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How do I fill out the Tax Waiver Application?

Use this form if you are a non-resident and want to apply for a reduced amount of Regulation 105 withholding tax from amounts paid to you for services provided in Canada.

Please follow the instructions below to fill out the attached forms. If you're not sure how to fill something out, you can contact Mrs. Basch at 416-781-2969 or leave it blank.

Please note: Camp Agudah Toronto does not guarantee the acceptance of your request by the Canada Revenue Agency. If for any reason an application is not accepted by the CRA, the 15% withholding tax will be applied to your salary.

For those filling out the 'Regulation 105 Waiver Application' and the 'Application for a Canada Revenue Agency Individual Tax Number (ITN) for Non-Residents' for the first time follow ALL the steps below:

If you filled out these form last year and received your ITN: You will need to fill in **only** the 'Regulation 105 Waiver Application' for this year.

Please note the following differences from steps below:

1. Check "no"
6. Fill in you ITN number
22. Check "Yes"
23. Fill in all information as applicable

Form 1 of 2- "REGULATION 105 WAIVER APPLICATION":

Section I - Applicant identification:

1. Check "Yes"
2. Check "Individual"
3. Fill in your:
 - a) Name - as found on your passport
 - b) Street address
 - c) Date of birth (year/month/day)
 - d) Telephone number (home number is okay)
4. Write in "N/A"
5. Social Security number (or tax ID# for non-US citizen)
6. Write in "N/A" for first time applicants.
Those who applied last year have to fill in the ITN number that they got from CRA
7. Leave blank
8. Leave blank
9. Leave blank
10. Check off "Other" and write in "Summer Camp"
11. Leave blank

Section II – Current service information:

12. Check "Yes"
13. If you know your salary fill it in (not including any extras, e.g. tips)
14. This section is for all 'extras' i.e. tips, bonuses etc. If you are getting tips – leave this blank. If you are not receiving any tips and you know your other 'extras' – check "Yes" and write amount, currency, and reason (i.e. "Bonus") on the line. Mrs. Basch will fill in missing info.

15. If you are entitled to travel reimbursement, check “Transportation” and write the amount on the line. Be sure to indicate USD or CND.
16. Leave blank
17. Please indicate your travel dates (year/month/day format). If you’re unsure write 1 day before camp season for arrival and last day of camp for departure.
18. Leave blank
19. Check “No”
20. Check box to indicate that you are not be paying any other person in Canada from your salary
21. a) Dates of service: girls’ season dates are 2017/06/28 to 2017/07/24
boys’ season 2017/07/26 to 2017/08/20.
- b) City and Province: “Port Carling, ON”
- c) Payer Name and Address: “Camp Agudah, 129 McGillivray Avenue, Toronto, ON. M5M-2Y7”
- d) Amount of fee and currency: leave for Mrs. Basch who will fill it in after all salary, tips, bonuses, etc. are calculated.

Section III – Previous and future service information:

22. If this is your first job (on the books) in Canada check “no” in **both** sections and skip to #25. If you previously worked in Canada, check “yes” where applicable.
23. Fill in all information as applicable
24. Leave blank
25. Fill in bottom half of box [skip first 7 blanks] “**For individual**”.
 - a) Your name as found on passport
 - b) Your country of residents
 - c) Signature
 - d) Print name
 - e) Date (year/month/day format)
26. Print your name (as found on passport), sign, **skip 2 middle blanks**, date (year/month/day format)

Form 2 of 2 – “APPLIACATION FOR A CANADA REVENUE AGENCY
INDIVIDUAL TAX NUMBER (ITN) FOR NON-RESIDENTS

Top of page:

In the left column “Indicate the reason you are applying for an ITN”

- check the middle box “Filling an application to waive ...”

In the right column “Supporting certified document”

-check off “Valid Passport” (or the document of your choice.) Note: You will need a certified copy of this document. Must include Name, D.O.B., Phone. Certification must be on the front page of the document together with the picture etc.

Identification:

1. Name - as found on your passport. (Last name then first)
2. Street address
3. Mailing address (**only** if different than street address)
4. Date of birth (year/month/day), **and** your country of birth
5. Social Security number (or tax ID# for non-US citizen) **and** telephone number (home number is okay)

Certification:

- a) Print your name (as found on passport)
- b) Date of signature
- c) Sign