



## Non-Profit Organization (NPO) Information Return

- 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 has to file this return if:
  - it received or is entitled to receive taxable dividends, interest, rentals or royalties totalling 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 an NPO information return for a previous fiscal period.
- To determine if the organization you represent has to complete this return, see Guide T4117, *Income Tax Guide to the Non-Profit Organization (NPO) Information Return*.
- Mail your completed return to: Ottawa Technology Centre, 875 Heron Road, Ottawa ON K1A 1A2

**Do not use this area**

<b>Part 1 – Identification</b>				
Fiscal period from _____ to _____ <small>Year Month Day      Year Month Day</small>			Business number, if any	
Name of organization			Trust (T3) number, if any	
Mailing address			Is this the final return to be filed by this organization? If yes, attach an explanation.      1 Yes <input type="checkbox"/> 2 No <input type="checkbox"/>	
City	Province	Postal code	Type of organization (see Guide T4117)	
Name and title of person to contact			Telephone number	

<b>Part 2 – Amounts received during the fiscal period</b>	
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 _____
<b>Total receipts</b> (add lines 100 to 106) .....	107 _____ ▶ _____

<b>Part 3 – Statement of assets and liabilities at the end of the fiscal period</b>	
<b>Assets</b>	
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 _____
<b>Total assets</b> (add lines 108 to 115) .....	116 _____ ▶ _____
<b>Liabilities</b>	
Amounts owing to members .....	117 _____
Amounts owing to all others (specify) _____	118 _____
<b>Total liabilities</b> (add lines 117 and 118) .....	119 _____ ▶ _____

**Part 4 – Remuneration**

Total remuneration and benefits paid to all employees and officers .....	<b>120</b>	_____
Total remuneration and benefits paid to employees and officers who are members .....	<b>121</b>	_____
Other payments to members (specify) _____	<b>122</b>	_____
Number of members in the organization .....		_____
Number of members who received remuneration or other amounts .....		_____

**Part 5 – 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.

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\_\_\_\_\_

\_\_\_\_\_

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

If yes, indicate where:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part 6 – Location of books and records**

Leave this area blank if the information is the same as in Part 1.

Name of person to contact

Mailing address

City	Province	Postal code	Telephone number
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**Part 7 – Certification**

I certify that the information given on this return and in any attached documents is correct and complete.

_____	_____
Name of authorized officer	Position
_____	_____
Authorized officer's signature	Date (YYYY/MM/DD)

<b>Language of correspondence</b> Indicate the language of your choice	<b>Langue de correspondance</b> Indiquer la langue de votre choix
1 English <input type="checkbox"/> Anglais	2 Français <input type="checkbox"/> French