

Instructions

Who can use this form

Use this form if you want the CRA to authorize your RRSP issuer to refund your unused RRSP contributions without withholding tax. You have to meet all of the following conditions:

- You made the contributions to your own RRSP, PRPP, or SPP or your spouse's or common-law partner's RRSP or SPP, and you have not previously deducted them, or have not designated them as a repayment under the Home Buyers' Plan or the Lifelong Learning Plan.
- You have not designated the refund as a qualifying withdrawal to have your past-service pension adjustment certified.
- No part of the refund relates to a lump-sum payment from a registered pension plan (RPP), a PRPP or an SPP, or certain deferred profit sharing plan amounts, that were transferred directly to an RRSP, a PRPP or an SPP.
- You or your spouse or common-law partner will receive the refund of contributions from an RRSP in one of the following years:
 - in the year you made the contributions
 - in the following year
 - in the year that the CRA sent you a notice of assessment or reassessment for the year you made the contributions, or in the following year

In addition, it has to be reasonable for the CRA to consider that at least one of the following conditions applies:

- you reasonably expected to be able to fully deduct the RRSP, PRPP and SPP contributions for the year you made the contributions or the immediately preceding year
- you did not make the RRSP, PRPP or SPP contributions intending to withdraw them and deduct an amount from your income for the withdrawal

Do not use this form if any of the following situations apply to the individual who is receiving the refund (you or your spouse or common-law partner):

- a) you received the unused RRSP, PRPP or SPP contributions in the form of a commutation payment from a matured RRSP
- b) you received or will receive a RRIF payment that is more than the minimum amount for the year, and the payment is for unused RRSP, PRPP or SPP contributions that were transferred to the RRIF
- c) an RPP excess amount was transferred to an RRSP, PRPP, SPP or a RRIF in the year or a previous year, and you are now withdrawing some or all of this amount from your RRSP or RRIF

If situation a) or b) applies, use Form T746, Calculating Your Deduction for Refund of Unused RRSP, PRPP, and SPP Contributions.

If situation c) applies, use Form T1043, Deduction for Excess Registered Pension Plan Transfers You Withdrew from an RRSP or RRIF.

If you have already withdrawn your unused RRSP contribution without using Form T3012A, Tax Deduction Waiver on the Refund of your Unused RRSP, PRPP, or SPP Contributions from your RRSP, use Form T746 to calculate the amount you can deduct.

How to complete this form

Parts 1 and 2: Line 1 – If you contribute to an RRSP in the 89-day period before you or your spouse or common-law partner make a withdrawal under the Lifelong Learning Plan or Home Buyers' Plan, you may not be able to deduct the contribution from your income for any year. Do not include these contributions on line 1. For more information, see Guide RC4112, Lifelong Learning Plan, or canada.ca/home-buyers-plan.

Complete Parts 1 and 2 and send four copies of the form to your tax centre. Do not send the form with your income tax and benefit return.

Part 3: After the CRA has approved the amount that the plan issuer can refund without withholding tax, the CRA will return three copies to you with Part 3 completed.

Part 4: After the CRA has completed Part 3 and returned the form to you, complete Part 4 and send all three copies to your plan issuer.

Part 5: The issuer completes Part 5 and returns two copies to you.

Reporting the refund on your income tax and benefit return

When you complete your income tax and benefit return for the year you receive the refund, report the total refund of unused contributions that you made to your own or your spouse's or common-law partner's registered plans. The amount is reported on line 12900 of the income tax and benefit return. You will find this total in box 20 of your own or your spouse's or common-law partner's T4RSP slips.

Claim the deduction at line 23200 if the refund is received within the time frame outlined above. Attach these T4RSP slips and a copy of this form showing the designated refund amount to your income tax and benefit return.

After you have deducted the amount you entered on line 23200 from your income, you cannot deduct it on line 20800 for any year. **The CRA will reduce your unused RRSP contributions available to carry forward to later years by the amount of your refund.**

Tax on excess contributions

Generally, you have RRSP, PRPP or SPP excess contributions if your unused contributions from prior years and your current calendar year contributions are more than your RRSP deduction limit shown on your latest notice of assessment, notice of reassessment, or T1028, plus \$2,000. For more information, see "Tax on RRSP, PRPP, or SPP excess contributions" in Chapter 2 of Guide T4040, RRSPs and Other Registered Plans for Retirement and Form T1-OVP, Individual Tax Return for RRSP, PRPP and SPP Excess Contributions.

Send the completed form to your tax centre as indicated on your notice of assessment. You will find the address listed below.

Canada Revenue Agency
Jonquière Tax Centre
Pension Workflow Team
2251 René-Lévesque Boulevard
Jonquière QC G7S 5J2

Canada Revenue Agency
Sudbury Tax Centre
Pension Workflow Team
Post Office Box 20000, Station A
Sudbury ON P3A 5C1

Canada Revenue Agency
Winnipeg Tax Centre
Pension Workflow Team
Post Office Box 14000, Station Main
Winnipeg MB R3C 3M2