

Appointment Check List

We will need you to provide the following documents when you come to your appointment.

1. **One** of the following documents showing your legal name and birth date.
 - a. **Canadian birth certificate**, if you have one please bring it, if you do not have one please bring one of the following documents:
 - b. Canadian Citizenship Card
 - c. Canadian Permanent Resident Card
 - d. Canadian Landed Immigrant Card
 - e. Other Similar Foreign identification documents

If you do not have any of these documents please call our office at 905-566-9096.

2. You must provide proof of income. Please bring in **one** of the following.
 - a. Pay Stub
 - b. Prior year's tax return or Notice of Assessment
 - c. T4 or equivalent
 - d. Bank statements
3. Any legal documents relating to wage garnishees or other ongoing legal matters.

If you are going to send the application by fax please call us at 905-566-9096, to schedule an appointment to sign your documents, once you have faxed the application.

If you are going to bring the application to the office please schedule an appointment while you are here.

Thank You

Ralph Culp and Associates Inc.

