

# INCOME VERIFICATION CHECKLIST

## This List outlines the required verification:

- **Old Age Security / Guaranteed Income Supplement / Toll Free 1-800-277-9914** – most recent statement from Service Canada
- **GAINS / Toll Free 1-800-277-9914** - most recent statement for the Province of Ontario
- **Canada Pension Plan (CPP) / Toll Free 1-800-277-9914** - most recent statement from Service Canada
- **Pensions** - most recent statement from company, agency or organization that pays your pension
- **Earnings** - pay stubs or employer letter detailing gross earnings received in the last 12 weeks (unless you are already reporting this income quarterly)
- **Child or spousal support payments – Family Responsibility Office (FRO) - Toll Free 1-800-267-4330**  
- a copy of your court order or written agreement
- **Employment Insurance (EI) / Toll Free 1-800-206-7218** – most recent payment stub from Human Resources and Skills Development Canada (HRSDC)
- **Workplace Safety Insurance Board (WSIB) / Toll Free 1-800-435-8980** – most recent payment stub
- **Insurance Benefits** – most recent payment stub or letter from the insurance company indicating the monthly payment amount
- **Ontario Works or ODSP benefits** – most recent payment stub and drug card or

## Income Tax Statements / Toll Free 1-800-959-8281

- **Most recent Income Tax Assessment from Canada Revenue Agency (CRA) for all members of your household that are required to file; or**
- **Proof from Canada Revenue Agency (CRA) that you have not filed**

## Proof of Assets

- **Bank Accounts** – most recent statement or a copy of the last 60 days of your passbook
- **GICs, term deposits, bonds, annuities** – most recent financial statement of account
- **Shares, equities, mutual funds** – most recent financial statement
- **Life Insurance** – most recent statement or letter from insurance company clearly indicating the cash surrender value of your policy

## Proof of School Attendance

- A copy of the most recent report card or registration form for all dependents aged 16 and over that are registered in school full time proving attendance

## Proof of Business Income and Assets

- Annual statement of Revenue and Expenses for any business owned or operated by a member of your household. You may also be required to provide proof of business assets, income and expenses. Please contact our office for details.

**\*\*2 pieces of I.D. are required per person: At least one piece must include a photo of the applicant(s)**