

Proof of Income Statement

The Canada Revenue Agency (CRA) can provide you with a proof of income statement, which is a simple generic version of your tax assessment. This document summarizes your income and deductions for a specific tax year.

Your Proof of Income statement can be obtained by one of the following methods:

Option 1 - By Phone:

Before calling Revenue Canada you must be able to provide them the following:

- Social Insurance Number
- Full name and date of birth
- Your complete address
- Line 1500 from your most recent tax return.

Once you have the required information call:

- **1-800-959-8281**

After you arrive at your language option choose options 5, then 2, then ‘Stay on the line to speak to an Agent.

Ask for copy of your Proof of Income Statement showing your Net Income on line 23600 (and for your spouse if applicable) to be mailed to you. You will receive it within 10 days.

Option 2 – On-line:

You must have or create a Canada Revenue Agency “My Account” to use this option. You can create an account here <https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/account-individuals.html>

Log into your My Account at [Canada Revenue Agency \(CRA\) online account](#).

- You can login through your financial partner....see below

Option 1 – Using one of our Sign-In Partners

Sign in or register with the same sign-in information you use for other online services (for example, online banking).

[Sign-In Partner](#)

For the security of your CRA account, when you are on your Sign-In Partner website, ensure it is **your** information that is entered and not that of somebody else.

[► View list of Sign-In Partners](#)


- Or through your account

Option 2 – Using a CRA user ID and password

Sign in with your CRA user ID and password, or register.

[CRA sign in](#)

[CRA register](#)

- You may be asked to enter a one-time passcode that will be sent to your phone...you can choose between Call or Text. The code will expire in 5 minutes.
 - You are now in your account.
1. Click the “Tax returns” tab on the left side of the page.
 2. Scroll down and click Proof of Income Statement on the right side of the page.
 3. Select the tax year you want to show as proof of income. You can go back 2 calendar years when applying for the Free programs.
 4. Click ‘Search’
 5. Download the Proof of Income by clicking on the Print/SavePDF 
- You can now upload the Proof of Income document through the Application.