



APPLICATION FOR REFUND OF NON-RESIDENT PART XIII TAX WITHHELD

NR7-R Control Number

Applicant section: Name of person or entity entitled to refund, Mailing address, Social insurance number or tax identification number, Business, estate/trust or non-resident account number.

Details of payment and tax withheld section: Gross income payment, Tax remitted, Tax payable, Refund applied for, Type of payment (Interest, Dividend, Periodic Pension, RRIF, Other Payment), Security Name, Payable Date, CUSIP Number, Number of Shares.

Reason for refund section: The beneficial owner is (A holder of a comfort letter, A holder of a Certificate of Exemption, Entitled to a lower rate, Entitled to a treaty exemption, Entitled for another reason), Participants (name and address), Mandatory attachments (if applicable).

Certification section: I certify that the information given above and in any documents attached is correct and complete. Authorized person's name, Position or office, Authorized person's signature, Date, Telephone number.

Certificate of tax withheld section: I, (payer/agent's name) certify that the non-resident tax of \$ (amount) (specify currency) was withheld from (registered owner's name) and remitted under non-resident account number NR (number), and included in the amount of \$ (amount) (specify currency) and remitted on (date of remittance). Authorized person's name, Position or office, Authorized person's signature, Date, Telephone number.

# INSTRUCTIONS

Please read the important instructions below in their entirety and follow those that apply to you as a non-resident of Canada or as a Canadian resident. Complete all applicable sections in detail, provide all supporting documentation and a letter of explanation where necessary to avoid returning the refund application to you unprocessed. Retain a photocopy of this form (including the six (6)-digit Control Number) and attachments for your records in all cases.

## Non-Residents of Canada

### Applicant

- The only person/entity entitled to the refund is typically the beneficial owner. A refund will only be issued in another name, if a qualifying situation arises (e.g., partnership, multiple beneficial owners, Canadian Securities Dealers etc.).

### Details of payment and tax withheld

- Where tax was remitted to us in Canadian currency, you must enter the "Refund applied for" in Canadian currency. We will then issue only a Canadian currency refund. You may need to contact the Canadian payer or agent to confirm the remittance currency.
- We will issue refunds in a foreign currency only if the tax was remitted in that same foreign currency. If we approve a refund in foreign funds, we will use the exchange rate that applies on the date we issue the refund cheque. As a result, the amount refunded may be different from the amount remitted.
- You must verify the "Tax payable" rate to ensure it agrees with the rate provided under Section 212 of the *Income Tax Act* or with the relevant tax treaty rate provided within Information Circular 76-12R5 (or later) based on the non-resident's country of residence at the time of payment.
- For security payments, such as dividends or interest, we require one (1) NR7-R application per payable date, per income type, per beneficial owner, per CUSIP number, per Canadian payer or agent's non-resident tax account number. Generally, for all other payments you must file one (1) NR7-R application per year, per income type, per beneficial owner, per Canadian payer or agent's non-resident tax account number.
- We generally only issue current year refunds to clients for security payments that flowed through custodians or nominees. Otherwise, you may request a current year refund directly from the Canadian payer or agent where an NR4 slip or Canadian tax slip has not yet been issued.
- We do not issue refunds for less than \$2.00.

### Reason for refund

- Ensure the appropriate "Reason for refund" is identified and any relevant exemption number for the beneficial owner is entered.
- Where there are third party participants, such as a custodian, we require an **(notarized) affidavit of beneficial ownership** linking the custodian and beneficial owner. The affidavit must include: the name of the beneficial owner of the security, the name of the custodian, the number of units held by the custodian, the name of the security, the payable date of the security and the notary or lawyer's seal and signature.
- Where there are third party participants, such as a custodian, we also require an **(notarized) affidavit of registered ownership** linking the custodian and the registered owner. (If the transaction flowed through the Depository Trust Company (D.T.C.) in the United States, a (authorized) D.T.C. Statement, specifically a Final Detail Report, CSH SDFS Settlement Stmt Div. or Dividend Cash Settlement Items List, are *mandatory* substitutions for the "affidavit of registered ownership.") The affidavit must include: the name of the registered owner of the security, the name of the custodian, the number of units held by the custodian, the name of the security, the payable date of the security and the notary or lawyer's seal and signature.
- A combined (notarized) affidavit of registered ownership and affidavit of beneficial ownership may be submitted where payments flow through one (1) third party participant other than D.T.C.
- Where more than three (3) participants are involved, we require multiple affidavits. Specify all custodians names on the front of this form.
- Only the notary or lawyer for the custodian and/or registered owner directly involved in the transaction may provide the relevant affidavits.

### Certification

- Only an authorized person of the beneficial owner may sign this area.

### Certificate of tax withheld

- Attach an original (or photocopy) of the NR4 slip or Canadian tax slip issued in either the beneficial owner or nominee's name.
- If an NR4 slip or Canadian tax slip was not issued in the beneficial owner's name, the Canadian payer or agent must complete this area.

## Canadian Residents

- You must complete the NR7-R application if Part XIII tax was withheld and you do not have an NR4 tax slip issued in your name, or, if third parties participated in the transaction. Attach this completed form, the appropriate affidavits and other documents to your T1, T2 or T3 Income Tax Return for the year of payment to claim a credit for any Part XIII tax withheld.
- If third party participants were not involved in the transaction, attach only the NR4 slip(s) or Canadian tax slip(s) to your T1, T2 or T3 Income Tax Return. If your return is already processed, send an amendment request with the tax slip(s) to your local Tax Centre.

## General Information

- The six (6)-digit Control Number printed on the front of this form will appear on the refund cheque. If you complete the form without the six (6)-digit Control Number, Canada Customs and Revenue Agency (CCRA) will assign one for you.
- Send this original, signed NR7-R application form with all required documentation to the CCRA, no later than two (2) years after the end of the calendar year in which the non-resident tax was remitted, to the International Tax Services Office, Non-Resident Withholding Division, 2204 Walkey Road, Ottawa, Ontario Canada K1A 1A8.
- If you need help, please contact the International Tax Services Office at 1-800-267-3395 (within Canada and the United States) or (613) 952-2344 (outside North America). You may also send a facsimile transmission to us at (613) 941-6905.