

Tax Rebate Program for Registered Charitable and Not-For-Profit Organizations

Registered charities and not-for-profit organizations may apply for a tax rebate of 40% of the taxes payable on eligible property it occupies in one of the commercial classes or industrial classes. Applications for the tax year must be received by the last day of February of the following year.

DO YOU QUALIFY?

A registered charity as defined in subsection 248(1) of the Income Tax Act (Canada) that has a registration number issued by the Canada Customs and Revenue Agency and pays taxes on eligible property it occupies; or

A not-for-profit organization as described in paragraph 149(1)(1) of the Income Tax Act (Canada) that pays taxes on eligible property it occupies.

HOW THE PROGRAM WORKS

- **You must complete an application for this program annually to establish eligibility or confirm continued eligibility.**
- Applications for the rebate must be submitted to the City of Thunder Bay after January 1 of the taxation year and received no later than the last day of February of the following year.
- The applicant must agree to provide the necessary information to the City of Thunder Bay, Revenue Division in order to demonstrate that eligibility requirements have been met.

HOW TO GET AN APPLICATION

- Applications are available for pick up at the City of Thunder Bay Revenue Division, City Hall, 500 Donald Street East, Thunder Bay; or
- Send your request to us in writing to the City of Thunder Bay, Revenue Division, City Hall, 500 Donald St. E, Thunder Bay, ON P7E 5V3.

QUESTIONS

- Questions about the Tax Rebate Program for Registered Charitable and Not-For-Profit Organizations should be directed to the City of Thunder Bay Revenue Division, City Hall, 500 Donald Street East, Thunder Bay, P7E 5V3, Telephone (807) 625-2255.

Tax Rebate Application for Registered Charities and Not-for-Profit Organizations

MUNICIPAL USE ONLY

DATE RECEIVED

The **3 steps** to applying for your rebate:

1 Fill out the form.



2 Attach required information to be submitted with application.



3 Mail or drop off to:
Revenue Division, City Hall
500 Donald St. E, Box 800
Thunder Bay, ON P7E 5V3
(Original Only – faxed copies are not acceptable)



The **deadline** for submitting applications is **the last day of February** of the year following the taxation year to which the application relates.

*If any Benefits received from this application were accepted under false pretense, total amount shall be revoked and recovered by whatever means deemed necessary by the municipality.

ORGANIZATION

Registered Charity Not-for-Profit Both

Name of Organization _____
 Revenue Canada Registration Number _____ (i.e. BN xxxxx xxxx RR0001)
 Mailing Address _____ City _____
 Postal Code _____ Telephone () _____ Fax () _____
 Applicant Name _____ Title _____
 Signature _____ Date _____

PROPERTY OCCUPIED

Tax Roll Identifier _____ Taxation Year Applied for _____
 Date of Occupancy _____ Total Months _____ this year.
 Street Address and Unit No. _____
 Total Commercial/Industrial Space Occupied by Organization _____ (Sq. Ft.)
 Total Commercial/Industrial Square Footage of Building _____ (Sq. Ft.)
 Total Square Footage of All Assessed Areas of Building _____ (Sq. Ft.)
 Are you sub-leasing space, No, if yes, to whom:
 _____ part of space occupied _____ (Sq. Ft.)
 _____ part of space occupied _____ (Sq. Ft.)
(If additional sub-leased space, please attach list)

LANDLORD INFORMATION

Name _____
 Mailing Address _____ City _____
 Postal Code _____ Telephone () _____ Fax () _____

REQUIRED INFORMATION TO BE SUBMITTED WITH THE APPLICATION

Please check the appropriate box for documentation being submitted

IF RENTING:

- Copy of current lease that sets out amount of property taxes to be paid by the organization
- Confirmation of square footage as detailed above
- Statement/Invoice from landlord indicating amount of property taxes billed to the organization

PROOF OF STATUS AS AN ELIGIBLE ORGANIZATION MUST BE SUBMITTED WITH THE APPLICATION

For Charities:

- Copy of Notification of Registration (if not previously provided)
- Copy of Annual Information Return filed with Canada Customs and Revenue Agency (latest copy available)

For Not-for-Profit Organizations:

- Copy of charter, constitution, or letters patent that clearly specifies that the organization has been created exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit (if not previously provided)
- Copy of Annual Information Return filed with Canada Customs and Revenue Agency (latest copy available, if applicable)

THIS APPLICATION CANNOT BE PROCESSED WITHOUT ALL THE REQUIRED DOCUMENTATION