T1 ADJUSTMENT REQUEST

- Use this form to request an adjustment (a reassessment) to an individual income tax return.
- See the back of this form for information on how to complete it.
- Send the completed form to the tax centre as indicated on your notice of assessment for the year being adjusted. You can find the address on the back of this form

A Identification							For	filing				DO N	OT L	ISE THIS AREA								
	Adjustment request for the tax year (complete a separate form for each year) Ill name: (please print your surname first)							Space reserved for administrative purposes														
Address: (please print)																						
same as the return								_														
Or:								Acknowledgement Stall code														
								CRA	A Use	r ID 			Date		Rev.		Date					
В		Autho	ori	zatio	n – C	:omn	lete t	this	area if v	VOLL are	e author	izina a ners	on o	r firm	to ma	ke thi	s rec	nuest on v	our	hehalf		
B Authorization – Complete this area if you are authorizing a pers Name and address of authorized person or firm preparing this request: (please print)							Letter of authorization (or Form T1013, Authorizing or Cancelling a Representative) for the year under review (must indicate level 2—see HOW TO COMPLETE THE FORM on reverse):															
								was submitted previously is attached														
С	C Adjustment details																					
List the details of your requested change below. If you have received an assessment or reassessment notice with an amount that is different from the amount on the return you submitted, show the amount stated on the notice as the previous amount. You must provide supporting documentation for the entire revised amount. This may include receipts, schedules, or other relevant documents. Your request may be delayed if you do not provide all required information with this form. See the back of this form for information about required documentation and for examples of how to complete this area.																						
Line number from return or schedule Name of line from return or schedule							chedule			Pre	/ious a	amou	ınt +	An	nount of change	Re	evised amount					
	Other details or explanations (attach an extra sheet if required)																					
D Certification Learlify that the information given on this form and any decuments attached is to the heat of my knowledge correct and complete																						
ı ce	I certify that the information given on this form and any documents attached is, to the best of my knowledge, correct and complete.																					
							(Home)															
Date Taxpayer signature							Representative signature (Business) Telephone							one								



Send the completed form to the tax centre as indicated on your notice of assessment for the year being adjusted. You will find the address listed below.

St. John's Tax Centre 290 Empire Avenue St. John's NL A1B 3Z1 Jonquière Tax Centre 2251 René Lévesque Blvd. Jonquière QC G7S 5J1 Sudbury Tax Centre 1050 Notre-Dame Ave. Sudbury ON P3A 5C1 Surrey Tax Centre 9755 King George Blvd. Surrey BC V3T 5E1

Shawinigan-Sud Tax Centre 4695 12e Avenue Shawinigan-Sud QC G9P 5H9 Summerside Tax Centre 275 Pope Road Summerside PE C1N 6A2 Winnipeg Tax Centre 66 Stapon Road Winnipeg MB R3C 3M2

If you were a newcomer, an emigrant, a non-resident or a deemed resident of Canada, or if you are claiming an Overseas Employment Tax Credit for the year in question, send the completed form to:

International and OttawaTax Services Office Post Office Box 9769, Station T Ottawa ON K1G 3Y4 CANADA

HOW TO COMPLETE THE FORM

Area A: Identification

Complete this area in full so that we know exactly who you are and what return you want us to reassess.

Note

We will accept a change of address only from **you** or **your legal representative**. A legal representative can be someone with your power of attorney, a guardian, or an executor or administrator of your estate.

Area B: Authorization

- · Complete this area if you are authorizing a person or firm to make this request on your behalf.
- You have to authorize us to discuss your tax matters with this person or firm by providing a signed letter or Form T1013, Authorizing or Cancelling a Representative. You do not have to provide a letter or Form T1013 if there is already one on file.
- The letter of authorization or Form T1013 must indicate Level 2 to make changes to a taxpayer's account.

Note

You can get Form T1013 from our Web site at www.cra.gc.ca or by calling 1-800-959-8281.

Area C: Adjustment details

- Please provide all details for each change you request (you do not have to show a recalculation of your taxes).
- Choose the appropriate plus/minus (+/-) indicator (for losses, e.g. self-employed business loss, chose minus "-").
- If you are changing a line on which you already claimed an amount (see Example 1, below) and you did not previously provide the supporting documentation, you now have to provide supporting documentation for the entire revised amount.
- Supporting documentation may include receipts, schedules, or other relevant documents. Your request may be delayed if
 you do not provide all required information with this form.
- You can get more information about CRA's rules and policies for reassessments from our Web site at www.cra.gc.ca or by calling 1-800-959-8281.
- Following is an example of how to complete this area.

Example

Mary filed her 2013 return reporting the following information:

Employment income \$28,600 Union dues \$500

After receiving her **notice of assessment**, Mary received an additional T4 slip. It showed \$200 in income and \$20 for union dues.

To request a change to her return, Mary will complete Area C as follows:

Line number from return or schedule	Name of line from return or schedule	Previous amount	+	Amount of change	Revised amount
101	Employment income	28,600	+	200	28,800
212	Union dues	500	+	20	520

Note

Even though Mary did not submit receipts with her tax return for the original union dues claim of \$500, she must now submit those receipts along with her additional T4 slip.

Area D: Certification

· Make sure either you or your authorized representative signs and dates the request for a change to your return.