

# INSTRUCTIONS FOR COMPLETION OF TAX INFORMATION

## RELEASE FORM

The Tax Information Release Form may be completed by all clients who have not completed a form previously, and who are in a facility as of July 31, 2024. The form authorizes Canada Revenue Agency to release income tax information to Manitoba Health for assessing a reduced charge.

The form should not be completed for clients who receive financial assistance from Employment and Income Assistance, or those who have dependants other than a spouse/common-law partner, or by a married couple or a couple in a common-law relationship where both file on one income tax return, or those who have accepted responsibility for the maximum rate. The Application for Reduced Residential Charge should be completed for this group.

The Tax Information Release Form may also be completed for individuals who become a client after July 31, 2024, however, it will not be used as the basis for determining the rate until the August 1, 2025 to July 31, 2026 assessment year.

**SECTION A** To be completed by the facility representative.

**SECTION B** To be completed by the client or their legal representative who is applying for a reduction to the maximum rate.

If the client is single, widowed, divorced or separated, proceed to **Section D**.

If the client is married or in a common-law relationship, proceed to **Section C** and **Section D**.

**SECTION C** To be completed by the spouse/common-law partner of the client or their legal representative, if the client is requesting a reduction to the maximum rate.

**SECTION D** To be completed by the legal representative of the client or the spouse's/common law partner's legal representative, if applicable.

The facility representative is to forward the completed original form, and if applicable, a copy of the enduring Power of Attorney or Order of Committeeship to Manitoba Health who will determine the rate and advise the facility of the assessed rate. The facility representative will provide each client with a Notification of Residential Charge.

*(français au verso)*