How to Complete a Statement of Income (SOI)

• Please use a black or blue pen to complete the Statement of Income (SOI).
• Leave blank if you have no income or expenses to report. Your signature and the date are required at the bottom, even if the rest of the form is blank.
• Do not complete and sign/date the SOI before the 16th of each month, as all income must be declared from the 16th of the previous month to the 15th of the current month.
• If your SOI is not received on the 16th of each month or if it is not complete or correct, there may be a delay in your Ontario Works financial assistance.
• The SOI can be dropped off at the closest OW office or mailed to the office location indicated on the SOI.
• If you have more than two members of your family that are working, either request an additional SOI form from reception or copy the one you receive in order to record all earnings of all family members.

Underline the following section:

Signature

Date

Complete if there is a change in employment
Leave blank if no changes to report

Complete if there are earnings
Enter the gross and net amount of earnings
One column per pay stub
Leave blank if no earnings
Enter the amount for any tips received

Complete if there are child care expenses to report
Leave blank if no expenses to report

Sign, date and submit on or immediately after the 16th of the month
Must be signed and dated even if the rest of the SOI is blank.
IMPORTANT: If you are not sure how to declare an income source, please contact your Case Manager.

1. You are **not** required to submit a *Statement of Income (SOI)* if you have been advised not to by your Case Manager. This *may* occur if:
   - You do not have any income or earnings to report
   - Your income does not change on a monthly basis (e.g. Canada Pension Plan, support payments that are the same each month, roomer or boarder income, etc.)

2. You **must** continue, or start, to submit a *Statement of Income (SOI)* on the 16th of each month, if:
   - You have a new source of income (attach your income stubs to your SOI)
   - You have ongoing earnings and/or training allowances (attach your pay stubs to your SOI)
   - You have casual earnings from employment (attach your pay stubs to your SOI)
   - You have income that changes amounts on a monthly basis

Where a *Statement of Income (SOI)* is required, you are to complete the SOI in full by:
   - Recording your gross and net income
   - Recording any tips received
   - Recording any deductions from your earnings for child support or any other garnishments
   - Recording childcare expenses (where applicable)
   - Signing and dating the SOI
   - Submitting your SOI along with copies of your income stubs/child care receipt(s).

After 3 months of reporting your income/child care expenses, you have two options (unless your Case Manager has told you otherwise):

1. Sign and date your SOI, attach any childcare receipt(s) and copies of your income stubs for all income received between the 16th of the previous month and the 15th of the current month. **OR**

2. Complete the SOI in full (by recording gross and net income, tips, any garnishments, child care expenses, signing/dating the SOI) and submit without copies of your income stubs/child care receipt(s). **PLEASE KEEP COPIES OF YOUR INCOME STUBS AND CHILD CARE RECEIPTS AS YOU WILL BE ASKED TO VERIFY YOUR DECLARATIONS IN THE FUTURE.**

**Changes Report (on the back of the Statement of Income)**

Report any changes here (e.g. a change in the number of people in the family, phone number or address change, change in income, etc.) and attach any applicable documents (e.g. a copy of a lease or landlord letter).

Leave blank if there are no changes to report.

**Note:** Signature and date at the bottom are only required if there is a change reported.

Example: If you declare receiving a $200 Employment Insurance benefit payment on your December Changes Report, this amount will continue to be deducted from your assistance until you report another change.