

How to Fill Out Your Form

After you have filed your personal income tax for the current year and have received the Notice of Assessment back from Canada Revenue Agency confirming your income, you can then complete your application.

Notice of Assessment (Income Tax): This is the form that Canada Revenue Agency sends back to you after you have filed income tax for the year. This form states your total income and whether or not you owe Canada Revenue Agency money or are receiving a refund. If you do not have your Notice of Assessment from Canada Revenue Agency, you can call 1-800-959-8281.

Note: This form is not your Notice of Assessment for your property, and is not the Notice of Assessment for GST Rebate.

Household Income: This is the total income from Line 150 of the Canada Revenue Agency's income tax summary for each of the resident(s) on the property over the age of 18. It includes all members of the household.

If Assessed Owner is Deceased: You will need to submit a copy of the death certificate for a member of the household who is deceased and a registered owner on the property to the Provincial Assessment Office to update the property ownership record.

INTERNAL USE ONLY	
Exemption Amount: \$	
Authorized by:	Date:
Processed by:	Date:

If you require assistance in filling out this form please contact us:
Email finance@municipalityofshelburne.ca, call (902) 875-3544 ext 228 or
visit us at 136 Hammond Street, Shelburne, Monday - Friday, 9:00 am to 4:30 pm