

FINANCIAL INFORMATION SHEET

(For use in applying for support and responding to support applications in the Provincial Court)

1. In any proceeding for a child support order, the **Child Support Guidelines Regulations** requires that the following information be provided by the parent whose income is relevant to the determination of child support:
 - (a) a copy of every personal Income Tax Return filed by him or her for each of the three most recent taxation years;
 - (b) a copy of every Notice of Assessment or re-assessment issued to him or her for each of the three most recent taxation years;
 - (c) where he or she is an employee, the most recent statement of earnings indicating the total earnings paid in the year to date, including overtime, or where such a statement is not provided by the employer, a letter from his or her employer setting out that information including his or her rate of annual salary or remuneration;
 - (d) where he or she is self-employed, for the three most recent taxation years;
 - (i) the financial statements of his or her business or professional practice, other than a partnership, and
 - (ii) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to or on behalf of persons or corporations with whom he or she does not deal at arm's length;
 - (e) where he or she is a partner in a partnership, confirmation of his or her income and draw from, and capital in, the partnership for its three most recent taxation years;
 - (f) where he or she controls a corporation, for its three most recent taxation years,
 - (i) the financial statements of the corporation and its subsidiaries, and
 - (ii) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom the corporation, and every related corporation, does not deal with at arm's length; and
 - (g) where he or she is a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's three most recent financial statements.
 2. In any proceeding for spousal, partner or parental support, both the Applicant and the Respondent must file the financial information listed above.
 3. If Schedules A, B or C are not adequate to explain any aspect of your claim or your financial circumstances, you must complete the Long Form Financial Statement, Schedule D, and attach it to your application.
 4. You may be able to obtain assistance in locating copies of or information from your annual Income Tax Return or Notice of Assessment by contacting the Canada Revenue Agency at 1-800-959-8281.
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