

Statement of Income

File number

All members of the household aged 18 and over who are not full-time students must declare all their income and provide the required proof of income. Each of these people must sign and date the form. The income reported is that for the full calendar year preceding the beginning of the program in question (reference year).

Reference year :

Sources of income based on the federal income tax return	Head of household	Spouse	Other	Other
Employment income (line 10100)	\$	\$	\$	\$
Other employment income (line 10400)	\$	\$	\$	\$
Old age security pension (line 11300)	\$	\$	\$	\$
Quebec Pension Plan payments (line 11400)	\$	\$	\$	\$
Other pensions and retirement benefits (ex: RRIF, pension from Canada or from a foreign country, private or public pension, Veterans' pension (line 11500))	\$	\$	\$	\$
Employment insurance and other benefits (line 11900)	\$	\$	\$	\$
Interest and other investment income (line 12100)	\$	\$	\$	\$
Net partnership income (line 12200) (see instructions)	\$	\$	\$	\$
Registered disability savings plan income (line 12500)	\$	\$	\$	\$
Spousal support or any other support payment received from a separated or divorced spouse, taxable (line 12800) or non-taxable (supporting documents)	\$	\$	\$	\$
Income from a Registered Retirement Savings Plan (RRSP) (line 12900)	\$	\$	\$	\$
Other income (ex.: apprenticeship grant, wage-loss insurance) (line 13000)	\$	\$	\$	\$
Workers' compensation benefits (CNESST) (line 14400)	\$	\$	\$	\$
Social assistance payments (line 14500)	\$	\$	\$	\$
Net federal supplements (line 14600)	\$	\$	\$	\$
<b>Subtotal (A)</b>	\$	\$	\$	\$

Other sources of income based on the federal income tax return, requiring certain adjustments	Head of household	Spouse	Other	Other
<b>Capital gains:</b> multiply by 2 the amount entered on (ligne 12700)	\$	\$	\$	\$
Dividends – the actual amount written on the T5, T4PS, T3 or T5013 slips (ex.: boxes 10 or 24 of the T5 slip)	\$	\$	\$	\$
Total income to consider from rental income or income from self-employment (refer to annex A or B of the instruction sheet)	\$	\$	\$	\$
<b>Subtotal (B)</b>	\$	\$	\$	\$

Other sources of income based on the provincial income tax return	Head of household	Spouse	Other	Other
Income replacement indemnities received for a traffic accident (SAAQ) (box D of slip 5)	\$	\$	\$	\$
Other income replacement indemnities received (ex.: victims of crime, precautionary cessation of work) (box E of slip 5)	\$	\$	\$	\$
<b>Subtotal (C)</b>	\$	\$	\$	\$

<b>TOTAL INCOME (D) = (A) + (B) + (C)</b>	\$	\$	\$	\$
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Allowable deductions	Head of household	Spouse	Other	Other
Spousal support or support payments paid, taxable (line 22000), or non-taxable (supporting documents)	\$	\$	\$	\$
Amount for disable person (line 31600 or 31800 of annex 1 or line 35700 of annex 2)	\$	\$	\$	\$
Quebec Pension Plan death benefits (box 18 of the federal T4A(P) slip)	\$	\$	\$	\$
Hospital cost in a CHSLD (supporting documents)	\$	\$	\$	\$
<b>TOTAL DEDUCTION (E)</b>	\$	\$	\$	\$

Declaration				
<b>Notes :</b>				
<ul style="list-style-type: none"> <li>The information contained in this document is needed for implementing the Residential Adaptation Assistance Program. In accordance with the Act respecting access to documents held by public bodies and the protection of personal information (CQLR, chapter A-2.1), it will be treated confidentially and will be used only by people authorized by the SHQ or by its partners in processing the application for financial assistance submitted under this program.</li> <li>A false declaration may result in the denial of the application for assistance and, where applicable, the reimbursement by the recipient of the financial assistance received.</li> </ul>				
<b>I declare that I have reported all my income in this declaration of income and that the information I have provided is true and accurate.</b>				
Head of household's name (in block letters)	Head of household's signature	Year	Month	Day
Spouse's name (in block letters)	Spouse's signature	Year	Month	Day
"Other" person's name (in block letters)	"Other" person's signature	Year	Month	Day
"Other" person's name (in block letters)	"Other" person's signature	Year	Month	Day

## FOR USE BY THE PARTNER

Calculation of income to be considered	Head of household	Spouse	Other	Other
Total income reported in (D)	\$	\$	\$	\$
Total deductions reported in (E)	\$	\$	\$	\$
Difference (F) = (D) – (E)	\$	\$	\$	\$
Percentage applicable to (F)	100 %	100 %	25 %	25 %
<b>Result (G)</b>	\$	\$	\$	\$
<b>INCOME TO BE CONSIDERED: Total of the amounts reported in (G)</b>				\$
Applicable Income Level (AIL)	\$	Income less than or equal to the AIL	Income above the AIL	
Total number of people in the household	<b>Check, if applicable:</b> ► Household consisting of a couple only			

Signature of the authorized representative or accredited inspector				
Name (in block letters)	Signature	Year	Month	Day

## INSTRUCTIONS FOR COMPLETING THE FORM

### Required proof of income

Each member of the household must provide proof of the following income: the federal notice of assessment for the calendar year preceding the start of the program in question and a copy of the corresponding income tax return. The notice of assessment may be replaced by an Option C printout, available from the Canada Revenue Agency.

Where applicable, other supporting documents will be required to validate the following amounts:

- dividends (official statements);
- rental income or income from self-employment (ex.: statement of income and expenses);
- partnership income (ex.: slip T5013);
- spousal support or support payment, non-taxable, received or paid (ex.: a copy of the court order or a written agreement);
- spousal support or support payment, non-taxable, received or paid (ex.: a copy of the court order or a written agreement);
- Hospital cost in a CHSLD (supporting documents)

### Reporting of verified amounts

References to specific lines of the federal income tax form are shown in parentheses on the Declaration of Income form. For each amount, the reference to the federal income declaration is indicated in parentheses: **(line X)**.

It is important to check whether the amounts reported by the individual on his/her income tax return were corrected on the notice of assessment issued by the Canada Revenue Agency. If so, the corrected income, as indicated on the notice of assessment, must be entered on this form.

	Amount reported on the income tax return	Notice of assessment issued by the Canada Revenue Agency	
		Reported	Corrected
Line 10100	\$10 500	\$10 500	\$13 000

In this case you must enter \$13.000 on the Declaration of Income form, as it is the corrected total arrived by the Canada Revenue Agency after verification.

### Rental income or income from self-employment (lines 12600, 13500, 13700, 13900, 14100 or 14300)

Specific instructions are provided in Schedules A and B for rental income or income from self-employment (business, professional activities, commissions, farming or fishing).

### Net partnership income (line 12200)

When members of a household declare income from a partnership on line 12200 of the federal income tax form, they must submit a T5013 slip. To obtain the income to be considered, add, to the income reported on line 12200, the deduction for amortization entered in box 040 of the T5013 slip. If the result obtained is negative, it is deemed equal to "zero".

### Signatures

Each household member who has completed the Declaration of Income must sign and date the form, thereby testifying that the income she/he has reported is accurate.

## ANNEX A

If forms T776, T2042, T2121 or T2125 are attached to the declaration

### Rental income or income from self-employment (worksheet)

When household members declare rental income or income from self-employment (business, professional activities, commissions, farming or fishing) and they have completed federal forms **T776, T2042, T2121 or T2125**, the amortization deducted on line 9936 of the appropriate form must be added to the net income entered on the federal income tax return to obtain the income to be considered. The adjustments must be made separately for each source of income. If the result obtained for a source of income is negative, it is deemed equal to "zero."

Source of income	Net income	Amortization
Rental	Line 12600 (income tax return) +	Line 9936 (T776 form)
Business	Line 13500 (income tax return) +	Line 9936 (T2125 form)
Professional activities	Line 13700 (income tax return) +	Line 9936 (T2125 form)
Commissions	Line 13900 (income tax return) +	Line 9936 (T2125 form)
Farming	Line 14100 (income tax return) +	Line 9936 (T2042 form)
Fishing	Line 14300 (income tax return) +	Line 9936 (T2121 form)

Example :

Source of income	Net income	Amortization	Income to be considered
Rental	— +	—	= —
Business	(\$ 10 000 ) +	\$ 5 000	= \$ 0
Professional activities	\$ 10 000 +	\$ 2 000	= \$ 12 000
Commissions	— +	—	= —
Farming	— +	—	= —
Fishing	— +	—	= —
<b>Total income to be considered, which must reported in this form</b>			<b>\$ 12 000</b>

## ANNEX B

If forms T776, T2042, T2121 or T2125 are not attached to the declaration

### Rental income or income from self-employment (statement of income and expenses)

**SCHEDULE B** provides examples of how to adjust net income when members of the household declare rental income or income from self-employment (business, professional activities, commissions, farming or fishing) and submit a statement of income and expenses instead of federal forms T776, T2042, T2121 or T2125.

Example 1	
Gross income	\$ 5 000
Expenses	
Amortization	\$ 500
Other than amortization	\$ 1 000
	\$1 500 (\$ 1 500)
Net income	\$ 3 500
Plus amortization	\$ 500
Total	\$ 4 000
<b>Income to be considered</b>	<b>\$ 4 000</b>

Example 2	
Gross income	\$ 5 000
Expenses	
Amortization	\$ 1 000
Other than amortization	\$ 7 000
	\$ 8 000 (\$ 8 000)
Net income	(\$ 3 000)
Plus amortization	\$ 1 000
Total	(\$ 2 000)
<b>Income to be considered</b>	<b>\$ 0</b>

Example 3	
Gross income	\$ 5 000
Expenses	
Amortization	\$ 7 000
Other than amortization	\$ 1 000
	\$ 8 000 (\$ 8 000)
Net income	(\$ 3 000)
Plus amortization	\$ 7 000
Total	\$ 4 000
<b>Income to be considered</b>	<b>\$ 4 000</b>