

# NR4 Pro Forma Letter Checklist

To help you assemble your financial information for the preparation of your NR4 Pro Forma Letter, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

## Personal Information

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

SIN #: \_\_\_\_\_

Unit #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

City: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Province/State: \_\_\_\_\_

E-mail: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Your Non-Resident Account #: NR \_\_\_\_\_

Country: \_\_\_\_\_

Withholding Tax Remitted to the CRA for the Year:

\$ \_\_\_\_\_

## Ownership Details

Are you the sole owner of the property or do you have a co-owner?

Sole Owner

Co-owner

**If you have a co-owner, please provide their details below:**

Name: \_\_\_\_\_

SIN/ITN #: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Relationship: \_\_\_\_\_

## NR4 Pro Forma

**If you have a co-owner, please fill in below:**

Co-owner's Non-Resident Account #: NR \_\_\_\_\_  
(if different from your NR account)

Withholding Tax Remitted to the CRA for the Year:

\$ \_\_\_\_\_