

BC/YUKON COMMAND
The Royal Canadian Legion

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August 5, 2025

TO: All Branches
For Information of Members of Command Executive Council

FROM: Glenn Hodge, Treasurer and Emily Yuan, Controller

SUBJECT: Bursary and Scholarship Tax Compliance Follow Up

Memo 44.25

Dear Comrades,

Further to Memo #31.25, we would like to address a common misunderstanding regarding the issuance of tax slips (T4As) for bursaries and scholarships.

Many Branches collaborate with educational institutions or third parties in administering bursaries or scholarships. If this applies to your Branch, please consult the relevant educational institution before issuing any T4As. Specifically, confirm whether they are already issuing T4As to recipients or are willing to do so on behalf of the Branch moving forward.

If the educational institution is issuing T4As to the recipients, the Branch should not issue an additional T4A, nor is it necessary to collect further information from the institution or the recipient.

Branches must obtain written confirmation from the institution regarding their role in issuing T4As and retain that documentation on file for audit purposes.

Thank you for your attention to this important matter.

Sincerely,

Glenn Hodge and Emily Yuan
BC/Yukon Command of The Royal Canadian Legion