



Send the completed form to your tax centre as indicated on your Notice of Assessment. 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 – 12th Avenue  
Shawinigan-Sud QC G9N 7S6

Summerside Tax Centre  
275 Pope Road  
Summerside PE C1N 5Z7

Winnipeg Tax Centre  
66 Stapon Road  
Winnipeg MB R3C 3M2

International Tax Services Office  
2204 Walkley Road  
Ottawa ON K1A 1A8  
(international and non-resident taxpayers only)

## 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 any Canada Revenue Agency (CRA) office or our Web site at **www.cra.gc.ca** or by calling **1-800-959-2221**.

### Area C: Adjustment details

- Please provide all details for each change you request (you do not have to show a recalculation of your taxes).
- Show any losses in brackets (e.g., self-employed business loss).
- 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 in Information Circular 75-7R3, *Reassessment of a Return of Income*. You can get IC75-7R3 from our Web site at **www.cra.gc.ca** or by calling **1-800-959-2221**.
- Following are two examples of how to complete this area.

#### Example 1

Mary filed her 2010 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.

#### Example 2

In certain situations there may not be a line number to use when requesting a change. Complete the form as shown in the following example.

John filed his 2010 return without claiming the goods and services tax/harmonized sales tax (GST/HST) credit. When he received his *Notice of Assessment*, John realized that he had not claimed the credit. Since there is no line number for this claim, John 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
–	GST/HST credit	0	+	1 (Yes)	1 (Yes)

### Area D: Certification

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