of your payment in the spaces provided.

You can pay by cheque or money order, made payable to the Receiver General. We will then send you a combined statement of account and remittance form when we have received your payment. Keep the receipt with your records for future use.

Review each statement of account you receive to ensure that we have applied your payments correctly. If we made an error in applying any of your payments, immediately contact your taxation centre by telephone or in writing.

The instalment credits we show on your statement of account for each taxation year should agree with your records. If there is a difference between our records and the amount you report at line 145 of your corporation's return, we will assess the return using the instalment credits shown in our records.

We consider corporate tax payments to have been made on the day on which:

- they are delivered to a Revenue Canada income tax office; or
- they are deposited at any bank belonging to the Canadian Payments Association.

If you mail your payment, we consider the payment to have been made on the day we receive the payment, not on the day you mail it [subsection 248(7)].

Note

You can use Form T9 to make Parts I, I.3, VI, and VI.1 instalment payments. To make instalment payments under Parts IX, XII.1, or XII.3, use Form T901, *Remittance Form* included in this guide. See "Paying instalments" in Section B for more details on Form T901.

Transfer of instalments

Our transfer policy makes it easier for you to move excess instalment payments from one account where they are not immediately needed to another account where they are needed. You may want to do this to cover an outstanding balance or to cover an employer account.

The guidelines are as follows:

- The last date to request a transfer will be either the date the income tax return was filed, or the date on which the corporation is required to file its income tax return for the year, whichever is earlier.
- Only an authorized officer of the corporation can request, in writing, a transfer of instalments.
- The request has to specify how you want to apply the payments.
- You can transfer funds between taxation years in the same account, or to another account.
- You can transfer an amount made up of several payments or simply part of a payment.
- You can request more than one transfer during the year.
- Transferred payments will keep their original payment date for the purpose of calculating interest. Since a transferred payment keeps its original payment date, [section 221.2] we consider the previous allocation not to have occurred.

Address your request for an instalment transfer to the Manager, Corporation Accounts, at the appropriate taxation centre. We list the taxation centre addresses in Appendix B.

Instalment interest

We calculate interest, compounded daily [subsection 248(11)] according to a corporation's actual instalment requirements for the year.

We will charge interest if:

- you made late or insufficient instalment payments; and
- the interest on the instalment payments is more than \$25.

We use the offset method to calculate instalment interest. This means we allow credit interest when you prepay or overpay your instalments, which can reduce or eliminate the interest we charge on late or insufficient payments. For more information on the offset method, see Information Circular 81-11.

We adjust the interest rate [regulation 4301] every three months. The interest rate is based on the average rate of 90-day Treasury Bills sold during the first month of the preceding quarter (rounded to the next higher whole percentage point) plus two percentage points.

Example

Corporation A has a December 31 year-end and has to make monthly instalment payments of \$75,000 beginning January 1994. The corporation only makes two instalment payments in the year. The corporation makes one payment of \$120,000 on March 12, and a second payment of \$150,000 on April 25. Therefore, when we assess Corporation A's return, we will charge \$32,635.95 in instalment interest. We used an interest rate of 10% in the following calculation.

Date 1994	Instalment payments due	Payments received	Balance	No. of days	Interest
Jan 31	\$75,000		\$ 75,000.00	28	\$ 575.89
Feb 28	75,000		150,575.89	12	494.43
Mar 12		\$120,000	31,070.32	19	161.69
Mar 31	75,000		106,232.01	25	728.01
Apr 25		150,000	(43,039.98)	5	(58.83)
Apr 30	75,000		31,901.19	31	271.31
May 31	75,000		107,172.50	30	881.95
Jun 30	75,000		183,054.45	31	1,556.83
Jul 31	75,000		259,611.28	31	2,207.93
Aug 31	75,000		336,819.21	30	2,771.78
Sep 30	75,000		414,590.99	31	3,525.99
Oct 31	75,000		493,116.98	30	4,058.00
Nov 30	75,000		572,174.98	31	4,866.21
Dec 31	75,000		652,041.19	59	10,594.76
Feb 28	Balance due date				
Total instalment interest					\$32,635.95

Instalment penalty

We may charge an instalment penalty under section 163.1 of the Act when the instalment interest is more than \$1,000.

We calculate the penalty by subtracting, from the instalment interest, the greater of:

- \$1,000; and
- 25% of the instalment interest calculated if no instalment payment had been made for the year.

One-half of the difference is the amount of the penalty.

Example

In the previous example, Corporation A is charged instalment interest of \$32,635.95. Therefore, we assess a penalty of \$9,068.41 as follows:

Instalment interest		\$32,635.95
Minus the greater of:	\$1,000; or 25% of the instalment interest charged if Corporation A had made no payment at all (57,996.52 × 25% = 14,499.13)	
		<u>14,499.13</u>
Subtotal		18,136.82
Instalment penalty [one-half of subtotal]		\$ 9,068.41

Section B

Parts IX, XII.1, and XII.3 Tax Instalments

This section will help you determine the instalment payments your corporation has to make under the following parts of the *Income Tax Act*:

- Part IX — Tax on deduction under subsection 66.5(1);
- Part XII.1 — Tax on carved-out income; and
- Part XII.3 — Tax on investment income of life insurers.

Arrears and refund interest apply to Parts IX, XII.1, and XII.3 of the Act.

Do not use Options 1, 2, or 3 in Section A to calculate Parts IX, XII.1 or XII.3 instalment payments.

Part IX — Tax on deduction under subsection 66.5(1)

If you deduct amounts for Canadian exploration and development expenses under subsection 66.5(1), you have to pay a 30% tax on that amount (section 196).

Reporting Part IX tax

Report the Part IX tax you owe on Form T2099, *Part IX Tax Return in Respect of Amounts Deducted under Subsection 66.5(1)*. We should receive the return by six months after the end of the corporation's taxation year.

Instalment payments

You pay taxes under Part IX of the Act in instalments of one-twelfth of the tax payable for the year. The payments are due each month in the taxation year. The remainder of tax, if any, is due on or before the end of the second month after the end of the taxation year.

Interest

We use the deficiency method to calculate instalment interest on late or insufficient instalment payments of Part IX tax. This means that we calculate the instalment interest on the amount your instalment payments were short of what they should have been. For more information on the deficiency method, see Appendix 8 in Information Circular 81-11.

Part XII.1 — Tax on carved-out income

Part XII.1 of the Act generally applies to carved-out property acquired after July 19, 1985. Carved-out property includes Canadian mineral resources, petroleum, natural gas, and related hydrocarbons. Under proposed legislation, for 1992 and subsequent taxation years, the tax rate will be reduced from 50% to 45%. A description of carved-out income is in section 209 of the Act.

Reporting Part XII.1 tax

Report the Part XII.1 tax you owe on Form T2096, *Part XII.1 Tax Return — Tax on Carved-Out Income*. We should receive the return by six months after the end of the corporation's taxation year.

Instalment payments

You have to make instalment payments equal to one-twelfth of the tax payable under Part XII.1 of the Act each month in the taxation year. The remainder of tax, if any, is due on or before the end of the second month after the end of the corporation's taxation year.

Interest

We use the deficiency method to calculate instalment interest on late or insufficient instalment payments of Part XII.1 tax. This means that we base the instalment interest on the amount your instalment payments were short of what they should have been. For more information on the deficiency method, see Appendix 8 in Information Circular 81-11.

Part XII.3 — Tax on investment income of life insurers

Life insurers may have to pay tax under Part XII.3 of the Act (section 211.1). The amount of tax you may have to pay is 15% of your taxable Canadian life investment income for the year.

Reporting Part XII.3 tax

Report the Part XII.3 tax you owe on Form T2142, *Part XII.3 Tax Return — Tax on Investment Income for Life Insurers*. We should receive the return by six months after the end of your taxation year.

Instalment payments

You must pay Part XII.3 tax in quarterly instalments on or before the last day of each three-month period. You have to make the first instalment payment three months less a day after your taxation year begins. Your remaining payments are due on the same day of each three-month period until the end of your taxation year.

Calculate each instalment payment as follows:

- the number of complete months in the taxation year within the three-month period; divided by
- the number of complete months in the taxation year; times
- the smaller amount between:
 - the Part XII.3 tax payable for the current taxation year; and
 - the Part XII.3 tax payable for the preceding taxation year.

The remainder of tax, if any, is due on or before the last day of the second month after the end of your taxation year.

If your Part XII.3 tax is \$1,000 or less in the current or preceding year you do not have to make instalment payments.

Interest

We use the offset method to calculate instalment interest. This means we allow credit interest when you prepay or overpay your instalments, which can reduce or eliminate the interest charged on late or insufficient payments. For more information on the offset method, see Information Circular 81-11.

We will not charge interest on late or deficient instalments if the total amount of the interest is \$25 or less.

Paying instalments

After we process your payment for Parts IX, XII.1, or XII.3 taxes, you will receive a personalized remittance form, Form T901. This form will give you the revised balance for your account and you can use it to make your next payment. If you do not have a personalized T901 remittance form, use the copy of Form T901 included in this guide. Enter your corporation's name, address, account number, the taxation year-end, and the amount of your payment in the spaces provided. Mail the completed form with your payment to your taxation centre, or you can make your payment in person at your district taxation office.

If you are making one payment for taxes under different parts of the Act, give the allocation for each amount to ensure that we credit each account correctly.

Section C

Worksheets

The two worksheets in this section will help you determine your instalments for 1994. Estimate your current-year tax payable and your credits on Worksheet 1. Then use these amounts to complete the current-year information area on Worksheet 2.

Use worksheet 2 to determine your instalments for the year. After you have calculated the taxes you owe under Parts I, I.3, VI, and VI.1 of the Act, and your provincial or territorial tax, enter the amounts in the appropriate column for Options 1, 2, and 3. We explain the three options in Section A under the heading "How to calculate your instalments of corporate tax." You can use the option that is most advantageous to you. Any remaining unpaid tax is payable on or before the balance due date described in Section A.

Rates of Income Tax

The information in this part will help you estimate your taxes payable and your tax credits for 1994 on worksheet 1.

Federal

The basic rate of Part I tax is 38% of your taxable income.

Provincial

Corporations have to calculate and pay provincial or territorial corporate income tax in addition to their federal corporate income tax.

Provincial or territorial corporate income tax is based on the taxable income your corporation earned in a province or territory. If your corporation is established in more than one province or territory, see Part IV of the *Income Tax Regulations*. When you calculate the 10% federal tax abatement and the provincial or territorial tax, the taxable income earned in each province or territory has to be determined according to these regulations.

All provinces and territories have two income tax rates. Apply the lower rate to the income you earned in a province or territory that is eligible for the federal small business deduction. Apply the higher rate to your income that is not eligible for this deduction.

Quebec, Ontario, and Alberta do not have corporate tax collection agreements with the federal government. **Corporations established in these provinces must file an income tax return with their respective province.**

The following table shows the income tax rates for the provinces and territories that have tax collection agreements with the federal government.

Province or territory	Income eligible for the small business deduction (% of federal taxable income)	Other income (% of federal taxable income)
Newfoundland	5	16
Nova Scotia	5	16
Prince Edward Island	7.5	15
New Brunswick	9	17
Manitoba	10	17
Saskatchewan	8.5	17
British Columbia	10	16.5
Northwest Territories	5	12
Yukon Territory	6	15

These rates may change during 1994.

Effective January 1, 1994, the income tax rate for income eligible for the small business deduction for Saskatchewan was reduced from 9 per cent to 8.5 per cent.

Effective January 1, 1994, the income tax rate for other income that is not eligible for the small business deduction for the Yukon was increased from 13 per cent to 15 per cent.

You can reduce the tax calculated at these rates by various deductions and credits. For more information, see the *T2 Corporation Income Tax Guide*.

Worksheet 1

Calculating Estimated Tax Payable and Tax Credits for 1994

Estimated taxable income _____

Calculating the estimated tax payable

Total of estimated:

Federal Part I tax _____
 Federal surtax _____
 Subtotal (A) _____

Minus total of estimated:

Small business deduction _____
 Investment corporation deduction _____
 Federal tax abatement _____
 Manufacturing and processing profits deduction _____
 Non-business foreign tax credit _____
 Business foreign tax credit _____
 Logging tax credit _____
 Federal political contribution tax credit _____
 Investment tax credit per Form T2038 _____
 Part I.3 tax credit _____
 Part VI tax credit _____
 Subtotal (B) _____

Total estimated 1994 Part I tax payable* (A) - (B) _____
Total estimated 1994 Part I.3 tax payable* _____
Total estimated 1994 Part VI tax payable* _____
Total estimated 1994 Part VI.1 tax payable* _____
Estimated 1994 net provincial tax payable* _____

Calculating the estimated credits for 1994

Total of:

Investment tax credit refund _____
 Dividend refund _____
 Federal capital gains refund _____
 Provincial and territorial capital gains refund _____
 NRO Allowable refund per Form T2S(26) _____
 Tax withheld at source _____
Total estimated 1994 credits* _____

* Use these amounts when calculating your monthly instalment payments on Worksheet 2.



Revenue Canada
Customs, Excise and Taxation

Revenu Canada
Accise, Douanes et Impôt

DECLARATION OF TAXPAYER RIGHTS

**YOU ARE ENTITLED TO A
FAIR HEARING AND
COURTEOUS TREATMENT.
FAIR HANDLING OF A
COMPLAINT IS ONE OF
YOUR FUNDAMENTAL
RIGHTS. ONE OF OUR
OBLIGATIONS IS TO HELP
YOU EXERCISE YOUR
RIGHTS.**

IN YOUR DEALINGS WITH REVENUE CANADA, TAXATION, YOU HAVE IMPORTANT RIGHTS

Information

You are entitled to complete and accurate information about the *Income Tax Act*, the entitlements it allows you, and the obligations it imposes on you.

Courtesy and consideration

You are entitled to courteous and considerate treatment in all your dealings with us, whether we are requesting information or arranging for an interview or an audit.

Impartiality

You are entitled to demand impartial application of the law. It is our job to collect only the correct amount of tax, no more and no less.

Presumption of honesty

You are entitled to be presumed honest unless there is evidence to the contrary.

**YOU ARE ENTITLED TO
MANY OTHER RIGHTS
UNDER THE LAWS OF
CANADA.**

Privacy and confidentiality

You are entitled to expect that we will use the personal and financial information you provide us only for purposes the law allows.

Disputed amounts

You are entitled to withhold disputed amounts, to the extent the law allows, until our officers or a court decides on your objection. If you appeal to a higher court, you can put up security instead of paying the disputed amounts.

Impartial review

You are entitled to object to an assessment if you believe you have been treated unfairly. You must exercise this right within a specific period. Once you have filed a notice of objection, we will conduct an impartial review of your file. If the matter is not resolved to your satisfaction, you can appeal to the courts.

Bilingual service

You are entitled to service in the official language of your choice.

**YOU ARE ENTITLED TO
KNOW YOUR RIGHTS AND
TO INSIST THAT THEY
BE RESPECTED.**

YOU HAVE THE RIGHT TO EVERY BENEFIT THE LAW ALLOWS

You are entitled to arrange your affairs to pay the least amount of tax the law allows. We are committed to applying the tax laws in a consistent and fair manner. We will be firm with those who are guilty of tax evasion.

Canada

Appendix B — Taxation centre addresses

If you have any questions or if you would like to send your instalment payments directly to us, mail your correspondence to your taxation centre at the following addresses. You can also request information about your corporation account by telephone. We list numbers for each taxation centre below.

Corporations served by district taxation offices in	Address	Contact
Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland	Revenue Canada Taxation Centre St. John's, Newfoundland A1B 3Z1	Manager, Corporation Accounts (709) 772-6888
Sherbrooke, Québec, Rouyn-Noranda, Chicoutimi, Rimouski, and Trois-Rivières	Revenue Canada Taxation Centre Jonquière, Quebec G7S 5J1	Manager, Corporation Accounts (418) 548-5385
Montréal, Saint-Hubert, and Laval	Revenue Canada Taxation Centre, Shawinigan-Sud, Quebec G9N 7S6	Manager, Corporation Accounts (819) 537-8894
Ottawa, Toronto, Scarborough, Mississauga, and North York	Revenue Canada Taxation Centre Ottawa, Ontario K1A 1A2	Manager, Corporation Accounts (613) 954-9910
Kingston, Belleville, Peterborough, Hamilton, Kitchener, St. Catherines, London, Windsor, Sudbury, and Thunder Bay	Revenue Canada Taxation Centre Sudbury, Ontario P3A 5C1	Manager, Corporation Accounts (705) 670-5360
Alberta, Saskatchewan, Manitoba, and the Northwest Territories	Revenue Canada Taxation Centre Winnipeg, Manitoba R3C 3M2	Manager, Corporation Accounts (204) 984-3208
British Columbia and the Yukon Territory	Revenue Canada Taxation Centre Surrey, British Columbia V3T 5E1	Manager, Corporation Accounts (604) 585-9783
Non-resident Corporations	Revenue Canada Taxation Centre Ottawa, Ontario K1A 1A8	Manager, Corporation Accounts (613) 526-6452

Your opinion counts!

We review this guide each year. If you have any comments or suggestions which would help us improve the explanations it contains, we would like to hear from you.

Please send your comments to:

Client Assistance Directorate
400 Cumberland Street
Ottawa, Ontario
K1A 0L8

Telecommunication Device for the Deaf (TDD) — In Nova Scotia, New Brunswick and Prince Edward Island - TDD users can call 1-800-565-0540 during regular hours of service. All other TDD users can call 1-800-665-0354 during regular hours of service.		Regular hours of telephone and counter service — Monday to Friday — 8:15 a.m. to 5:00 p.m. (except holidays)			
Prov.	District Taxation Offices	Business Enquiries		Requests for Forms	
		Local calls	Long distance calls	Local calls	Long distance calls
NF	St. John's – Sir Humphrey Gilbert Building, P.O. Box 5968, A1C 5X6	772-4068	(709) 772-4068	772-5088	1-800-563-2600
PE	Charlottetown – 94 Euston Street, P.O. Box 8500, C1A 8L3	628-4227	1-628-4227	628-4250	1-628-4250
NS	Halifax – 1256 Barrington Street, P.O. Box 638, B3J 2T5	426-2577	1-800-663-2577	426-2210	1-800-565-2210
	Sydney – 47 Dorchester Street, P.O. Box 1300, B1P 6K3	564-7122	1-800-563-7122	564-7120	1-800-563-7120
NB	Bathurst – 120 Harbourview Boulevard, 4th Floor, P.O. Box 8888, E2A 4L8	636-5314	1-800-363-1052	548-7100	1-800-561-6104
	Saint John – 126 Prince William Street, E2L 4H9	636-5314	1-800-363-1052	636-4618	1-800-222-9622
QC	Chicoutimi – 100 Lafontaine Street, Suite 211, G7H 6X2	(418) 649-3277		698-5580	1-800-463-4421
	Laval – 3131 St. Martin Boulevard West, H7T 2A7	956-6705	1-800-363-2218	956-9115	1-800-363-2218
	Montréal – 305 René-Lévesque Boulevard West, H2Z 1A6	283-5328	1-800-361-2808	283-5623	1-800-361-2808
	Québec – 165 de la Pointe-aux-Lièvres South, G1K 7L3	649-3277	(418) 649-3277	648-4083	1-800-463-4421
	Rimouski – 320 St. Germain East, 4th floor, G5L 1C2	(418) 649-3277		1-800-463-4421	
	Rouyn-Noranda – 44 du Lac Avenue, J9X 6Z9	1-800-363-2218		764-5171	1-800-567-6403
	Sherbrooke – 50 Place de la Cité, J1H 5L8	821-8504	1-800-567-7372	821-8565	1-800-567-7360
	St-Hubert – 5245 Cousineau Blvd, Suite 200, J3Y 7Z7	283-5328	1-800-361-2808	445-5264	1-800-361-2808
	Trois-Rivières – 25 des Forges St, Suite 111, G9A 2G4	1-800-567-7372		373-2723	1-800-567-9325
	ON	Belleville – 11 Station Street, K8N 2S3	391-2727	1-800-267-8030	969-3707
Hamilton – 150 Main Street West, P.O. Box 2220, L8N 3E1 from area code 416 and 905 from area code 519		(905) 572-2917	(905) 572-2917 (905) 572-2917	(905) 522-7902	1-800-263-9205 1-800-263-9215
Kingston – 385 Princess Street, K7L 1C1		545-8371	1-800-267-9447	1-800-267-8043	
Kitchener – 166 Frederick Street, N2G 4N1		570-7453	(519) 570-7453	579-8951	1-800-265-2210
London – 451 Talbot Street, N6A 5E5		645-4493	1-800-265-4900	645-4244	1-800-265-4900
Mississauga – 77 City Centre Drive, P.O. Box 6000, L5A 4E9 from area codes 519, 705 and 905		(905) 566-6155	(905) 566-6155	(905) 566-6005	1-800-387-1700
North York – 5001 Yonge Street, Suite 1000, M2N 6R9 from area codes 519, 705 and 905		(416) 221-7281	(416) 221-7281	(416) 221-8492	1-800-387-1700
Ottawa – 360 Lisgar Street, K1A 0L9 from area code 613 from area code 819		941-2019	(613) 941-2019 (613) 941-2019	957-8088	1-800-267-8440 1-800-267-4735
Peterborough – 185 King Street West, K9J 8M3		(613) 391-2727		1-800-267-8043	
St. Catharines – 32 Church Street, P.O. Box 3038, L2R 3B9		984-2259	(416) 984-2259	688-4000	1-800-263-5672
Scarborough – 200 Town Centre Court, M1P 4Y3 from area code 905 from area codes 519, 705		(416) 973-6960	1-800-387-5229 1-800-387-5183	(416) 296-0104	1-800-387-5229 1-800-387-5183
Sudbury – 19 Lisgar Street South, P3E 3L5 from area code 705 from area codes 613 and 807		671-0541	(705) 671-0541 (705) 671-0541	671-0581	1-800-461-4060 1-800-461-6320
Thunder Bay – 130 South Syndicate Ave, P7E 1C7		(807) 625-7074		623-2751	1-800-465-6981
Toronto – 36 Adelaide Street East, M5C 1J7		973-3071	(416) 973-3071	865-9469	(416) 865-9469
Windsor – 185 Ouellette Avenue, N9A 5S8		973-7904	1-800-265-4841	258-8302	1-800-265-4841
MB		Winnipeg – 325 Broadway Avenue, R3C 4T4	983-6350	1-800-282-8079	983-3942
SK	Regina – 1955 Smith Street, S4P 2N9	780-6075	(306) 780-6075	780-6015	1-800-667-7555
	Saskatoon – 340-3rd Avenue North, S7K 0A8	975-4643	1-800-667-2083	975-4577	1-800-772-1644
AB	Calgary – 220-4th Avenue South East, T2G 0L1 from southern Alberta	691-6567	(403) 691-6567	221-8900	1-800-472-9701
	Edmonton – 9700 Jasper Avenue Suite 10, T5J 4C8 from northern Alberta from northeastern B.C. and Northwest Territories	495-3624	(403) 495-3624 (403) 495-3624	423-4044	1-800-661-4597 1-800-661-3350
BC	Penticton – 277 Winnipeg Street, V2A 1N6	(604) 492-9285		492-9200	1-800-663-5065
	Vancouver – 1166 West Pender Street, V6E 3H8 from northwestern B.C. and the Yukon	669-8367	1-800-663-1511	669-1033	1-800-663-1665
	Victoria – 1415 Vancouver Street, V8V 3W4	(604) 363-3474		363-3291	1-800-663-7006

Long distance calls — We accept collect calls.		Problem Resolution Program — Please call the enquiries service numbers first. If your problem is not resolved to your satisfaction, call the Problem Resolution Program co-ordinator.			
District Taxation Offices	General Enquiries		Problem Resolution Program	Director	Fax Number
	Local calls	Long distance calls			
St. John's	772-2610	1-800-563-2600	772-0172 1-800-563-9330	772-5074	(709) 754-5928
Charlottetown	628-4200	1-628-4200	628-4092	628-4011	(902) 368-0248
Halifax	426-2210	1-800-565-2210	426-4909	426-4253	(902) 426-7170
Sydney	564-7080	1-800-563-7080	564-7123	564-3168	(902) 564-3095
Bathurst	548-7100	1-800-561-6104	548-6745 1-800-561-2199	548-7927	(506) 548-9905
Saint John	636-4600	1-800-222-9622	636-3920 1-800-561-9629	636-4760	(506) 648-9658
Chicoutimi	698-5580	1-800-463-4421	1-800-263-3479	698-5560	(418) 698-5544
Laval	956-9101	1-800-363-2218	956-6864 1-800-465-4779	956-6666	(514) 956-6915
Montréal	283-5300	1-800-361-2808	496-1606	283-6539	(514) 496-1309
Québec	648-3180	1-800-463-4421	649-4056 1-800-263-3479	648-4586	(418) 649-6478
Rimouski	722-3111	1-800-463-4421	1-800-263-3479	722-3104	(418) 722-3027
Rouyn-Noranda	764-5171	1-800-567-6403	(819) 797-4674 1-800-567-3973	(819) 797-7300	(819) 797-8366
Sherbrooke	564-5888	1-800-567-7360	821-8528 1-800-263-7804	821-8597	(819) 564-4226
St-Hubert	283-5300	1-800-361-2808	445-5237 1-800-267-0478	445-5217	(514) 445-6301
Trois-Rivières	373-2723	1-800-567-9325	1-800-567-9330	371-7027	(819) 371-2744
Belleville	969-3706	1-800-267-8030	391-2728 1-800-565-7603	391-2665	(613) 969-7845
Hamilton from area codes 416 and 905 from area code 519	(905) 522-8671	1-800-263-9200 1-800-263-9210	(905) 572-2449 1-800-363-4389 1-800-363-4389	(905) 572-2601 (905) 572-2601 (905) 572-2601	(905) 546-1615 (905) 546-1615 (905) 546-1615
Kingston	545-8371	1-800-267-9447	541-3636 1-800-267-9447	541-3629	(613) 545-3272
Kitchener	579-2230	1-800-265-2530	570-7562 1-800-565-3870	570-7400	(519) 579-4532
London	645-4211	1-800-265-4900	645-4240 1-800-268-2976	645-4180	(519) 432-2807
Mississauga from area codes 519, 705 and 905	(905) 566-6700	1-800-387-1700	(905) 566-6168 (905) 566-6168	(905) 566-6165 (905) 566-6165	566-6182 (905) 566-6182
North York from area codes 519, 705 and 905	(416) 221-9309	1-800-387-1700	(416) 221-6048 1-800-668-4467	(416) 512-4000 (416) 512-4000	512-2558 (416) 512-2558
Ottawa from area code 613 from area code 819	598-2275	1-800-267-8440 1-800-267-4735	941-2022 1-800-668-2964 1-800-668-2964	941-2020 (613) 941-2020 (613) 941-2020	238-7125 (613) 238-7125 (613) 238-7125
Peterborough	876-6412	1-800-267-8030	876-3138 1-800-565-7603	(705) 876-3100	(705) 876-6422
St. Catharines	688-4000	1-800-263-5672	984-2285 1-800-668-2298	984-2202	(416) 688-5996
Scarborough from area code 416 from area codes 519 and 705	(416) 296-1950	1-800-387-5229 1-800-387-5183	(416) 973-4673 1-800-667-1604 1-800-667-1604	(416) 973-3945 1-800-387-5229 1-800-387-5183	(416) 973-5126 (416) 973-5126 (416) 973-5126
Sudbury from area code 705 from area codes 613 and 807	671-0581	1-800-461-4060 1-800-461-6320	671-0595 1-800-667-8959 1-800-667-8959	671-0590 (705) 671-0590 (705) 671-0590	671-3988 (705) 671-3988 (705) 671-3988
Thunder Bay	623-3443	1-800-465-6981	(807) 625-7033 1-800-665-6825	(807) 625-7061	(807) 622-8512
Toronto	869-1500	(416) 869-1500	973-3392	954-2759	(416) 360-8908
Windsor	258-8302	1-800-265-4841	973-7907 1-800-565-3536	973-7101	(519) 973-7188
Winnipeg	983-6350	1-800-282-8079	983-2346 1-800-661-3436	983-7085	(204) 943-3928
Regina	780-6015	1-800-667-7555	780-7703 1-800-667-5862	780-7702 1-800-667-5862	(306) 757-1412
Saskatoon	975-4595	1-800-667-2083	975-5483 1-800-563-7712	975-6470	(306) 652-3211
Calgary from southern Alberta	221-8919	1-800-332-1410	292-5063 1-800-661-6634	691-6886 (403) 691-6886	264-5843 (403) 264-5843
Edmonton from northern Alberta from northeastern B.C. and N.T.	423-3510	1-800-232-1966 1-800-661-6451	423-3815 1-800-661-9476 1-800-661-4248	495-3622 (403) 495-3622 (403) 495-3622	428-1584 (403) 428-1584 (403) 428-1584
Penticton	492-9200	1-800-565-5125	492-9418 1-800-565-9333	492-9393	(604) 492-8346
Vancouver from northwestern B.C. and the Yukon	689-5411	1-800-663-9033	669-8647 1-800-663-9334	669-8374 (604) 669-8374	689-7536 (604) 689-7536
Victoria	363-0121	1-800-742-6108	363-3219 1-800-661-1705	363-3219	(604) 363-3726

Corporations served by the following district offices:	Contact the following taxation centres:
St. John's, Charlottetown, Halifax, Sydney, Bathurst and Saint John	St. John's Taxation Centre , Freshwater Road/Empire Avenue, St. John's, Newfoundland A1B 3Z1
Chicoutimi, Québec, Rimouski, Rouyn-Noranda, Sherbrooke and Trois-Rivières	Jonquière Taxation Centre , 2251 de la Centrale Boulevard, Jonquière, Quebec G7S 5J1
Laval, Montréal and St-Hubert	Shawinigan Taxation Centre , 4695-12th Avenue, Shawinigan-Sud, Quebec G9N 7S6
Mississauga, North York, Ottawa, Scarborough and Toronto	Ottawa Taxation Centre , 875 Heron Road, Ottawa, Ontario K1A 1A2
Belleville, Hamilton, Kingston, Kitchener, London, Peterborough, St.Catharines, Sudbury, Thunder Bay and Windsor	Sudbury Taxation Centre , 1050 Notre Dame Avenue, Sudbury, Ontario P3A 5C1
Winnipeg, Regina, Saskatoon, Calgary and Edmonton	Winnipeg Taxation Centre , 66 Stapon Road, Winnipeg, Manitoba R3C 3M2
Penticton, Vancouver and Victoria	Surrey Taxation Centre , 9755 King George Highway, Surrey, British Columbia, V3T 5E1

Taxation Centres	Problem Resolution Program	Assistant Director, Corporation Services	Director	Fax Number
St. John's Taxation Centre	(709) 772-0271 1-800-563-3131	(709) 772-6888	(709) 772-0279	(709) 754-3416
Jonquière Taxation Centre	(418) 548-9171 1-800-263-1485	(418) 548-5385 1-800-561-1870	(418) 699-0540 1-800-263-4485	(418) 548-0846
Shawinigan Taxation Centre	(819) 537-9381 1-800-263-4888	(819) 537-5141	(819) 536-6200 1-800-263-4888	(819) 536-7078
Ottawa Taxation Centre	(613) 941-3333 1-800-461-5018	(613) 954-9910	(613) 954-9622	(613) 739-1147
Sudbury Taxation Centre	(705) 671-0317 1-800-661-7419	(705) 670-5567	(705) 670-5563	(705) 671-3994
Winnipeg Taxation Centre	(204) 984-2469 1-800-565-3439	(204) 984-3429	(204) 984-2470	(204) 661-6989
Surrey Taxation Centre	(604) 585-7318 1-800-661-1950	(604) 585-5764	(604) 585-5760	(604) 585-5769

International Taxation Office	General Enquiries		Problem Resolution Program	Director	Fax Number
	Local calls	Long distance calls			
2540 Lancaster Road, Ottawa, Ontario K1A 1A8 calls from the Ottawa area calls from within Canada calls from outside Canada	952-3741	1-800-267-5177 (613) 952-3741	(613) 952-3502 1-800-661-4985	(613) 526-6477	(613) 941-2505

Notes

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