



ST. ALBERT UTILITY RELIEF PROGRAM CHECKLIST

Before submitting your application, please review to ensure all required paperwork is included. Processing time may be delayed if incomplete. Applications with missing information will be held for 30 days to allow time to gather missing material and after 30 days will be closed and a new application with all new supporting documents will be required.

Documents from all of the 4 categories below **MUST** be included with your application:

1. **Proof of status in Canada** – one or several of the following may apply:
 - Copy of Canadian birth certificate
 - Passport
 - Citizenship papers or Immigration documents, Record of Landing (IMM1000) and Permanent Resident Card (both sides)

Identification is required for each member listed on the application

2. **Proof of Address** – Home owner (Drivers License), Lease or Tenancy Agreement
3. **City of St. Albert WATER Utility bill** – If applicable
4. **Proof of Income** for all household members:

Proof of income can be your most recent **CRA Notice of Assessment (NOA)** or all bank statements to all accounts or Pay Stubs

Please note that **Students over 18 years and in school must have letter from the school.**

All official documents must be current within 3 months and please do not submit originals.

Application forms can be found on our web site at www.stalbertfoodbankandcommunityvillage.com
Email, fax or drop off the completed application form along with the supporting documents to:

St. Albert Community Village & Food Bank
30 – 50 Bellerose Drive, St. Albert AB T8N 3L5
ATTENTION: Utility Relief Program Coordinator
accounting@stalbertfoodbank.ca
Fax: 780-459-0589; Phone: 780-459-0599 ext. 5