

## Verification of Approximated Net Income (ANI)

Alternate documentation may be required to determine the approximated net income (ANI) in the following circumstances:

- In-year review
- T slips are not available
- The tax-based net income on Line 23600 of the NOA is not reflective of the income for the next 12 months

Source of Income	Documentation Required
Full-time, part-time, casual, seasonal, overtime earnings	<p>Pay statements (one or more, at discretion of housing provider) that includes identifiable information or</p> <p>Letter from employer indicating the following:</p> <ul style="list-style-type: none"> <li>• company name, address, phone #</li> <li>• employee's name</li> <li>• pay period/frequency</li> <li>• gross pay amount</li> <li>• date employment commenced</li> <li>• date of last wage increase</li> </ul>
Strike Pay	Copy of cheque stub or letter from the union indicating gross amount and frequency of payment(s)
Employment Insurance Benefit	Service Canada 'My Claim' print out indicating the gross amount and frequency of payment(s)
Tips/Gratuities/Commissions	Copy of pay stubs or T4 showing amount received OR Statutory declaration
Self-Employment	<p>If less than 1 year</p> <ul style="list-style-type: none"> <li>• Self-Employment Income and Expense Form Or</li> <li>• A declaration (or sworn affidavit) of the business's estimated income for the first year, including tips and expenses. This should include information regarding the type of business, business address and contact information.</li> </ul> <p>After 12 months of self-employment</p> <ul style="list-style-type: none"> <li>• Household members who have been self-employed for one or more years are required to provide the Proof of Income Statement. Or</li> <li>• Audited financial statements may be acceptable in rare instances where the Proof of Income Statement is not available.</li> </ul>
Workers Safety & Insurance Board Income	WSIB statement stating gross amount and frequency of payment(s)
Disability Payments (Eg. Long-term disability, short-term disability)	Letter/statement from insuring agency stating gross amount and frequency of payments

Source of Income	Documentation Required
Training Allowances (if not participating in an apprentice or Co-op placement through a recognized educational institution.	Statement or cheque stub from granting organization indicating: <ul style="list-style-type: none"> <li>• total gross amount and frequency</li> <li>• amounts for transportation, child care, tuition, etc.</li> <li>• duration of program/course</li> </ul>
Spousal Support Income	Copy of court order or Proof of Income statement from previous tax return showing spousal amount claimed
Registered Disability Savings Plan	Latest CRA information showing the RDSP payment or repayments or Statement from RDSP savings plan
OW/ ODSP	Statement of Assistance (including the number of beneficiaries) or Form completed by the caseworker
Pension Income	Letter from Service Canada indicating gross amount and frequency of payment(s)
Foreign Pensions	If foreign pensions, require bank statements showing deposit amounts for at least 3 months or A letter from the pension source indicating monthly benefit amount.
Annuity Income/Registered Retirement Income Fund Payments	Cheque stub(s) indicating gross amount and frequency of payment(s) or Letter from issuer confirming gross amount and frequency of payment(s)
Term Deposits/ Guaranteed Income Certificate/Bonds/Debentures	T5 from bank or Letter from financial institution indicating the above
Stocks/Shares/Mutual Funds	T5's indicating: <ul style="list-style-type: none"> <li>• amount of dividends received</li> <li>• company name</li> <li>• series or type of stock</li> <li>• number of stock shares</li> </ul> or <ul style="list-style-type: none"> <li>• Annual statement</li> </ul>
Bank Accounts	T5 slips issued by financial institution
RRSP Income	T4RSP
Taxable scholarship, fellowship, bursaries, and artists project grants	Relevant T slips