

**You are required to provide the following information at your Verification Interview for yourself/spouse and dependents:**

**Identification**

- Social Insurance Number (or documentation from Revenue Canada with SIN number on it)
- Birth Certificate (or baptismal certificate, certificate of live birth)       Health Card       Driver's License

**Expenses**

- Accommodation information (rent receipt, lease OR intent to rent)
- Most recent utility bills (hydro, water, gas, oil)
- Child/Spousal Support Agreement – Amount Paid (if applicable)

**Income**

- 8 weeks pay stubs       E.I. Payments       WSIB       A.C.S.D.
- C.P.P.       O.S.A.P.       U.C.C.P.       Boarder Income
- Support (child and/or spousal)
- Self-Employment Information (current invoice book showing past 6 weeks)
- Inheritance, Victim of Crime Settlements, Insurance Settlements in past 12 months

**Debts**

- Debts over \$500.00 (OSAP, rental arrears, credit card statements, auto loan, etc.)

**Assets**

- Bank Account Information (3 months of statements or updated bank book)       Canada Savings Bonds, Registered Retirement Savings Plan(s), Stocks, Bonds, Investments, Mutual Funds
- Void cheque/Direct Deposit slip       Vehicle Ownership
- Open Bank Account(s)       Life Insurance Policy with cash surrender value

**Miscellaneous**

- Up-to-date Resume       Record of Employment       Record of School Attendance (enrolment)
- Custody paperwork       Notice of Assessment       Job Search Report
- Letter of Incarceration       Medical verification of inability to work

**Homeowners Requirements**

- Mortgage(s) – including balance and monthly payment information
- Condo Expenses       Property Tax Statement(s)       Boarder Income       Home, Fire, Life insurance

**Please note this list is not inclusive and you may be asked for additional papers at your Verification Interview.**

**Important Phone Numbers:**

**To apply for Ontario Works please contact:**

**Local calls:** 613.342.3840, extension 2129

**Toll Free:** 1.800.267.8146, extension 2129

**Online:** <http://www.mcss.gov.on.ca/en/mcss/programs/social/ow/apply.aspx>

	Agency	Phone Number
To request a copy of your Notice of Assessment:	Revenue Canada	1.800.959.8281
To book an appointment for a replacement Health Card:	O.H.I.P	1.888.376.5197