Baker Tilly Ottawa Ltd.
400-301 Moodie Drive
Ottawa, ON Canada
K2H 9C4

T: 613.820.2200
T: 1.613.720.3330
F: 613.596.0064

www.bakertillyottawaltd.ca

Licensed Insolvency Trustee Application Form

PERSONAL DATA

APPLICANT'S SURNAME

GIVEN NAME(S)

ALSO KNOWN AS

S.I.N.

DATE OF BIRTH

MARITAL STATUS

Specify year, month & day of event if occurred in last five years.

Married: ______ yy mm dd
Widowed: ______ yy mm dd
Single: ______ yy mm dd
Separated: ______ yy mm dd
Divorced: ______ yy mm dd
Common Law: ______ yy mm dd

LEVEL OF EDUCATION

- ☐ 0-8 years
- ☐ Some High School
- ☐ High School Grad
- ☐ Some Post Sec
- ☐ Post Sec. Certificate or Diploma
- ☐ University Degree

OCCUPATION ☐ FT / ☐ PT

HOME PHONE

CELL PHONE

WORK PHONE

E-MAIL

HOME ADDRESS

ALTERNATE CONTACT PERSON (Relative, Friend or Other)
Name
Telephone
Relationship to Applicant

DATE OF MEETING

SPOUSE'S SURNAME

GIVEN NAME(S)

ALSO KNOWN AS

S.I.N.

DATE OF BIRTH

MARITAL STATUS

Specify year, month & day of event if occurred in last five years.

Married: ______ yy mm dd
Widowed: ______ yy mm dd
Single: ______ yy mm dd
Separated ______ yy mm dd
Divorced: ______ yy mm dd
Common Law: ______ yy mm dd

LEVEL OF EDUCATION

- ☐ 0-8 years
- ☐ Some High School
- ☐ High School Grad
- ☐ Some Post Sec
- ☐ Post Sec. Certificate or Diploma
- ☐ University Degree

OCCUPATION ☐ FT / ☐ PT

HOME PHONE

CELL PHONE

WORK PHONE

E-MAIL

HOME ADDRESS

ALTERNATE CONTACT PERSON (Relative, Friend or Other)
Name
Telephone
Relationship to Applicant

NUMBER OF PERSONS IN HOUSEHOLD FAMILY UNIT, INCLUDING APPLICANT ______

FOR ALL PERSONS IN HOUSEHOLD LIST NAMES, BIRTHDATES AND IF APPLICABLE DAYCARE PARTICULARS BELOW

NAME	DATE OF BIRTH	IN CHILD CARE?	AMOUNT PAID	CLAIM ON TAXES Y/N?	INCOME

INCOME TAX INFORMATION

APPLICANT'S TAX INFORMATION

YEAR LAST RETURN FILED	
AMOUNT OWING	
REFUND RECEIVED	
REFUND PENDING	

SPOUSE'S TAX INFORMATION

YEAR LAST RETURN FILED	
AMOUNT OWING	
REFUND RECEIVED	
REFUND PENDING	

APPLICANT'S INCOME SOURCES FOR THE PAST TWO YEARS

PAYMENT SOURCE AND ADDRESS	DATE STARTED	DATE ENDED

SPOUSE'S INCOME SOURCES FOR THE PAST TWO YEARS

PAYMENT SOURCE AND ADDRESS	DATE STARTED	DATE ENDED

DID APPLICANT PAY ALIMONY OR MAINTENANCE?

DURING THE PAST TWO YEARS?	
IF YES, TO WHOM?	
ADDRESS	
AMOUNT PAID FOR SPOUSE SUPPORT EACH YEAR	
AMOUNT PAID FOR CHILD SUPPORT EACH YEAR	

DID SPOUSE PAY ALIMONY OR MAINTENANCE?

DURING THE PAST TWO YEARS?	
IF YES, TO WHOM?	
ADDRESS	
AMOUNT PAID FOR SPOUSE SUPPORT EACH YEAR	
AMOUNT PAID FOR CHILD SUPPORT EACH YEAR	

APPLICANT'S RENT/PROPERTY TAXES PAID FOR THE PAST TWO YEARS

ADDRESS	RENT/OWN	# OF MONTHS	AMOUNT PAID	NAME OF LANDLORD/ MUNICIPALITY

SPOUSE'S RENT/PROPERTY TAXES PAID FOR THE PAST TWO YEARS

ADDRESS	RENT/OWN	# OF MONTHS	AMOUNT PAID	NAME OF LANDLORD/ MUNICIPALITY

RECEIPTS AVAILABLE FROM LANDLORD(S)? ☐ YES ☐ NO

INCOME TAX INFORMATION (CONTINUED)

APPLICANT'S ASSETS, PROPERTY, RRSPs, RRIFS, STOCKS OR MUTUAL FUNDS SOLD/REDEEMED THE PAST TWO YEARS

DATE OF SALE/REDEMPTION

AMOUNT RECEIVED

DATE OF ORIGINAL PURCHASE

ORIGINAL PURCHASE PRICE

SPOUSE'S ASSETS, PROPERTY, RRSPs, RRIFS, STOCKS OR MUTUAL FUNDS SOLD/REDEEMED THE PAST TWO YEARS

DATE OF SALE/REDEMPTION

AMOUNT RECEIVED

DATE OF ORIGINAL PURCHASE

ORIGINAL PURCHASE PRICE

NOTES

ASSETS

	APPLICANT	SPOUSE	COMMENTS
CASH			
ACCOUNTS RECEIVABLE			
INCOME TAX REFUND			
FURNITURE/PERSONAL EFFECTS			
C.S.V. OF INSURANCE POLICIES			
STOCKS/SHARES			
MUTUAL FUNDS			
R.R.S.P.			
R.E.S.P			
R.I.F.			
T.F.S.A.			
CANADA SAVINGS BONDS			
HOUSE			
LAND			
COTTAGE			
AUTOMOBILE #1			
AUTOMOBILE #2			
MOTORCYCLE			
SNOWMOBILE			
BOAT/MOTOR			
TRAILER/CAMPER			
OTHER MOTORIZED VEHICLE			
COLLECTIONS			
TOOLS			
OTHER (SPECIFY)			
OTHER (SPECIFY)			

BANK ACCOUNT INFORMATION

BANK

ADDRESS

ACCOUNT NUMBER JOINT OWNER NAME, IF APPLICABLE

BANK

ADDRESS

ACCOUNT NUMBER JOINT OWNER NAME, IF APPLICABLE

DEBTS

CREDITOR NAMES AND ADDRESSES	BALANCE			COMMENTS
	APPLICANT	SPOUSE	JOINT	
1.				
ACCOUNT NO.				
2.				
ACCOUNT NO.				
3.				
ACCOUNT NO.				
4.				
ACCOUNT NO.				
5.				
ACCOUNT NO.				
6.				
ACCOUNT NO.				
7.				
ACCOUNT NO.				
8.				
ACCOUNT NO.				

DEBTS

CREDITOR NAMES AND ADDRESSES	BALANCE			COMMENTS
	APPLICANT	SPOUSE	JOINT	
9.				
ACCOUNT NO.				
10.				
ACCOUNT NO.				
11.				
ACCOUNT NO.				
12.				
ACCOUNT NO.				
13.				
ACCOUNT NO.				
14.				
ACCOUNT NO.				
15.				
ACCOUNT NO.				
16.				
ACCOUNT NO.				

DEBTS

CREDITOR NAMES AND ADDRESSES	BALANCE			COMMENTS
	APPLICANT	SPOUSE	JOINT	
17.				
ACCOUNT NO.				
18.				
ACCOUNT NO.				
19.				
ACCOUNT NO.				
20.				
ACCOUNT NO.				
TOTAL				

DEBT INFORMATION

LOANS CO-SIGNED OR GUARANTEED BY APPLICANT

LENDER'S NAME

ADDRESS

BORROWERS NAME

ADDRESS

IS THE PARTY BANKRUPT?

BUSINESS OR PERSONAL DEBT?

TYPE OF BUSINESS

LOANS CO-SIGNED OR GUARANTEED BY SPOUSE

LENDER'S NAME

ADDRESS

BORROWERS NAME

ADDRESS

IS THE PARTY BANKRUPT?

BUSINESS OR PERSONAL DEBT?

TYPE OF BUSINESS

LOANS CO-SIGNED OR GUARANTEED FOR APPLICANT

LENDER'S NAME

ADDRESS

BORROWERS NAME

ADDRESS

IS THE PARTY BANKRUPT?

BUSINESS OR PERSONAL DEBT?

TYPE OF BUSINESS

LOANS CO-SIGNED OR GUARANTEED FOR SPOUSE

LENDER'S NAME

ADDRESS

BORROWERS NAME

ADDRESS

IS THE PARTY BANKRUPT?

BUSINESS OR PERSONAL DEBT?

TYPE OF BUSINESS

HAS THE APPLICANT OR SPOUSE ANY DEBTS ARISING FROM:	APPLICANT		SPOUSE	
FINE OR PENALTY IMPOSED BY COURT (INCL. ASSAULT)?	☐ YES	☐ NO	☐ YES	☐ NO
RECOGNIZANCE OR BAIL BOND?	☐ YES	☐ NO	☐ YES	☐ NO
ALIMONY?	☐ YES	☐ NO	☐ YES	☐ NO
MAINTENANCE OR AFFILIATION ORDER?	☐ YES	☐ NO	☐ YES	☐ NO
MAINTENANCE OR SUPPORT OF SEPARATED FAMILY?	☐ YES	☐ NO	☐ YES	☐ NO
FRAUD?	☐ YES	☐ NO	☐ YES	☐ NO
EMBEZZLEMENT?	☐ YES	☐ NO	☐ YES	☐ NO
MISAPPROPRIATION?	☐ YES	☐ NO	☐ YES	☐ NO
DEFALCATION WHILE ACTING IN A FIDUCIARY CAPACITY?	☐ YES	☐ NO	☐ YES	☐ NO
PROPERTY OBTAINED BY FALSE MEANS/FRAUD?	☐ YES	☐ NO	☐ YES	☐ NO
STUDENT LOANS OUTSTANDING?	☐ YES	☐ NO	☐ YES	☐ NO

HAVE YOU PREVIOUSLY FILED A BANKRUPTCY OR A PROPOSAL IN CANADA OR ELSEWHERE?
(SPECIFY–CIRCLE ONE) BANKRUPTCY PROPOSAL

APPLICANT ☐ YES ☐ NO

TRUSTEE'S NAME

BANKRUPTCY/PROPOSAL DATE

DISCHARGE DATE

PLACE FILED

ESTATE NO.

SPOUSE ☐ YES ☐ NO

TRUSTEE'S NAME

BANKRUPTCY/PROPOSAL DATE

DISCHARGE DATE

PLACE FILED

ESTATE NO.

TRANSACTIONS

	APPLICANT		SPOUSE	
HAVE YOU SOLD, DISPOSED OR TRANSFERRED ANY OF YOUR PROPERTY IN THE LAST 12 MONTHS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU MADE PAYMENTS IN EXCESS OF REGULAR PAYMENTS TO CREDITORS IN THE LAST 12 MONTHS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU HAD ANY ASSETS SEIZED BY CREDITORS IN THE LAST 12 MONTHS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU SOLD, DISPOSED OR TRANSFERRED ANY PROPERTY IN THE PAST FIVE YEARS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU MADE GIFTS TO RELATIVES OR OTHERS IN EXCESS OF $500.00 IN THE PAST 5 YEARS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU MADE ARRANGEMENTS TO CONTINUE TO PAY ANY CREDITORS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU BEEN OR ARE YOU INVOLVED IN CIVIL OR MATRIMONIAL LITIGATION FROM WHICH YOU MAY RECEIVE MONIES OR PROPERTY? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
DO YOU EXPECT TO RECEIVE ANY SUMS OF MONEY WHICH ARE NOT RELATED TO YOUR NORMAL INCOME, OR ANY OTHER PROPERTY WITHIN THE NEXT 12 MONTHS? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO
HAVE YOU MADE AN ASSIGNMENT OF YOUR WAGES? DETAILS	☐ YES	☐ NO	☐ YES	☐ NO

NOTES

BUSINESS OWNED BY APPLICANT OR SPOUSE

	APPLICANT OWNED BUSINESS		SPOUSE OWNED BUSINESS	
	☐ YES	☐ NO	☐ YES	☐ NO
BUSINESS NAME				
ADDRESS				
TYPE OF OWNERSHIP				
TYPE OF BUSINESS				
NAMES OF PARTNERS/DIRECTORS				
WHEN STARTED OPERATION				
WHEN CEASED OPERATIONS				
ASSETS				
DEBTS INCURRED IN BUSINESS				
% OF DEBTS FROM BUSINESS				
PREVIOUSLY IN RECEIVERSHIP/BANKRUPTCY	☐ YES	☐ NO	☐ YES	☐ NO
DATE OF RECEIVERSHIP/BANKRUPTCY				
NAME OF RECEIVER/TRUSTEE				

HST RETURN STATUS

HST REGISTRANT?

HST #

FILING FREQUENCY

FILING TYPE – REGULAR OR SIMPLIFIED

LAST RETURN FILED

LOCATION AND STATUS OF ACCOUNTING RECORDS

SOURCE DEDUCTIONS RETURN STATUS

REGISTRANT?

CRA #

FILING FREQUENCY

LAST RETURN FILED

LOCATION AND STATUS OF ACCOUNTING RECORDS

NOTES

MONTHLY INCOME AND EXPENSE STATEMENT

MONTHLY INCOME (NET)	ESTIMATED	ACTUAL
APPLICANT'S SALARY/WAGES		
SPOUSE'S SALARY/WAGES		
RENTAL INCOME		
PENSION		
SOCIAL ASSISTANCE		
CHILD TAX BENEFIT		
EI BENEFITS		
ALIMONY/SUPPORT		
OTHER INCOME (SPECIFY)		
TOTAL INCOME		

MONTHLY EXPENSES	ESTIMATED	ACTUAL
HOUSING		
RENT/MORTGAGE PAYMENT		
PROP. TAXES (1/12 OF ANNUAL)		
WATER		
ELECTRICITY		
HEAT/FUEL OIL		
TELEPHONE		
CABLE		
INTERNET		
HOUSEHOLD MAINTENANCE		
OTHER (SPECIFY)		
SUBTOTAL		

LIVING		
FOOD/GROCERIES		
CLOTHING		
LAUNDRY/DRY-CLEANING		
GROOMING/TOILETRIES		
DAYCARE/CHILD EXPENSE		
OTHER (SPECIFY)		
SUBTOTAL		

MEDICAL		
PRESCRIPTION DRUGS		
DENTAL		
OTHER (SPECIFY)		
OTHER (SPECIFY)		
SUBTOTAL		

MONTHLY EXPENSES	ESTIMATED	ACTUAL
INSURANCE		
VEHICLE		
HOUSE		
FURNITURE/CONTENTS		
LIFE		
SUBTOTAL		

TRANSPORTATION		
CAR LEASE/LOAN PAYMENT		
REPAIRS/MAINTENANCE/GAS		
PUBLIC TRANSPORTATION		
PARKING/CAR POOL		
OTHER (SPECIFY)		
SUBTOTAL		

PERSONAL		
SMOKING		
ALCOHOL		
CHILDREN'S ALLOWANCES		
DINING OUT/LUNCH/COFFEE		
ENTERTAINMENT/SPORTS		
GIFTS/CHARITABLE DONATIONS		
OTHER (SPECIFY)		
OTHER (SPECIFY)		
SUBTOTAL		

MISCELLANEOUS		
SUPPORT / ALIMONY		
OTHER (SPECIFY)		
OTHER (SPECIFY)		
OTHER (SPECIFY)		
SUBTOTAL		

PAYMENT TO TRUSTEE	
TOTAL EXPENSES	
SURPLUS/DEFICIENCY (INCOME MINUS EXPENSES)	

NOTES

REASONS FOR FINANCIAL DIFFICULTY

NON-OWNED ASSETS

ITEM	OWNER'S NAME, ADDRESS AND PHONE NUMBER

SIGNATURE OF APPLICANTS:

DATE:

Name: ______________________________

Required Documents Checklist

Req'd	Rec'd	
		Personal
☐	☐	One of: Driver's License, Birth Certificate, Passport, Immigration Card.
		Income Taxes-Employees
☐	☐	The last return filed and the applicable assessment.
☐	☐	For all return periods not yet filed, all original slips and supporting documentation.
☐	☐	The most recent CRA statement of account.
☐	☐	CRA garnishments and income tax liens.
		Income Taxes-Sole Proprietors
☐	☐	The most recent annual statement of profit and loss.
☐	☐	A summary of sales and expenses year to date.
☐	☐	For HST, the latest return filed, assessment and statement of account.
☐	☐	For source deductions, the most recent return filed, assessment and statement of account.
☐	☐	CRA garnishments and income tax liens.
		Life Insurance
☐	☐	The policy.
☐	☐	Proof of the beneficiaries.
☐	☐	For savings and whole life policies, a recent statement of the policy's status and value.
		RRSP, RRIF, RESP, TFSA, Investments and Amounts Owed to You
☐	☐	The most recent report received from the advisor or bank.
☐	☐	For RRSPs and RRIFs, details of all investments and withdrawals in the past 12 months.
☐	☐	For non-income tax registered investments, proof of the cost of the investment.
☐	☐	For all loans payable to you, full particulars and supporting documents.
		Vehicles, Trailers, Motorcycles, Boats and Rvs
☐	☐	The ownership \ registration.
☐	☐	Bill of Sale \ invoice.
☐	☐	Lease \ finance contract.
☐	☐	Insurance proof.
		Real Estate
☐	☐	Registered Deed \ Transfer.
☐	☐	Registered mortgage.
☐	☐	Recent mortgage statement.
☐	☐	Recent mortgage penalty statement for early payment of the mortgage.
☐	☐	MPAC property tax value report or a recent appraisal.

Name: ______________________________

Required Documents Checklist (continued)

Req'd	Rec'd	
		Real Estate (continued)
☐	☐	Mortgagee demand letter(s) to bring the mortgage current.
☐	☐	Mortgagee notice of sale.
☐	☐	Mortgagee statement of claim to sue for possession of the property and payment of its debt.
☐	☐	Mortgagee judgment for possession and its claim.
☐	☐	Proof of insurance.
☐	☐	Particulars of tenant leases and related rental income and expenses.\
		Creditors
☐	☐	For all creditors, the most recent invoice or statement.
☐	☐	If missing statements, a current credit report.
☐	☐	Collection letters.
☐	☐	Statements of claim, judgments and garnishments.
☐	☐	Credit cards.
☐	☐	Accounting for arrears in support, broken down separately for child and spousal support.
☐	☐	For all creditors, the most recent invoice or statement.
☐	☐	If missing statements, a current credit report.
☐	☐	Collection letters.
☐	☐	Statements of claim, judgments and garnishments.
☐	☐	Credit cards.
☐	☐	Accounting for arrears in support, broken down separately for child and spousal support.
		Income
☐	☐	Evidence of all household sources of income including: recent paystubs, CTB, UCCB, Trillium, GST, CPP, OAS, pensions, rent, spousal and child support, EI and social assistance.
☐	☐	Proof of all deductions from income including: all mandatory payroll deductions and all voluntary payroll deductions such as parking, FRO, CSBs, employer savings plans, United Way.
☐	☐	For support paid, a copy of the support agreement or court order and proof of recent payment.
☐	☐	Proof of prescribed medical expenses paid.
		Prior Bankruptcy or Proposal
☐	☐	A copy of the discharge order \ discharge certificate or certificate of full performance of a proposal.
		Other Matters
☐	☐	For all real estate, property or investments sold, seized, redeemed or transferred in the past 5 years, particulars of the same and copies of the supporting documents.
☐	☐	Details of a potential windfall or inheritance in the next 12 months.
☐	☐	Particulars and supporting documents for all payments to creditors greater than $5,000 in the past year.
☐	☐	Void cheque/P.A.D. form from your bank.

Name: ______________________________

Notes: