Clear Data

Taxpayer Relief Request
Statement of Income and Expenses and Assets and Liabilities for Individuals

Save time: request online! You can submit your documents electronically using the "Submit documents" service in My Account, My Business Account, or Represent a Client.

Information to help you complete this form

Complete this form and Form RC4288, Request for Taxpayer Relief – Cancel or Waive Penalties and Interest, to request relief from penalties and interest due to inability to pay or financial hardship. You must include full financial disclosure and all supporting documentation (see details below). Submit your request using one of the following methods:

Online

Through the Submit documents service

- Log in to the portal at: **canada.ca/cra-login-services**
- Select "Submit documents" and follow the instructions

Mail

Send to the designated office listed on Form RC4288.

- If you are completing this form by hand, please print clearly. Attach an extra sheet if you need more space.
- For more information about relief from penalties and interest and the related forms and publications, go to **canada.ca/penalty-interest-relief**.

Definitions and examples

Ability to pay: A taxpayer's current and future capacity to pay or borrow money, including the ability to borrow against significant assets or liquidate significant non-essential assets to raise money for repayment, and avoiding repayment terms that will cause undue hardship.

Financial hardship: For an individual taxpayer, financial hardship refers to financial suffering or lack of what is needed for basic living requirements, such as food, clothing, shelter, medical expenses, and reasonable non-essentials.

Household net income: The net income of the taxpayer and the taxpayer's spouse or common-law partner.

Supporting documentation: To support a request for relief based on an inability to pay or financial hardship, it is the taxpayer's responsibility to provide relevant documentation that supports their financial situation. Documentation could include, but is not limited to, the following:

- T4 slips and/or other income statements
- mortgage statement
- lease or rental agreement
- property tax assessment and/or condo fees
- loan statements
- utility statements
- bank statements (most recent three months)
- investment statements
- credit card statements
- insurance (e.g., auto, home, life) statements

Taxpayer Bill of Rights

You are entitled to fair treatment in all your dealings with the Canada Revenue Agency (CRA). For further information, visit **canada.ca/taxpayer-rights**.

Privacy notice

Personal information, including the social insurance number as a personal identifier, is collected under the Income Tax Act, Excise Tax Act, Air Travellers Security Charge Act, Softwood Lumber Products Export Charge Act, 2006, Excise Act, 2001, Select Luxury Items Tax Act, Underused Housing Tax Act, Global Minimum Tax Act, and Greenhouse Gas Pollution Pricing Act to process requests for relief of penalties and interest. It may also be used for any purpose related to the administration or enforcement of these Acts. With the exception of the Air Travellers Security Charge Act and the non-GST/HST provisions of the Excise Tax Act, information may be shared or verified with other federal, provincial, or territorial government institutions to the extent authorized by law. Failure to provide this information may result in the denial of your relief request. Personal information is described in the personal information bank, Taxpayer Relief Program (CRA PPU 580) at **canada.ca/cra-info-source** and is protected under the Privacy Act. Individuals have a right of protection, access to, and correction or notation of their personal information. Please be advised of your right of complaint with the Privacy Commissioner of Canada regarding our handling of your information.

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Canada Revenue Agency | Agence du revenu du Canada

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Statement of Income and Expenses and Assets and Liabilities for Individuals

Please read "Information to help you complete this form" on the first page above. Complete all sections of this form. Please print clearly if you are completing this form by hand.

Name:		Date:	
Home address:		Social Insurance Number (SIN):	
		Daytime telephone:	Evening telephone:
Employer name and address:			
Self-employed: attach current business financial statements and a copy of Form T2125 – Statement of Business or Professional Activities		Business numbers (BN):	
Spouse's/common-law partner's name:	Spouse's/common-law partner's SIN:	Number of dependents:	Age of dependents:

Monthly Household Net Income and Expense Statement

Household net income	Monthly	Expenses	Monthly
Employment income		Housing: Mortgage/rent	
Commissions/bonuses		Property taxes/condo fees	
Old Age Security pension (OAS)		Repairs/maintenance	
CPP/QPP benefits		Insurance	
Disability benefit		Utilities: Telephone, including cellular	
Pension RRSP, RRIF, etc.)		TV/Internet	
Universal child care benefit (UCCB)		Electric/water	
Canada child tax benefit (CCTB)		Heating	
Employment insurance benefits		Groceries	
Investment income (dividends, interest, TFSA)		Child care	
Rental income (include room and board)		Vehicles: Loan/lease payment	
Spousal/child support		Loan/lease payment	
GST/HST credit		Insurance (all vehicles)	
Scholarships/bursaries		Gas/oil (all vehicles)	
Business/professional income		Maintenance (all vehicles)	
Farming/fishing income		Spousal/child support payments	
Workers' compensation benefits		Public transportation/parking	
Working income tax benefit (WITB)		Medical premiums (Blue Cross, Sun Life, etc.)	
Social assistance payments		Medical expenses (prescriptions, dental, etc.)	
Other income (specify)		Clothing/personal care	
Spouse's/common law partner's net income		Education (adults and dependents)	
*Other contributions to household income		Membership/club fees	
Total Income:	$	Recreation/entertainment/dining out	
		Tobacco/alcohol	
		Credit card payments	
		Bank loans (other than vehicles listed above)	
		Other loans/payments (business, relatives, etc.)	
		Donations	
		Investments (RRSP, RESP, TFSA, etc.)	
		Life insurance premiums	
		Other expenses (specify)	
		Total expenses:	$

*When the CRA determines an individual's ability to pay, it may be necessary to take into consideration the income and expenses of the family unit. All factors affecting an individual's financial situation are reviewed to determine the ability to pay.

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Asset Statement

Bank accounts	Bank (name and address)	Balance
1.		
2.		
3.		

Real estate	Address	Owner(s)	Market value
Primary residence			
Rental/investment properties			
Recreation (cottage, etc.)			
Land/other			

Investments/Savings (name of holder) (attach a separate page if necessary)		Market value
RSP/RRSP/RRIF/TFSA		
Bonds	Maturity date:	
GIC's	Maturity date:	
Stocks	Publicly traded?: ☐ Yes ☐ No	
Other	Details:	
Are you a director, shareholder or partner of any other business? ☐ Yes ☐ No	Details:	

All vehicles (make/model/year)	Market value
1.	
2.	
3.	
4.	

Other assets (collectibles, antiques, vehicles not listed above, etc.)	Market value
Total assets:	$

Liability Statement

Bank loans and name of bank	Term, completion date, and security held	Balance owing
1.		
2.		
3.		
Other loans/Creditors (business, relatives, etc.)		**Balance owing**
1.		
2.		
Mortgage holder(s)		**Balance owing**
1.		
2.		
Guaranteed debts (co-signed)		**Balance owing**
1.		
2.		
Vehicle leases		**Balance owing**
1.		
2.		
Credit cards and name of issuer		**Balance owing**
1.		
2.		
3.		
Other debts	**Completion date**	**Balance owing**
1.		
2.		
	Total liabilities:	$