



## Requesting Voluntary Revocation of a Charity

1. Ensure that the annual Charity Information Returns (form T3010) has been completed and filed for the previous year.
2. Pay all remaining bills/invoices (e.g. utilities, pastor's compensation/benefits, etc.).
3. Ensure all automatic bank deposits and withdrawals are terminated.
4. Submit the claim form for outstanding HST rebates.
5. Ensure all charitable donation receipts have been issued to donors.
6. After the final HST rebate cheque has been received and deposited, transfer all remaining cash assets of the congregation to the Eastern along with documentation for each restricted purpose fund, including endowments (if any).

If any of the remaining assets are held in GICs, they will either need to be redeemed (likely with penalty if the term end date is in the future) or the ownership changed to be in the name of the "Eastern Synod of the ELCIC" (assuming that the financial institute permits assignment to a new owner).

7. Once all assets have been redeemed/transferred and all cash has been transferred from the bank account(s), the bank account(s) should be closed.
8. Using the template that has been provided, apply to CRA for a Voluntary Revocation of the congregation's charitable status (see below for details).

*Note that it is important not to apply for revocation until all assets have been transferred, otherwise the revocation process will be more complex.*

*Last Reviewed: August 2019*

The following information has been copied from [CRA's web page that deals with voluntary revocation](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/revoking-registered-status/types-revocation.html#volrev)):  
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## How to ask for voluntary revocation

Send a letter asking us to revoke your registration. The letter must be **signed and dated** by a director, trustee, or another person authorized to sign for your charity. To see if more than one signature is needed, check your [governing documents](#).

### **Mail or fax your letter to:**

Charities Directorate  
Canada Revenue Agency  
Ottawa ON K1A 0L5  
Fax: 613-941-0186

We will send you a letter to confirm that we have started the revocation process.

About two weeks before the date of revocation, we will send you:

- a T2051A, Notice of Intention to Revoke a Charity's Registration, with the proposed date of revocation
- [Form T2046, Tax Return Where Registration of a Charity is Revoked](#)

Name of Contact Person (e.g. Congregational Treasurer)  
Mailing Address of Contact Person

Date

Charities Directorate  
Canada Revenue Agency  
Ottawa ON K1A 0L5

To Whom It May Concern:

Re: Voluntary revocation of Charitable status for  
Name of Congregation (from T3010 form)  
Registration No: Insert Charity Registration #

This letter is to inform you that name of congregation is seeking voluntary revocation of its charitable status. As of insert date of final transfer of assets all assets from name of congregation have been transferred to qualified donee "Eastern Synod of the Evangelical Lutheran Church in Canada" (Registration no.: 107273666RR0002). Since this date, name of congregation has held no property of any kind, has not issued receipts or been party to any transactions of any kind and no longer carries on charitable programs or programs of any kind.

If you have any other directions please do not hesitate to contact me at your convenience at the above address or by phone (phone number).

Thank you for your assistance regarding this matter.

Yours sincerely,

2 signatures

Print name 1 and position (e.g treasurer, name of congregation)

Print name 2 and position (e.g. chair, name of congregation)