

# STANDARD DISCLOSURE TERMS - SUPPORT CASES

*In a family law case where support is an issue and a party is required to file a financial statement, on written request for financial disclosure from the party, the party must produce all of the following disclosure that is applicable to the party.*

*These disclosure terms will be incorporated in a consent or an agreement between the parties, or may be requested in an order obtained on a motion in writing (rule 14 (10), using Form 14B), with the disclosure to be provided within 30 days or such other timeframe as is specified in the consent, agreement or order.*

*These disclosure terms do not affect any right to ask for greater disclosure than provided in these disclosure terms or to ask for further disclosure after receiving the disclosure provided in these terms. Similarly, these disclosure terms do not affect any right of a party to ask that disclosure be less than provided in these terms.*

No.	Request	Date of Request	Date of Order	Date Due	Date of Partial Receipt	Date of Receipt in Full
<b>1. EVERY PARTY</b>						
a)	A new financial statement, in Form 13 or 13.1 as required by the <i>Family Law Rules</i> , if the latest one is more than 30 days old. If there have been only minor changes to the information in the party's latest financial statement, an affidavit updating it is sufficient.					
b)	A copy of every personal income tax return, with all schedules, attachments and information slips, filed by the party with Canada Revenue Agency for the three most recent taxation years.					
c)	A copy of every notice of assessment or re-assessment received from Canada Revenue Agency for the three most recent taxation years.					
d)	A copy of all income slips (T4s, T4As, T5s, etc.) received for any of the three most recent taxation years for which a tax return has not been filed.					
e)	Proof of any payments of support made directly to, or for the benefit of, the support recipient or a child (not through Family Responsibility Office) for the last 12 months and the years _____.					
f)	A copy of any application made by or for the party within the last three years for a loan, line of credit, credit card or mortgage, including any statement of income or net worth provided by or for the party.					

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<b>2 EMPLOYED PARTY</b>						
a)	A copy of the most recent pay stub or statement with year-to-date income for the current calendar year.					
b)	A copy of all benefit information circulars or benefit booklets outlining all employee benefits for health care, dental care, prescriptions and life insurance. If no circular or booklet is available, a detailed statement from the employer or the group plan insurer outlining these benefits.					
<b>3. SELF-EMPLOYED PARTY (SOLE PROPRIETOR)</b> For the last 12 months and the years _____ :						
a)	Year end financial statements for all businesses, including income and expense statements and list of assets, liabilities and debts.					
b)	The most recent monthly or quarterly income and expense statement for all businesses.					
c)	A statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, the party and persons or corporations with whom the party does not deal at arm's length.					
d)	A copy of any application made by or for the business for a loan, line of credit, credit card or mortgage, including any statement of income or net worth provided by or for the business.					
<b>4. PARTY WHO IS A PARTNER IN A PARTNERSHIP</b> For the last 12 months and the years _____ :						
a)	Year end financial statements for all businesses, including income and expense statements and list of assets, liabilities and debts.					
b)	The most recent monthly or quarterly income and expense statement for all businesses.					
c)	A statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom the partnership does not deal at arm's length.					
d)	A copy of the partnership agreement.					

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e)	Confirmation of the party's income and draw from, and capital in, the partnership for the current year.					
f)	A copy of any application made by or for the partnership for a loan, line of credit, credit card or mortgage, including any statement of income or net worth provided by or for the partnership.					

**5. PARTY WHO CONTROLS A CORPORATION OR 10% OR MORE OF THE VOTING SHARES**

For the last 12 months, the three most recent taxation years and the years \_\_\_\_\_

a)	A copy of every corporation tax return, with all schedules, attachments and information slips, filed by the corporation with Canada Revenue Agency.					
b)	A detailed statement of all personal expenses paid by the corporation.					
c)	The year-end financial statements, including balance sheet and income statement or statement of profit and loss, of the corporation and of any related corporations or subsidiaries.					
d)	A copy of the shareholders' agreement.					

**6. PARTY WHO IS A BENEFICIARY OR SETTLOR OF A TRUST**

For the last 12 months and the years \_\_\_\_\_ :

a)	A copy of the trust's financial statements, including statement of income and expense and statement of distributions.					
b)	A copy of all income slips (T4s, T4As, T5s) received from the trust and, if the party is the settlor, all T5s or other tax information slips issued by the trust.					
c)	A copy of the documents that establish the trust.					

**7. PARTY WHO RECEIVES INCOME FROM ANY OTHER SOURCE** For the last 12 months and the years \_\_\_\_\_ :

a)	A letter from each income source setting out the party's total annual income and how the party's income is calculated.					
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**8. PARTY WHO HAS BEEN BANKRUPT OR HAS MADE A PROPOSAL TO CREDITORS WITHIN THE LAST FIVE YEARS**

a)	Proof of bankruptcy, including copy of assignment in bankruptcy or petition into bankruptcy, statement of affairs, and any discharge.					
b)	A copy of any bankruptcy proposal signed by the party and the trustee under the Bankruptcy and Insolvency					

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	Act.					
c)	A copy of the projected cash flow statement of the party, signed by the party and filed by the trustee along with the final proposal.					
d)	A copy of the trustee's cash flow statement, the trustee's report on reasonableness of cash flow statement and the trustee's report containing prescribed representations of the insolvent party regarding the preparation of the cash flow statement.					
<b>9. PARTY WHO IS NOT WORKING:</b>						
a)	The party's personal résumé, a list of all places or persons to whom the party has applied for employment in the last 12 months, with dates, and a copy of all responses received.					
b)	Medical documentation verifying any inability to work due to illness or disability.					
c)	A copy of any application for illness or disability benefits submitted to the Canada Pension Plan, the Ontario Disability Support Program or any illness or disability insurer and the response to each application.					