DECLARATION OF PAYMENTS TO INDIVIDUALS WITHOUT SUPPORTING DOCUMENTS

Declare any payment, *even if less that $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) : _____

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

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

NON-RESIDENT

COUNTRY : _____

Number of days in Canada : _____

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.

Seventh-day Adventist Church – Quebec Conference
940, Chemin de Chambly, Longueuil, QC J4H 3M3

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