



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

Part 1 – Identification				
Fiscal period from _____ to _____ <small>Year Month Day Year Month Day</small>			Business number, if any	
Name of organization			Trust (T3) number, if any T	
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
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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)

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