## Your Personal Information



## II - VOLUNTARY SELF-IDENTIFICATION (To be completed by the debtor)

| What is your gender? |  |
| :--- | :--- | :--- |
| $\square$ | Male |$\quad \square$ Female $\quad \square$ Other $\quad \square$ I prefer not to answer.



Are you a person with a disability?
(A person with disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her to be disadvantaged in employment by reason of that impairment. Persons with disabilities are also those whose functional limitations owing to their impairment have been accommodated in their current job or workplace.)
$\square$
Yes $\square$ No I prefer not to answer.

If you wish to provide further details, please select the boxes that apply to you.
$\square$ Co-ordination or dexterity (difficulty using hands or arms, for example, grasping or handling a stapler or using a keyboard)
$\square$ Mobility (difficulty moving around, for example, from one office to another or up and down stairs)
$\square$ Blind or visual impairment (unable to see or difficulty seeing)
Deaf or hard of hearing (unable to hear or difficulty hearing)
Speech impairment (unable to speak or difficulty speaking and being understood) Other disability (including learning disabilities, developmental disabilities and all other types of disabilities)(Please specify)

Are you a member of a visible minority group?
(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of the place of birth.)
$\square$
If you wish to provide further details, please select the box(es) that best describes your origin.

| $\square$ Black | $\square$ South Asian/East Indian (including Indian from India; Bangladeshi; Pakistani; East Indian from Guyana, Trinidad, East Africa; etc.) |
| :--- | :--- | :--- |
| $\square$ Chinese | $\square$ Southeast Asian (including Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.) |
| $\square$ Filipino | $\square$ Non-White West Asian, North African or Arab (including Egyptian; Libyan; Lebanese; Iranian; etc.) |
| $\square$ Japanese | $\square$ Non-White Latin American (including indigenous persons from Central and South America, etc.) |
| $\square$ Korean | $\square$ Person of Mixed Origin (with one parent in one of the visible minority groups listed above) |
|  | $\square$ Other Visible Minority Group (Please specify) |

## VOLUNTARY SELF-IDENTIFICATION (To be completed by joint debtor)



## Are you a person with a disability?


 impairment have been accommodated in their current job or workplace.)


If you wish to provide further details, please select the boxes that apply to you.
$\square$ Co-ordination or dexterity (difficulty using hands or arms, for example, grasping or handling a stapler or using a keyboard) Mobility (difficulty moving around, for example, from one office to another or up and down stairs)
$\square$ Blind or visual impairment (unable to see or difficulty seeing)
Deaf or hard of hearing (unable to hear or difficulty hearing)
Speech impairment (unable to speak or difficulty speaking and being understood) Other disability (including learning disabilities, developmental disabilities and all other types of disabilities)(Please specify)
Are you a member of a visible minority group?
(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of the place of birth.)
$\square$ Yes $\square$ No $\square$ I prefer not to answer.
If you wish to provide further details, please select the box(es) that best describes your origin.
$\square$ South Asian/East Indian (including Indian from India; Bangladeshi; Pakistani; East Indian from Guyana, Trinidad, East Africa; etc.) $\square$ Southeast Asian (including Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.)
$\square$ Non-White West Asian, North African or Arab (including Egyptian; Libyan; Lebanese; Iranian; etc.)
Non-White Latin American (including indigenous persons from Central and South America, etc.)
Person of Mixed Origin (with one parent in one of the visible minority groups listed above) Other Visible Minority Group (Please specify)

Your response to the self-identification questions (Section II) is collected under the authority of the Bankruptcy and Insolvency Act and will be stored in Personal Information Bank no. IC PPU 058 - Estate Files Under the Bankruptcy and Insolvency Act. This information will be used by the Office of the Superintendent of Bankruptcy (OSB) for statistical analysis, public policy research, and program development. Your response is voluntary and will remain confidential. Refusing to answer Section II will not negatively impact the processing of your file under the Bankruptcy and Insolvency Act. You may access, request correction or notation to your personal information by contacting the OSB. You further have the right to complain to the Privacy Commissioner of Canada respecting the handling of your personal information by the OSB.

## Employment Information

## Applicant

| Employer \#1 (if self-employed see Page 9): | Occupation: |
| :---: | :---: |
| Is your job likely to be affected by insolvency proceedings? (Special Licences, Regulatory Restrictions, Cash Handling): <br> Yes $\square$ No $\square$ | Employed From ${ }_{\text {(dd/m/m/xys): }}$ |
|  |  |
| Pay Frequency: | Next Pay Date (dd/mm/sys): |
| Weekly $\quad \square \quad$ Bi-Weekly $\quad \square$ Semi-Monthly $\quad \square$ Oth |  |


| Employer \#2 (if self-employed see Page 9): | Occupation: |
| :---: | :---: |
| Is your job likely to be affected by insolvency proceedings? (Special Licences, Regulatory Restrictions, Cash Handling): | Employed From (dd/mm/sys): |
| Yes $\square$ No $\square$ |  |
| Pay Frequency: | Next Pay Date (dd/mm/yys): |
| Weekly $\quad \square$ Bi-Weekly $\quad \square$ Semi-Monthly $\quad \square$ Other |  |

## Spouse (if also filing)

| Employer (if self-employed see Page 9): | Occupation: |
| :---: | :---: |
| Is your job likely to be affected by insolvency proceedings? (Special Licences, Regulatory Restrictions, Cash Handling): | Employed Fromm ${ }_{\text {(dd/mm/sys): }}$ |
| Yes $\square$ No $\square$ |  |
| Pay Frequency: | Next Pay Date (dd/mm/ysy): |
| Weekly $\quad \square \quad$ Bi-Weekly $\quad \square$ Semi-Monthly $\square$ Oth |  |


| Garnishment Information |  |  |
| :---: | :---: | :---: |
| Are your wages currently being garnisheed? | Yes $\square$ | No $\square$ |
| If "Yes", please specify by which creditor: |  |  |
| Copy of Garnishment Order provided? | Yes $\square$ | No $\square \quad$ N/A $\square$ |
| Name and full address of Payroll Contact: | Phone Number (including ext): | Fax Number: |
| Email Address: |  |  |

Note: If you are being garnisheed, we require full payroll information and a copy of the garnishment order as indicated above in order to stop the garnishment.

## Court Proceedings

Have you received a Statement of Claim?

If "Yes", please specify from which creditor and amount:

Copy of Statement of Claim provided?
Do you have a Judgement against you?
If "Yes", please specify which creditor and amount:

Copy of Judgement provided?
Do you have a Requirement to Pay from CRA?
Copy of Requirement to Pay provided?

Yes


No $\square$

| Yes $\square$ | No $\square$ | N/A $\square$ |
| :---: | :---: | :---: |
| Yes $\square$ | No $\square$ |  |

Yes $\square$ No $\square$

N/A $\square$

No $\square$
No

N/A


Note: If you are answered "yes" to any of the above, we require a copy.

## Family Monthly Income \& Expenses Statement

INCOME

|  | Applicant |
| :---: | :---: |
| Employment | \$ |
| Pension | \$ |
| Support Received | \$ |
| Child/Universal Tax Benefits | \$ |
| Employment Insurance | \$ |
| Welfare/Assistance | \$ |
| Self Employment Net Income | \$ |
| Other | \$ |
| Total | \$ |


| Spouse/Other |
| :--- |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |

Total

| $\$$ |
| :--- |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |

## EXPENSES

Support, Child Care, Medical and Other Expenses

| Child Support | $\$$ |
| ---: | :--- |
| Spousal Support |  | \$


| $\$$ |
| :--- |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |


| $\$$ |
| :--- |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |
| $\$$ |

## Living Expenses

Rent/Mortgage
Property Taxes \$ $\$$

| Smoking | $\$$ |
| ---: | :--- |
| Alcohol | $\$$ |
| Restaurants | $\$$ |
| Entertainment | $\$$ |
| Gifts/Donations | $\$$ |
| Allowances | $\$$ |
| Total | $\$$ |


| Prescriptions $\$$ |  |
| ---: | :--- |
| Dental | $\$$ |
| Total $\$$ |  |


| Payment to Trustee |
| :--- |
| Other (specify)_ |
| Other (specify)__ Total |
| OTher (specify)_ |

## Property Information



Mortgages \& Credit Lines Secured to the Property

|  | Name of Company | Who's De |  | Up to date Statement attached to Application Form? <br> Application Form | Account \# if no occount number, put addreses of mortgase company |  | Amount Owed |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ${ }^{\text {st }}$ |  | Applicant Spouse Joint |  | Yes [ $\square$ No $\square$ |  | \$ |  |
| 2 nd |  | Applicant Spouse Join |  | Yes[ $\square$ \| No $\square$ |  | \$ |  |
|  |  | Applicant Spouse Join | $\begin{aligned} & \square \\ & \square \end{aligned}$ | Yes[ $\square$ No $\square$ |  | \$ |  |

Are the following payments current?

| Mortgages: Yes $\square$ | No $\square$ |
| ---: | :--- |$\quad$| If No, how much are the arrears? |
| :--- |
| Property Tax: Yes $\square$ | No $\square \quad$ If No, how much are the arrears? $\quad$| Utilities: Yes $\square$ | No $\square$ |
| ---: | :--- |

Please advise your intention: Intend to maintain payments on mortgages to keep the property I/we intend to surrender the property back to the mortgage holder

## Vehicles and Household Asset Information

2. Do you own or lease any vehicles? (nncuder ecerational venicices) $\quad$ Yes $\square$ № $\square$

3. Please Indicate the estimated liquidation (garage sale) value for your:

| Household Furnishings \& Appliances \$ <br> For example; Furniture, Appliances | List any individual items that you believe to be worth over $\$ 500$ | Item | Value |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
| Necessary Clothing \$ |  |  |  |

4. Do you own a safety deposit box or hold foreign bank accounts/assets?

If yes, please describe the Items: contents/asset and value:

Approximate Value:

|  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Type of Asset (i.e. RRSP) | Name of Company Holding The Investment | Who's name is it in? | Policy Number | Total Value of Policy | Office <br> (Estimated Rea | $\begin{aligned} & \text { ly } \\ & \text { pue } \\ & \text { ns) } 12 \end{aligned}$ |
|  |  | Applicant <br> Spouse <br> Joint <br> $\square$ |  |  | \$ | \$ |  |
| 2 |  |  | Applicant Spouse Joint |  | \$ | \$ |  |
| 3 |  |  | $\begin{array}{r} \text { Applicant } \\ \text { Spouse } \\ \text { Joint } \end{array}$ |  | \$ | \$ |  |
| 4 |  |  | $\begin{array}{r} \text { Applicant } \\ \text { Spouse } \\ \text { Joint } \end{array}$ |  | \$ | \$ |  |
| 5 |  |  | $\begin{gathered} \hline \text { Applicant } \\ \text { Spouse } \\ \text { Joint } \end{gathered}$ |  | \$ | \$ |  |
| In the last 12 months, have you had an asset repossessed or have you voluntarily Yes $\square$ No $\square$ <br> 6 $\qquad$ an asset to a secured creditor? <br> Asset Details <br> Date <br> Repossessed / Surrendered |  |  |  |  |  |  |  |
| 1 |  |  |  |  | Repossess <br> Voluntarily Surr | ndered |  |
| 2 |  |  |  |  | Repossess Voluntarily Surr | ndered | $\begin{aligned} & \mathrm{Yes} \square \\ & \mathrm{No} \square \\ & \square \end{aligned}$ |
| 3 |  |  |  |  | Repossess <br> Voluntarily Surr | ndered | $\begin{aligned} & \text { Yes } \square \\ & \text { No } \square \end{aligned}$ |

7 In the last 5 years, have you Sold, Transferred or Disposed of any Assets? Yes $\square$ No $\square$ (such as selling or transferring Real Estate and/or Vehicles; Cashing in RRSP's, Life Insurance, Savings Bonds, Stocks, Shares, RESP's)

List All Unsecured Debts (i.e. Credit Cards, Credit Lines, Overdrafts, Income Tax, Pay Day Loans etc.)

| Original Creditor | Collection Agency <br> (If Applicable) | Who's Debt Is It? | Account \# <br> (if no account number, put address) | Amount Owed | Is the Debt Business or Personal |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{gathered} \text { Applicant } \square \\ \text { Spouse } \\ \text { Joint } \\ \square \end{gathered}$ |  | \$ | Business Personal | $\square$ |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | s | Business Personal |  |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | s | Business Personal |  |
|  |  | $\begin{aligned} & \text { Applicant } \square \\ & \text { Spouse } \\ & \text { Joint } \\ & \square \end{aligned}$ |  | \$ | Business Personal |  |
|  |  | $\begin{aligned} & \hline \text { Applicant } \\ & \text { Spouse } \\ & \text { Joint } \\ & \hline \end{aligned}$ |  | s | Business Personal |  |
|  |  | $\begin{aligned} & \text { Applicant } \square \\ & \text { Spouse } \\ & \text { Joint } \end{aligned}$ |  | \$ | Business Personal |  |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | \$ | Business Personal |  |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | s | Business Personal |  |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | \$ | Business Personal |  |
|  |  | $\begin{gathered} \text { Applicant } \\ \text { Spouse } \\ \text { Joint } \\ \square \end{gathered}$ |  | s | Business Personal |  |
|  |  |  |  | s | Business Personal |  |
|  |  | $\begin{array}{r} \text { Applicant } \square \\ \text { Spouse } \square \\ \text { Joint } \square \end{array}$ |  | \$ | Business Personal |  |
|  |  |  |  | \$ | Business Personal |  |
| If there is student loan debt, End of Study date was: |  |  | Greater than 7 Years? | $\text { Yes } \square \text { No } \square$ |  |  |

## Taxes \& Self Employment Information

## Personal Taxes

For what year did you last file a return?
How much do you owe? (if applicable)

## Liens

Are you aware of CRA holding a lien against any of your assets?

Applicant


If "Yes", what property? (please specify):

Self Employed Details $\quad$| This section is to be completed only if you have |
| :--- |
| owned or operated a business in the last 5 years |$\quad$ Nes $\square$



| List the names of any |  |
| ---: | ---: |
| Partners and/or Directors |  |
|  |  |
|  |  |

1 Does the (or did the) business have any employees?
If Yes, If there's any employees that are owed any monies, provide a separate list showing the;


Names, Addresses, SIN\#, Phone \#, Job Titles of each employee and the Amounts Owed to each employee. The list must also include the dates the wages/salary/vacation/termination/severance pay were earned

If you owe CRA for unremitted Payroll deductions, ensure the amount owing is listed on the creditor page and attach a copy of any Requirement To Pay notice you may have received

2 Is business required to collect and remit HST/GST?
If Yes, If you owe for unremitted HST/GST, ensure the amount owing is listed on the creditor page and Yes
 attach a copy of any Requirement To Pay notice you may have received

3 Where are the financial books and records currently located?

4 Are all corporate tax returns filed? (HST/GST, Payroll, 72 Income Tax)
If Yes, Attach a copy of the last return or account statement. If No, prepare the required information for filing


No


5 What is the current value of the:

| Fixed Assets | \$ |
| :---: | :---: |
| Inventory | \$ |
| Accounts Receivable | \$ |
| Trade Tools | \$ |

We may request further details, such as fixed assets list, inventory counts etc to verify these amounts

## General Information Questionnaire

1 Within the last 3 months, have you
a) used credit cards/credit lines for any purchases or cash advances?

Yes


No $\square$
If "yes", how much was spent? $\qquad$
When? (dd/mm/yyyy) $\qquad$ From which creditor? $\qquad$
b) Applied for and received any loans/credit? $\square$
If "yes", how much did you receive? $\qquad$
When? (dd/mm/yyyy) $\qquad$ From which creditor? $\qquad$
2 In the last 6 months, have you talked to a company offering financial advice? Yes $\square$ No $\square$ What was the name of the company? $\qquad$
How much did you pay them? $\qquad$
3 Within the last 12 months, have you
a) made excessive payments to, or paid off in full, any creditor?

Yes $\square$ No $\square$
If "yes", when? (mm/yyyy) $\qquad$
how much? $\qquad$
Which Creditors? $\qquad$
4 Within the last five years, have you
a) made any gifts to relatives or others in excess of $\$ 500$ ?

Yes $\square$ No


If "yes", when? (mm/yyyy) $\qquad$
how much? $\qquad$
To Whom? $\qquad$
5 Are credit cards still in your possession? (Must be given to the trustee if you still possess them)


6 Do you expect to receive any lump sums of money in the next year? Yes $\square$ No

(i.e. You expect to receive an Inheritance or you're expecting proceeds of litigation taken against someone else)

7 Has anyone co-signed any of your debts, or have you co-signed for someone?
Yes


No


If "yes", please ensure they are listed on the liability page.
8 Have you ever been Bankrupt before or filed a Consumer Proposal?
Yes $\square$


If you filed under a different name to your current name, what name did you file under? (i.e., Maiden Name, previous married name):

9 The "Dealing with Debt: A Consumer's Guide" is available at hoyes.com/fresh-start
10 Briefly describe the reasons for your financial difficulty:

