

# PAYMENTS TO NON-RESIDENTS REPORT

Canada Revenue Agency (CRA) requires that, as a payer, we (BC Conference, Churches, Schools, etc.) must report and withhold 15% from fees (speaking fees for church seminars, evangelistic meetings, etc.), commission, or other amounts that we pay to non-resident individuals, partnerships, or corporations for services provided in Canada.

To comply with the CRA regulation stated above, we must use a T4A-NR slip to report these payments. Therefore, the following information is required:

1. Full legal name (including middle name)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

2. Professional name or corporation name

\_\_\_\_\_

3. Full address

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Zip Code: \_\_\_\_\_

4. Amount of honorarium/fees: \_\_\_\_\_

5. Amount of travel expenses (include copies of all receipts). Documented travel expenses are not taxable but still need to be reported. Attach with a list of the expenses.

Total Expenses: \_\_\_\_\_ Receipts Attached:

6. City where services were rendered

\_\_\_\_\_

7. Number of days the speaker will be in Canada

\_\_\_\_\_

For further information, please see the document ***T4A-NR – Payments to Non-Residents for Services Provided in Canada (RC4445)*** on the CRA website: [www.cra.gc.ca](http://www.cra.gc.ca).