



# TOWN OF MATTAWA

## Registered Charity Tax Rebate Application

Assessment Roll Number – 4821- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Form must be received at the tax office by the last day of February of the year following the tax year to which the application relates.**

Calendar Year For Which Rebate Applies \_\_\_\_\_

Name of Applicant Charity \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Address For Which Rebate Applies \_\_\_\_\_

Length of Occupancy at Present Address \_\_\_\_\_

Canada Customs & Revenue Reg./Business No. \_\_\_\_\_

*(Submit copy of Charter)*

Property Owner's Name \_\_\_\_\_ Tel: \_\_\_\_\_  
(print)

Property Class for Property Occupied by Charity \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial

Total Property Tax \$ \_\_\_\_\_

Square Footage of Space Occupied \_\_\_\_\_

Charity Property Tax Amount in above Property Class  
*(receipt from owner/landlord of taxes paid)*

|                     |
|---------------------|
| Taxes \$ _____ (A)  |
| HST \$ _____        |
| Total Paid \$ _____ |

Rebate Percentage 40% (B)  
100% (B)

Rebate Entitlement (A) x (B) \$ \_\_\_\_\_ (C)

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

*From the Landlord (if applicable): submit a letter from the landlord that supports the total actual amount of the property taxes paid for the applicable year.*

### Charity Declaration:

I, the undersigned hereby certify that the information is true and complete to the best of my knowledge and belief and authorize the municipality to verify all information contained in this statement.

Name of Authorized Officer \_\_\_\_\_ Title \_\_\_\_\_  
(print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

***"It is a serious offence to make a false statement"***

**PROPERTY TAX REBATE PROGRAM FOR REGISTERED CHARITIES**  
**(pursuant to Section 361, *Municipal Act*, S.O. 2001, c.25, as amended)**

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The Corporation of the Town of Mattawa's Property Tax Rebate Program for registered charities, as provided by By-Law No. 17-12, as amended, is authorized by Section 361 of *The Municipal Act*, 2001, S.O. 2001, c.25, as amended. This legislation obligates municipalities within the Province of Ontario to rebate certain registered charities 40% of the property taxes paid by them directly or through a lease.

**To be eligible for a property tax rebate, the following conditions must be met:**

- The applying organization must be a "registered" charity under the *Income Tax Act* (Canada), and as such possess a valid Canada Customs & Revenue Agency BN/Registration Number or a Non-Profit Organization as defined in the *Income Tax Act* (Canada);
- The applying registered charity must own and occupy the commercial and industrial property for which the rebate is being sought; or be a tenant in a commercial or industrial property for which a rebate is being sought;
- The applying registered charity must fulfill the application requirements and submit a fully completed application form.
- An application for a taxation year must be made after January 1 of the year and no later than the last day of February of the following year.
- The applying registered charity must agree to supply the municipality additional information as may be requested to substantiate the application;
- Receipt for all taxes paid by the charity or non-profit organization (tenant) to the owner/landlord for the year which the rebate is sought. **This receipt is mandatory in order to process the application. Where applicable, this receipt should reflect the property tax paid and the portion of the total that represents H.S.T.**
- In order to process a property tax rebate request, the attached ORIGINAL application form must be completed in full and submitted annually. **Faxes will not be accepted.**
- Section 1 is to be completed by the registered charity (or registered charity's agent).
- Section 2 is to be completed by the property owner (or property owner's agent) if the registered charity leases the commercial or industrial property for which a rebate is being sought.
- A copy of the registered charity's CANADIAN REGISTERED CHARITIES DETAIL PAGE form referencing the BN/Registration number, as issued by the Charities Directorate (Canada Customs & Revenue Agency) MUST accompany the original application form.
- This CANADIAN REGISTERED CHARITIES DETAIL PAGE form is readily available by contacting the federal government's Client Assistance, Charities Directorate (Canada Customs & Revenue Agency) by telephone at 1-800-267-2384 or by accessing the CRA website.

**Please Note:**

1. Pursuant to the provisions of By-Law No. 17-12, rebates may be issued in two (2) installments. One half (1/2) of the rebate amount within sixty (60) days after receipt of a completed eligible application and the balance within one hundred twenty (120) days after receipt of the application.
2. The Charity Rebate Program is an annual program; a new and complete application must be filed each year. A previous year's application (and supporting documentation) does not constitute precedence or legitimate any right of entitlement for the current year.
3. Where the rebate amount has been determined based on the estimated property taxes of the eligible property, the amount of the rebate shall be recalculated after the determination of the property taxes and the appropriate adjustments made.