

PROVIDER LETTERHEAD

Insert Date

Household Name
Household Address

Dear Household:

Re: Missing Information from Annual Income Declaration Package

Thank you for returning your annual Income Declaration Package, however information is missing.

We require the following:

- Full completion of your Annual Income Declaration Form. **Explain what is missing**
- Copy of Canadian Birth Certificate, Canadian citizenship documents or immigration documents for: **Explain who**
- Proof of custody **Explain what is needed and for whom**
- Three consecutive months of bank statements for all bank accounts
- Proof of all sources of your income (pay stubs, EI statement, pension income, supports payments, etc): **Explain what is missing.**
- Copy of most recent Notice of Assessment (**2016**) for all household members. For a copy from Canada Revenue Agency, call **1-800-959-8281** or Option C
- Proof of full time attendance at school for **Name who**
- Other eg. Sale of Home, proof of pursuit of income

You must provide us with this missing information within **10 days**, or you will receive a notice that you are no longer eligible to receive subsidy.

Should you have any questions regarding this information we are still waiting for, please call
(Insert contact number).

Sincerely,

Name

If you require this material in a different format please contact the office.