

DECLARATION OF PAYMENTS TO INDIVIDUALS WITHOUT SUPPORTING DOCUMENTS

Declare any payment, even if less than \$500, since the Quebec Conference will consolidate the information from all local churches and calculate if the total amount received is above \$500 or not.

A T4A (T4A-NR) will be issued to the individual and sent to his/her address if the total amount received within the calendar year is above \$ 500.00.

I, Last Name: _____ First Name: _____

Address: (number and street) _____

City and Postal Code: _____

Social Insurance Number (SIN) : _____

NON-RESIDENT
COUNTRY : _____
Number of days in Canada : _____

confirm that I received the amount of \$ _____ without supporting document

on _____ 20___ from the Seventh-day Adventist Church - _____
(name of local church)

These funds are received without any supporting document for the following reason(s):

Please check the relevant boxes:

Services rendered:

- Guess Speaker
 Janitor
 Musician
 Caterer (food)
 Translator
 Transportation
 Other (specify): _____

Financial Aid:

- Help
 Funeral
 Student Support
 Other (specify): _____

Gift:

- Appreciation
 Other (specify): _____

Signed: _____
INDIVIDUAL'S SIGNATURE

DATE

Signed: _____
Local Church TREASURER'S SIGNATURE

DATE

INSTRUCTIONS :

- 1) Enter ON ONE LINE in the Excel spreadsheet "Declaration_Payment_Individus_T4A_template_Excel2003": select the proper **sheet** according to the beneficiary status: Canadian or **Non-Resident**.
- 2) Classify as a SUPPORTING DOCUMENT, IN THE ORDER OF CHEQUE NUMBER.