
Proof of Income – Acceptable Documentation Information Excerpt

PROOF OF INCOME – All required documents will be stored in tenant files/records

All adult household members must provide proof of income from all sources when CRA data load is not available. Except dependents under the age of 22 or dependents over the age of 22 to 25 who are in full time study (see Proof of Education Status).

- Most recent filed tax return provided by the Canada Revenue Agency (CRA)

Where a tax return has not been filed or a tenant's income has permanently decreased the following documentation is required – All required documents will be stored in tenant files/records

Working

- Last 3 consecutive income statements from all income sources, see list of Income Sources below.
- A letter from your income source on official letterhead stating your monthly income, duration of employment and pay frequency.

Receiving Employment and Income Assistance (EIA)

- Employment and Income Assistance (EIA) Budget Letter
- Band Income Assistance Budget Letter

Self-Employed

- Self-Employed (complete Income and Expense Forms to correspond with the most recent filed tax return provided by CRA)

Receiving Disability or Pension Payments

- Disability Benefit Letter
- Pension Benefit Letter
- Letter from Service Canada stating all applicable benefit amounts
- Private Pension Letter

Receiving a Veterans Benefit

- Veterans Affairs Benefit Letter (stating the amount and duration of the benefit)

Receiving Employment Insurance (EI) or Workers Compensation (WCB)

- EI Letter stating benefit start and end dates, and dollar amount
- Workers Compensation Letter stating benefit start, end day and dollar amount.

Receiving income to pay for school

- Manitoba Student Loan Award Letter
- Bursary/Scholarship Letter
- Band Assistance Letter

Lump sum payment for lost wages

- Statement showing amount of payment

Income earned from investments

- Three consecutive benefit statements

Insurance income

- Statement from insurance provider showing living expense payment

Support payments

- Order to pay from courts or Maintenance Enforcement Program (MEP)
- Notarized letter from the other parent stating monthly commitment
- Letter from the other parent stating monthly commitment witnessed by a Commissioner of Oaths.

Educational support

- Benefit statement showing the breakdown of support specific to shelter amount provided.