

CRA - Filing the annual T3010 information return

A registered charity must file an annual information return (together with financial statements and required attachments) no later than six months after the end of the charity's fiscal period.

Checklist

Has the charity included:

- a completed [Form T3010, Registered Charity Information Return](#).
- [Form TF725, Registered Charity Basic Information Sheet](#), with or without corrections (if the form has been lost or was not received with the return package, [contact the Charities Directorate](#)).
- a completed [Form T1235, Directors/Trustees and Like Officials Worksheet](#), including all the dates of birth.
- a completed [Form T1236, Qualified Donees Worksheet / Amounts Provided to Other Organizations](#), if applicable.
- a completed [Form T2081, Excess Corporate Holdings Worksheet for Private Foundations](#), if applicable.
- Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*, or [Form RC232, Ontario Corporations Information Act Annual Return, if applicable](#).
- a copy of the registered charity's own [financial statements](#) (assets and liabilities, revenue and expenditures, and any prepared notes).
- the signature of a director, trustee, or like official of the charity in the certification area of the return.

Additional information

- File within six months from the end of the charity's fiscal period end. The Canada Revenue Agency (CRA) does **not** grant extensions. Refer to [Consequences of non-filing](#) for additional information.
- If the charity was **inactive** during the fiscal year, a completed Form T3010 must still be submitted to avoid [revocation for failure to file](#).
- Mail to the correct address:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

- Verify the information on [Form 1242, Registered Charity Information Return Summary](#) when received, and check the charity's T3010 information posted on the CRA website through the [Charities Listings](#).

This checklist is for the charity's use only. Do not mail to the CRA or file with the return.

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<http://www.cra-arc.gc.ca/chrts-gvng/chrts/chcklsts/t3010b-eng.html>