Court of Queen’s Bench

Providing Financial Disclosure

Instructions

Providing Financial Disclosure

Before You Begin:

- You are completing these forms for one of the following reasons:
    - You want to make an application that deals with child support;
    - You have been served with an application that deals with child support;
    - You want to file a Notice to Disclose;
    - You have been served with a Notice to Disclose;
    - You have been served with a Request for Financial Information (in a Queen's Bench action).

- It is important to know why you are providing the disclosure as the Schedule that you will choose depends on the reason.
- A glossary of some of the terms used is at the end of these instructions.

Tip:

If you have been served with a court application, you have 30 days to file and serve the required disclosure. You will not be allowed to file your response Affidavit or Statement without your disclosure. If your court date is less than 30 days from when you were served, you can ask to have your court date adjourned. Talk to us about how to do that.

Step 1: Find out which Financial Disclosure Schedule to use

- Use the chart on the next page to choose the Financial Disclosure Schedule

Tips:

Have you filed a Statement of Finances with Maintenance Enforcement? That form is **not** filed with the Court and **does not satisfy the requirement** to file a Disclosure Statement and proper Schedule.

If you are only filing a Notice to Disclose, or have been served only with a Notice to Disclose, you do not have to file the Disclosure Statement with the court, but you do have to give all of the financial information to the other party. However, we recommend that you **do file** the Disclosure Statement with the court, so the information is there if needed.

Reason	Schedule to use
I want to file...	
an application under the *Divorce Act* that deals with child support (either an application for child support or an application to change child support)	Schedule 1
an application under the *Family Law Act* that deals with child support (either an application for child support or an application to change child support)	Schedule 2
a Notice to Disclose	Schedule 3
both a Notice to Disclose and an application that deals with child support (doesn't matter if under *Divorce Act* or *Family Law Act*)	Schedule 3
an application that deals with child support or a Notice to Disclose **and**: • I am the recipient of the child support; • I am asking only for the table amount of support (no section 7 – special expenses); • Custody is not shared or split; • Neither of us has raised the issue of undue hardship; **and** • I have not filed a Notice to Disclose.	No Schedule required
I have been served with...	
an Application and Affidavit asking for child support or to change child support under the *Divorce Act*. (Usually the court file number will start with 48)	Schedule 1
a Claim and Statement, asking for child support or to change child support under the *Family Law Act*. (Usually the court file number will start with FL)	Schedule 2
a Notice to Disclose	Schedule 3
both a Notice to Disclose and an application that deals with child support (doesn't matter if under *Divorce Act* or *Family Law Act*).	Schedule 3
a Request for Financial Disclosure	Schedule 4
an application to change child support and: • I am the recipient of the child support; • I will not be asking for section 7 – special expenses; • Custody is not shared or split; • Neither of us has raised the issue of undue hardship; **and** • I have not been served with a Notice to Disclose.	No Schedule required
I have filed my disclosure with the court less than 3 years ago...	Either the schedule listed above or Schedule 5, whichever works better for you.

Step 2: Understand which documents you need to collect

- Read over the Schedule carefully to see what documents you need to file.

- Some of the items in the Schedules attached to this package may already have an "X" in the checkbox. Those items must be provided. The other items are to be provided only if they apply to you or to your application.

- If you have been served with a Notice to Disclose, read that document to see what the other party is asking you to provide. You may not have to provide all of the documents in Schedule 3.

Step 3: Gather up the paperwork

- It may take you some time to collect the information. Start right away!
    - o You must provide both your **complete** income tax return and your Notice of Assessment (or Reassessment) for each year (see the Glossary if you are not sure what these are).
    - o If you are an employee, check your paystubs to see if they show "year to date" amounts. If not, you must ask your employer for a letter that gives the information that the Schedule asks for.
    - o If you receive income from sources such as EI, income assistance, WCB, etc. and you don't have any proof of the amounts you receive, you must ask for a letter stating how much has been paid to you by that source this year. Your bank statements are **not** proof of those amounts.
    - o If you have a business, you may have to have your accountant help you.
    - o If you must provide bank statements and cancelled cheques, contact your banks. It may take some time for them to give you those copies, and there may be a fee.
    - o If you have investments, you may need to contact your investment company to get the information you must provide.

- If the form says "or", you provide one item or the other. If the forms says "and", then you provide all of the items.

- If the schedule asks for a list, that means you can write up the list yourself and attach it.

- But when the Schedule asks for a "Sworn list of income, assets and liabilities", we recommend that you use the one with these instructions.

- If the Schedule asks for a Budget of Expenses (for spousal support), you can write up the budget yourself, or use the one included with the spousal support application package.

Tips:

If your tax preparer has only given you a one page “Tax Summary”, then go back to them and ask for a printout of the full return.

If you have lost your tax return or your Notice of Assessment, here is how you can get replacement copies:

- Gather up any tax documents that you do have, and have your Social Insurance number handy.
- Call Canada Revenue Agency Information line at 1-800-959-8281
- Listen to the menu and choose the number to get a “Remittance Voucher or Income and Deductions Printout”
- The person who answers will ask for your Social Insurance Number and will ask questions about your tax documents to make sure that you are who you say you are.
- Ask them to send you:
    - Income and deductions printout
    - Notices of Assessment and/or Reassessments for the past 3 years (and further back if you want to deal with support further back than 3 years)
- The documents will be mailed to you.
- OR Go to http://www.cra-arc.gc.ca/menu-eng.html and search “My Account” to set up a personal PIN that will allow you to register and access your tax account online. You can then print out the information that you need. Please note that the Canada Revenue Agency will send your PIN to you by regular mail.

Step 4: Organize the information

- Decide which documents are needed for which item.
- In some cases (e.g. your tax returns) keep the originals and make copies to give to the court.

Tips:

If any of your documents are smaller than regular paper size, tape them to a letter sized piece of blank paper. For example, pay stubs are usually smaller than regular paper size, so will have to be taped to a piece of paper.

Make sure all of your documents are dark enough to be easily read and for the photocopies to be easily read. If any of your documents are too light, make darker copies and attach those.

Group your documents based on the list in the Schedule – for example, all of your tax returns will be in one group, all of your credit card statements will be in another group.

Organize each group of documents in date order.

Step 5: Fill in the forms

- Fill in the Schedule by checking off any of the boxes that apply to you and filling in the blanks.

- Then fill in the Disclosure Statement:
    - Fill in your court file number, court location and parties' names.
    - Fill in your complete address by "Address for Service and Contact Information of Party Filing this Document"
    - Fill in the blanks in the body of the form.
    - In #1, check off (b) if any of those facts applies to you. Otherwise, check off (a).
    - Complete #2 only if you have filed financial disclosure in the last 3 years.
    - Complete 3 by checking off which Schedule you are providing.
    - Complete #4 by writing in the total gross income you expect to earn this calendar year, then writing in your source of income right now (e.g. employment, E.I., self-employment, etc.)

- If it applies to you, fill in the Statement of Income, Assets and Liabilities.

Tip:

If the information you are providing is different from what it listed on the Schedule, write in what it is that you are providing. Explain why you have not provided what is asked for.

Step 6: Put your Disclosure Statement Package together

We recommend that you buy a set of index dividers from an office supply store to put between each group of documents. Label those, “Tax Returns”, “Notices of Assessment”, “Pay Stubs”, etc. to make it easy for you and the judge to find the document needed.

- Put the package together like this:
    - Completed Disclosure Statement
    - Schedule
    - Your tax returns for the last 3 years
    - Your Notices of Assessment (or Reassessment) for the past 3 years
    - Your last 3 pay stubs, if that applies to you.
    - And so on until you have attached all of your documents
    - The last document will be the “Statement of Income, Assets and Liabilities” form, if that applies to you.

Step 7: Have the Disclosure Statement sworn

- Take the complete package to a Commissioner for Oaths, Notary Public or Justice of the Peace to have it sworn.

- The documents attached to the Disclosure Statement do not need to be marked as Exhibits.

Tips:

Remember that the “Sworn Itemized List of Income, Assets and Liabilities” is also sworn. Do this first, before you have the Disclosure Statement Sworn.

Staff at the court house or at the Resolution Services offices can swear the package for you.

DO NOT MAKE COPIES until after you have your Disclosure Statement sworn.

Step 8: Copy and file the Disclosure Statement

- Make 2 copies of the complete package (original plus 2 copies).

- Staple the entire package together.

> ***Tips:***
>
> If it is too big to be stapled, consider putting each copy in a 3 ring binder.
>
> If you are also filing other documents (e.g. a court application, a Notice to Disclose, or documents responding to an application) you should file and serve those at the same time as your Disclosure Statement.

- Bring all 3 copies to the Court of Queen's Bench filing counter to be filed. They will keep the original, and stamp your copies with their filed stamp.

Step 9: Serve the Disclosure Statement

- Serve one copy of the complete Disclosure Statement, and all attachments, to the other party. You may do this by handing the package to them or by sending it by recorded mail.

- Complete an Affidavit of Service.

- See our booklet "Making a Court Application" for more information about how to serve court forms.

Glossary

Arms-length	In business, someone to whom the business owner has a close relationship. The court looks closely at payments of salary or benefits to those at arms-length, as there is a chance that they may be paid more than the business would pay a stranger for the same service.
Disclosure	Giving copies of documents that will be needed by the court to make a decision.
Financial Statement	This contains at least two documents – a listing of the business's assets and debts as of a specific date, and a listing of the business's income and expenses for a period of time – usually a year.
Notice of Assessment (and Reassessment)	The form that Canada Revenue Agency sends back to you after you file your tax return. It is usually 2 – 3 pages, and lists your income and deductions. Canada Revenue Agency does a quick review of your tax return and sends you the Notice of Assessment. They then check it more carefully, and if they find a mistake, they will send a Notice of Reassessment, with the corrected amounts.
Notice to Disclose	A Queen's Bench form that asks for financial information from the other party. The form has checkboxes, and you can check off which information you want to receive.
Remuneration	The amount that you are paid, – the gross amount, before taxes and other deductions. This may be an annual amount, a monthly amount or an hourly amount.
Request for Financial Information	Similar to a Notice to Disclose, but usually used in Provincial Court.
Tax Return	The multi-page form that you send to Canada Revenue Agency to report your income and deductions.
Year to date earnings	The total amount that you have been paid so far this year – including overtime, commissions, etc. The year to date amount can be used to calculate the annual income. Many companies have year to date amounts on each paystub. If you started your current job after January 1st, it is important to note that, so that the annual income calculation will be more accurate.

These instructions have been prepared for you by Resolution Services.
Contact us at:

Calgary
7th floor, Calgary Courts Centre
601 - 5 Street SW
Phone 403-297-6981

Edmonton
8th floor, Brownlee Building
10365 – 97 Street
Phone 780-415-0404

Grande Prairie
Main Floor, Court House
10260 - 99 St.
Phone: 780-833-4234

Lethbridge
1st Floor, Court House
320 - 4 St. S
Lethbridge AB T1J 1Z8
Phone: 403-388-3102

Red Deer
Main Floor, Court House
4909 - 48 Ave
Phone: 403-755-1468

Medicine Hat
Court House
460 First Street SE
Medicine Hat, AB T1A 0A8
Phone 403-529-8716

Outside these centres, contact us toll free at 310-0000

Section 21 *Federal Child Support Guidelines*

Obligation of Applicant

21. (1) A spouse who is applying for a child support order and whose income information is necessary to determine the amount of the order must include the following with the application:

(a) a copy of every personal income tax return filed by the spouse for each of the three most recent taxation years;

(b) a copy of every notice of assessment and reassessment issued to the spouse for each of the three most recent taxation years;

(c) where the spouse 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 the spouse's employer setting out that information including the spouse's rate of annual salary or remuneration;

(d) where the spouse is self-employed, for the three most recent taxation years

(i) the financial statements of the spouse's 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 the spouse does not deal at arm's length;

(e) where the spouse is a partner in a partnership, confirmation of the spouse's income and draw from, and capital in, the partnership for its three most recent taxation years;

(f) where the spouse 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 at arm's length;

(g) where the spouse is a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's three most recent financial statements;

and

(h) in addition to any income information that must be included under paragraphs (c) to (g), where the spouse receives income from employment insurance, social assistance, a pension, workers compensation, disability payments or any other source, the most recent statement of income indicating the total amount of income from the applicable source during the current year, or if such a statement is not provided, a letter from the appropriate authority stating the required information.

Obligation of respondent

(2) A spouse who is served with an application for a child support order and whose income information is necessary to determine the amount of the order, must, within 30 days after the application is served if the spouse resides in Canada or the United States or within 60 days if the spouse resides elsewhere, or such other time limit as the court

specifies, provide the court, as well as the other spouse or the order assignee, as the case may be, with the documents referred to in subsection (1).

Special expenses or undue hardship

(3) Where, in the course of proceedings in respect of an application for a child support order, a spouse requests an amount to cover expenses referred to in subsection 7(1) or pleads undue hardship, the spouse who would be receiving the amount of child support must, within 30 days after the amount is sought or undue hardship is pleaded if the spouse resides in Canada or the United States or within 60 days if the spouse resides elsewhere, or such other time limit as the court specifies, provide the court and the other spouse with the documents referred to in subsection (1).

Income over $150,000

(4) Where, in the course of proceedings in respect of an application for a child support order, it is established that the income of the spouse who would be paying the amount of child support is greater than $150,000, the other spouse must, within 30 days after the income is established to be greater than $150,000 if the other spouse resides in Canada or the United States or within 60 days if the other spouse resides elsewhere, or such other time limit as the court specifies, provide the court and the spouse with the documents referred to in subsection (1).

Making of rules not precluded

(5) Nothing in this section precludes the making of rules by a competent authority, within the meaning of section 25 of the Act, respecting the disclosure of income information that is considered necessary for the purposes of the determination of an amount of a child support order.

Section 21 *Alberta Child Support Guidelines*

21(1) A parent who is applying for a child support order and whose income information is necessary to determine the amount of the order must include the following with the application:

(a) a copy of every personal income tax return filed by the parent for each of the 3 most recent taxation years;

(b) a copy of every notice of assessment and reassessment issued to the parent for each of the 3 most recent taxation years;

(c) where the parent is an employee, the 3 most recent statements of earnings indicating the total earnings paid in the year to date, including overtime or, where such statements are not provided by the employer, a letter from the parent's employer setting out that information, including the parent's rate of annual salary or remuneration;

(d) where the parent is self-employed, for the 3 most recent taxation years

(i) the financial statements of the parent's 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 the parent does not deal at arm's length;

(e) where the parent is a partner in a partnership, confirmation of the parent's income and draw from, and capital in, the partnership for its 3 most recent taxation years;

(f) where the parent controls a corporation or has an interest of 1% or more in a privately held corporation, for its 3 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 at arm's length;

(g) where the parent is a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements;

(h) where the parent is a student, a statement indicating the total amount of student funding received during the current academic year, including loans, grants, bursaries, scholarships and living allowances;

(i) in addition to any income information that must be included under clauses (c) to (h), where the parent receives income from employment insurance, social assistance, a pension, workers' compensation, disability payments or any other source, the most recent statement of income indicating the total amount of income from the applicable source during the current year, or if such a statement is not provided, a letter from the appropriate authority stating the required information.

(2) A parent who is served with an application for a child support order and whose income is necessary to determine the amount of the order must, within 30 days after the application is served if the parent resides in Canada or the United States or within 60 days if the parent resides elsewhere, or within another time period specified by the court, provide to the court as well as the other parent, order assignee or other person referred to in section 50(1) of the Act who is seeking child support the documents referred to in subsection (1).

(3) Where, in the course of proceedings in respect of an application for a child support order, a parent requests an amount to cover expenses referred to in section 7(1) or pleads undue hardship, the parent who would be receiving the amount of child support must, within 30 days after the amount is sought or undue hardship is pleaded if the parent resides in Canada or the United States or within 60 days if the parent resides elsewhere, or within another time period specified by the court, provide to the court and the other parent the documents referred to in subsection (1).

(4) Where, in the course of proceedings in respect of an application for a child support order, it is established that the income of the parent who would be paying the amount of child support is greater than $150 000, the other parent must, within 30 days after the income is established to be greater than $150 000 if the other parent resides in Canada or the United States or within 60 days if the other parent resides elsewhere, or within another time period specified by the court, provide to the court and the parent the documents referred to in subsection (1).

Clerk's Stamp

COURT FILE NUMBER	______________________ *(File number, as on other court documents)*
COURT	Court of Queen's Bench of Alberta
JUDICIAL CENTRE	______________________ *(City or town where court is located)*
APPLICANT	______________________ *(Print your full name, as on other court documents)*
RESPONDENT	______________________ *(Print the other party's full name, as on other court documents)*
DOCUMENT:	**Disclosure Statement**
SWORN / AFFIRMED BY:	______________________ *(Name of person making this Statement)*
SWORN / AFFIRMED ON:	______________________ *(Date Statement sworn / affirmed)*
ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT	______________________ *(Name of party filing this document)* ______________________ *(Full address of party filing this document)* ______________________ ( ) ______________________

I, ______________________ *(Your name)*, of ______________________ *(Name of City / Town)*, Alberta,

SWEAR / AFFIRM AND SAY THAT:

1. *(Check one)*

☐ (a) I am not required to file financial information at this time, because my income information is not necessary for the determination of child support in the order I am seeking.

☐ (b) I am required to file financial information because one or more of the following circumstances apply:

- I am the payor of the child support;
- Custody / parenting is shared or split with the other parent;
- There are special or extraordinary expenses being paid or claimed; and / or
- Other: ______________________ *(Specify)*

(Complete #2 if you have filed financial information with the court in the last 3 years. If not, cross it out.)

2. I have filed my financial information with the Court in the last 3 years and: *(Check one)*

   ☐ (a) My ☐ Disclosure Statement ☐ Affidavit ☐ Financial Statement filed on

   ________________ contains the most recent financial information that I have, OR

   (Date)

   ☐ (b) I am updating / completing the financial information previously filed.

3. I am attaching the following schedule: *(Check the box that applies)*

   ☐ Schedule 1, as I am either making or responding to an application concerning child support under the *Divorce Act*.

   ☐ Schedule 2, as I am either making or responding to an application concerning child support under the *Family Law Act*.

   ☐ Schedule 3, as I have been served with a Notice to Disclose, or am filing a Notice to Disclose.

   ☐ Schedule 4, as I have been served with a Request for Financial Information

   ☐ Schedule 5, which provides updates to my financial information since my previous filing.

   ☐ No schedule, by reason of 1(a) or 2(a), above.

4. I expect my gross annual income in this calendar year to be $______________________.
   Currently, I earn income from ____

   (State source of income)

Sworn (OR Affirmed) before me

on ________________________, 20 _____

at ________________________, Alberta.

____

Commissioner for Oaths in and for the Province of Alberta, Justice of the Peace or Notary Public

____

(Signature of person swearing / affirming Statement)

ID Verified ________________________

SCHEDULE 1

S. 21 Federal Child Support Guideline Disclosure

(Tax returns and assessments)

☒ Attached are copies of my personal tax returns for each of the last 3 taxation years: 20______, 20______ and 20______.

☒ Attached are copies of every Notice of Assessment and Reassessment I have received for each of the last 3 taxation years: 20______, 20______ and 20______.

(Check all of the following that apply)

(Employment Income)

☐ I am an employee and attached are my most recent statement of my earnings (paystub), showing the total earning paid to me in the year to date, including overtime.

☐ I am an employee and my employer does not provide me with paystubs showing my total year-to-date earnings. Therefore, I attach a letter from my employer setting out my total earnings paid to me in this year to date, including overtime and my rate of annual salary or remuneration.

(Self-employment income – not partnership or corporation)

☐ I am self-employed and for each of the 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The complete financial statements for my business or professional practice, other than a partnership; and
- 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 that I do not deal with at arm's length.

(Partnership income)

☐ I am a partner in a partnership and attach confirmation of my income and draw from the partnership, and capital in it, for its 3 most recent taxation years, being 20______, 20______ and 20______.

(Corporate income)

☐ I control a corporation and for each of its 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The complete financial statements of the corporation and its subsidiaries; and
- A statement showing a breakdown al all salaries, wages, management fees or other payments of benefits paid to, or on behalf of, persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length.

(Trust income)

☐ I am a beneficiary under a trust and I attach a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements, for the years: 20______, 20______ and 20______.

(Any other income)

☐ I receive income from:

- ☐ Employment Insurance
- ☐ Social Assistance
- ☐ A pension ______________________________ *(Name of pension plan)*
- ☐ Workers compensation
- ☐ Disability payment ______________________________ *(Name of disability insurer)*
- ☐ Other source ______________________________ *(Describe source)*

AND

- ☐ I attach the most recent statement of income from each of the sources checked off above, indicating the total amount of income from the applicable source during the current year.
- ☐ The sources checked off above do not provide me with statements of income. Therefore, I attach a letter from the appropriate authority for each of the sources checked off above, stating the total amount of income from the applicable source during the current year.

SCHEDULE 2

S. 21 Alberta Child Support Guideline Disclosure

(Tax returns and assessments)

☒ Attached are copies of my personal tax returns for each of the last 3 taxation years: 20______, 20______ and 20______.

☒ Attached are copies of every Notice of Assessment and Reassessment I have received for each of the last 3 taxation years: 20______, 20______ and 20______.

(Check all of the following that apply)

(Employment Income)

☐ I am an employee and attached are my 3 most recent statements of my earnings (paystubs), showing the total earning paid to me in the year to date, including overtime.

☐ I am an employee and my employer does not provide me with paystubs showing my total year-to-date earnings. Therefore, I attach a letter from my employer setting out my total earnings paid to me in this year to date, including overtime and my rate of annual salary or remuneration.

(Self-employment income – not partnership or corporation)

☐ I am self-employed and for each of the 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The complete financial statements for my business or professional practice, other than a partnership; and
- 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 that I do not deal with at arm's length.

(Partnership income)

☐ I am a partner in a partnership and attach confirmation of my income and draw from the partnership, and capital in it, for its 3 most recent taxation years, being 20______, 20______ and 20______.

(Corporate income)

☐ I control a corporation, or have an interest of 1% or more in a privately held corporations, and for each of its 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The complete financial statements of the corporation and its subsidiaries; and
- A statement showing a breakdown of all salaries, wages, management fees or other payments of benefits paid to, or on behalf of, persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length.

(Trust income)

☐ I am a beneficiary under a trust and I attach a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements, for the years: 20______, 20______ and 20______.

(Student funding income)

☐ I am a student and attach a statement indicating the total amount of student funding received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.

(Any other income)

☐ I receive income from:

- ☐ Employment Insurance
- ☐ Social Assistance
- ☐ A pension ______________________________
  (Name of pension plan)
- ☐ Workers compensation
- ☐ Disability payment ______________________________
  (Name of disability insurer)
- ☐ Other source ______________________________
  (Describe source)

AND

- ☐ I attach the most recent statement of income from each of the sources checked off above, indicating the total amount of income from the applicable source during the current year.
- ☐ The sources checked off above do not provide me with statements of income. Therefore, I attach a letter from the appropriate authority for each of the sources checked off above, stating the total amount of income from the applicable source during the current year.

SCHEDULE 3

Notice to Disclose Disclosure

(Tax returns and assessments)

☒ Attached are copies of my personal tax returns for each of the last 3 taxation years: 20______, 20______ and 20______.

☐ I have not filed a tax return for the previous year, so attached are copies of my T4, T4A and all other relevant tax slips, and a statement disclosing any and all sources of income for the previous year, being 20______.

☒ Attached are copies of every Notice of Assessment and Reassessment I have received for each of the last 3 taxation years: 20______, 20______ and 20______.

(Check all of the following that apply)

(Employment Income)

☐ I am an employee and attached are my 3 most recent statements of earnings (paystubs), indicating the total earnings paid to me in the year to date, including overtime.

☐ I am an employee and my employer does not provide me with paystubs showing my total year-to-date earnings. Therefore, I attach a letter from my employer setting out my total earnings paid to me year to date, including overtime, and including my rate of annual salary or remuneration.

(Other kinds of income)

☐ I receive income from:

- ☐ Employment Insurance
- ☐ Social Assistance
- ☐ A pension ____
  (Name of pension plan)
- ☐ Workers compensation
- ☐ Disability payment ____
  (Name of disability insurer)
- ☐ Other source ____
  (Describe source)

AND

- ☐ I attach the most recent statement of income from each of the sources checked off above, indicating the total amount of income from the applicable source during the current year.
- ☐ The sources checked off above do not provide me with statements of income. Therefore, I attach a letter from the appropriate authority for each of the sources checked off above, stating the total amount of income from the applicable source during the current year.

(Student funding income)

☐ I am a student and attach a statement indicating the total amount of student funding received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.

(Self-employment income – not partnership or corporation)

☐ I am self-employed in an unincorporated business and for each of the 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- Particulars or copies of every cheque issued to me during the last 6 weeks from any business or corporation in which I have an interest, or to which I have rendered a service;
- The complete financial statements for my business or professional practice; and
- A statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to me or to persons or corporations that I do not deal with at arm's length.

(Partnership income)

☐ I am a partner in a partnership and attach confirmation of my income and draws from the partnership, and capital in it, for each of the 3 most recent taxation years, being 20______, 20______ and 20______.

(Corporate income)

☐ I have a 1% or more interest in a privately held corporations, and for each of its 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The financial statements of the corporation and its subsidiaries;
- A statement showing a breakdown of all salaries, wages, management fees or other payments of benefits paid to me, or to persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length; and
- A record showing my shareholder's loan transactions for the past 12 months.

(Special expenses claimed for child support)

☐ Attached is a detailed list of any special or extraordinary expenses I am claiming (where child support is an issue) as well as copies of receipts or other documentation providing the amount of those expenses, namely:

- ☐ Child Care costs;
- ☐ Health care and extended medical and dental insurance premiums attributable to the child;
- ☐ Uninsured health care and dental expenses;
- ☐ Extraordinary educational expenses;
- ☐ Post-secondary educational expenses; and
- ☐ Extraordinary expenses for extracurricular activities

Note: If a final determination has been made in a proceeding relating to child support, spousal support, or adult interdependent adult partner support, the documents below DO NOT need to be provided unless ordered by the court.

(Select all of the following that apply)

☐ I am a beneficiary under a trust and attach a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements for the years: 20______, 20______ and 20_______.

☐ Attached are copies of all statements and cancelled cheques for all bank accounts held solely or jointly in my name for the most recent 6 months, from _______________ to _______________.
(List the months for which you are providing cheques)

☐ Attached are copies of credit card statements for all credit cards solely or jointly in my name for the most recent 6 months from _______________ to _______________.
(List the months for which you are providing statements)

☐ Attached is my monthly budget of expenses, because spousal support is at issue in this application.

☐ Attached is a **sworn**, itemized list of my income, assets and liabilities. *(Complete Statement of Income Assets and Liabilities)*

☐ Attached are copies of the most recent statement for all RRSP's, pensions, term deposit certificates, guaranteed investment certificates, stock accounts and other investments in my name or in which I have an interest.

☐ Attached is a list of any exemptions which I am claiming, because the action involves the division of matrimonial property.

SCHEDULE 4

Request for Financial Information Disclosure

(Tax returns and assessments)

☐ Attached are copies of my personal tax returns for each of the last 3 taxation years: 20______, 20______ and 20______.

☐ I have not filed a tax return for one or more of the last 3 years, so attached are copies of my T4, T4A and all other relevant tax slips, and a statement disclosing any and all sources of income for those years, being ________________________________.
(List the years for which you are providing tax slips)

☐ Attached are copies of: *(choose one)*
- ☐ Every Notice of Assessment and Reassessment I have received from Canada Revenue Agency for each of the last 3 taxation years: 20______, 20______ and 20______ OR
- ☐ My Canada Revenue Agency printouts for each of the last 3 taxation years: 20______, 20______ and 20______.

(Check all of the following that apply)

(Employment Income)

☐ I am an employee and attached are my 3 most recent statements of earnings (paystubs), indicating the total earning paid to me in the year to date, including overtime.

☐ I am an employee and my employer does not provide me with paystubs showing my total year-to-date earnings. Therefore, I attach a letter from my employer setting out my total earnings paid to me year to date, including overtime, and including my rate of annual salary or remuneration.

(Other kinds of income)

☐ I receive income from:
- ☐ Employment Insurance
- ☐ Social Assistance
- ☐ A pension ________________________________
  (Name of pension plan)
- ☐ Workers compensation
- ☐ Disability payment ________________________________
  (Name of disability insurer)
- ☐ Other source ________________________________
  (Describe source)

AND

☐ I attach the most recent statement of income from each of the sources checked off above, indicating the total amount of income from the applicable source during the current year.

☐ The sources checked off above do not provide me with statements of income. Therefore, I attach a letter from the appropriate authority for each of the sources checked off above, stating the total amount of income from the applicable source during the current year.

(Student funding income)

☐ I am a student and attach a statement indicating the total amount of student funding received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.

(Self-employment income – not partnership or corporation)

☐ I am self-employed and for each of the 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The complete financial statements for my business or professional practice;
- A statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to me or to persons or corporations that I do not deal with at arm's length; and
- Particulars or copies of every cheque issued to me during the last 6 weeks from any business or corporation in which I have an interest, or to which I have rendered a service.

(Partnership income)

☐ I am a partner in a partnership and attach confirmation of my income and draws from the partnership, and capital in it, for each of the 3 most recent taxation years, being 20______, 20______ and 20______.

(Corporate income)

☐ I have a 1% or more interest in a privately held corporations, and for each of its 3 most recent taxation years, being 20______, 20______ and 20______, attached are:

- The financial statements of the corporation and its subsidiaries;
- A statement showing a breakdown of all salaries, wages, management fees or other payments of benefits paid to me, or to persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length; and
- A record showing my shareholder's loan transactions for the past 12 months.

(Trust income)

☐ I am a beneficiary under a trust and attach a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements for the years 20______, 20______ and 20______.

(Copies of bank statements and credit card statements)

☒ Attached are copies of all statements and cancelled cheques for all bank accounts held solely or jointly in my name for the most recent 6 months, from _______________ to _______________.
(State the months and year)

☒ Attached are copies of credit card statements for all credit cards solely or jointly in my name for the most recent 6 months from _______________ to _______________.
(List months and years)

(Special expenses claimed for child support)

☐ **Because child support is an issue**, attached is a detailed list of any special or extraordinary expenses I am claiming as well as copies of receipts or other documentation providing the amount of those expenses, namely:

- ☐ Child Care costs;
- ☐ Health care and extended medical and dental insurance premiums attributable to the child;
- ☐ Uninsured health care and dental expenses;
- ☐ Extraordinary educational expenses;
- ☐ Post-secondary educational expenses; and
- ☐ Extraordinary expenses for extracurricular activities

(Budget for spousal support)

☐ **Because spousal support is at issue in this application**, I attach my monthly budget of expenses.

(Sworn Statement)

☒ Attached is a **sworn** itemized list of all my sources of income, as well as my assets and liabilities. *(Complete the Statement of Income, Assets and Liabilities)*

(Investments)

☒ Attached are copies of the most recent statements for all RRSP's, pensions, term deposit certificates, guaranteed investment certificates, stock accounts and other investments in my name or in which I have an interest.

SCHEDULE 5

Update to Disclosure Filed Within the Last Three Years

My last disclosure was filed with the Court in a ☐ Disclosure Statement ☐ Affidavit
☐ Financial Statement, sworn ____________________ and filed on ______________________
(Date) *(Date)*
and provided to the opposing party at that time.

My previous disclosure provided the details of my income up to ______________________
(Date)

(Check all of the following that apply)

(Tax Returns and Assessments)

☐ Attached are copies of my personal tax returns for each of the taxation years:

____
(List the years for which you are providing updates)

☐ Attached are copies of every Notice of Assessment and Reassessment I have received from Canada Revenue Agency for the taxation years: ______________________________
(List the years for which you are providing updates)

(Employment Income)

☐ I am an employee and attached are my most recent statement of my earnings (paystub), showing the total earning paid to me in the year to date, including overtime.

☐ I am an employee and my employer does not provide me with paystubs showing my total year-to-date earnings. Therefore, I attach a letter from my employer setting out my total earnings paid to me in this year to date, including overtime and my rate of annual salary or remuneration.

(Self-employment income – not partnership or corporation)

☐ I am self-employed and for each of the taxation years, ______________________________
(List the years for which you are providing updates)
attached are:

- The complete financial statements for my business or professional practice, other than a partnership; and
- 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 that I do not deal with at arm's length.

(Partnership income)

☐ I am a partner in a partnership and attach confirmation of my income and draw from the partnership, and capital in it, for the ______________________________ taxation years.
(List the years for which you are providing updates)

(Corporate income)

☐ I control a corporation and for each the taxation years, ______________________
(List the years for which you are providing updates)

attached are:

- The complete financial statements of the corporation and its subsidiaries; and
- A statement showing a breakdown al all salaries, wages, management fees or other payments of benefits paid to, or on behalf of, persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length.

(Trust income)

☐ I am a beneficiary under a trust and I attach a copy of the trust settlement agreement and copies of the trust's financial statements, for the years, ______________________
(List the years for which you are providing updates)

(Any other income)

☐ I receive income from:

- ☐ Employment Insurance
- ☐ Social Assistance
- ☐ A pension ______________________
  (Name of pension plan)
- ☐ Workers compensation
- ☐ Disability payment ______________________
  (Name of disability insurer)
- ☐ Other source ______________________
  (Describe source)

AND

- ☐ I attach the most recent statement of income from each of the sources checked off above, indicating the total amount of income from the applicable source during the current year.
- ☐ The sources checked off above do not provide me with statements of income. Therefore, I attach a letter from the appropriate authority for each of the sources checked off above, stating the total amount of income from the applicable source during the current year.

STATEMENT OF INCOME, ASSETS AND LIABILITIES

I, ____________________________, of ______________________________, Alberta,
(Your name) *(Name of City / Town)*

Do solemnly declare as follows:

This is my Statement of Income, Assets and Liabilities.

A. INCOME

All of my sources of income and amounts of income per month are as follows:

a) Employment income of: $ ____________ from ______________________________
(Amount) *(Name of Employer)*

b) Employment Insurance benefits of: $ ____________
(Amount)

c) Worker's Compensation Benefits of: $ ____________
(Amount)

d) Interest and Investment income of: $ ____________
(Amount)

e) Pension income of: $ ____________
(Amount)

f) Government Assistance income of: $ ____________ from ______________________________
(Amount) *(Source)*

g) Self-Employment income of: $ ____________
(Amount)

h) Other income of: $ ____________ from ______________________________
(Amount) *(Source)*

My total income **last year** as indicated at line 150 of my 20______ Income tax return was
$ ____________________________________
(Amount)

I expect my income at line 150 of my income tax return this year to be:
$ ____________________________________
(Amount)

B. ASSETS

	Asset	Particulars	Date Acquired	Value (Estimated)
1.	**Real Estate:** *(List any interest in land, including leasehold interests and mortgages, whether or not you are registered as owner. Provide legal descriptions and indicate without deducting encumbrances or costs of disposition.)* *(Record encumbrances under debts)*			
2.	**Vehicles:** *(List cars, trucks, motorcycles, trailers, motor homes, boats, etc.)*			
3.	**Financial Assets:** *(List savings and chequing accounts, term deposits, GIC's, stocks, bonds, Canada Savings Bonds, mutual funds, insurance policies (indicate beneficiaries), accounts receivable, etc.)*			
4.	**Pensions and RRSP's:** *(Indicate name of institution where accounts are held, name and address of pension plan and pension details)*			
5.	**Corporate / Business Interests:** *(List any interest you hold, directly or indirectly, in any corporation, unincorporated business, partnership, trust, joint venture, etc.)*			
6.	**Other:** *(List anything else of value that you own, including precious metals, collections, works of art, jewelry or household items of high value.)* *(Include location of any safety deposit boxes)*			

C. DEBTS

Debt		Particulars	Date incurred	Balance Owing	Monthly Payment
1.	**<u>Secured Debts:</u>** *(List all mortgages, lines of credit, car loans, and any other debt secured against an asset that you own.)*				
2.	**<u>Unsecured Debts:</u>** *(List all bank loans, personal loans, lines of credit, overdrafts, credit cards and any other debts that you have)*				
3.	**<u>Other:</u>** *(List any other debts, including obligations that are relevant to a claim for undue hardship – e.g. car lease payment)*				
_.					
_.					
_.					

I, ________________________________ solemnly declare that the facts set out in this document are
(Your name)
true. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me

on ________________________, 20 ____

at ________________________, Alberta.

____
(Signature of person making the solemn declaration)

____
Commissioner for Oaths, Justice of the Peace, or Notary Public
in and for the Province of Alberta

ID Verified ________________________

NOTE: It is an offence to make a false declaration