Agence du revenu du Canada

October XX, 2016

Re: Cheque Cashing Centres

Dear Sir:

The Canada Revenue Agency (CRA) is committed to excellence in providing services to make the tax system as fair, consistent and as easy to understand as possible. As part of this commitment we are making every effort to provide the information needed to help you understand your rights and responsibilities under the tax law.

We have information to the fact that you cashed cheques in a cheque cashing centre. Please submit the following information and/or documents for the years of

INFORMATION

- What was your annual income?
- Please specify your sources of income?
- The sales reports, commissions reports and order forms to support the business reported gross income;
- Sales invoices and customer list;
- How were you paid? (cheque, direct deposit, money);
- If you were paid by cheques, were they all cashed or deposited in your usual banking institution?
- Banking statements to support your annual income;
- The name and address of the cashing centres that you used;
- Please indicate the number of cheques you cashed in these centres (number, source and amounts for each);
- The reasons you used these centres to cash your cheques.

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