



Registered Journalism Organization Adjustment Request

- Use this form if you are a director, trustee or authorized representative requesting changes to the information filed on Form T1000-1, Registered Journalism Organization Information Return. You can also use Section B to change the mailing address of the registered journalism organization (RJO).
- For information on how to make other changes, such as the legal name, telephone number, or activities, go to canada.ca/charities-giving, select Other organizations that can issue donation receipts, and see Registered journalism organizations, or call Client Service at 1-800-267-2384.
- Information from this form is available to the public, except where the form identifies it as confidential.
- See the back of this form for instructions on how to complete it. Incorrect or incomplete information may result in processing delays.

Section A – Identification of the organization

Legal name of the registered journalism organization (RJO)	BN/registration number R R
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Section B – Change of mailing address

New mailing address (street number, name, city, province or territory, and postal code)	Effective date of new address Year Month Day
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Section C – Form T1000-1 adjustment details

1) Enter the fiscal period-end for adjustment

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 (Use a separate form for each fiscal period that requires an adjustment.)

2) In the table below, list each line of the RJO's Form T1000-1 that you want to change. If a change affects the total amount reported on a different line of Form T1000-1, you must also list the affected line, its original amount, and the corrected amount. See the back of this form for examples.

Column 1 Line numbers on Form T1000-1	Column 2 Original information or amount reported on Form T1000-1	Column 3 Revised information or amount

Other details or explanations (if you need more space, attach a separate sheet and use the same format)

Section D – Certification (confidential information)

This form must be signed by a director, trustee, or authorized representative of the RJO. Authorization must be on file with the Canada Revenue Agency. It is a serious offence under the Income Tax Act to provide false or deceptive information.

Name of person who filled out this form (print or type)	Telephone number (daytime)
Position in RJO (if applicable)	Firm name (if applicable)
Address (street number, name, city, province or territory, and postal code)	

I certify that the information given on this form and any attachment is, to the best of my knowledge, correct and complete.

Signature _____ Date

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How to fill out this form

Section A – Identification of the organization

Enter the legal name of the RJO and its BN/registration number (for example 123456789RR0001).

Section B – Change of mailing address

Enter the RJO's new complete mailing address and the effective date of that address.

Section C – Form T1000-1 adjustment details

Most changes to financial information will affect the total amounts reported in other areas of Form T1000-1. Make sure you note all affected lines and totals of Form T1000-1. See the examples below to help you fill out this section correctly.

1) Enter the fiscal period-end for the adjustment. Use a separate form for each fiscal period that requires an adjustment.

2) Use the table to make changes to Form T1000-1. To avoid processing delays, fill out all three columns:

- **Column 1:** enter the line number on Form T1000-1 that you are changing and, if it applies, any other line of Form T1000-1 that is affected by the change you are requesting.
- **Column 2:** enter the information or amount originally reported on Form T1000-1.
- **Column 3:** enter the revised information or amount.
- Report all amounts to the nearest single Canadian dollar. Do not include cents (for example, report \$100, not \$100.23).
- Enter additional details or explanations in the "Other details or explanations" area. Make sure you enter the line number from Form T1000-1 for the information you are changing.
- If you need more space, attach a separate sheet using the same format as this form. Make sure you include your BN/registration number on each attachment.

Example 1 – Changing financial information

The RJO made an error when it reported "Cash, bank accounts, and short-term investments" on line 4100 of its Form T1000-1. The adjustment to line 4100 will affect the total on line 4200. To correct this information, the RJO would fill out Section C as follows:

Column 1 Line numbers on Form T1000-1	Column 2 Original information or amount reported on Form T1000-1	Column 3 Revised information or amount
4100	\$75,000	\$57,000
4200	\$150,000	\$132,000

Other details or explanations (if you need more space, attach a separate sheet using the same format)

The amount reported on line 4100 was reversed on Form T1000-1. The total assets amount on line 4200 has also been corrected to reflect the change.

Example 2 – Changing non-financial information

The RJO made an error on its last Form T1000-1 when it reported that it was not primarily engaged in the production of original news content. To correct this information, the RJO would fill out Section C as follows:

Column 1 Line numbers on Form T1000-1	Column 2 Original information or amount reported on Form T1000-1	Column 3 Revised information or amount
C4	No	Yes

Other details or explanations (if you need more space, attach a separate sheet using the same format)

The RJO incorrectly reported on line C4 that it was not primarily engaged in the production of original news content during the fiscal period.

Section D – Certification (confidential information)

Give the following information:

- name of the person who filled out the form and their daytime telephone number
- position of that person in the RJO, if they are a director or a trustee of the charity
- name of the company, if the person is an authorized representative
- complete mailing address of the person who filled out the form

The mailed or faxed T1000-4 form **must** be signed by a director, trustee, or authorized representative of the RJO.

There are two ways to authorize a representative:

1) Go to canada.ca/taxes-representative-authorization.

2) Send us a **letter authorizing the person**. The letter must contain:

- the organization's **name** and **registration number**
- the representative's **name** and **telephone number**
- the **effective date** of authorization and the **expiry date** (if you want the consent to automatically expire)
- level 2 authorization to make changes to a taxpayer's account
- the signature of a person who has authority to act on behalf of the RJO

To submit the completed form, you can mail it to the address below, or fax it to us at 613-957-8925. Keep a copy of the form for the RJO's records.

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5