

The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

In order to reach an agreement for maintenance for your dependent(s), it is necessary to provide a **Statement of Finances** with supporting documentation

Please provide the following by _____ :
YYYY MMM DD

1. A completed **Financial Statement** (Attached).
2. A copy of your personal **Income Tax Return** and **Notice of Assessment** for:
 - The last three years
 - _____ (Specific Year)
3. Proof of your **Source** and **Amount of Income**.
 - The three most recent pay stubs from your employer or a statement of Income showing your total gross earnings per year including overtime, commissions, and salary.
 - The three most recent stubs from Employment Insurance, Income Assistance or any other source (e.g., Insurance, CPP Disability, etc.).
 - Self Employment Incomes. Please provide the last three years Financial Statements and a breakdown of expenses including salaries, fees and related costs.
4. The most recent notice from the **B.C. Assessment Authority** for any property that you own, in whole or in part.
5. Recent evidence of your monthly **expenses**. (e.g., utility bills, rent/mortgage receipts, loan schedules, insurance, and any other revolving monthly expenses included in your Statement of Finances).
6. Recent evidence of your debts including bank loan agreements with current outstanding balances, credit card statements, automobile payment and personal loan agreements.
7. Recent evidence of your current **spouse's income, assets and debts** (if applicable).

THANK YOU FOR YOUR COOPERATION

Note: You have the right to seek legal advice before responding to this form/letter.