

REQUEST TO REDUCE TAX DEDUCTIONS (RRSP) AT SOURCE FOR YEAR _____

- Use this form to request authorization from Canada Customs and Revenue Agency (CCRA) for reduced tax deducted at source for periodic contributions to a Registered Retirement Savings Plan (RRSP).
- ALL your income tax returns that are due must be filed and amounts paid in full before sending this form.
- Send the completed form, with required details, to the Client Services Division address of your nearest CCRA tax services office at: <http://www.ccradrc.gc.ca/contact/tso/BC-e.html> or by calling 1-800-959-8281.
- CCRA will notify you in writing within four to eight weeks, whether or not your request is approved. You will then be required to mail or fax your authorization letter to your payroll office. If authorization is received in your Payroll office after the first pay period in January, the amount will be pro-rated over the remainder of the calendar year.

Considerations:

- CCRA may request supporting documentation. They will contact you if this is required.
- If you have child care expenses, alimony, maintenance, support payments, employment expenses, interest expenses, etc. please use CCRA form T1213, available from your local tax office.
- You must re-apply **annually** for a reduction in taxes due to regular RRSP contributions. For uninterrupted reductions, you should apply to CCRA by November of each year using this form.
- Annual RRSP contributions should not exceed your RRSP deduction limit, as provided by CCRA.
- Direct income tax enquiries to the Client Services Division of your nearest CCRA office.
- For details of your ministry's payroll office, go to: [Payroll Contacts](#)

IDENTIFICATION				
First name		Last Name		SIN:
Address				
City/town	Province	Postal Cd -	Home phone	Business Phone
Employer Province of British Columbia Ministry of		Payroll contact person	Payroll FAX #	Payroll Phone #
Payroll Office Address				
Request to Reduce tax on regular RRSP contributions				
RRSP contract details:				
Financial Institution:		Contract #	Annual RRSP amount	\$ _____ (a)
Subtract income not subject to tax deductions at source (interest), net rental or self-employed income				\$ _____ (b)
Net amount eligible for tax waiver amount (a) less (b); if negative, enter 0.00				\$ _____
Certification				
<p>I request authorization for my employer to take less tax deductions at source based on the information given. I certify that the information given in the statement is, to the best of my knowledge, correct and complete.</p> <p>I understand that Canada Customs and Revenue Agency will notify me in writing.</p>				
_____			_____	
Signature			Date	

**Send the completed form to the Client Services Division
of your nearest CCRA tax services office.**