



May 28, 2015

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

Respondent Name
1010 Respondent Ave
City, BC V9V 9V9

Dear Respondent Name:

Client Name is receiving assistance from the ministry.

The enclosed Notice of Assignment of Maintenance Rights provides you with notice that the ministry has been assigned the right to pursue spousal and/or child maintenance for Client Name.

An application for spousal and child maintenance has been filed with the Name of Registry, and you will be served with court documents in the near future. It is the goal of the ministry to settle these maintenance claims by consent to avoid the necessity of a court hearing. I encourage you to contact me as soon as possible in order to avoid a

Please see the enclosed Advice to Family Maintenance Worker form, which allows you to advise the ministry how you wish to proceed. The amount of maintenance you may be required to pay is based on your gross annual income and the Federal Child support Guidelines (CSG) (found at <http://family.justice.gc.ca>). Note: spousal maintenance is not reflected in the CSG.

If you are currently unemployed and have no source of income at this time, please contact me at Worker Number.

If you are interested in negotiating a written agreement regarding the maintenance you will pay, we request that you provide the ministry with the following documents:

- A completed Financial Statement (enclosed)
- Three most recent pay stubs
- Proof of any/all other monthly income (e.g. E.I., pensions, etc.)
- Income tax returns for the past three years (contact Canada Revenue Agency at 1 800 959-8281)
- Financial or personal information (*for self employed respondents*)

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**

Office Name

Mailing Address
PO Box 9958, Stn Prov Govt
Victoria, BC V8W 9R5

Telephone: Office Phone
Facsimile: Office Fax

You may contact the Canada Revenue Agency to obtain income information by calling the General Enquiries at 1-800-959-8281. Hours of service can be found at <http://www.cra-arc.gc.ca/cntct/phnstndrd-eng.html>. You will be asked certain questions in order for the CRA telephone agent to verify identify. You should be prepared to provide the following:

- social insurance number
- name
- complete address last provided to the CRA
- date of birth, and
- account details or most recently assessed return, notice of assessment, reassessment, or other tax document.

Alternatively, tax information can be obtained online through CRA's My Account. Details of how to set up an online account can be found at <http://www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdlis/myccnt/menu-eng.html>.

Please be advised that the ministry will proceed with a court application for maintenance against you if I have not received your financial information nor heard from you by June 1, 2015.

If you have questions, please contact me at Worker Number.

Note: You may seek legal advice before responding to this form/letter.

Sincerely,

Worker Name
Family Maintenance Worker

HR3264 (15/05/01)

Enclosure(s): [Advice to Family Maintenance Worker Form]

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