

# INSTRUCTIONS FOR COMPLETION OF TAX INFORMATION

## RELEASE FORM

The Tax Information Release Form may be completed by all clients who have not completed a form previously and who are in a facility as of May 31, 2007. It authorizes Canada Revenue Agency to release income tax information to Manitoba Health for assessing a reduced charge.

The form should not be completed for clients who receive financial assistance from Employment and Income Assistance, or those who have dependants other than a spouse/common-law partner, or by a married couple or a couple in a common-law relationship where both file on one income tax return, or those who have accepted responsibility for the maximum rate. The Application for Reduced Residential Charge should be completed for this group.

The Tax Information Release Form may also be completed for individuals who become a client after May 31, 2007, however, it will not be used as the basis for determining the rate until the August 1, 2008 to July 31, 2009 assessment year.

**SECTION A** To be completed by facility representative.

**SECTION B** To be completed by client or their legal representative who is applying for a reduction to the maximum rate.

If client is single, widowed, divorced or separated, proceed to **Section D**.

If client is married or in a common-law relationship, proceed to **Section C** and **Section D**.

**SECTION C** To be completed by spouse/common-law partner of client or their legal representative, if client is requesting a reduction to the maximum rate.

**SECTION D** To be completed by the legal representative of the client or the spouse's/common law partner's legal representative, if applicable.

The facility representative is to forward the completed original form, and if applicable, a copy of a enduring Power of Attorney or Order of Committeeship, to Manitoba Health who will determine the rate and advise the facility. The facility representative will provide each client with a Notification of Residential Charge.

*(français au verso)*