

September, 2008

Charity Applicants:

**Re: 2008 Registered Charity Application Form**

Please find enclosed the above-mentioned form(s), to be completed by the eligible charity and returned to the Town of Whitby Tax Department prior to February 28, 2009.

**Any charity that rents space from a landlord will be required to attach documentation that is signed & dated by the landlord/owner that indicates the following:**

1. Total square footage of the building
2. The square footage occupied by the charity
3. The unit number(s) that the charity occupied
4. The amount of property taxes (**excluding GST**) for the units that the charity was responsible for in 2008
5. The dates in the year that the charity occupied each unit
6. The eligible property tax class for which the charity was billed
7. The total annual property taxes paid for the entire building(s)
8. The dates these units were occupied by the tenant in the calendar year

Please notify the Town of Whitby in writing, when you change spaces within the building you currently occupy or move to a new location so that the proper adjustment can be calculated even if the application has already been submitted to the Town of Whitby.

A new application will be required for the new unit or a new location.

If you have any questions or concerns regarding this information, please do not hesitate to contact Coleen Richardson in the tax department.

Tax Department  
The Corporation of the Town of Whitby



**2008 APPLICATION FOR A REBATE OF PROPERTY TAXES PAYABLE BY REGISTERED CHARITIES IN THE COMMERCIAL OR INDUSTRIAL PROPERTY CLASSES**

Under Section 361 of the Municipal Act and the Regional Municipality of Durham By-law No. 46-2001, Registered Charities in any of the industrial or commercial property tax classes are eligible for a property tax rebate equal to 40% of the property taxes paid. In the case of gross leases, the Rebate would apply to the total amount of property taxes and business improvement area charges passed on to the tenant by the owner/landlord.

If you are applying for a property tax rebate as a registered charity in either of the above property tax classes, please provide the following information:

- registered charity number issued by Revenue Canada, as proof of registration as a charity under sub-section 248(1) of the Income Tax Act # \_\_\_\_\_

AND

Property Location:

Eligible Portion for 2008: From \_\_\_\_\_ To \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

- in the case of rented/leased premises, documentation from a landlord or owner specifying the amount of property taxes paid for the unit(s) that you occupied in 2008 and the eligible property tax class for which you were billed.

**TO BE COMPLETED BY APPLICANT**

NAME OF CHARITABLE ORGANIZATION: \_\_\_\_\_

ADDRESS OF CHARITABLE ORGANIZATION: \_\_\_\_\_

CONTACT PERSON  
REGARDING THIS APPLICATION: \_\_\_\_\_

TELEPHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

I (we) hereby acknowledge that all statements made in this application are true. The financial information provided by me (us) is correct and the municipality may verify any and all information pertaining to this application. I (we) also acknowledge that I (we) must inform the municipality of any changes in the above which affects the organization's eligibility for rebate.

Information provided by applicants is subject to the Freedom of Information and Protection of Privacy Act. Copies of applications will be provided to the Regional Municipality of Durham and the relevant school board for their accounting purposes.

I (we) acknowledge that application for this property tax rebate must be completed each year as determined by the Region of Durham.

\_\_\_\_\_  
Signature of Organization Official

\_\_\_\_\_  
Date of Application

In order for the rebate to be processed and received in a timely fashion by the Corporation of the Town of Whitby Tax Department, an application for a taxation year must be made after January 1 of the year and no later than the last day of February of the following year. **The application will not be processed unless all required information has been provided.**

Eligibility for a rebate of property taxes payable for registered charities in the commercial or industrial classes shall be determined in accordance with section 361 of the Municipal Act and the Regional Municipality of Durham By-law No. 46-2001.

**FOR OFFICE USE ONLY**

Municipal Address \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_

2008 Property Tax Rebate Per  
Section 361 of the Municipal Act \_\_\_\_\_

LOCAL TAXES REBATED \_\_\_\_\_

REGIONAL TAXES REBATED \_\_\_\_\_

EDUCATION TAXES REBATED \_\_\_\_\_

REGION ADVISED \_\_\_\_\_

\_\_\_\_\_  
Treasurer of Designate Approval

\_\_\_\_\_  
Date