

Income Assistance

Checklist of documents to bring to your appointment



****You only have to provide information that applies to you and members living in your household****

Proof of Identification

- A photo ID of yourself (for example, a valid driver's license)

For every member of your household, bring copies of:

- Birth certificate
- Social Insurance Number (SIN) card
- NB Medicare card

Proof of Residence

If you RENT, bring:

- Copy of Lease Agreement
OR
- Confirmation of Residence completed by your landlord ([click here](#) for the form)

If you OWN a home, bring:

- Mortgage document
- Property Tax Bill (current year)
- Land lease agreement

For UTILITIES, bring:

- Copy of electricity bill

Proof of Assets

Bring information, including value and date purchased, for each of the following items:

- Cars, trucks, SUVs, motorcycles, snowmobiles, ATVs, boats and any other vehicles you own
- Bank statements for all accounts for yourself and your partner/common-law or spouse
(The bank statements need to be from the date you are applying for Income Assistance)
- Cash that is not in a bank account
- House(s), building(s) and/or property(ies) you own
- Life Insurance policies
- Investment statements (Trust Funds/Mutual Funds/Term Deposits/Savings Bonds)
- Registered Retirement Savings Plan (RRSP)
- Registered Disability Savings Plan (RDSP)
- Guaranteed Income Certificates (GIC)
- Tax Free Savings Accounts
- Bonds and any other investments
- Pre-paid funerals
- Contents/items of value in Safety deposit box
- Woodlot
- Business and business assets

Proof of Income

Bring information about the money that you and every member in your household has or receives.

Wages or Employment related documentation

If you recently left employment, bring:

- Proof that you applied for or have started the process to apply for Employment Insurance (EI) benefits
- Confirmation of your last pay (for example, copy of your last pay stub, copy of your Record of Employment, etc.)

If you are currently working, bring:

- Name, address and contact information of your employer
- Confirmation of employment status from your employer (working part time or casual and the number of hours available to you)
- Pay stub(s)

Income other than Wages

If you currently receive any of the following, bring proof:

- Employment Insurance (EI)
- Child or spousal support agreements
- Rent or room and board you receive
- Cash payments for work completed (under the table pay)
- GST
- Pension income
- Canada Pension Plan (CPP) benefits
(Early, Regular, Disability, Orphan/spouse or widow's benefit)
- Old Age Security (OAS)
- Guaranteed Income Security (GIS)
- Guaranteed Annual Income Security (GAINS)
- Worker's Compensation
- Veteran's Allowance
- Any other type of income (student loans, etc.)

NOTE: The Department of Social Development is committed to safeguarding your privacy. All personal information acquired is maintained according to policies and procedures in accordance with the [Right to Information and Protection of Privacy Act](#).