

INSTRUCTIONS FOR COMPLETING STATUTORY DECLARATION

You have been asked to complete the attached documents to support a reduction or delay in payments of your outstanding balance.

All pages of the attached document must be completed and an original copy returned to our office and MUST be signed in front of a Lawyer or Notary Public.

You can locate a lawyer or notary public at either of the two links:

<http://www.notaries.bc.ca/findNotary/searchForm.rails>

<http://www.lawsociety.bc.ca/page.cfm?cid=8&t=Find-a-Lawyer>

In addition to completing this document, please ensure you have attached copies of:

- Recent Paystubs from every employer for each debtor;
- Previous two (2) years of tax assessments from Canada Revenue Agency for each debtor; *
- Mortgage Statement s(if applicable);
- Investment Statements (if applicable); and
- Two (2) years of financial statements or tax returns for each self-employed individual.

If you have any additional questions, do not hesitate to contact your Account Manager.

* You may obtain a copy of your *Notice of Assessment* from the Canada Revenue Agency. Please call 1-800-959-8281 or visit <http://www.cra-arc.gc.ca/> for further information.

STATUTORY DECLARATION

Account Number: _____

Canada
Province of _____
Municipality of _____

In the Matter of

To Wit:

I _____
of the _____ of _____ in the
(City, Town etc) (name of City or Town)
_____ of _____,
(Municipality, District or County) (name of Municipality, District or County)
province of _____, do solemnly declare, that:

1. My full current name is: _____
2. My previous names including birth name and aliases are _____
3. My current address: _____
4. My telephone number is: _____
5. My date of birth is: _____
6. My E-Mail address is: _____
7. My occupation is: _____
8. My current employer is: _____
9. My current employer's address is: _____
10. My current employer's telephone number is: _____
11. My current other household earner's name is: _____
12. My other household earner's date of birth is: _____
13. My other household earner's occupation is: _____
14. My other household earner's current employer is: _____
15. My other household earner's current employer's current address is: _____
16. My other household earner's current employer's telephone number is: _____
17. Attached as Schedule "A" to this Statutory Declaration is a statement of all of my assets and liabilities.
18. Attached as Schedule "B" to this Statutory Declaration is a complete statement of my monthly income.
19. Attached as Schedule "C" to this Statutory Declaration is a complete statement of my monthly expenses.

AND 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 at _____
this _____ day of _____, _____

(signature of declarant)

A Commissioner for taking oaths in and for the
Province of _____
My Commission Expires _____

STATEMENT OF ASSETS AND LIABILITIES
(Schedule A)

AS OF _____

ASSETS

Bank Account – Chequing	\$	_____
Bank Account – Savings		_____
Term Deposits/GICs		_____
Stocks/Bonds		_____
RRSPs		_____
Tax Refunds due from Canada Revenue Agency**		_____
Other Assets		_____
Fixed Term GICs		_____
Life Insurance (Surrender Value)		_____
Automobile, Year _____		
Make _____ Est'd Value		
Automobile, Year _____		
Make _____ Est'd Value		_____
Real Estate		_____
Personal Property		_____
Other (attach list if necessary)		_____
TOTAL	\$	_____

LIABILITIES

Credit Card – American Express		_____
Credit Card – MasterCard		_____
Credit Card – Visa		_____
Credit Card – _____		_____
Credit Card – _____		_____
Line of Credit		_____
RRSP Loan		_____
1 st Mortgage – Term _____ yr _____ %		_____
Maturity Date _____		_____
2 nd Mortgage – Term _____ yr _____ %		_____
Maturity Date _____		_____
Bank Loan – Automobile		_____
Other Loans _____		_____
Other Loans _____		_____
TOTAL	\$	_____

STATEMENT OF MONTHLY INCOME
(Schedule B)

MONTHLY INCOME	_____	_____	TOTAL
	(Debtor)	(Debtor)	

Gross Salary	\$ _____	+ _____	= _____
Less:	_____	+ _____	= _____
C.P.P.	_____	+ _____	= _____
E.I.	_____	+ _____	= _____
Income Taxes	_____	+ _____	= _____
Pension	_____	+ _____	= _____
Dental/Health Plan	_____	+ _____	= _____
Life Insurance	_____	+ _____	= _____
Disability Insurance	_____	+ _____	= _____
Union Dues	_____	+ _____	= _____
CDA Savings Bonds	_____	+ _____	= _____
Garnishment	_____	+ _____	= _____
Other	_____	+ _____	= _____
Other	_____	+ _____	= _____
 Net Monthly Income	 _____	 + _____	 = _____
 Add:	 _____	 + _____	 = _____
Commission Income	_____	+ _____	= _____
Pension Income	_____	+ _____	= _____
Investment Income	_____	+ _____	= _____
Rental Income	_____	+ _____	= _____
Employment Income	_____	+ _____	= _____
Social Assistance	_____	+ _____	= _____
Child/Spousal Support	_____	+ _____	= _____

Total Monthly Income	_____
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If you have any dependants please indicate how many _____ and ages _____; _____; _____

“PROVIDE COPY OF CURRENT PAY STUB FOR EACH DEBTOR INCOME”

STATEMENT OF MONTHLY INCOME
(Schedule C)

MONTHLY EXPENSES

Rent house__apartment__	\$ _____
Property Taxes	_____
Household Insurance	_____
Utilities	_____
Food	_____
Telephone	_____
Clothing	_____
Car Payments Lease __Purchase__	_____
Car Payments Lease __Purchase__	_____
Gas/Oil	_____
Repairs	_____
Car Insurance	_____
Public Transit	_____
Prescriptions	_____
Child Care	_____
Child Care/Spousal Support	_____
Life Insurance	_____
American Express	_____
MasterCard	_____
Visa	_____
Credit Cards _____	_____
Credit Cards _____	_____
Credit Cards _____	_____
Credit Cards _____	_____
1 st Mortgage	_____
2 nd Mortgage	_____
Other Loan _____	_____
Other Loan _____	_____
Other _____	_____
Other _____	_____

TOTAL MONTHLY EXPENSES

\$ _____

If you need additional space or would like to provide further explanation, please attach your comments.