



Tax Rebate Program for Registered Charities

A registered charity may apply for a tax rebate of 40% of Property Taxes on an eligible property it occupies in one of the commercial classes or industrial classes.

Who Qualifies?

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

How the Program Works

- You must complete an application for this program **annually** to establish eligibility or confirm continued eligibility
- The **deadline for submitting an application for the rebate is February 28th** of the year following the taxation year to which the application relates
- The applicant must agree to provide the necessary information to the Town of Carleton Place in order to demonstrate that eligibility requirements have been met

Enquiries

For more information about the Tax Rebate Program for Registered Charities please contact:

In Person	By Telephone	By Mail
Carleton Place Town Hall 175 Bridge Street Carleton Place	Jennifer Muoka 613-257-6218	Carleton Place Town Hall 175 Bridge Street Carleton Place, ON K7C 2V8



Application for Registered Charities Tax Rebate

To Apply for a Registered Charities Tax Rebate, please submit this completed application to: jmuoka@carletonplace.ca

The deadline for submitting applications is February 28th of the year following the taxation year to which the application relates.

Organization and Property Information:

Organization

Name of Organization: _____

Canada Revenue Agency Registration Number: _____

Mailing Address: _____

Name of Applicant and Title: _____

Telephone Number: _____

Signature: _____ Date: _____

Property Occupied

Taxation Year Applied For: _____ Roll Number: _____

Legal Description: _____

Property Details of the Commercial/Industrial Occupied by the Organization:

Date of Occupancy: _____ Total Months this Year: _____

Square Footage Occupied: _____

Total Square Footage of Building: _____

Total Square Footage of ALL Assessed Areas of Building: _____

Are you sub-leasing space? If yes, enter details below: Yes No

Name of Sub-lessee: _____ Part of Space Occupied: _____

Name of Sub-lessee 2: _____ Part of Space Occupied: _____

Landlord Information

Name: _____ Telephone Number: _____

Mailing Address: _____

Required Information to be submitted with this Application:

Copy of Notification of Registration (if not previously provided)

Copy of Annual Information Return Filed with Canada Revenue Agency (last copy available)

And If Renting:

Copy of Current Lease that sets out the amount of property taxes to be paid by the organization

Confirmation of square footage as detailed above

Statement/Invoice from the landlord indicating the amount of property taxes billed to the organization

This Application CANNOT be processed without all the required documentation

The personal information on this form is collected under the authority of the Municipal Act 2001 and will be used to determine eligibility for a refund of taxes under the Act.