

## Section 1 | Household Information

To qualify for the Halifax Transit low income transit pass program, applicants must:

- have an household income less than \$33,000 per year
- not receive a transportation subsidy under the Nova Scotia Employment Support and Income Assistance program

A household is all family members living in the same home related by blood, marriage, common-law or adoption. Roommates are not considered part of the household. Adults are considered persons 18 years and over.

**All adult members of the household must provide a copy of 2016's Notice of Assessment or Proof of Income Statement from the Canada Revenue Agency. This includes members of the household not applying for the program. Full-time adult students are not required to submit a Notice of Assessment or Proof of income. Incomplete applications will not be considered.**

Number of adults living in the household: \_\_\_\_\_ Number of full-time students (18 years and over): \_\_\_\_\_

If you need help with your application, visit a Customer Service Centre, your local library or community recreation centre.

<b>Home address (number, street, unit number)</b>		<b>Postal Code</b>
<b>Main contact person for this application</b>	<b>Phone number</b>	<b>Email</b>

## Section 2A | Applicant Information (up to two applicants per application)

<b>Applicant Name:</b>		
<b>Does the applicant receive transportation subsidy under the Nova Scotia Employment Support and Income Assistance program?</b>	Yes	No
<b>Applicant income (as per Line 150 of the 2016 Notice of Assessment or Proof of Income "Option C")</b>	\$	
<b>Applicant signature:</b>		

## Section 2B | Applicant Information (up to two applicants per application)

<b>Applicant Name</b>		
<b>Does the applicant receive transportation subsidy under the Nova Scotia Employment Support and Income Assistance program?</b>	Yes	No
<b>Applicant income (as per Line 150 of the 2016 Notice of Assessment or Proof of Income "Option C")</b>	\$	
<b>Applicant signature:</b>		

**Section 3 | Gross Household Income**

Determine your gross household income by adding up the income (as per Line 150 of the Notice of Assessment or Statement of Income Option C) of each member of the household.

**Combined gross household income of all household adults**

\$

**Section 4 | Application Check List**

Notice of Assessment or Proof of Income Statement for all household adults, including members of the household who are not applying for the program.

**Section 5 | Approved Pick-ups**

If you are selected to become a member of the program, you may approve up to two people to purchase and pick up your pass on your behalf if you are unable to do so. Please identify who you would like to purchase your pass for you in the table below.

Note: approved pick-ups must provide a photo ID when purchasing the pass.

Name	Agency (if applicable)	Daytime phone number

**Terms and Conditions:**

- To be eligible for the low income transit pass program, your household income (Line C in Section 3) must be less than \$33,000 per year.
- The applicants do not receive transportation subsidy under the Nova Scotia Employment Support and Income Assistance program you do not have a copy of your 2016 Notice of Assessment, you may substitute a Proof of Income Statement ('Option C'). To view and print a Proof of Income Statement or 'Option 'C' ', visit [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) Instructions on obtaining this document may be found on the Canada Revenue Agency website noted above.
- For all adult family members, a copy of 2016's Canada Revenue Agency Personal Income Tax Notice of Assessment or Proof of Income Statement (Option C) must be included with this application. Full-time adult students are not required to submit a Notice of Assessment or Proof of income.
- The 2017/2018 Low Income Transit Pass program is capped at 1000 participants. It is recommended applications be submitted as soon as possible.
- Incomplete applications will not be considered.

**Frequently Asked Questions:**
**What is the Canada Revenue Agency Notice of Assessment?**

A Notice of Assessment shows the result of the assessment of your tax return. It is sent to you after Canada Revenue Agency processes your tax return.

At a minimum, your Notice of Assessment will contain:

- Account summary
- Tax assessment summary
- Explanation of changes and other important information
- RRSP/PRPP deduction limit statement

You may find more information on the Canada Revenue Agency Notice of Assessment at [Canada Revenue Agency](http://www.cra-arc.gc.ca)

A 2016 Notice of Assessment for each household member is required for those 18 years and over that lives in the household. Total income before tax is shown on Line 150 of the Notice of Assessment.

**What is a Proof of Income Statement ('Option C')?**

A Proof of Income Statement is a quick and easy online-accessible document that provides your 2016 income information. You may find more information on the Proof of Income Statement ('Option C') at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

**Combined Gross Household Income?**

Combined Gross Household Income is all income earned or received by adult household residents in 2016.

A copy of the **2016 Income Tax Notice of Assessment** must be included as proof of income for all adult members of the household (18 and over). T-4s are NOT an acceptable proof of income.

**What is a household?**

For the purposes of this application, a household is all family members living in the same home related by blood, marriage, common-law or adoption (including children). Roommates are not considered part of the household.

**What is a household income?**

Household income is the total income of all adult family members living in the same home related by blood, marriage, common-law or adoption (including the person applying). Adults are considered persons 18 years and over.

**How do I contact Revenue Canada?**

[www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

1-800-959-8281

**How do I submit my application?**

There are now three ways to apply:

1. You may submit it in person at a Customer Service Centre

Customer Service Centres

8:30 a.m. to 4:30 a.m. | Monday to Friday

**Acadia Centre**

636 Sackville Dr, Lower Sackville

**Bayers Road**

7071 Bayers Rd, 2nd Floor, Halifax

**Alderney Gate**

40 Alderney Dr, 1<sup>st</sup> Floor, Dartmouth

**Scotia Square**

5201 Duke St, Halifax

Customer Contact Centres (except for the Alderney Gate location) also have secure drop boxes so you may drop off your completed application in a sealed envelope at any of the locations noted above outside of business hours. Please label envelope as follows:

Attention: Revenue Department - Low Income Transit Pass Program

2. You may mail your completed application to:

Halifax Regional Municipality

Attention: Revenue Department

Low Income Transit Pass Program

PO Box 1749

Halifax, NS Canada B3J 3A5

3. Email your completed application form and attach your [2016 Notice of Assessment](#) or [Proof of Income Statement \(Option 'C'\)](#) to: [transitpassprogram@halifax.ca](mailto:transitpassprogram@halifax.ca)

**Is there anyone who can help me with my application?**

If you need help with your application, visit a Customer Service Centre, your local library or community recreation centre.

Section 5   Travel Information (Not required for acceptance in the program)				
Have you taken the bus in the last 6 months?		Yes		No
How do you usually pay the fare?				
Cash	Ticket	Monthly pass	Other	
How much do you approximately spend on transportation per month? (including bus, taxi, parking, gas, etc.?)				
\$0-10	\$10-30	\$31-50	\$51-over	
How many transit trips do you take on average each week? Each time you pay or show your pass without transferring counts as one trip.				
1-10	10-20	20+		
Why do you use Halifax Transit? (Check all that apply)				
Work	Volunteer	Medical Appointments	Church/Religious	
Shopping	School	Visit family / friends	Recreation	
Other				
How did you find out about the Low Income Transit Pass Program? (Check all that apply)				
Television	Newspaper	Printed material	Word of mouth	Twitter
Facebook	Radio	Other		

Privacy Statement
<p>All statements in this application are true to the best of my knowledge and belief and no information required to be given has been concealed or omitted. The Criminal Code of Canada subsection 380 (1) states that everyone who by deceit, falsehood, or other fraudulent means defrauds the public of any property, money or valuable security, is guilty of an offence.</p> <p><i>In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the Low Income Transit Pass Program, unless otherwise noted on the form. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or <a href="mailto:accessandprivacy@halifax.ca">accessandprivacy@halifax.ca</a></i></p>