

# Guía paso a paso para completar el formulario RC151



Bienvenido a esta guía práctica.

En esta guía te ayudaré a **completar el formulario RC151** de manera **fácil, clara y paso a paso**.

El formulario **RC151 – Solicitud del crédito GST/HST para personas que se convierten en residentes de Canadá** es necesario para que el **Canada Revenue Agency (CRA)** pueda determinar si calificas para recibir el **crédito GST/HST**, un beneficio económico libre de impuestos.

Este formulario está dirigido a personas que **llegaron recientemente a Canadá**, como es tu caso. No te preocupes si nunca has llenado un formulario del gobierno canadiense: aquí te guiaré desde el principio hasta el final.

¿Listo? ¡Vamos paso por paso!



## Cosas que debes tener a mano antes de comenzar

Antes de empezar a llenar el formulario RC151, asegúrate de tener contigo los siguientes documentos e información:

### ✓ Información personal

- Tu **número de seguro social (SIN)**.
- Tu **nombre completo y fecha de nacimiento**.
- Tu **dirección completa en Canadá** (incluyendo código postal).

### ✓ Fecha de llegada a Canadá

- La **fecha exacta en la que entraste a Canadá** (Ejemplo: 10 de enero de 2024).

### ✓ Ingresos antes de llegar a Canadá


- El monto total que ganaste **fuera de Canadá** entre el **1 de enero y el día antes de tu llegada**.
  - Puedes usar recibos de sueldo, extractos bancarios, o hacer una estimación razonable.
  - Si los ingresos fueron en otra moneda, conviene convertirlos a **dólares canadienses (CAD)**.

### ✓ Información de tu cónyuge o pareja (si aplica)

- Nombre completo, SIN (si tiene), fecha de nacimiento.
- Fecha de llegada a Canadá.
- Ingresos obtenidos fuera de Canadá durante ese mismo periodo.



## Step 1 – Información personal



Canada Revenue  
Agency

Agence du revenu  
du Canada

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### GST/HST Credit and Canada Carbon Rebate Application for Individuals Who Become Residents of Canada

Fill out this form to apply for the GST/HST credit, including related provincial and territorial programs, and the Canada Carbon Rebate (formerly known as the climate action incentive payment) for the year in which you became a resident of Canada, and to register your children.

For more information, read "General information" on pages 5 and 6.

#### Step 1 – Your information

Social insurance number (SIN):

If you do not have a SIN, read "You need a social insurance number" on page 5.

First name:

Last name:

Date of birth:

Year Month Day

Your language of correspondence: ☒ English ☐ Français

Phone numbers: Home:  Work:  Ext:  Cell:

#### Step 2 – Your address

En la Parte 1 del formulario debes completar toda tu información personal básica, incluyendo tu número de Seguro Social (SIN), nombre completo, número de teléfono y fecha de nacimiento. Asegúrate de que todos los datos coincidan con los que aparecen en tus documentos oficiales.



## Step 2 – Your address (Tu dirección)

### Step 2 – Your address

#### Mailing address

Apt. No. – Street No., Street name, PO Box, RR:

City:

Province or territory:

Postal code:

Have you moved from a different province or territory within the last 12 months? ☐ Yes ☐ No

If **yes**, enter the previous province or territory and the date you moved:

Date:  Year  Month  Day

#### Home address

☒ Same as mailing address

Apt. No. – Street No., Street name, RR:

City:

Province or territory:

Postal code:

En la Parte 2 del formulario debes ingresar tu dirección completa: incluye tu número y nombre de calle, ciudad, provincia en Canadá y el código postal. Si te mudaste desde otra provincia o territorio en los últimos 12 meses, debes marcar la casilla correspondiente e ingresar la provincia anterior y la fecha de la mudanza. En la sección de “Home address”, si tu dirección de residencia es la misma que tu dirección postal (“Mailing address”), solo marca la casilla que dice “Same as mailing address”. Si no es la misma, deberás ingresar los datos completos de tu dirección de residencia actual.



## Step 3 – Your marital status (Tu estado civil)

### Step 3 – Your marital status

Select the box that applies to your marital status on the date you **became** a resident of Canada and enter the date this marital status began. Select only one box.

- ☐ **Married** – you are legally married to someone.
- ☐ **Living common-law** – you are living in a conjugal relationship with someone to whom you are not married and to whom at least one of the following situations applies. They:
- have been living with you for at least 12 continuous months. This includes any period you were separated for less than 90 days because of a breakdown in your relationship
  - are the parent of your child by birth or adoption
  - have custody and control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support
- ☐ **Separated** – you have been living apart from your spouse or common-law partner because of a breakdown in the relationship for a period of at least 90 days and you have not reconciled. Once you have been separated for 90 days, the effective day of your separation is the date you started living apart. You would still be considered to have a spouse or common-law partner if there is **no** breakdown in the relationship and you were living apart for reasons such as work, studies, or health problems.
- Note**  
Generally, you are not considered separated if your spouse or common-law partner is incarcerated or does not live in Canada, as long as there is no breakdown in your relationship. However, you may not get the GST/HST credit and the Canada Carbon Rebate for your spouse or common-law partner if the eligibility criteria are not met.
- ☐ **Divorced** – you were married and are now legally divorced.
- ☐ **Widowed** – your spouse or common-law partner is deceased.
- ☒ **Single** – you are single and none of the above apply.

Enter the date the selected status began (leave it blank if you have always been single):

Year	Month	Day
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If your marital status has changed **since** you became a resident of Canada, select the box that applies to your new marital status and enter the date of this change:

<input type="checkbox"/> Married	<input type="checkbox"/> Living common-law	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Single	Since	Year	Month	Day
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If you selected **married** or **living common-law**, enter your spouse or common-law partner's information:

Social insurance number (SIN):

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If your spouse or common-law partner does not have a SIN, read "You need a social insurance number" on page 5.

First name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of birth:

Year	Month	Day
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If your spouse or common-law partner's address is different from yours, enter it here; otherwise, their address will be updated to match the address indicated in Step 2.


En la Parte 3 del formulario debes seleccionar tu estado civil actual al momento en que te convertiste en residente de Canadá. En este ejemplo, marqué la opción "Single" porque soy soltero. Si este no es tu caso y estás casado/a o en una relación de unión libre ("common-law"), deberás completar también la información de tu cónyuge o pareja: número de Seguro Social (SIN), nombre completo, fecha de nacimiento y dirección (solo si es diferente a la tuya).



## Step 4 – Your residency status

### Step 4 – your residency status

For more information, read "Who is considered a resident of Canada" on page 6.

#### A – Newcomer to Canada

	You			Your spouse or common-law partner		
	Year	Month	Day	Year	Month	Day
Enter the date you, or your spouse or common-law partner, became a resident of Canada .....	2	0	2	4	0	1
	1	1	0			

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#### B – Returning resident of Canada

	You			Your spouse or common-law partner		
	Year	Month	Day	Year	Month	Day
Enter the Canadian province or territory in which you, or your spouse or common-law partner, resided before you cut your residential ties with Canada.....						
Enter the date you, or your spouse or common-law partner, cut your residential ties with Canada (became a non-resident) .....						
Enter the date you, or your spouse or common-law partner, re-established your residential ties with Canada (became a resident again) .....						

Esta sección se utiliza para informar al CRA cuándo tú (y tu pareja, si aplica) **se convirtieron en residentes de Canadá** por primera vez o **regresaron como residentes** después de haber vivido fuera.



#### Importante:

Residente a efectos del CRA significa que **vives y haces vida en Canadá**, no solo por estar físicamente presente.



## Step 5 – Information about the child(ren)

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#### Shared custody

This normally happens after a separation or a divorce. The CRA considers you to be in a shared-custody situation if the child lives 40% to 60% of the time with you and the rest of the time with another individual at a different address.

For more information on shared custody, consult [Booklet T4114, Canada Child Benefit](#), under "If you share custody of a child."

Do **not** give information about a child if you have already given their information (for example, on Form RC66 or a previously submitted Form RC151), unless the child left your care and has now returned, or the percentage of time the child is in your care has changed.

#### Child 1 – Information

First name:

Last name:

Gender:

☐ Female ☐ Male

Date of birth:

Year	Month	Day
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City of birth:

Province or territory of birth  
(or country if outside Canada):

Does the child live with you more than 60% of the time?

☐ Yes ☐ No

If **yes**, enter the date the child started living with you more than 60% of the time. If the child has lived with you since birth, tick the box:

Year	Month	Day
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 or ☐ Since birth

If **no**, select the box that represents the percentage of time the child lives with you (select only one box):

☐ 40% to 60% of the time, and the child lives the rest of the time with another individual at a different address (for example, the child lives with you one week and with the other individual one week, or with you 4 days a week and with the other individual 3 days a week)

If you select this box, the CRA considers you to be in a shared custody situation for this child. Enter the date the child started living with you 40% to 60% of the time:

Year	Month	Day
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☐ Less than 40% of the time (for example, the child lives with you every second weekend)

If you select this box, the CRA does not consider you to be eligible for the child and family benefits for this child.

Esta sección solo se completa si tienes hijos a tu cargo. Aquí debes proporcionar **información sobre cada niño**, especialmente si aplicas para beneficios como el **Canada Child Benefit**. en este ejemplo como no tengo hijo a mi cargo no la completo y la dejo en blanco



## Step 6 – Your income (Tus ingresos)

### Step 6 – Your income

Enter your and your spouse's or common-law partner's (if you have one) income from all sources that was **not** reported on a Canadian tax return. All amounts must be converted into **Canadian dollars** using the Bank of Canada exchange rate in effect when you received the income. For the exchange rates, go to [bankofcanada.ca/rates/exchange](https://bankofcanada.ca/rates/exchange).

Enter "0" if you had no income.

#### Note

If you are an individual who is registered or entitled to be registered under the Indian Act, do not report the portion of income that qualifies for the tax exemption under section 87 of the Indian Act. For more information, go to [canada.ca/taxes-benefits-indigenous](https://canada.ca/taxes-benefits-indigenous).

#### A – The year you became a resident of Canada

Enter the year you became a resident of Canada .....

Do not enter your spouse's or common-law partner's income in this section if they did not become a resident of Canada in that year.

	You	Your spouse or common-law partner
Enter the income earned from January 1 of the year you entered above to the date you each became a resident. ....	\$ 1250	\$

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### Step 6 – Your income (continued)

#### B – One year before you became a resident of Canada

Enter the year that is one year before you became a resident of Canada. ....

For example, if you became a resident of Canada in 2024, you would enter "2023."

	You	Your spouse or common-law partner
Enter the income earned one year before you each became a resident of Canada .....	\$	\$

#### Note

If your spouse or common-law partner is a non-resident, do not provide their income.

#### C – Two years before you became a resident of Canada

Fill out this step **only** if you became a resident of Canada between January 1 and May 31 of the year you entered in section A.

Enter the year that is two years before you became a resident of Canada .....

For example, if you became a resident of Canada on February 15, 2024, you would enter "2022."

	You	Your spouse or common-law partner
Enter the income earned two years before you each became a resident of Canada .....	\$	\$

#### Note

If your spouse or common-law partner is a non-resident, do not provide their income.

Aquí debes declarar los **ingresos que tú y tu pareja (si aplica)** recibieron **fuera de Canadá**, ya que el CRA necesita esta información para calcular los beneficios a los que puedes acceder, como el GST/HST Credit.

☒ **Todos los montos deben estar convertidos a dólares canadienses (CAD)** usando la tasa del **Banco de Canadá** en el momento en que los recibiste.

Consulta: [bankofcanada.ca/rates/exchange](https://bankofcanada.ca/rates/exchange)



♦ **A – The year you became a resident of Canada**

1. Ingresa el año en que **te convertiste en residente de Canadá**.

👉 Ejemplo: 2024

2. Indica los ingresos obtenidos desde el **1 de enero de ese año hasta el día antes de tu llegada a Canadá**. En este ejemplo, los ingresos que obtuve fuera de Canadá antes de llegar fueron \$1,250 CAD

📌 Si **no tuviste ingresos**, debes escribir “0”.

## Step 7 – Signature (Firma)

### Step 7 – Signature

I certify that the information given on this form is correct and complete. I understand that it is a serious offence to make a false statement.

Your signature \_\_\_\_\_

Date: 

Year	Month	Day

Spouse or common-law partner's signature \_\_\_\_\_

Date: 

Year	Month	Day

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 140 on Information about Programs and Information Holdings at [canada.ca/cra-information-about-programs](https://canada.ca/cra-information-about-programs).

Esta es la sección final del formulario RC151, y **es obligatoria** para que tu solicitud sea válida. Aquí estás declarando que **la información proporcionada es verdadera y completa**.

#### ♦ ¿Qué debes hacer?

##### 1. Tu firma (Your signature)

Firma con tu nombre legal, como aparece en el formulario.

##### 2. Fecha (Year / Month / Day)

Escribe la fecha en que estás firmando el formulario.

#### Si tienes cónyuge o pareja en unión libre (spouse or common-law partner):

- También debe **firmar y fechar** en el espacio indicado, si se ingresó su información en el formulario.

#### Importante:

- Sin firma, el formulario será rechazado.
- No se permite firmas electrónicas. Debe ser una firma manuscrita si se imprime.

Una vez que firmes, tu formulario estará completo 



## Step 8 Donde enviarlo

### Where to send your form

Send your form or letter and any documents to the tax centre that serves your area. Use the chart below to get the address.

If your tax services office is located in:	Send your correspondence to the following address:
Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan, or Yukon	Winnipeg Tax Centre Post Office Box 14005, Station Main Winnipeg MB R3C 0E3
New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, or Prince Edward Island	Sudbury Tax Centre Post Office Box 20000, Station A Sudbury ON P3A 5C1
Québec	Jonquière Tax Centre 2251 René-Lévesque Boulevard Jonquière QC G7S 5J2

Dependiendo de la provincia en la que te encuentres, existen diferentes direcciones para enviar el formulario por correo postal. En la imagen se muestran las direcciones correspondientes a cada provincia de Canadá, así podrás asegurarte de enviarlo al centro fiscal correcto.