

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 a NPO return for a previous fiscal period.

To determine if the organization you represent has to complete this return, please see the T4117, *Income Tax Guide to the Non-Profit Organization (NPO) Information Return*.

Send your completed return to: Ottawa Technology Centre, 875 Heron Road, Ottawa ON K1A 1A2

Do not use this area

Part 1 – Identification								
Fiscal period From	Year	Month	Day	to	Year	Month	Day	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	

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

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

Part 4 – Remuneration

Total remuneration and benefits paid to all employees and officers	120	_____
Total remuneration and benefits paid to employees and officers who are members	121	_____
Other payments to members (specify) _____	122	_____
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.

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

Part 7 – Certification

Only a current officer of the organization can sign this certification.

I, _____, of _____,

Name of officer whose signature appears below (print)

City and Province

certify that the information given on this return is, to the best of my knowledge, correct and complete.

Authorized officer's signature

Position or office within the organization

Year	Month	Day	
Date			

Language of correspondence
Indicate the language of your choice

Langue de correspondance
Indiquer la langue de votre choix

1 English
Anglais

2 Français
French