

## CRA Disability Tax Credit T2201: Cover Letter Suggestions

It is recommended that you send in a cover letter with your T-2201 Disability Tax Credit application. To save time, include the following information and requests in the letter:

1. Your **Social Insurance Number** and **date of birth**
2. Your **child's Social Insurance Number** and **date of birth** if applicable
3. A request for a **reassessment of your income tax returns for the previous ten years**, should your application be approved.
  - *In cases where the child is under ten years of age, you can make a request for a reassessment back to and including the year of the child's birth.*
4. A request that, should your application be approved, **a copy of the approval be forwarded to the Child Tax Credit division** for an eligibility assessment for the Child Disability Benefit.
  - *It's usually a good idea to send the CTC a copy of only your cover letter.*

Send your application along with your cover letter to your local Canada Revenue Agency office.

For a complete listing of CRA Tax Services Offices, visit the CRA website at <https://www.canada.ca/en/revenue-agency/corporate/contact-information/tax-services-offices-tax-centres.html>

**Remember to keep a copy of the entire package and any additional correspondence that occurs afterward.**