

Date: _____ ,

Canada Revenue Agency

Dear Sir/Madam:

Re: Request for Refund

On [specify date] I paid the sum of [\$ _____] (see the attached copy of cheque) on account of a potential tax liability arising from the attached Notice of Reassessment. I now request the return of this money. I have filed a Notice of Objection to the Reassessment [_____] (copy attached).

In accordance with subsection 164(1.1) of the Income Tax act I am applying to the CRA for it to process and pay my refund.

Please make your cheque payable to the undersigned and forward to the address set out below.

Yours truly,

(signed)

Date: _____

Name: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____

Fax: _____

Email: _____

Social Ins. Number: _____

Instructions for Refund of Taxes Paid

1. You should address the letter to the same Taxation Services Office to which you sent your cheque.
2. Enclose copies of the cheque (preferably front and back, if possible), the Notice of Reassessment and the Notice of Objection.
3. You do not have to give a reason for requesting a refund of your money. You can, if you wish, give a reason.