

COURT FILE NUMBER

COURT

COURT OF QUEEN'S BENCH OF ALBERTA

JUDICIAL CENTRE

PLAINTIFF (*Indicate if  
Applicant/Respondent*)

DEFENDANT (*Indicate if  
Applicant/Respondent*)

DOCUMENT

**NOTICE TO DISCLOSE /  
APPLICATION**

Clerk's Stamp

ADDRESS FOR SERVICE  
AND CONTACT  
INFORMATION OF PARTY  
FILING THIS DOCUMENT

**NOTICE TO PARTY SERVED WITH THIS DOCUMENT:**

This notice is combined with a court application. You are a Respondent.

Unless you provide all of the financial information and documents requested below and receive confirmation that the Applicant has cancelled the hearing, you must be in Court when the application is heard as shown below:

Date:

Time:

Where:

Before Whom:

Go to the end of this document to see what you can do and when you must do it.

**WARNING**

If you do not provide the financial information and documents requested below within the one-month period required by this notice and you do not provide an objection in the manner indicated below, you risk having a penalty imposed on you or an order or sanction being imposed against you by the Court.

*(If this form is being used after there has been a final determination in a proceeding relating to child support, spousal support, or adult interdependent partner support, only the documents in items 1 to 9 may be requested.)*

**You are hereby required to provide to the Applicant within one (1) month of service of this Notice:**

- 1. A copy of every personal income tax return you have filed for each of the 3 most recent taxation years. If you have not filed a tax return for the previous year, you must provide copies of your T4, T4A, and all other relevant tax slips and statements disclosing any and all sources of income for the previous year.
- 2. A copy of every notice of assessment and reassessment issued to you for each of the 3 most recent taxation years, or a copy of the Canada Revenue Agency printout of your last 3 years' income tax returns.
- 3. If you are an employee, a copy of each of your 3 most recent statements of earnings indicating your total earnings paid in the year to date, including overtime, or where such a statement is not provided by your employer, a letter from your employer setting out that information, including your rate of annual salary or remuneration.
- 4. If you receive income from employment insurance, social assistance, a pension, workers' compensation, disability payments, dividends or any other source, the most recent statement of income indicating the total amount of income from the applicable source during the current year or, if such a statement is not provided, a letter from the appropriate authority stating the required information.
- 5. If you are a student, a statement indicating the total amount of student funding you have received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.
- 6. If you are self-employed in an unincorporated business:
  - (a) particulars or copies of every cheque issued to you during the last 6 weeks from any business or corporation in which you have an interest, or to which you have rendered a service;
  - (b) the financial statements of your business or professional practice for the 3 most recent taxation years; and
  - (c) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to yourself, or to persons or corporations with whom you do not deal at arm's length, for the 3 most recent taxation years.
- 7. If you are a partner in a partnership, confirmation of your income and draws from, and capital in, the partnership for its 3 most recent taxation years.
- 8. If you have a 1% or more interest in a privately held corporation:
  - (a) the financial statements of the corporation and its subsidiaries for its 3 most recent taxation years;

- (b) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to yourself, or to persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length for the corporation's 3 most recent taxation years; and
  - (c) a record showing your shareholder's loan transactions for the past 12 months.
- 9. A detailed list of any special or extraordinary expenses claimed (where child support is an issue) as well as copies of receipts or other documentation providing the amount of those expenses, namely:
  - (a) child care costs;
  - (b) health care and extended medical and dental insurance premiums attributable to the child;
  - (c) uninsured health care and dental expenses;
  - (d) extraordinary educational expenses;
  - (e) post-secondary educational expenses; and
  - (f) extraordinary expenses for extracurricular activities.
- 10. If you are a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements.
- 11. Copies of all statements and cancelled cheques for all bank accounts held solely or jointly in your name for the most recent 6 months.
- 12. Copies of credit card statements for all credit cards solely or jointly in your name for the most recent 6 months.
- 13. Your monthly budget of expenses (where spousal or adult interdependent partner support is an issue).
- 14. A sworn itemized list of your income, assets and liabilities (in the form attached as Schedule A).
- 15. Copies of the most recent statement for all RRSPs, pensions, term deposit certificates, guaranteed investment certificates, stock accounts and other investments in your name or in which you have an interest.
- 16. A list of any exemptions claimed (where the action involves the division of matrimonial property).

The requested documents are to be delivered to:

*Note: In circumstances where the particulars of the income of the party serving this Notice are necessary to determine the amount of child support, including circumstances where the parties have shared or split custody or parenting, or there are section 7 expenses being claimed, the party serving the Notice to Disclose is required to send to the other party with this Notice to Disclose, his or her information equivalent to the information being requested.*

**WARNING**

If you do not come to Court on the date and at the time shown above, either in person or by your lawyer, the Court may:

- (a) order you to provide the documents to the Applicant by a specific date;
- (b) order payment of support in an amount the Court considers appropriate, drawing an adverse inference against you and imputing income to you;
- (c) order you to pay costs to the Applicant up to an amount that fully compensates the Applicant for all costs incurred in the proceedings;
- (d) order that your employer, partner or principal, or any other person, provide to the Applicant and/or the Court, any or all of the financial information requested by the Applicant that is within the knowledge of, in the custody of, or under the control of that person;
- (e) grant any other remedy requested by the Applicant.

If you want to present any evidence to the Judge hearing this application, or if you object to providing the financial information and documents requested, you must

- (a) swear or affirm an affidavit stating the evidence you want to present or your objection to providing the financial information and documents requested and the reasons for your objection,
- (b) file the affidavit with the court clerk, and
- (c) serve the affidavit on the Applicant or the Applicant's solicitor a reasonable period of time before the application is scheduled to be heard.

**SCHEDULE A to Form FL-17**

**STATEMENT OF INCOME, ASSETS AND LIABILITIES**

This is the statement of income, assets and liabilities of [name] the [Plaintiff/Defendant] in this action.

**A. INCOME**

All of my sources of income and amounts of income per month are as follows:

- (a) Employment income of \$            from [employer];
- (b) Employment insurance benefits of \$            ;
- (c) Worker's Compensation Benefits of \$            ;
- (d) Interest and investment income of \$            ;
- (e) Pension income of \$            ;
- (f) Government assistance income of \$            from [source];
- (g) Self-employment income of \$            ;
- (h) Other income of \$            from [source].

My total income last year as indicated at line 150 of my [year] tax return was \$            .

I expect my income at line 150 of my tax return this year to be \$            .

**B. ASSETS**

Asset	Particulars	Date Acquired	Value (Estimated)
1. Real Estate  (List any interest in land, including leasehold interests and mortgages, whether or not you are registered as owner. Provide legal descriptions and indicate estimated market value of your interest without deducting encumbrances or costs of disposition.)(Record encumbrances under debts.)			
2. Vehicles  (List cars, trucks, motorcycles, trailers, motor homes, boats, etc.)			

<p>3. Financial Assets</p> <p>(List savings and chequing accounts, cash, term deposits, GICs, stocks, bonds, Canada Savings Bonds, mutual funds, insurance policies (indicate beneficiaries), accounts receivable, etc.)</p>			
<p>4. Pensions and RRSPs</p> <p>(Indicate name of institution where accounts are held, name and address of pension plan and pension details.)</p>			
<p>5. Corporate/Business Interests</p> <p>(List any interest you hold, directly or indirectly, in any corporation, unincorporated business, partnership, trust, joint venture, etc.)</p>			
<p>6. Other</p> <p>(List anything else of value that you own, including precious metals, collections, works of art, jewellery or household items of high value.</p> <p>Include location of any safety deposit boxes.)</p>			

**C. DEBTS**

Debt	Particulars	Date Incurred	Balance Owing	Monthly Payment
<p>1. Secured Debts</p> <p>(List all mortgages, lines of credit, car loans, and any other debt secured against an asset that you own.)</p>				
<p>2. Unsecured Debts</p> <p>(List all bank loans, personal loans, lines of credit, overdrafts, credit cards and any other debts that you have.)</p>				

3. Other  (List any other debts, including obligations that are relevant to a claim for undue hardship – e.g. car lease payment)				

I, [name] solemnly declare that the facts set out in this document are true. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me to be true on  
[date], 20[year],  
at [city], Alberta.

\_\_\_\_\_  
Signature of person completing document

\_\_\_\_\_  
Commissioner for Oaths in and for Alberta

\_\_\_\_\_  
Print name and expiry/Lawyer/Student-at-Law

NOTE: It is an offence to make a false declaration.