



## Declaration of Tax Residence for Individuals – Part XVIII and Part XIX of the Income Tax Act

Fill out all sections of this form that apply to you and give it to your financial institution. Canadian financial institutions have to collect the information you give on this form to open and maintain a financial account. Each account holder of a joint account has to fill out a declaration of tax residence. If you need help to determine your tax residency, see Income Tax Folio, S5-F1-C1: Determining an Individual's Residence Status, at [canada.ca/taxes](http://canada.ca/taxes).

The social insurance number (SIN) of the account holder only has to be reported on this form if the account holder has a SIN and is a U.S. person or a non-resident. For more information, see "General Information" and "How to Fill Out the Form" on page 2.

Section 1 – Identification of account holder					
Last name			First name and initial(s)		
Date of birth	Year	Month	Day	Social insurance number	Policy/account number assigned by the financial institution
Permanent residence address		Apartment number – street number and name		City	
Province, territory, state, or sub-entity		Country or jurisdiction		Postal or ZIP code	
Mailing address (only if different from the permanent residence address)					
Mailing address		Apartment number – street number and name		City	
Province, territory, state, or sub-entity		Country or jurisdiction		Postal or ZIP code	

Section 2 – Declaration of tax residence		
Tick (✓) all of the options that apply to you.		
<input type="checkbox"/> I am a tax resident of Canada.		
<input type="checkbox"/> I am a tax resident or a citizen of the United States. If you ticked this box, give your taxpayer identification number (TIN) from the United States.		TIN from the United States
If you do not have a TIN from the United States, have you applied for one?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> I am a tax resident of a jurisdiction other than Canada or the United States. If you ticked this box, give your jurisdictions of tax residence and TINs or functional equivalent.		
If you do not have a TIN or functional equivalent for a specific jurisdiction, give the reason using one of these choices:		
Reason 1: I will apply or have applied for a TIN but have not yet received it		
Reason 2: My jurisdiction of tax residence does not issue TINs to its residents		
Reason 3: Other reason, please specify: _____		
Jurisdiction of tax residence	Taxpayer identification number	Reason

Section 3 – Certification		
I certify that the information given on this form is correct and complete. I will give my financial institution a new form within 30 days of any change in circumstances that causes the information on this form to become incomplete or inaccurate.		
_____	_____	_____
Name of signer	Signature (account holder or authorized person)	Date (YYYY-MM-DD)

Personal information (including the SIN) is collected to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at [canada.ca/cra-information-about-programs](http://canada.ca/cra-information-about-programs).

## General Information

Financial accounts held by non-resident individuals and/or U.S. persons have to be reported to the CRA. For this form, an individual includes a sole proprietorship.

Account information reported to the CRA is shared with the government of a foreign jurisdiction in which an individual is a resident for tax purposes when Canada has an information exchange agreement with that jurisdiction. The CRA shares account information with the U.S. Internal Revenue Service if an individual is a U.S. citizen or resident.

To find out if an institution reported your account information to the CRA and what information the institution gave, you may ask the institution. To find out if your information has been shared with the U.S. or another jurisdiction, you may contact the CRA.

## How to fill out the form

### Section 1 – Identification of account holder

Use Section 1 to identify the account holder. Sometimes the account holder's address may be different from the mailing address. If this is the case, give both addresses.

The **account holder** is the person listed or identified as the holder of the financial account by the financial institution that maintains the account. But, when a person other than a financial institution holds a financial account for the benefit of or for another person as an agent, custodian, nominee, signatory, investment advisor, or intermediary, they are not considered the account holder. In such cases, the account holder is the person for whom the account is held.

If a trust or an estate is listed as the holder of a financial account, the trust or the estate is the account holder, not the trustee or the liquidator. Similarly, if a partnership is listed as the holder of a financial account, the partnership is the account holder, not the partners in the partnership. In such cases, fill out Form RC519, Declaration of Tax Residence for Entities – Part XVIII and Part XIX of the Income Tax Act.

An account holder also includes any person who can access the cash value or designate a beneficiary under a cash value insurance contract or an annuity contract.

When no person can access the contract's value or change a beneficiary, the account holder is any person named in the contract as an owner and any person who is entitled to receive a future payment under the terms of the contract. When an obligation to pay an amount under the contract becomes fixed, each person entitled to receive a payment is an account holder.

If a financial account is opened by or for a child and the child is considered the account holder, the parent or the legal guardian can fill out and sign the form for the child.

The **policy/account number** is the number the financial institution assigned to your account (such as a bank account number or insurance policy number). When this form is filled out for a controlling person of an entity, enter the policy or account number assigned to the entity account. If there is no such number, leave this box blank.

### Section 2 – Declaration of tax residence

Use Section 2 to identify the account holder's tax residence and taxpayer identification number. If the account holder does not have such a number, give the reason.

Generally, an individual will be a **tax resident** of a jurisdiction if they normally reside in that jurisdiction and not just because they receive income from that jurisdiction. Except for the U.S., your citizenship or your place of birth does not determine your tax residence.

An individual who is a tax resident in more than one jurisdiction can rely on any tiebreaker rules (when they apply) in a tax convention to resolve a case of dual tax residence. Otherwise, an individual should enter all of the jurisdictions where they are a tax resident and provide their taxpayer identification number (TIN) for each jurisdiction.

For more information on tax residency, talk to a tax adviser or go to CRA website, [canada.ca/cra-determining-residency-status](http://canada.ca/cra-determining-residency-status) or [oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760](http://oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760).

A **taxpayer identification number or functional equivalent**, often referred to by its abbreviation TIN, is a unique identifier made of letters or numbers that a jurisdiction assigns to an individual. The jurisdiction uses the TIN in administering its tax laws to identify the individual. Enter the TIN in its official format. For more details about acceptable TINs, go to [oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759](http://oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759).

If you are a U.S. citizen or resident and do not have a TIN from the U.S., you have 90 days to apply for a TIN and 15 days after you receive it to give it to your financial institution. If you fail to provide your U.S. TIN to your financial institution, you are liable to a \$100 penalty.

If you are not a resident of Canada or the U.S. and do not have a TIN from your jurisdiction of residence, you have 90 days to apply for a TIN and 15 days after you receive the TIN to give it to your financial institution, unless your jurisdiction of residence does not issue or require the collection of TINs. If a TIN has not been provided for a jurisdiction of residence, you have to provide a reason for not having one. Reasons that fall under "Reason 3: **Other reason**" for not having a TIN include not being eligible to receive one. However, if you are eligible to receive a TIN and fail to provide one to your financial institution, you are liable to a \$500 penalty.

### Section 3 – Certification

Make sure you fill out and sign Section 3 before you give this form to your financial institution. The form can be signed by any person authorized to sign for the account holder. If a person other than the account holder signs the form for the account holder, the institution must be given evidence of that person's authority to act for the account holder.

### Definitions

#### United States person

A United States (U.S.) person is any of the following:

- a) a U.S. citizen or an individual who resides in the United States
- b) a partnership or corporation organized in the United States or under the laws of the United States or any State thereof
- c) a trust, if
  - i) a court in the United States would have the authority under applicable law to deliver orders or judgments about substantially all issues regarding the administration of the trust, and
  - ii) one or more U.S. persons have the authority to control all the trust's major decisions
- d) the estate of a person that is a citizen or a resident of the United States

## Type of controlling person

Financial accounts held by entities that are controlled by non-resident individuals and/or U.S. persons are also required to be reported to the CRA. Fill in this section only if you are filling out this form as a controlling person of an entity.

**Controlling persons** of an entity are the natural persons who exercise direct or indirect control over the entity. Generally, whether any person exercises control over an entity is determined in a way similar to how beneficial owners are identified for Canada's Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

For example, a person is generally considered a controlling person of a corporation if they directly or indirectly own or control 25% or more of the corporation. When no natural person is identified as exercising control of the corporation, a director or senior official of the corporation is considered the controlling person.

The social insurance number (SIN) of a controlling person is only required to be reported on this form if the controlling person has a SIN and is a U.S. person or a non-resident.

In the case of a trust, controlling persons include its settlors, trustees, protectors (if any), beneficiaries (or class of beneficiaries), and any other natural persons exercising ultimate effective control over the trust.

Enter the description that best describes the type of controlling person:

Type of controlling person\*

A controlling person of an entity may exercise control indirectly through another entity. If so, to determine the entity's controlling persons you have to look through the entity's chain of control or ownership to identify the natural persons exercising ultimate effective control over the entity and report them as controlling persons of the entity. Financial institutions may apply this requirement in a way similar to how beneficial owners are identified for Canada's Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

In the case where a trust exercises control over the entity, the controlling person of the entity include all natural persons who control the trust. In the case where a corporation exercises control over the entity, the controlling person of the entity include all natural persons who directly or indirectly own or control 25% or more of the corporation.

In the case of legal arrangement other than a corporation or a trust, controlling persons are persons in equivalent or similar positions to those described above.

For the purposes of Part XVIII and Part XIX, a legal arrangement includes a corporation, a partnership, a trust or a foundation.

\* Type of controlling person:

- 1) Direct owner of a corporation
- 2) Indirect owner of a corporation (through an intermediary)
- 3) Director or senior official of a corporation
- 4) Settlor of a trust
- 5) Trustee of a trust
- 6) Protector of a trust
- 7) Beneficiary of a trust
- 8) Other controlling person of a trust
- 9) Equivalent to a settlor of a legal arrangement other than a trust (e.g. partnership)
- 10) Equivalent to a trustee of a legal arrangement other than a trust (e.g. partnership)
- 11) Equivalent to a protector of a legal arrangement other than a trust (e.g. partnership)
- 12) Equivalent to a beneficiary of a legal arrangement other than a trust (e.g. partnership)
- 13) Other controlling person of a legal arrangement other than a trust (e.g. partnership)

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