

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2463.



## How do I get a copy of my Proof of Income Statement?

A Proof of Income Statement is a simple version of your tax assessment that summarizes your income and deductions for the tax year. You need to file your taxes every year to be eligible for RGI.

You can get a Proof of Income Statement from the Canada Revenue Agency (CRA) online or by mail.

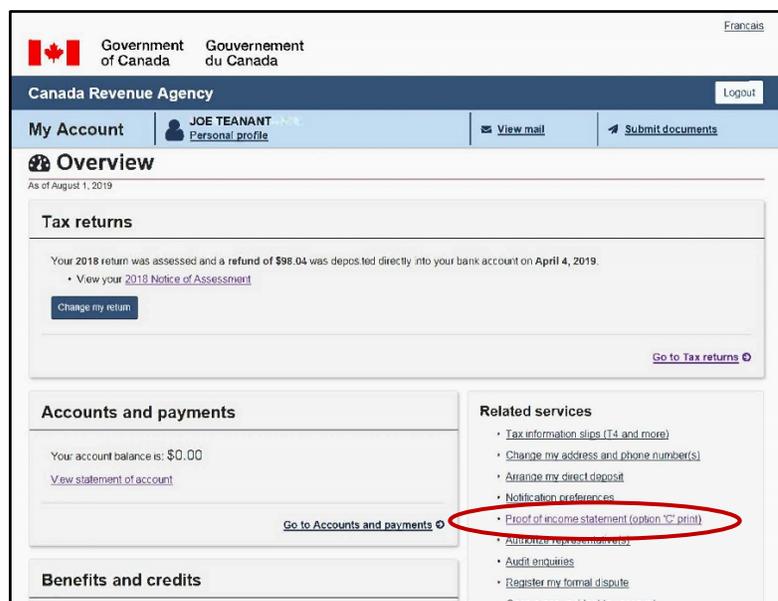
### Online

The CRA My Account is a secure portal that lets you view your personal income tax and benefit information and manage your tax affairs online.

**If you are not already registered for My Account**, you can sign up on the CRA website. The Region of Durham has an easy link to this site at [www.durham.ca/housing](http://www.durham.ca/housing). There is a helpful video on the CRA site to walk you through how to register for My Account. There are two options to register: Option 1 – Using a Sign in Partner, like a bank; and Option 2 – a direct CRA Login.

**If you are registered for My Account**, you can easily print a Proof of Income Statement.

1. Sign into your [CRA My Account](#) online.



2. Under Related services, click on Proof of income statement (option 'C' print).
3. Select the Tax Year that you want to see from the drop-down list.

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Canada Revenue Agency

Logout

Overview

### Proof of income statement

(option 'C' print)

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Select tax year for your proof of income statement.

Tax year: 2018

Next

4. Click the Next button. Your Proof of Income Statement will open.

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Overview

### 2018 Assessment

January 7, 2020

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**JOE TENANT**  
123 MAIN STREET  
PICKERING, ON L1V 8X6

Tax year: 2018  
Taxing province: ON  
Filing date: 26 MAR 2019  
Date of assessment: 04 APR 2019

Social insurance number: 444 000 222  
Province of residence: ON  
Date of birth: 06 JAN 1985  
Marital status: MARRIED

**Total income**

Line	Description	Amount
101	Employment Income (box 14 on all T4 slips)	\$23,768

5. Click the Print button to print a copy of the Proof of Income Statement.

6. Click the Open PDF button to scan or save the document and then email as a PDF attachment.

## By Mail

You can order a copy of the Proof of Income Statement (option "C" print) to be mailed to you by calling the automated Canada Revenue Agency (CRA) line at 1-800-267-6999.

You will need to verify your identity when you call. You will need:

- Your full name and date of birth
- Your social insurance number (SIN)
- Your complete address, including postal code
- Line 150 from your most recent tax assessment

It can take up to 10 days to receive the Proof of Income Statement by mail.