



WATCH TOWER

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BIBLE AND TRACT SOCIETY OF CANADA
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TOB:TOI September 30, 2014

TO ALL BODIES OF ELDERS IN CANADA

Re: 2014 *Registered Charity Information Return*

Dear Brothers:

The *Registered Charity Information Return*, *Charity Return Work Sheet*, and related forms have been posted on the jw.org Web site to assist you in providing the information required by Canada Revenue Agency and Revenue Quebec (if applicable). We would like to take this opportunity to commend you for your cooperation and diligence in using the work sheet to assist you in complying with government requirements. The branch will also continue to provide telephone assistance by means of a help desk which can be reached by dialing 905-873-4101, ext. 2230.

The work sheet is an “Excel” document that is compatible with Microsoft Office for Windows Excel 2007 and later. We cannot guarantee that it will work in other office suites or platforms, such as Apple.

As in previous years, an “**Instructions**” tab has been included in the work sheet. This year the first page of the “Instructions” tab provides direction on reporting three scenarios that are **new for this fiscal year**. They are:

1. a Kingdom Hall Loan with Watch Tower that was forgiven
2. funds previously held on deposit with Watch Tower that were transferred to an outright donation
3. items received from Watch Tower as a donation under the “Supplier Arrangement”

We have received notification from Revenue Quebec that several congregations are using the Watch Tower’s business number on their *Registered Charity Information Return* rather than their own unique business number. Please ensure that your congregation is entering the right number on page 1 of the *Charity Return Work Sheet*.

Please keep in mind the following reminders:

1. The return is due no later than six months after your fiscal year-end date. (August 31 year-end is due February 28, 2015. December 31 year-end is due June 30, 2015.) We encourage congregations to get an early start. A congregation that does not file its return will lose its charity registration status, which can create many problems.
2. It is very important that a copy of the *Registered Charity Information Return* and the three financial statements be kept in the congregation files each year. These copies should be made available to the individual preparing the current charity return.

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3. The only pages of the Excel work sheet that should be sent to Canada Revenue Agency and Revenue Quebec are the three financial statements. Please do not send the rest of the work sheet. It has been prepared by the branch for your use only in preparing the return.
4. Incorporated congregations in Quebec should prepare and complete the return before December 1, 2014, as the Montreal Legal Office will require your congregation's financial statements for corporate filing requirements.

We are confident this assistance will allow you to care for this important congregation matter. We take this opportunity to send you our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF CANADA

PS to secretary:

Please provide the electronic files and a copy of this letter to the person assigned to complete the work sheet. The following are instructions for the brother once he is logged on to jw.org:

1. Select the *Documents* tab near the top of the page.
2. Click on the *Forms* link.
3. Type the word "Charity" in the search box.
4. Download the Excel *Work Sheet* and the applicable PDF government forms.