

Purpose

This form is used to document parental income that cannot be verified by the Canada Revenue Agency. This includes parental income included on your **OSAP Application for Full-Time Students, Application for 30% Off Ontario Tuition and/or for the Ontario Student Opportunity Grant (OSOG)**.

How to Complete this Form

This form has 3 sections.

- **Section A:** Provide basic information about yourself, as well as the name of the school that you're attending during your 2016-2017 study period. Your signature is required to confirm that you agree with the declaration statement.
- **Section B:** Parent 1 must provide basic information about themselves, as well as their 2015 income. Their signature is required to confirm agreement with the declaration statement.
- **Section C:** Parent 2 (if applicable) must provide basic information about themselves, as well as their 2015 income. Their signature is required to confirm agreement with the declaration statement.

Refer to your **2016-2017 OSAP Application for Full-Time Students** or **2016-2017 Application for 30% Off Ontario Tuition** to determine which parent(s) is required to complete this form.

Required Documents

Documentation is required based on the responses provided by parent to questions 1, 2 and/or 3.

Where to Send this Form

If you're going to a school in Ontario:

Send this completed form and all attachments (if applicable) to your school's Financial Aid Office.

If you're going to a school outside of Ontario:

Send this completed form and all attachments (if applicable) to: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

Deadline

This form and all required documents must be received by your financial aid office or the ministry no later than 40 days before the end of your 2016-2017 study period.

Questions?

If you're going to a school in Ontario:

Contact the financial aid office at your school.

If you're going to a school outside Ontario:

Contact the ministry at: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Time)

- Telephone: 1-807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 (1-877-672-7411)
- Telephone Device for the Deaf (TDD): 1-800-465-3958

Declaration of Parent 1

I declare that the income information that I provided is an accurate reflection of the income I earned in the 2015 year, and that I have provided all required supporting documentation that substantiates the source(s) of my income. I understand that the ministry may verify this information with the government, my employer and/or the source(s) of my non-taxable income. If there is a discrepancy, the student's funding will be reassessed, which may change the amount of funding for which the student is eligible.

Signature of Parent 1:**Date:**

Month

Day

Year

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your child's OSAP application form and in accordance with the consents you signed on your child's OSAP application form. The Ministry of Training, Colleges and Universities administers and finances OSAP under the legal authority set out on your child's OSAP application form. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, ON P7B 6G9; (807) 343-7260.

Section C: Parent 2 Information**Parent 2 Details****Parent 2's first name:****Parent 2's last name:****Parent 2's date of birth:**

Month

Day

Year

Parent 2 Income Information

1. **Select the statement that best describes the total amount of income received by Parent 2 in 2015 (January 1, 2015 to December 31, 2015).**

a) Parent 2 received no income in 2015. - Sign Declaration of Parent 2.

See page 6 for Required Documentation.

b) Parent 2's total income received during 2015 was greater than zero. - Go to questions 2 and 3.

2. **Did Parent 2 receive income from a Canadian source(s) in 2015?**

Yes - Answer the following 2 questions.

Enter amounts in Canadian dollars only. Do not indicate cents or use commas or periods.

a) **Parent 2's 2015 total gross income (before deductions)**

\$ See page 6 for Required Documentation.

b) **Parent 2's 2015 total non-taxable income.**

Examples of non-taxable income include GST/HST credits, Canada child tax benefits, most lottery winnings and most amounts received from a life insurance policy following someone's death.

\$ See page 6 for Required Documentation.

No

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3. Did Parent 2 receive income from a foreign (non-Canadian) source(s) in 2015?a) Yes - Answer the following 3 questions.

Enter the amounts in the currency the income was received. Enter the income amounts in whole numbers only. Do not indicate cents or use commas or periods.

Parent 2's 2015 total gross income (before deductions)\$

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 See page 6 for Required Documentation.**Currency of income:**

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Country of currency:

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b) No**Declaration of Parent 2**

I declare that the income information that I provided is an accurate reflection of the income I earned in the 2015 year, and that I have provided all required supporting documentation that substantiates the source(s) of my income. I understand that the ministry may verify this information with the government, my employer and/or the source(s) of my non-taxable income. If there is a discrepancy, the student's funding will be reassessed, which may change the amount of funding for which the student is eligible.

Signature of Parent 2:**Date:**

Month Day Year

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Section D: Required Documentation

1a) Parent received no income in 2015

- **If parent resided in Canada in 2015:** Copy of parent's Notice of Assessment issued by the Canada Revenue Agency (CRA)
- **If parent is a Status Indian who lives on a First Nations Reserve in Canada:** an affidavit (defined below) providing the name of the First Nations Reserve they lived on in 2015 and that they had received no income in 2015.
- **If parent resided outside of Canada in 2015:**
 - Documentation issued by the foreign government/tax agency where parent resided that indicates parent's total income was zero; or
 - An affidavit (defined below) from parent explaining where they were residing in 2015 and why they received no income in 2015.

Definition: Affidavit

An "affidavit" is a sworn document that is signed before a lawyer, a commissioner of oaths (who may not be a lawyer), or a notary public, swearing or affirming that the contents of the affidavit are true. A commissioner of oaths is generally available at courthouses, community legal clinics, municipal or township offices, and law offices.

2a) Parent received taxable (gross) income during 2015 from a Canadian source(s)

- A copy of parent's 2015 Notice of Assessment issued by the Canada Revenue Agency (CRA).

2b) Parent received non-taxable income during 2015 from a Canadian source(s)

- Proof of parent's 2015 annual non-taxable income documented by the agency, organization or government department recording the income information.
- **If the non-taxable income is from child-support payments:** A copy of the separation agreement or court order that outlines the amount and frequency of the support payments. Parent's name and the amount of payment must be included in the documentation.
- **If parent is a Status Indian who earned all of their 2015 income on a First Nations Reserve in Canada:** Provide a letter from parent's employer (on the employer's letterhead) that indicates the total amount of 2015 income earned by parent while working on a First Nations reserve.

3a) Parent received income from a foreign (non-Canadian) source(s)

- **If income is from a country with a foreign tax department/tax agency:** Proof of parent's 2015 gross income (before any deductions) as documented by the foreign government/tax agency (e.g., the document equivalent to CRA's Notice of Assessment). Note: Working copies of tax documents and/or tax returns will not be considered for documentation purposes.
- **If income is from a country that does NOT have a foreign tax department/tax agency:** Official documentation from parent's employer that specifies the gross income (before any deductions) received by Parent in 2015. The documentation must be on employer's letterhead or other official format.