



The information provided in this form will enable us to determine the spouse's contribution with regard to the assessment of financial assistance. You must complete this form if you are the spouse of the student filing an application for financial assistance for 2010-2011. (See Guide, pages 23 and 24.)

Reserved for Aide financière aux études

1 Spouse's Personal Information (See Guide, page 23.)

Last name _____ Permanent code assigned by the Ministère (if applicable) _____

First name _____ Date of birth _____ Social Insurance Number _____
A M D

Sex Male Female Language of correspondence French English

Home address _____

No. _____ Street _____ Direction (North, South, East, West) _____

Apartment _____ Municipality _____

Municipality (cont.) _____ Province _____ Postal code _____ Telephone number (home) _____
Area code

Country _____ Other telephone number _____ Extension _____
Area code

E-mail address _____

If you provide your e-mail address, you will receive your correspondence by e-mail.

2 Student's Personal Information (See Guide, page 24.)

Last name _____ Permanent code assigned by the Ministère _____

First name _____ Date of birth _____
Y M D

Enter the date on which your union with the student filing an application for financial assistance began. _____
Y M D

3 Income (See Guide, page 24.)

Gross income reported to Revenu Québec If you have no income to report, enter "0" (zero).

Total income from line 199 of your 2009 Québec income tax return. If your spouse has transferred some retirement income to you (line 123 of your income tax return), you must subtract that income from line 199 and enter the new amount.\$ _____ .00

Gross income reported in another province or country for the period from January 1 to December 31, 2009 (not reported to Revenu Québec)

Total gross income reported in an income tax return filed in another province or country. Please give the amount in Canadian dollars and provide a supporting document. See page 24 of the Guide for further details.\$ _____ .00

4 Signature of Spouse (See Guide, page 24.)

I hereby certify that the information I have provided is accurate and complete. _____ Date _____
Y M D

Signature of spouse X _____

Under paragraph (o) of section 69.1 of the *Act respecting the Ministère du Revenu*, the Ministère de l'Éducation, du Loisir et du Sport will compare the income you reported in section 3 with the income you reported to Revenu Québec.

Declaration of Spouse » » » »

You can file your declaration form on-line! Just go to our Web site (www.afe.gouv.qc.ca) and click on *On-Line Access to Your File!*

What You Need to Know Before You Begin

Who must fill out the *Declaration of Spouse* form?

You must fill out the *2010-2011 Declaration of Spouse* form if you are in one of the following situations:

- You are married to or in a civil union with a student applying for financial assistance.
- You are living in a de facto union with a student (of the opposite sex or the same sex) who is applying for financial assistance, you were not married to that person in a civil or religious ceremony, and you are living with a dependent child (yours or your spouse's).

What do you need to do before sending your declaration?

Before sending your declaration form, be sure to sign it and attach the required supporting documents. You may send your declaration form along with the student's application for financial assistance in the same envelope. Make sure that the required documents are attached to your declaration.

Copies of the declaration forms are available on AFE's Web site or from educational institutions.

Changes occurring during the year

The *2010-2011 Declaration of Spouse* form must be completed on the basis of information that is accurate and up-to-date on the date of signature

You must notify AFE of any changes that occur during the year with respect to the information you provided in your declaration form. These changes could affect the amount of assistance awarded to the student.

You can use the *Declaration of Change* form to inform AFE of these changes. Simply go to our Web site and click *On-Line Access to Your File*.

You can also notify us by sending a letter. Remember to specify the student's permanent code. The letter must be sent to the following address:

Aide financière aux études
1035, rue De La Chevrotière
Québec (Québec) G1R 5A5

Section 1: Spouse's Personal Information

Permanent code assigned by the Ministère de l'Éducation, du Loisir et du Sport

If you know your permanent code, you must enter it. If you are receiving financial assistance under the Loans and Bursaries Program or if you were receiving assistance last year, AFE will take your student situation into account when assessing your contribution.

E-mail address

You may choose to receive your correspondence by e-mail. To do so, just enter your e-mail address in the space provided for that purpose on the declaration form. It's a fast and easy way to check the status of your file! If you choose this option, it is important that you notify AFE of any change in your e-mail address.

Section 2: Student's Personal Information

Permanent code assigned by the Ministère de l'Éducation, du Loisir et du Sport

You must enter the permanent code given to the student applying for financial assistance, so that we can link the student's application to your declaration.

Section 3: Income

The Ministère de l'Éducation, du Loisir et du Sport systematically checks the information you provide in this section against the information on file at Revenu Québec

Gross income reported to Revenu Québec

This is the amount entered on line 199 of your 2009 income tax return. However, if your spouse has transferred some retirement income to you (line 123 of your income tax return), you must subtract that income from line 199 and enter the new amount.

Gross income reported in another province or country for the period from January 1 to December 31, 2009 (not reported to Revenu Québec)

You must provide a copy of the income tax return filed in the province or country concerned for the period concerned. If your income was earned in a country where income tax returns are not filed, you must provide **one** of the following documents:

- A copy of a letter from the embassy of the country concerned confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2009
- A copy of a letter from your employer(s) confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2009

Section 4: Signature of Spouse

Your declaration will be processed only if it is signed.

