



**APPLICATION FORM
PROGRESSIVE FAMILY GROWTH BENEFIT
AND
PARENTAL SUPPORT BENEFIT**

Program Information

The Newfoundland and Labrador Progressive Family Growth Benefit is a tax-free \$1,000 benefit. The Newfoundland and Labrador Parental Support Benefit is a tax-free \$100 monthly payment. These benefits are available to residents of the province of Newfoundland and Labrador whose child was born or placed with them for adoption on or after January 1, 2008.

Completing this Application

Only one person per household may apply for the benefits. Normally, this should be the mother, unless legal custody is with the father who is not a co-habiting spouse or there are other extenuating circumstances. If you are applying for benefits for more than one child, please complete a separate form for **each** child. The information you provide on this form will be used to assess eligibility for **both** benefits.

The Department of Finance will contact applicants via the email address as provided on the application form for the purpose of 1) notifying the applicant of receipt of the application and; 2) verification of the address by reply email. The applicant's email address will serve as primary contact for confirmation of direct deposit of benefits, therefore, a reply by the applicant is required for application processing to proceed.

An incomplete or improperly completed application may delay the payment of benefits. Enquiries regarding this application, including who should complete it, can be made toll-free long distance at 1-866-990-3444 or by e-mail at parentalbenefits@gov.nl.ca . Please allow 6 to 8 weeks for processing your application.

Please submit applications to:

Parental Benefits Program
Department of Finance
Tax Administration Division
P.O. Box 6010
32 Queensway
Grand Falls-Windsor, NL
A2A 0B9

Privacy Notice

Under the authority of the Progressive Family Growth Benefit and the Parental Support Benefit, personal information is collected in order to assess the applicant's eligibility for the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy Act*.

Any questions or comments can be directed to the Tax Administration Division toll free at 1-866-990-3444

Part 1 – Applicant Information

Only one person per household may apply for the benefits.

Applicant's Name _____
Last Name First Name (Please Print)

Mailing Address _____
Apt / Street Number Street Name P.O. Box R.R.

City Province Postal Code

Telephone Number _____

Email Address _____
(Required for confirmation of direct deposit)

Social Insurance Number _____

Applicant's Date of Birth _____ / _____ / _____
Year Month Day

Relation to Child

Birth Birth Adoptive Adoptive If Other: _____
Mother Father Mother Father Please Explain

Spouse or Common Law Partner's Name _____
Last Name First Name (Please Print)

Social Insurance Number _____

Spouse's Date of Birth _____ / _____ / _____
Year Month Day

Part 2 – Child's Information

If you are applying for more than one child, please use a separate application form for each child.

Child's Name _____
Last Name First Name Middle Name(s)
(Not required if you are applying as a result of a stillbirth or where you have placed your child for adoption)

Date of Birth _____ / _____ / _____
Year Month Day

The full \$1,000 Progressive Family Growth Benefit will be paid as well as four months of the \$100 Parental Support Benefit in the event of a stillbirth.

Are you applying for these benefits as the result of a stillbirth? Yes No

Part 3 – Adoption Information

Adoptive Parents

Date the child was placed in your home for adoption
(If applicable)

_____/_____/_____
Year Month Day

Birth Mother (if Child Placed for Adoption At Birth)

Date of consent for the child to be placed for adoption
(If applicable)

_____/_____/_____
Year Month Day

Part 4 – Certification

We are unable to process this form if it is unsigned. If you have a spouse or common-law partner, he or she must also sign this form.

I declare that I am a resident of the province of Newfoundland and Labrador.

I declare that the information provided above is true and correct to the best of my knowledge.

I hereby authorize the Department of Finance to access relevant information to confirm my residency from my personal income tax return as filed with the Canada Revenue Agency, to verify my eligibility for the Parental Family Growth Benefit and the Parental Support Benefit.

Applicant's Signature Date

I hereby authorize the Department of Finance to access relevant information to confirm my residency from my personal income tax return as filed with the Canada Revenue Agency, to verify my eligibility for the Parental Family Growth Benefit and the Parental Support Benefit.

Spouse or Common-Law Partner's Signature Date

Note: If you are applying for this benefit as the **birth mother who has placed a child for adoption**, and you **do not** have a birth certificate for the child, authorization must be given by you to the Department of Finance to contact Vital Statistics for purposes of confirming the birth.

I hereby authorize the Department of Finance to access relevant information from Vital Statistics to verify my eligibility for the Parental Family Growth Benefit and the Parental Support Benefit.

Applicant's Signature Date

MCP Number _____

Part 5 – Direct Deposit

Direct deposit is completely confidential. Direct deposit payments are less likely to be lost, stolen, or damaged as may happen with cheques. Funds for a direct deposit payment will be available in your account on the same day that we would have mailed your cheque. This means that you will have access to your payments earlier.

To have your benefits directly deposited into your account at a financial institution, please attach:

- A void cheque (in the name of the applicant)

Or

- A direct deposit slip showing the account holders name, branch number, institution number and account number. This direct deposit slip must be stamped and signed by an officer at the financial institution.

Required Documentation

Attach legible photocopies of all sides of all pages of the following applicable documents for proof of birth and/or placement of the child with you for adoption:

- In the case of **births** and **stillbirths** - a copy of the **long form** birth certificate (available from Vital Statistics).
- In the case of **provincial adoptions**, for the **birth mother** - no documentation is required other than completion of appropriate Parts of this application form.
- In the case of **provincial adoptions**, for the **adoptive parent** - a copy of the placement letter as provided by the Department of Health and Community Services for purposes of obtaining an MCP card for the child.
- In the case of **international adoptions**, **inter-provincial adoptions** and **relative adoptions** - a copy of the adoption order for the adoption. Relative adoptions are defined as adoptions by a grandparent, aunt, uncle or sibling by birth or adoption.

If you are having difficulty obtaining required documentation, or need clarification on the appropriate documentation to submit, please contact the Tax Administration Division toll free at 1-866-990-3444.

Deadline for Applications

The deadline for filing an application is 3 years after the baby is born, or in the cases of adoption, 3 years after the child has been placed with you.

Verification of Residency

Additional evidence verifying residency in the province of Newfoundland and Labrador at the time of the birth of the baby or placement of the child for purposes of adoption may be required, if you have not filed a Newfoundland and Labrador personal income tax form for the previous tax year.

Notification of Changes

If at any time while you are receiving these benefits, there is a change to any of the information contained in this application, please notify the Department of Finance toll free at 1-866-990-3444. Any information provided is subject to verification to ensure continued eligibility for these benefits.

Checklist

We want to process your application as soon as we can. Please be sure to:

- Complete all of the Parts of the Application that apply to you and your spouse or common-law partner.
- Attach legible photocopies of all required documents.
- Attach a void cheque or certification from your financial institution.
- Sign and date the application form. If you are married, or living common-law, your spouse or common-law partner also needs to sign the form.