



International  
**LONGSHORE & WAREHOUSE  
 UNION**

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**LOCAL 500 BULLETIN**

# REQUEST TO REDUCE TAX DEDUCTIONS AT SOURCE

## Canada Revenue Agency (CRA) form T-1213

Since the memo from the BCMEA Director of Finance (Gordon Clissold) was released stating that the CRA has revised the manner for determining the amount of taxes to be withheld on vacation pay there has been much confusion.

The memo said:

"Effective 2009, we (the BCMEA) are required to calculate and withhold the full income taxes due on the lump sum payment at the time the payment is made."

Since this memo was posted many of you have filled out a T-1213 form from the CRA that authorizes the employer to reduce tax deductions. You have sent the form to the BCMEA Pay Office. **THIS IS INCORRECT.**

**The T-1213 MUST GO TO THE CRA to be authorized.** The CRA will then send the BCMEA the authorization to reduce the amount of tax withheld. This process takes 4 - 8 weeks.

If you have any questions about Gordon Clissold's memo he has asked you to contact him at 604-694-2318.

Canada Revenue Agency / Agence du revenu du Canada

**REQUEST TO REDUCE TAX DEDUCTIONS AT SOURCE FOR YEAR(S) \_\_\_\_\_**

- Use this form to ask for reduced tax deductions at source for any deductions or non-refundable tax credits that are not part of the Form TD1, *Personal Tax Credits Return*.
- All your income tax returns that are due have to be filed and amounts paid in full before you send us this form.
- You usually have to file this request every year. However, if you have deductible support payments that are the same or greater for more than one year, you can make this request for two years.
- Send the completed form with all supporting documents to the Client Services Division of your tax services office. You can find the addresses on our Web site at [www.cra.gc.ca/tso](http://www.cra.gc.ca/tso) or by calling us at 1-800-959-8281.
- We will notify you in writing within four to eight weeks whether or not we approve your request.

Identification			
First name		Last name	
Address		Social Insurance Number	
City	Province or territory	Postal code	Residence Telephone Business
Employer Name		Contact person	Telephone and fax numbers
Address			
Request to reduce tax on			
<input type="checkbox"/> Salary			
<input type="checkbox"/> Lump sum (indicate the amount and payment type; for example, a bonus or vacation pay)			
\$ _____ and _____			
Deductions and non-refundable tax credits			
Registered retirement savings plan (RRSP) contributions			\$ _____
• Give details or a copy of the payment arrangement contract. • Do not include contributions deducted from your pay by your employer.			
Child care expenses			\$ _____
• Give details on a separate sheet.			
Support payments			\$ _____
• Attach a copy of your court order or written agreement and Form T1158, <i>Registration of Family Support Payments</i> (if not previously filed). • Recipient's name and social insurance number: _____			
Employment expenses			\$ _____
• Attach a completed Form T2200, <i>Declaration of Conditions of Employment</i> , and Form T777, <i>Statement of Employment Expenses</i> .			
Carrying charges and interest expenses on investment loans			\$ _____
• Attach a copy of statements from the lender confirming the purpose and amount of loan(s) and the interest payments to be made in the year.			
Other (for example, charitable donations or rental losses)			\$ _____
• Attach all supporting documents. Use a separate sheet to give details if necessary. Specify: _____			
Total amounts to be deducted from income			\$ _____
Subtract income not subject to tax deductions at source (interest, net rental or self-employed income)			- _____
Net amount requested for tax waiver			\$ _____
Certification			
I request authorization for my employer to reduce my tax deductions at source based on the information given. I certify that the information given is, to the best of my knowledge, correct and complete.			
Signature		Date	