

HOW TO COMPLETE THIS FORM

Section A – Identification

- Enter the charity's name, as it appears in our records, and its BN/registration number. When you complete this form, you must use your RR account number (e.g., 12345 6789RR1234).

Section B – Change of mailing address

- Use this section to change the charity's mailing address. Also provide the effective date of the new address.

Section C – Form T3010 adjustment details

- Use the line numbers from Form T3010 when you complete this form.
- In the box provided, enter the end date of the fiscal period to which the change applies.
- Provide details for each change you have submitted.
- In the first column, enter the line number from Form T3010 that you are changing.
- In the second column, enter the information or amount that you filed on Form T3010.
- In the third column, enter the revised information or amount.
- **Most changes to financial information will affect the total amounts reported in other areas. Make sure you note all affected totals on this form.**
- Round all amounts to the nearest single dollar. Do not include cents.
- Provide any further details or explanation in the "Other details or explanations" area. Make sure you provide the line number from Form T3010 for the information you are changing.
- If you do not have enough space on this form, attach a separate sheet using the same format as on this form. Make sure your BN/registration number is on every attachment.

Example 1

When it filed its last Form T3010, ABC Charity incorrectly reported that it did not compensate any of its directors/trustees or like officials. To correct this information, ABC Charity would complete Section C as follows:

Line numbers as they appear on Form T3010	Original information or amount	New information or amount
3200	No	Yes

Example 2

XYZ Charity made an error in reporting "Cash, bank accounts, and short-term investments" on its Form T3010. To correct this information, XYZ Charity would complete Section C as follows:

Line numbers as they appear on Form T3010	Original information or amount	New information or amount
4100	\$75,000	\$57,000
4200	\$150,000	\$132,000
Other details or explanations (attach a separate sheet if required)		
The amount reported on line 4100 was incorrectly reversed when copying to the form. The total assets amount on line 4200 has also been corrected to reflect the change.		

Section D – Authorization and certification (confidential data)

- Enter the name of the person who completed the form, whether this is an authorized representative from within the charity or an outside firm that is authorized to represent the charity. Provide that person's daytime telephone number.
- Enter the firm name and address only if the person completing this form is from an outside firm.
- An authorized representative of the charity must sign the form. If authorization is not on file with us for this person, attach a letter of authorization on the charity's letterhead signed by an authorized representative of the charity.

Mail or fax the completed form to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

Fax: **613-957-8925**