

Section 1 | Household Information

To qualify for the Halifax Transit Low Income Transit Pass Program, applicants must:

- have a 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 either a copy of 2017's Notice of Assessment, a 2017 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.

If a 2017 Proof of Income Statement is not available, a letter from the Nova Scotia Department of Community Services or Immigration Services Association of Nova Scotia will be considered as a proof of qualification for this program.

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.

Home address (number, street, unit number,)		Postal code
Main contact person for this application	Phone number	Email

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

Applicant Name	
Does the applicant receive transportation subsidy under the Nova Scotia Employment Support and Income Assistance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant income (as per Line 150 of the 2017 Notice of Assessment or Proof of Income "Option C")	\$
Applicant signature:	

Section 2B Applicant Information (up to two applicants per application)	
Applicant Name	
Does the applicant receive transportation subsidy under the Nova Scotia Employment Support and Income Assistance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant income (as per Line 150 of the 2017 Notice of Assessment or Proof of Income "Option C")	\$
Applicant signature:	

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	
	2017's Notice of Assessment, a 2017 Proof of Income Statement from the Canada Revenue Agency, or a letter/stamp from DCS or ISANS.

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. Please identify who you would like to purchase your pass for you in the table below. 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 must be less than \$33,000 per year.
- Applicants who do not receive a transportation subsidy under the Nova Scotia Employment Support and Income Assistance program or do not have a copy of your 2017 Notice of Assessment, you may substitute with a Proof of Income Statement (Option C) or letter/stamp from DCS or ISANS.
- To view and print a Proof of Income Statement or (Option C), visit 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 2017'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.
- 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 essential information
- RRSP/PRPP deduction limit statement

You may find more information on the Canada Revenue Agency Notice of Assessment at www.cra-arc.gc.ca

A 2017 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 2017 income information. You may find more information on the Proof of Income Statement (Option C) at www.cra-arc.gc.ca

What is a Proof of Income Statement letter from DCS or ISANS?

If you qualify to participate in the program and you don't have a 2017 Notice of Assessment/Proof of Statement, the program will accept a proof of income letter from with DCS or ISANS. The letter must state your name, address and household income. The letter must also include a signature and contact information of a DCS/ISANS representative.

Combined Gross Household Income?

Combined Gross Household Income is all income earned or received by adult household residents in 2017.

A copy of the **2017 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

1-800-959-8281

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.

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

Alderney Gate

40 Alderney Dr, 1st Floor, Dartmouth

Bayers Road

7071 Bayers Rd, 2nd Floor, Halifax

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 2017 Notice of Assessment, Proof of Income Statement (Option C) or proof of income letter from DCS or ISANS to: transitpassprogram@halifax.ca

Privacy Statement

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.

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 accessandprivacy@halifax.ca

Section 5 Travel Information (not required for acceptance in the program)	
<p>Have you taken the bus in the last 6 months?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>How do you usually pay the fare?</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Tickets <input type="checkbox"/> Monthly pass <input type="checkbox"/> Other</p>
<p>How much do you approximately spend on transportation per month, including bus, taxi, parking, gas, etc.?</p> <p><input type="checkbox"/> \$0-10 <input type="checkbox"/> \$10-30 <input type="checkbox"/> \$31-50 <input type="checkbox"/> \$51</p>	<p>On average, how many transit trips do you take a week? (Each time you pay or show your pass without transferring counts as one)</p> <p><input type="checkbox"/> 1-10 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20+</p>
<p>Why do you use transit? (Check all that apply)</p> <p><input type="checkbox"/> Work <input type="checkbox"/> Volunteer <input type="checkbox"/> Medical appointment <input type="checkbox"/> Church/Religious Services <input type="checkbox"/> Shopping</p> <p><input type="checkbox"/> School <input type="checkbox"/> Visit family/friends <input type="checkbox"/> Recreation <input type="checkbox"/> Other</p>	
<p>How did you find out about the Low Income Transit Pass program? (Check all that apply)</p> <p><input type="checkbox"/> Television <input type="checkbox"/> Newspaper <input type="checkbox"/> Posters or flyers <input type="checkbox"/> Word of mouth</p> <p><input type="checkbox"/> Twitter <input type="checkbox"/> Facebook <input type="checkbox"/> Radio <input type="checkbox"/> News</p>	
<p>Can we contact you?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	