

# Check List Of Documents for Employment and Income Assistance (EIA) Intake Appointment

**To help speed up your application for EIA, you must bring important documents with you to your intake appointment. If you are married or living common-law, your partner or spouse must come to the appointment with you and bring his or her ID and documents.**

## Personal Information

You must bring two pieces of identification (ID) for yourself and spouse or common-law partner. If you have children, you must bring one piece of ID for each child.

### ID can be:

- birth certificate
- driver's licence
- passport
- Social Insurance Number (SIN) card

### You also need to bring these pieces of ID, if you have them:

- immigration documents (Record of Landing, Acknowledgement of Convention Refugee Claim, Minister's Permit, Employment Authorization)
- First Nations status card (treaty card)
- Manitoba enhanced driver's licence
- Manitoba enhanced identification card
- Social Insurance Number (SIN) card
- temporary absence or release papers
- Live Birth Registration form
- any other photo ID
- Manitoba Health card (registration certificate) and Personal Health Identification Number (PHIN) card

The Manitoba Health card (Registration Certificate) and the Personal Health Identification Number (PHIN) card are **not** accepted as identification documents.

They are, however, required to get health coverage. These cards may be used as well to confirm other family unit members when no other identification documents are available.

## Shelter

### If you RENT, bring these documents:

- a copy of your lease/rental agreement. If you do not have a lease/rental agreement, ask for a rent form.

### If you OWN A HOME, bring these documents:

- mortgage papers
- house insurance papers
- property tax statement
- lot rental receipts (mobile home)
- condominium fee receipts
- land title form

### If you pay UTILITIES, provide:

- copy of the latest utility bills (gas, water, hydro, etc.)

### Other - if applicable

- adult students – confirmation of attendance and progress, proof of enrollment, copy of report card, current attendance record, sponsorship funding information
- probation/parole – copy of Probation/Parole/Recognizance Order may be requested
- leaving a job for medical reasons – you may be required to provide a doctor's note outlining the need to leave your job and when it is expected you will be able to return to work.
- recently left employment – pay stubs for final regular pay, holiday pay and Record of Employment (ROE)
- if you are working – company name of where you work, paystubs for the past 30 days

**To get EIA benefits, you must show all your income and assets.  
You must bring proof of these to your intake appointment.**

## Banking Information

You must bring copies of your bank statements for every bank account you have in your name. This applies to both partners if you are married or live common-law.

- bank statement/transaction record for the last 60 days of account activity for all bank accounts in your name
- closed bank accounts - bank confirmation
- payday loan companies may be able to provide an account printout for the last 60 days (current to 1 day prior to intake appointment)

### **If you own a business, you must bring proof of:**

- business bank account statement(s)
- profit and loss statement for the past 60 days
- company books (including proof of ownership and company assets)
- GST number
- business and personal income tax information
- inventory list for your own business, farm, fishing, equipment

### **Proof of your income includes cheque stubs or notice of payment for:**

- wages and salary from a job if you are working or worked recently
- pensions
- EI (Employment Insurance)
- Manitoba Public Insurance (MPI) benefits
- Workers Compensation Board (WCB)
- child or spousal support payments
- rent or room and board paid to you
- pension cheque stubs:
  - Canada Pension Plan (CPP) or
  - Canada Pension Plan Disability (CPPD)
  - orphan/spouse or widow's benefits
- confirmation of any other insurance benefits
- proof of any other source of income

### **Proof of your assets includes ownership documents or deposit information for:**

- cars, trucks, SUV's, motorcycles, ski doos, sea doos, boats or any other vehicles
- a house, land, trailer, cottage
- funeral plan
- Registered Retirement Savings Plan (RRSP)
- Tax Free Savings Account (TFSA)
- bonds
- term deposits
- share certificates
- Guaranteed Investment Certificates (GIC)
- trust funds
- mutual funds
- insurance policies
- cash, money in the bank
- copies of documents, if you claimed bankruptcy in the last five years
- copies of documents, if you transferred any property or assets in the last five years