Purpose
All income information provided on your 2020-21 OSAP Application for Full-Time Students is used to determine the amount and type of your OSAP funding. The ministry verifies income information provided on the application.

Your parent(s) must complete this form in either of the following situations:

• The ministry was unable to verify your parent(s) income with the Canada Revenue Agency (CRA).
• The ministry indicated that your parent(s) must provide information so their Canadian non-taxable or foreign income can be verified.

How to complete this form
This form has 4 sections.

• Section A: Provide basic information about yourself, as well as the name of the school that you’re attending during your 2020-21 study period. Your signature is required to confirm that you agree with the declaration statement.
• Section B: Parent 1 must provide basic information about themselves, as well as their 2019 income. Their signature is required to confirm agreement with the declaration statement.
• Section C: Parent 2 (if applicable) must provide basic information about themselves, as well as their 2019 income. Their signature is required to confirm agreement with the declaration statement.
• Section D: Required documents. Documentation is required based on the responses provided by parent(s).

Refer to your 2020-21 OSAP Application for Full-Time Students to determine which parent(s) is required to complete this form.

How to submit this form
You can upload your completed form and all required documents online. Log into the OSAP website and go to your application to use the “Print or upload documents” button. Or, you can submit a paper copy as follows:

If you’re going to a school in Ontario:
Send this completed form and all attachments to your school’s Financial Aid Office.

If you’re going to a school outside of Ontario:
Send this completed form and all attachments to: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

Deadline
This form and all required documents must be received no later than 12 months after the start of your 2020-21 study period. If the income information cannot be verified, Ontario Student Grant funding you receive may be converted to a loan that you must repay. See the terms and conditions on the Master Student Financial Assistance Agreement (MSFAA) for more information.
Questions?

If you're going to a school in Ontario:
Contact the financial aid office at your school.

If you're going to a school outside Ontario:
Contact the ministry at: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

General inquiry telephone service is available Monday to Friday, 8:30 a.m. – 4:30 p.m. (Eastern Time)
• Telephone: 807-343-7260.
• Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
• TTY: 1-800-465-3958
Section A: Student information

Social Insurance Number: ____________________________

Ontario Education Number (OEN), if assigned: ____________________________

Last name: ____________________________

First name: ____________________________

Student mailing address

Street number and name, rural route, or post office box: ____________________________

Apartment: ____________________________

Street number and name, rural route, or post office box: ____________________________

Postal code or zip code: ____________________________

City, town, or post office: ____________________________

Province or state: ____________________________

Country: ____________________________

Area code and telephone number: ____________________________

Student school details

What is the name of the school you plan to attend or are currently attending for your 2020-21 study period?

____________________________

Student number at your school: ____________________________
Student declaration
I understand that my OSAP application will be assessed based on my parent(s) income information provided on this form which may affect the amount or type of funding for which I am eligible. I further understand that the ministry may verify this information with the government, their employer(s) and/or the source(s) of the income. If there is a discrepancy, my funding will be reassessed, which may change the amount of grant(s) and or loan(s) to which I am entitled.

Signature of student: ____________________________ Date: ____________________________

Month Day Year

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.
Section B: Parent 1 information
Parent 1 details

Parent 1’s first name:

Parent 1’s last name:

Parent 1’s date of birth:
Month    Day    Year

Parent 1’s income information
Select the sections that apply to income received by Parent 1 in 2019 (January 1, 2019 to December 31, 2019).

☐ 1. Parent 1’s total 2019 non-taxable income received in Canada was greater than zero.
   Examples: income earned as a person registered under the Indian Act on a First Nations reserve, scholarships/bursaries not included in your Canadian taxable income, lottery winnings, gifts, inheritances, life insurance awards, strike pay, interest earned on a Tax Free Savings Account (TFSA) and child support received.

Parent 1’s total 2019 non-taxable income received in Canada.
Enter amount in Canadian dollars.

$  See Required documentation, Section D, Part 1.

☐ 2. Parent 1’s total 2019 foreign income (non-Canadian source) was greater than zero and not reported to the Canada Revenue Agency (CRA).
   Examples: employment income, rental and/or investment income from foreign sources.

Parent 1’s total 2019 foreign income (non-Canadian source) not reported to CRA:
Enter amount in the currency the income was received.

$  See Required documentation, Section D, Part 2.

Currency of income:

Country of currency:

☐ 3. Parent 1 received no income in 2019.
   Parent 1 to sign Declaration of Parent 1. See Required documentation, Section D, Part 3.
Declaration of Parent 1  
I declare that the income information that I provided is an accurate reflection of the income I received in the 2019 year, and that I have provided all required supporting documentation that substantiates the source(s) of my income. I understand that the ministry may verify this information with the government, my employer and/or the source(s) of my non-taxable income. If there is a discrepancy, the student’s funding will be reassessed, which may change the amount of grant(s) and/or loan(s) for which the student is eligible. In particular, the Ontario Student Grant for which the student is eligible may be converted into a loan if the income I have reported cannot be verified to the satisfaction of the Minister of Colleges and Universities.

Signature of Parent 1: ____________________________  
______________________________  
Date: ____________________________  
______________________________

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your child’s OSAP application and in accordance with the consents you signed on your child’s OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your child’s OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

Section C: Parent 2 information

Parent 2 details

Parent 2’s first name: ____________________________  
______________________________  
Parent 2’s last name: ____________________________  
______________________________  
Parent 2’s date of birth:  
Month: __________  Day: __________  Year: __________

Parent 2’s income information

Select the statement that best describes the total amount of income received by Parent 2 in 2019 (January 1, 2019 to December 31, 2019).

☐ 1. Parent 2’s total 2019 non-taxable income received in Canada was greater than zero.

Examples: income earned as a person registered under the Indian Act on a First Nations reserve, scholarships/bursaries not included in your Canadian taxable income, lottery winnings, gifts, inheritances, life insurance awards, strike pay, interest earned on a Tax Free Savings Account (TFSA) and child support received.

Parent 2’s total 2019 non-taxable income received in Canada.

Enter amount in Canadian dollars.

$ __________  See Required documentation, Section D, Part 1.
2020-21 OSAP: Parent Income Verification  Social Insurance Number: 

Parent 2's income information (continued)

☐ 2. Parent 2’s total 2019 foreign income (non-Canadian source) was greater than zero and not reported to the Canada Revenue Agency (CRA).

Examples: employment income, rental and/or investment income from foreign sources.

Parent 2’s total 2019 foreign income (non-Canadian source) not reported to CRA:

Enter amount in the currency the income was received.

$ ______________________ See Required documentation, Section D, Part 2.

Currency of income: ________________________________________________

Country of currency: ________________________________________________


Parent 2 to sign Declaration of Parent 2. See Required documentation, Section D, Part 3.

Declaration of Parent 2

I declare that the income information that I provided is an accurate reflection of the income I received in the 2019 year, and that I have provided all required supporting documentation that substantiates the source(s) of my income. I understand that the ministry may verify this information with the government, my employer and/or the source(s) of my non-taxable income. If there is a discrepancy, the student's funding will be reassessed, which may change the amount of grant(s) and/or loan(s) for which the student is eligible. In particular, the Ontario Student Grant for which the student is eligible may be converted into a loan if the income I have reported cannot be verified to the satisfaction of the Minister of Colleges and Universities.

Signature of Parent 2: ______________________  Date: ________________

______________________________

Month  Day  Year

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your child’s OSAP application and in accordance with the consents you signed on your child’s OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your child’s OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.
Section D: Required documentation

Part 1: Parent(s) Canadian non-taxable income was greater than zero.
Parent(s) must provide this completed form along with documents issued by the agency, organization or government department recording their 2019 non-taxable income information:
- If the non-taxable income is from child-support payments, parent(s) must also provide a copy of their separation agreement or court order detailing the amount and frequency of the support payments.
- If the non-taxable income is from a scholarship or bursary, parent(s) must provide a copy of documents confirming the source and amount of the award (e.g. award notification, award funds transfer to their account).
- If parent(s) is a person registered under the Indian Act who earned 2019 income on a First Nations Reserve in Canada, they must provide a copy of their 2019 T4 slip showing the amount in Box 71 or a letter from their employer (on the employer’s letterhead) that specifies their total amount of 2019 income earned while working on a First Nations reserve.

Part 2: Parent’s foreign income (non-Canadian source) was greater than zero and not reported to CRA
Parent(s) must provide this completed form, along with the following documentation as applicable:
- Proof of their 2019 income from a foreign (non-Canadian) source with documentation issued by that country’s government/tax agency. Working copies of tax documents and/or tax returns are not acceptable.
- Official documentation from their employer that specifies the gross income (before any deductions) received by parent(s) in 2019. The documentation must be on the employer’s letterhead or other official format.
If the parent’s 2019 foreign income is from self-employment, investments, rental income or other means, the parent must provide documentation confirming the source and amount of the income. Acceptable documentation could include bank statements, letter(s) from a financial representative, lease agreements, and/or proof of rent income. This applies only if the parent is living outside of Canada and has not claimed their 2019 income to CRA.
If the parent(s) is unable to provide the documentation by the deadline listed on page 1, they can submit an affidavit (see definition below) that includes the following:
- The reason(s) why they are unable to provide the required documentation.
- The amount(s), currency and source(s) of their 2019 foreign income.

Part 3: Parent did not receive income in 2019
Parent(s) must provide this completed form along with an affidavit that explains where they resided in 2019 and why they had no income in 2019. Persons registered under the Indian Act may provide a letter from a Band Council official in lieu of an affidavit.

Definition: Affidavit
An “affidavit” is a sworn document that is signed before a lawyer, a commissioner of oaths (who may not be a lawyer), or a notary public, swearing or affirming that the contents of the affidavit are true. A commissioner of oaths is generally available at courthouses, community legal clinics, municipal or township offices, and law offices.