

# Indian Residential Schools Settlement Agreement

## Personal Credits General Information

### What are Personal Credits:

The Indian Residential School Settlement Agreement (“IRSSA”) stipulates that once all Common Experience Payments have been made, if more than \$40 million remains in the trust, the funds are to be made available to CEP recipients who apply in the form of personal credits of up to \$3,000 each for educational purposes.

- CEP recipients will be able to choose to transfer their Personal Credits to certain family members as per the Indian Residential School Settlement Agreement;
- Terms and conditions for Personal Credits have been developed by Canada and the Assembly of First Nations and by Canada and Inuit Representatives to determine which programs and services and which educational institutions are eligible;
- Once the Personal Credits have been distributed, any amount remaining in the trust on June 1, 2015 is to be paid to the National Indian Brotherhood Trust Fund and the Inuvialuit Education Foundation to be used for educational programs.

It is currently estimated that the trust will be in excess of the \$40 million threshold required to trigger the implementation of Personal Credits for CEP Recipients to get an equal share of “Personal Credits,” **not cash**, for a maximum value of \$3,000 to be used for personal or group education services.

### Where can you use your Personal Credits:

Personal Credits may be used for either personal or group education services provided by Education Entities or Group Educational Services jointly approved by the Assembly of First Nations and Canada, as well as the Inuit Representatives and Canada.

First Nations, Métis and all other non-Inuk CEP Recipients may choose to pool their Personal Credits with other CEP Recipients and Transferees to develop and to participate in specific education programs. These Group Services would be aimed at the preservation, reclamation, development or understanding of native identities, histories, cultures or languages.

Inuit CEP Recipients may choose to pool their Personal Credits with other CEP Recipients and Transferees to participate in Group Educational Services including those aimed at the preservation, reclamation, development, or understanding of Inuit identities, histories, cultures, or languages. If you wish to participate in group Inuit cultural and language programs and if you want the assistance of your Inuit Land Claim Organization, please contact your Inuit Land Claim Organization. Inuit Land Claim Organization means Inuvialuit Regional Corporation, Makivik Corporation, or Nunavut Tunngavik Inc.

Educational programs or services include, but are not limited to those provided by universities, colleges, trade or training schools, or which relate to literacy or trades, as well as programs or services which relate to the preservation, reclamation, development or understanding of native history, cultures, or languages. More information, including the list of approved Education Entities and Group Educational Services can be found on the Official Court website at [www.residentialschoolsettlement.ca](http://www.residentialschoolsettlement.ca) or by calling the Personal Credits toll free number at 1-866-343-1858 or 1-877-627-7027 (TTY).

### What do I have to do:

You have two (2) choices:

1. You may choose to use the Personal Credits you are entitled to for yourself and/or members of your family by completing the attached Personal Credits Acknowledgement form. See the next page for more information.

**OR**

2. You may choose NOT to use your Personal Credits. If this is your choice, you do not have to do anything. Do NOT fill out the attached form. The value of the Personal Credits you are entitled to will remain in the CEP Trust Fund. As stated in the Indian Residential School Settlement Agreement, the funds remaining in the CEP Trust Fund once Personal Credits have been distributed will be transferred to the National Indian Brotherhood Trust Fund and the Inuvialuit Education Foundation to be used for educational programs for former students and their families.

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)**

# Indian Residential Schools Settlement Agreement Personal Credits Acknowledgement Form (“form”)

## Instructions

The attached Personal Credits Acknowledgement form has been made just for you, so it may not be given to anyone else to use. Personal Representatives please see Step 1 - Personal Information below.

Please complete the attached form if you are choosing to take advantage of Personal Credits. Please note that the value of your Personal Credits will be sent directly to the Education Entity/Group Educational Service where you choose to use your Credits, not to yourself, your personal representatives, and/or family members.

Please read all questions and requests for information carefully before answering. Please use a black or blue ink pen. Incomplete information may lead to your request being delayed or denied.

**IMPORTANT: The final deadline to submit the Personal Credits Acknowledgement form is March 9, 2015. Your Personal Credits Acknowledgement form MUST be postmarked no later than March 9, 2015 or it will be denied.**

### Step 1 - Personal Information:

Please review and complete Section A - CEP Recipient Information.

If you are a Personal Representative you must also complete Section B - Personal Representative's Information. Personal Representatives must also submit proof of their right to act on behalf of the CEP Recipient with the completed Personal Credits Acknowledgement form.

If someone helped you complete this form, please complete Section C.

### Step 2 – Decide how you want to use your Personal Credits:

Please review and complete Section D to tell us how you would like to use your Personal Credits.

**IMPORTANT: You can only choose one (1) of the options listed below. Each option can be split several ways, as listed on the Personal Credits Acknowledgement form. Once you submit your form to the Administrator you cannot change which option you have chosen.**

**Option 1:** Use all of your Personal Credits for yourself.

**Option 2:** Use some of your Personal Credits for yourself and give some to one (1) Family Member. You must keep a minimum of \$1,000 for yourself and the combined total for yourself and your Family Member must not be greater than \$3,000. You and your Family Member may use your Personal Credits at **either** an Education Entity OR a Group Educational Service.

**Option 3:** Give all of your Personal Credits to one (1) Family Member.

**Option 4:** Give all of your Personal Credits to two (2) Family Members to share. You must give a minimum of \$1,000 to one (1) of the Family Members and the combined total for both Family Members must not be greater than \$3,000. Each Family Member may use your Personal Credits at **either** an Education Entity OR a Group Educational Service.

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email IRSPersonalCredits@crawco.ca**

**“Family Member”** means:

- (i) the spouse, child\*, grandchild, parent, grandparent or sibling of a CEP Recipient;
- (ii) the spouse of a child\*, grandchild, parent, grandparent or sibling of a CEP Recipient;
- (iii) a former spouse of a CEP Recipient;
- (iv) a child\* or other lineal descendent of a grandchild of a CEP Recipient;
- (v) a person of the same or opposite sex to a CEP Recipient who cohabited for a period of at least one year with that CEP Recipient immediately before his or her death;
- (vi) a person of the same or opposite sex to a CEP Recipient who was cohabiting with that CEP Recipient at the date of his or her death and to whom that CEP Recipient was providing support or was under a legal obligation to provide support on the date of his or her death;
- (vii) any other person to whom a CEP Recipient was providing support for a period of at least three years immediately prior to his or her death; and;
- (viii) a person of the same or opposite sex to a CEP Recipient who cohabited for a period of at least one year with that CEP Recipient immediately before the CEP Recipient delivered a Personal Credits Acknowledgement Form to the Agent of the Trustee;
- (ix) a person of the same or opposite sex to a CEP Recipient who was cohabiting with that CEP Recipient immediately before the CEP Recipient delivered a Personal Credits Acknowledgement Form to the Agent of the Trustee and to whom that CEP Recipient was providing support or was under a legal obligation to provide support; and,
- (x) any other person to whom a CEP Recipient was providing support for a period of at least three years immediately prior to delivering a Personal Credits Acknowledgement Form to the Agent of the Trustee.

\*child includes a child adopted pursuant to, or recognized by, federal/provincial/territorial laws or by custom adoption.

### **Step 3 – Sign the Form:**

Please review and complete Section E – Declaration and Signature to confirm your decision.

### **Step 4 – Submit the Form:**

Once you have completed the form, please review it to make sure you have completed all of the applicable sections fully. Please tear out the instruction sheets from this booklet as you do not need to send them to the Administrator with your completed form. If you are a Personal Representative, please include documentation to support your authority to act on behalf of the CEP Recipient. Please write the CEP Recipient’s CEP Transaction ID on each additional page submitted. Please make a copy of your documentation for your own records before sending it to the Administrator. Send the completed form and supporting documentation to:

**Personal Credits Administrator**  
**Suite 3 - 505, 133 Weber St N Waterloo, ON N2J 3G9**  
**or fax 1-888-842-1332**  
**or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)**

### **Next Steps**

You will receive an Acknowledgement letter by mail once your form is received to let you know that we received it. If we have any questions about your form, we will contact you by telephone and/or mail so it is important to keep us informed of any changes to your address or telephone numbers by calling 1-866-343-1858 or 1-877-627-7027 (TTY), or by mail at the address above, or by email to [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca). Incomplete information may lead to delays or denial of your form.

You will receive a decision letter by mail once your form has been reviewed. This decision letter will tell you what to do next. If your form is approved, the decision letter will include a Personal Credits Redemption form that you, and/or your Family Member(s), will need to provide to the Education Entity and/or Group Educational Service. The Education Entity and/or Group Educational Service will then need to fill out the Personal Credits Redemption form and send it to us in order for the Education Entity and/or Group Educational Service to receive the value of your Personal Credits.

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)**  
**or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)**

**IMPORTANT:** You may not change who you have chosen to give your Personal Credits to except in the event of death or disability of the family member prior to the submission of the Personal Credits Redemption form to the Agent of the Trustee, in which case, the Personal Credits may be transferred back to the CEP Recipient. Disability means severe, sustained mental or physical incapacity, as evidenced by a medical certificate signed by a licensed physician. Otherwise, you may change where you or your family members are choosing to use the Personal Credits if the course, program or group education service is no longer available. Only the CEP Recipient may request a change to where the Personal Credits can be used. Please contact 1-866-343-1858 or 1-877-627-7027 (TTY) for more information.

#### **IMPORTANT DEADLINES**

**Deadline** to submit your Personal Credits Acknowledgement form: **postmarked by March 9, 2015.**

**Deadline** for Education Entity or Group Educational Service to submit Personal Credits Redemption form: **postmarked by June 8, 2015.**

All **inactive files** will be **closed** on **June 9, 2015.**

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)**

# Personal Credits Acknowledgement Form

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## Privacy Statement:

The information requested in this Personal Credits Acknowledgement form is being collected, used and retained by the Common Experience Payment ("CEP") Personal Credits Administrator ("Administrator") and its Agents for the purpose of operating and administering the CEP Personal Credits Administration pursuant to the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5 ("PIPEDA"). The information will be provided to the Government of Canada in order to facilitate the administration of the CEP Personal Credits. Personal information is protected under federal legislation, including PIPEDA and the *Privacy Act*, and personal information may be used or disclosed in accordance with applicable legislation. You have the right to request access to your personal information. To do so, call 1-866-343-1858 or 1-877-627-7027 (TTY).

## Section A – CEP Recipient Information (Please answer all boxes)

CEP Transaction ID XXXXXXXXXX		Group: <input type="checkbox"/> Status Indian <input type="checkbox"/> Non Status Indian <input type="checkbox"/> Métis <input type="checkbox"/> Non Aboriginal <input type="checkbox"/> Inuit (Nunavut) <input type="checkbox"/> Inuit (Quebec) <input type="checkbox"/> Inuvialuit		
Language Preference <input type="checkbox"/> English <input type="checkbox"/> French		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
First Name XXXXXXXXXX		Middle Name(s) XXXXXXXXXX		Last Name XXXXXXXXXX
Date of Birth (mm/dd/yyyy) XXXXXXXXXX		Place of Birth (Province/Territory/State/Country)		
Mailing Address (No., Street, Apt., R.R., P.O. Box)			City/Town	Province/Territory/State
Country	Postal Code/Zip Code	Telephone Number ( ) -	Email Address:	

## Section B – Personal Representative's Information

**This section is to be completed only if you are a Personal Representative. Personal Representative** includes, if a person is deceased, an executor, administrator, estate trustee, trustee or liquidator of the deceased or, if the person is mentally incompetent, the tutor, committee, Guardian, curator of the person or the Public Trustee or their equivalent or, if the person is a minor, the person or party that has been appointed to administer his or her affairs. **You MUST fill out both Section A and Section B. You MUST also provide proof of your authority to act as a Personal Representative of the CEP Recipient.**

I am applying on behalf of a CEP Recipient who is: <input type="checkbox"/> an Incapable Person <input type="checkbox"/> Deceased <input type="checkbox"/> a Minor		I have enclosed a <b>certified true</b> copy of: <input type="checkbox"/> Authority to Act <input type="checkbox"/> Other: _____ <input type="checkbox"/> Court Order <input type="checkbox"/> Probated Will		
Representative's First Name		Representative's Middle Name(s)		Representative's Last Name
Mailing Address (No., Street, Apt., R.R., P.O. Box)			City/Town	Province/Territory/State
Country	Postal Code/Zip Code	Telephone Number ( ) -	Email Address:	

## Section C – If someone helped you fill out this form, please provide that person's information below

First Name		Last Name		
Mailing Address (No., Street, Apt., R.R., P.O. Box)				City/Town
Province/Territory/State	Country	Relationship to you:		

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)**

# Personal Credits Acknowledgement Form



## Section D – How would you like to use your Personal Credits:

Please tell us how you wish to use your Personal Credits by completing Steps 1, 2 and 3 below. **You may only choose one option from Step 1.**

Step 1-Check the box of the Option you are choosing below ↓	Step 2 – Check the box(es) below that relate to your choice in Step 1 ↓	Step 3 – Fill out the Part(s) on the next pages as indicated below
<input type="checkbox"/> <b>Option 1: Use all of your Personal Credits for yourself.</b>	<b>You choose to:</b>	
	<input type="checkbox"/> Use your Personal Credits at 1 Education Entity; <b>or,</b>	<b>Part 3</b>
	<input type="checkbox"/> Split your Personal Credits between 2 Education Entities; <b>or,</b>	<b>Part 3 and Part 4</b>
	<input type="checkbox"/> Use your Personal Credits for 1 Group Educational Service; <b>or,</b>	<b>Part 5</b>
	<input type="checkbox"/> Split your Personal Credits between 2 Group Educational Services; <b>or,</b>	<b>Part 5 and Part 6</b>
	<input type="checkbox"/> Split your Personal Credits between 1 Education Entity and 1 Group Educational Service	<b>Part 3 and Part 5</b>
<input type="checkbox"/> <b>Option 2: Use some of your Personal Credits for yourself and give some to one (1) Family Member.</b> You must keep a minimum of \$1,000 for yourself and the combined total for yourself and your Family Member must not be greater than \$3,000.	<b>You choose to:</b>	
	<input type="checkbox"/> Use your share of your Personal Credits that you have kept for yourself at 1 Education Entity; <b>or,</b>	<b>Part 3</b>
	<input type="checkbox"/> Use your share of your Personal Credits that you have kept for yourself at 1 Group Educational Service;	<b>Part 5</b>
	<b>Your Family Member chooses to:</b>	
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Education Entity; <b>or,</b>	<b>Part 1 and Part 4</b>
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Group Educational Service;	<b>Part 1 and Part 6</b>

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)

# Personal Credits Acknowledgement Form



<input type="checkbox"/> <b>Option 3: Give all of your Personal Credits to one (1) Family Member.</b>	<b>Your Family Member chooses to:</b>	
	<input type="checkbox"/> Use your Personal Credits at 1 Education Entity; <b>or,</b>	<b>Part 1 and Part 3</b>
	<input type="checkbox"/> Split your Personal Credits between 2 Education Entities; <b>or,</b>	<b>Part 1, Part 3, and Part 4</b>
	<input type="checkbox"/> Use your Personal Credits for 1 Group Educational Service; <b>or,</b>	<b>Part 1 and Part 5</b>
	<input type="checkbox"/> Split your Personal Credits between 2 Group Educational Services; <b>or,</b>	<b>Part 1, Part 5 and Part 6</b>
	<input type="checkbox"/> Split your Personal Credits between 1 Education Entity and 1 Group Educational Service	<b>Part 1, Part 3 and Part 5</b>
<input type="checkbox"/> <b>Option 4: Give all of your Personal Credits to two (2) Family Members to share.</b> You must give a minimum of \$1,000 to one of the Family Members and the combined total for both Family Members must not be greater than \$3,000.	<b>Family Member #1 chooses to:</b>	
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Education Entity; <b>or,</b>	<b>Part 1 and Part 3</b>
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Group Educational Service	<b>Part 1 and Part 5</b>
	<b>Family Member #2 chooses to:</b>	
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Education Entity; <b>or,</b>	<b>Part 2 and Part 4</b>
	<input type="checkbox"/> Use his or her share of your Personal Credits at 1 Group Educational Service	<b>Part 2 and Part 6</b>

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)

# Personal Credits Acknowledgement Form

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## Part 1 - Family Member #1 Information

Language Preference  English  French

Gender  Male  Female

First Name

Middle Name(s)

Last Name

How are they related to you?  
(e.g. spouse, child, grandchild, etc.)

Date of Birth (mm/dd/yyyy)

## Part 2 - Family Member #2 Information

Language Preference  English  French

Gender  Male  Female

First Name

Middle Name(s)

Last Name

How are they related to you?  
(e.g. spouse, child, grandchild, etc.)

Date of Birth (mm/dd/yyyy)

## Part 3 - Education Entity #1 Information

Who is attending Education Entity #1 (check the box):  
 Myself  Family Member #1  Family Member #2

How much of the \$3,000 in Personal Credits do you wish to use here?

Name of Education Entity

City/Town

Province/Territory/State

Country

## Part 4 - Education Entity #2 Information

Who is attending Education Entity #2 (check the box):  
 Myself  Family Member #1  Family Member #2

How much of the \$3,000 in Personal Credits do you wish to use here?

Name of Education Entity

City/Town

Province/Territory/State

Country

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)



# Personal Credits Acknowledgement Form



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## Group Educational Service Information:

The Group Educational Service that you are choosing to give your Personal Credits to must meet the Personal Credits Terms and Conditions found on the Official Court website at [www.residentialschoolsettlement.ca](http://www.residentialschoolsettlement.ca) or by calling 1-866-343-1858 or 1-877-627-7027 (TTY). Please check the boxes that apply to the Group Educational Service you are choosing to give your Personal Credits to. You may check more than one box.

## Part 5 - Group Educational Service #1 Information

Who is attending Group Educational Service #1 (check the box): <input type="checkbox"/> Myself <input type="checkbox"/> Family Member #1 <input type="checkbox"/> Family Member #2	How much of the \$3,000 in Personal Credits do you wish to use here?
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Name of Group Educational Service:

City/Town	Province/Territory/State	Country
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In the table below, please tell us how the person who is attending **Group Educational Service #1** will be using the Personal Credits that you have given to that person to be used for Group Educational Service #1. If you need more space, please list on a separate piece of paper and write your CEP Transaction ID at the top of the page.

How the Personal Credits will be used	Program Date	Location	Amount (\$CDN)
<i>Example: Group language program</i>	<i>May 1, 2014 – June 1, 2014</i>	<i>St. Paul, AB</i>	<i>\$2,000.00</i>

Additional supporting documentation attached (e.g. publicly available program information):  Yes  No

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email IRSPersonalCredits@crawco.ca**

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## Part 6 - Group Educational Service #2 Information

Who is attending Group Educational Service #2 (check the box):

- Myself    Family Member #1    Family Member #2

How much of the \$3,000 in Personal Credits do you wish to use here?

Name of Group Educational Service:

City/Town

Province/Territory/State

Country

In the table below, please tell us how the person who is attending **Group Educational Service #2** will be using the Personal Credits that you have given to that person to be used for Group Educational Service #2. If you need more space, please list on a separate piece of paper and write your CEP Transaction ID at the top of the page.

<i>How the Personal Credits will be used</i>	<i>Program Date</i>	<i>Location</i>	<i>Amount (\$CDN)</i>
<i>Example: Group cultural dance program</i>	<i>February 1, 2014-June 1, 2014</i>	<i>Frog Lake, AB</i>	<i>\$1,000</i>

Additional supporting documentation attached (e.g. publicly available program information):  Yes  No

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)

# Personal Credits Acknowledgement Form

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## Section E - Declaration and Signature

This section must be completed by the CEP Recipient or the Personal Representative with the authority to act on behalf of the CEP Recipient who is deceased, a minor, or an incapable person. Please read the following declaration carefully before signing.

**Declaration:** I have completed the Personal Credits Acknowledgement form and I have decided how and where I wish to use my Personal Credits. I understand that the Administrator will be reviewing my Personal Credits Acknowledgement form for completeness and may need to contact me by telephone or mail to request additional information. I understand I may be requested to provide confirmation of family relationship if I choose to give any portion of my Personal Credits to a family member (e.g. birth certificate). **I understand that once I submit the Personal Credits Acknowledgement form that I cannot change to whom I have given my Personal Credits.**

If the combined value of the Personal Credits you have listed on your Personal Credits Acknowledgement form totals less than \$3,000 CDN, the value of any unused portion of your Personal Credits will remain in the CEP Trust Fund until the transfer to the National Indian Brotherhood Trust Fund and the Inuvialuit Education Foundation takes place, following the final Personal Credits deadline.

I agree to the sharing of my personal information, including but not limited to my contact information, with the Government of Canada and necessary third parties authorized by the Court, only for the purposes of processing my request to use Personal Credits, including for the development of Group Education programs and services **(please check box)**  Yes  No

By signing below, I indicate my agreement to the contents of this Declaration.

### CEP Recipient/Personal Representative:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yyyy)

### Signature with a Mark:

If the person signed with a mark (for example "X"), the mark must be made in the presence of a witness. A witness may be a relative. The witness must complete the information below and sign the Witness Declaration.

Witness' First Name	Witness' Middle Name(s)	Witness' Last Name
City/Town	Province/Territory/State	Country

Relationship to CEP Recipient

**Witness Declaration:** I have read the content of this Personal Credits Acknowledgement form to the CEP Recipient or Personal Representative who understands and confirms the information and who made his or her mark in my presence.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yyyy)

**Return the completed Personal Credits Acknowledgement form with any supporting documentation to the Personal Credits Administrator, Suite 3 - 505, 133 Weber St N, Waterloo, ON N2J 3G9 or fax 1-888-842-1332 or email IRSPersonalCredits@crawco.ca. Your Personal Credits Acknowledgement Form must be postmarked no later than March 9, 2015 or it will be denied.**

**Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)  
or email IRSPersonalCredits@crawco.ca**