



December 01, 2014

SR #:Number (if applicable)
Case #:Number (if applicable)

Client Name
1010 Street Address
City, BC V1V 1V2

Dear Client Name:

Thank you for your interest in the BC Bus Pass Program. Please return this letter with the indicated documentation and/or take the following action as outlined below:

- We require a copy of the Record of Landing Form IMM 1000 or a copy of the Confirmation of Permanent Residence Part-3 Generic Form IMM 5292 for applicant, Client Name.
- We require a copy of the Record of Landing Form IMM 1000 or a copy of the Confirmation of Permanent Residence Part-3 Generic Form IMM 5292 for your spouse.
- We require a copy of the Canada Revenue Agency Notice of Assessment (T451 E) for the taxation year [year], for applicant, Client Name.
- We require a copy of the Canada Revenue Agency Notice of Assessment (T451 E) for the taxation year , for your spouse.
- If you are married and claimed your spouse as a dependent on your tax return, please contact the Canada Revenue Agency at 1-800-959-8281, and request a reprint of your Notice of Assessment. We require a copy of the reprint.
- If you are receiving a Goods and Services Tax (GST) payment you will have received a GST Notice of Determination letter for the taxation year [year]. We require a photocopy of this letter. Please provide all pages.
- If your spouse is deceased, please provide a copy of the Death Certificate.
- Please sign and return your cheque.
- Your cheque was filled out incorrectly. Please send a new cheque in the amount of \$100.00.
- Please keep these documents for your personal files.

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

**Ministry of Social
Development and
Social Innovation**

**Provincial Services
BC Bus Pass Program**

Mailing Address
PO Box 9985 Stn Prov Govt
Victoria, BC V8W 9R6

For email and online service visit:
www.buspass.gov.bc.ca
Telephone: 1-866-866-0800
Fascimile: 1-855-771-8788

Copies of your documents must be clear and legible. Documents that are not readable cannot be processed. Please use this letter as a cover page for your fax or mailed response.

Fax (fastest method):1-855-771-8788

**Mailing Address: BC Bus Pass Program
PO Box 9985 STN PROV GOV'T
Victoria, BC V8W 9R6**

Please mail this letter and your cheque payable to the Minister of Finance to the following address:

**Mailing Address: BC Bus Pass Program
PO Box 9985 STN PROV GOV'T
Victoria, BC V8W 9R6**

If you have any questions, please contact the BC Bus Pass Program using the information listed below.

Sincerely,

Worker Name
Worker Title
BC Bus Pass Program

HR3081 (14/12/01)

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