

INSTRUCTIONS FOR COMPLETING THE FORM

IDENTITY

Provide all requested information and answer all questions.

- ✓ Indicate the Health Insurance Number of the accommodated person.
- ✓ To assess accommodated persons' entitlement to the contribution exemption, we refer to the *Act respecting health services and social services*, which does not recognize de facto separation or de facto spouses for the purpose of establishing the contribution.
- ✓ A legal separation decree or divorce decree must always include the corollary relief.

SPOUSE

Complete this section if married, de facto separated or living in a civil union.

- ✓ Provide your spouse's Health Insurance Number.

De facto spouses are **not** taken into account in calculating the financial contribution. A **civil union** is a solemn legal act confirmed by a notary, court clerk, mayor or municipal councillor, among others.

DEPENDENT CHILDREN

Complete this section if you have children age 25 and under.

- ✓ Enter the Health Insurance Number of each child and check off their civil status.
- ✓ For children age between 18 and 25 (inclusive), provide proof of full-time school attendance and proof of residential address.

DECLARATION OF PROPERTY AND INCOME

IMPORTANT

- Check YES or NO for each question in the section "Declaration of property and income" for the accommodated person and spouse, where applicable. Otherwise, we will return the form to you and ask you to supply the missing information.
 - Attach a photocopy of the document required for each question to which you answer YES. Otherwise, we will send you a request for the missing document(s).
- In both case, this will delay the examination of your application.

LIQUID ASSETS (lines 300 to 310)

Enter the numbers of all bank accounts (current and savings) and their respective balances. Indicate all investments, TFSAs, RRSPs, RDSPs, RIFFs, etc. as well as the value of each, whether held in Canada or in another country.

- ✓ For each bank account, equity holdings, investments, TSAs, RRSPs, RDSPs, RIFFs, etc, provide photocopies of the statements for the 12 months prior the application for exemption, for re-evaluation or the admission.

PROPERTY (lines 410 to 442)

Indicate the value of the property.

- ✓ Provide a photocopy of a document proving the value of each property.

MONTHLY INCOME (lines 500 to 561)

Provide photocopies of the paycheque stubs for the last four weeks, showing the deductions and gross salary.

- ✓ If you or your spouse are under age 65 and you have not authorized the exchange of information with Revenu Québec, provide a photocopy of the last year's income tax return sent to Revenu Québec, with a photocopy of tax slips and the notice of assessment.
- ✓ If you or your spouse have interest or dividend income, provide a photocopy of the "Relevé 3" slip attached to the income tax return you filed with Revenu Québec.

DECLARATION AND SIGNATURES

This application cannot be processed without the signature of the accommodated person or representative. In addition, if the accommodated person has a spouse, the signature of the spouse or the spouse's representative must appear in the designated space. If the signature of the accommodated person is an X, a witness must sign.

You must, without delay, notify us of any change concerning your file: change in your civil status, RRSP conversion to a RIFF, the start of payments from an RDSP, etc.

You may notify us in writing or by telephone.

Régie de l'assurance maladie du Québec
Service de la contribution et de l'aide financières
425, boul. De Maisonneuve Ouest, bureau 213
Montréal (Québec) H3A 3G5

Accommodated adults
514 873-1529
1 800 265-0765

Intermediate resources
514 873-1573
1 866 237-8311