



Instructions: Financial Information Form Sickness/Extreme Poverty Applications/Appeals

(Disponible en français)

What is the Financial Information Form?

When you file an application or appeal asking for relief from paying property taxes because of sickness or extreme poverty, you need to complete a Financial Information Form. The Financial Information Form provides the ARB with the details it needs to make a decision about your application or appeal.

If you don't provide complete and accurate information, your application or appeal could be dismissed.

You may file an application or appeal asking for relief from paying property taxes because of sickness or extreme poverty in three cases:

- You are unable to pay taxes due to sickness or extreme poverty
 - s. 357 (1)(d.1) of the *Municipal Act, 2001*
 - s. 323 (1)(e) of the *City of Toronto Act, 2006*
- You are appealing a decision that the municipal council made on your application for relief from paying property taxes due to sickness or extreme poverty.
 - s. 357(7) of the *Municipal Act, 2001*
 - s. 323(7) of the *City of Toronto Act, 2006*
- Your municipal council failed to make a decision on your application for relief from paying property taxes due to sickness or extreme poverty.
 - S. 357(8) of the *Municipal Act, 2001*
 - S. 323(8) – of the *City of Toronto Act, 2006*

See also:

- [Infosheet: Tax relief due to sickness or extreme poverty](#)
- Application / Appeal form: [Tax relief due to sickness or extreme poverty](#)



How do I fill out this form?

Part 1 – Request Information (Property, Tax, and Appeal/Application Information)

Provide information about the property and your application or appeal, including:

- **Property details:** Address, roll number, and property type
- **Ownership information:** Names and ages of all registered owners
- **Taxation details:**
 - a. The taxation year for which you are applying for relief
- **b.** The total property taxes charged for that year
- **Application or Appeal information:**
 - Your reason for filing the appeal/application
 - The outcome you want
 - Whether the property taxes have been paid
 - A copy of your final property tax bill for the year

Part 2 – Economic Family Information

Provide information about your principal residence:

- If the property you don't want to pay tax on is not your principal residence, provide the address of your principal residence
- For each person living at your principal residence list:
 - Full name
 - Age on December 31 in the year you are applying for
 - Relationship to the property owner
 - Annual income, if the person is 18 years or older on December 31 of the year you are applying for
 - Attach a copy of the Notice of Assessment from the Canada Revenue Agency (CRA), if the person is 18 years or older on December 31 of the year you are applying for

Part 3 – Income Information

Provide information about your after-tax income for the taxation year. File your income taxes for the year you are applying for before you complete this section.

For each registered owner of the property:

- Enter income information
- Attach a copy of the income tax return and Notice of Assessment from the CRA

Report any income that you did not report on your tax return, such as:

- Benefits received from the CRA



- Cash gifts
- Lottery/gambling winnings

Do not report money you borrowed during the taxation year.

Part 4 – Assets

Provide details of all your assets, including real estate, investment and savings accounts, and anything else you own that is worth more than \$5000.00.

Real estate assets include all properties you own located anywhere in the world. For each property, provide:

- Street name
- City or town
- Province or state
- Country
- Estimated market value as of December 31 of the taxation year

Indicate any encumbrances (debts registered against the property) as of December 31 of the taxation year. Encumbrances include:

- Mortgages
- Unpaid federal income tax
- Unpaid municipal taxes from prior years
- Lines of Credit secured against the property

Confirm whether you could have borrowed funds during the taxation year by:

- Increasing a first mortgage
- Getting a second mortgage
- Getting a reverse mortgage
- Securing another type of loan or line of credit

Report your financial assets. This can include the following:

- Registered bank accounts
- Registered Retirement Savings Plans (RRSPs)
- Tax-Free Savings Accounts (TFSA's)
- Canada Savings Bonds (CSBs)
- Other bonds
- Debentures and annuities
- Corporate shares
- Cash value life insurance policies (whole life or universal life)

For each financial asset:



- Provide its value as of December 31 of the taxation year
- Indicate whether you were able to withdraw funds, and if so, how you used the money, and
- Specify any contributions made and the source of the contributions

You must be able to provide proof of the amounts indicated on the form if either the ARB or the municipality asks for it.

Report personal assets valued at \$5,000 or more as of December 31 of the taxation year. For each personal asset, confirm whether there is any encumbrance, such as a debt registered against the asset (for example, a car loan used to purchase a vehicle is considered an encumbrance).

Do not include household furnishings or appliances.

Part 5 – Other Debts

List any additional debts not reported in Part 4. Specify the balance owing for each debt as of December 31 of the taxation year.

Debts may include:

- Credit cards
- Lines of credit
- Bank or credit union loans
- Loans from private lenders

Indicate any personal loans. A personal loan is money borrowed from an individual. You must attach written confirmation from the person who loaned you the money, including:

- The date the loan was made
- The amount loaned
- The rate of interest charged, if any
- The balance owing as of December 31 of the taxation year

Part 6 – Extraordinary Expenses

Indicate any extraordinary expenses incurred during the taxation year. These include uninsured costs beyond basic monthly living expenses such as food and clothing.

These may include the cost of:

- Childcare
- Uninsured medical services or therapy (must be prescribed)
- Prescription drugs
- Home appliances. If an appliance was purchased on a payment plan, indicate the total cost of the payments for the taxation year.



- Shelter costs for the principal residence, including:
 - Mortgage interest (found on your annual mortgage statement)
 - Natural gas
 - Other fuel/heating costs
 - Hydro
 - Metered water
 - Appliance maintenance costs
 - Property insurance
 - Condominium fees
 - Parking

Shelter costs do not include:

- Internet
- Television

Where can I find more information?

The information contained in this Information Sheet is not intended as a substitute for legal or other advice. To obtain additional information, including the ARB's *Rules of Practice and Procedure*, you can access our website or email arb.registrar@ontario.ca.