*date*

Fax: 1-613-952-0730 (keep original on file)

Ontario Centre of Expertise - IOTSO  
Attention: International Waivers, 6th Floor  
333 Laurier Avenue West  
C/O NCR Mail Hub Operations  
B-70, 875 Heron Road   
Ottawa, ON  K1A 1A2

To Whom It May Concern:

*Name* will be *description (e.g. Guest lecturer)* at the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

University of Western Ontario on *date*. We would like to request a tax waiver for *name*.

Enclosed is the necessary information sheet (completed and signed).

If you have any questions, please call me at 1-519-661-\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Officer

**\****A Non-Resident filing an application to waive or reduce Canadian withholding tax must have an Individual Tax Number (ITN) or a Social Insurance Number (SIN). An ITN is a nine-digit number issued to non-residents who need an identification number and are not eligible to obtain a Social Insurance Number. See HR website for CRA link to the ITN application.*

Enc.