



**CANADIAN CHRISTIAN SCHOOL PENSION
PLAN AND TRUST FUND**
3350 East Paris Avenue SE
Grand Rapids, MI 49512-3054

To: Retirees

From: Wilma Van Til
Canada Pension Specialist

Re: Canada Revenue Agency Personal Tax Credits Return (Form TD1)

Revenue Canada requires that pension retirement income be treated as “wages” for income tax withholding purposes. Income tax will be deducted from each pension payment and paid directly to Revenue Canada by the Canadian Christian School Pension Plan and Trust Fund.

Enclosed is a Personal Tax Credits Return (Form TD1) which must be completed by you. After completing the form, be certain

- your Social Insurance Number and other personal information is correct,
- you have entered your total claim amount in Box 12, and
- you have signed and dated the form on the reverse side..

Return the bottom portion to the Canadian Christian School Pension Plan and Trust Fund in the enclosed envelope on or before . Revenue Canada requires that in the event a participant does not return a TD1 Form, tax must be deducted as if the participant were single using Claim Code 1.

You must complete a new TD1 any time your personal situation changes (if, for example, your marital status changes). The new TD1 must be completed within seven (7) days of the change and mailed to The Canadian Christian School Pension Plan and Trust Fund.

Revenue Canada will allow you to reduce the amount of tax deducted because of certain payments (alimony, child support and RRSP contributions). Write to the Chief of Source Deductions at your Income Tax Office and explain the reasons you want less tax deducted and provide documentation. If the reduction is approved, you will receive a Letter of Authority allowing us to reduce your deduction.

If you have questions, you may contact me at 800-635-8288, Ext. 231.