



## Guide

If you have paid or have undertaken to pay for the funeral expenses of an independent adult whose financial resources are insufficient and who was not a recipient under any social assistance program at the time of death, you could be entitled to repayment. Social assistance programs include the Social Assistance Program, the Social Solidarity Program, the Aim for Employment Program and the Basic Income Program.

Note that if you are a recipient under the Basic Income Program and you have paid for the funeral expenses of your spouse who was not a recipient under any of these programs, you could be entitled to repayment of those funeral expenses.

To obtain a payment of funeral expenses, you must complete and file this application form and provide all of the documents and information that the Ministère de l'Emploi et de la Solidarité sociale requires to check your eligibility and determine the amount that you could be granted. Failure to provide documents or information could result in the refusal of your application.

The information that you provide on this form will be used for the study of your application for payment of funeral expenses and for the purpose of applying the *Individual and Family Assistance Act*.

Read each question carefully and **complete all of the sections of the form. Please print, using a pen.**

Once you have completed and signed the form, please send it to the Services Québec office closest to your home.  
We will contact you if necessary.

## Verifications and exchanges of information

### Verifications following receipt of your application

As soon as you file an application for payment of funeral expenses, the Ministère de l'Emploi et de la Solidarité sociale obtains the deceased person's taxation information from Revenu Québec. It also obtains information about the deceased person's vehicles from the Société de l'assurance automobile du Québec (SAAQ), in order to check the information that you provided in your application.

### Exchanges of information with other organizations

The Ministère de l'Emploi et de la Solidarité sociale may also request personal information (name and address, amount of indemnities received, etc.) from or provide such information to other government bodies with which it has signed information exchange agreements, in compliance with the *Act respecting Access to the documents held by public bodies and the Protection of personal information*.

### Comparisons of computerized files

Comparisons of files with Revenu Québec are aimed at checking the deceased person's income and property.

In the case of the Directeur de l'état civil, the purpose of such comparisons is to obtain information on marriages and civil unions, dissolutions of marriages and civil unions, and deaths.

Despite these verifications and comparisons of files, you are still obliged under the *Individual and Family Assistance Act* to declare all the deceased person's property and income from all sources.

If any amounts are obtained from an organization for the deceased, the amount granted for funeral expenses may have to be repaid.

**Note – Information exchanged with other organizations remains confidential and is used only for the above-described reasons.**

## Required documents *Please note that the documents for the deceased person must be provided by the applicant.*

### 1. Original ID document if the deceased person was born outside Canada

#### One of the following documents:

- Refugee protection claimant document
- Immigrant Visa and Record of Landing (IMM 1000)
- Autorization to enter Canada
- Confirmation of Permanent Residence (IMM 5292 or IMM 5688)

### 2. Other documents related to the payment of funeral expenses

- Attestation of death, declaration of death or other document confirming the death
- Notice of decision from Retraite Québec regarding the death benefit paid under the Québec Pension Plan Bank statements showing the balance on the date of death
- Life insurance policy, if any
- Documents used to determine income received but not yet cashed or spent at the time of death, such as paycheque stubs and proof of benefits (employment insurance, Québec Parental Insurance Plan, Old Age Security, Retraite Québec, etc.)

**Note –** The Ministère de l'Emploi et de la Solidarité sociale reserves the right to ask you at any time to provide any documents or information required to check the deceased person's eligibility for the special benefit for funeral expenses and determine the amount that could be granted. Failure to provide documents or information may lead to the refusal of your application.



Date de réception

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Réservé au Ministère – Numéro de dossier (CP-12)

The Ministère de l'Emploi et de la Solidarité sociale requires the personal information that it gathers in order to fulfill its responsibilities under the *Individual and Family Assistance Act*. Failure to provide information could result in the refusal of the requested service.

The information may also be used for studies, research, surveys and statistical purposes. Access to the information that you provide is restricted to the persons who are authorized to consult it as part of their employment duties.

The person who completes and signs this application form must prove his her identity upon filing the form.

Date of death Year Month Day Have you filed an application for a death benefit with Retraite Québec?  Yes  No If No, please file an application as soon as possible.

Could the cause of death lead to recourse?  Yes  No If so, what recourse?

**Section 1 – Identification of the deceased person (according to birth certificate or immigration document)**

Last name First Name

If the deceased person usually used a name other than the one on his or her birth certificate or if he or she was married before April 2, 1981, and used his or her spouse's last name or both last names, please enter it/them. Last name First Name

Sex  Female  Male Social insurance number Date of birth Year Month Day

Marital status  Single  Surviving spouse  Divorced or civil union dissolved  Legally separated  De facto spouse – Start of de facto union: Year Month Day  Separated (no judgment) – Date of separation: Year Month Day

Was the deceased person a Canadian citizen?  Yes  No If No, was the person a permanent resident?  Yes  No If No, was the person a refugee protection claimant?  Yes  No If No, did the person obtain the status of refugee, protected person or person in need of protection?  Yes  No Other situation (specify):

Status confirmed by form IMM 1000 (Immigrant Visa and Record of Landing) or, if the person obtained his or her permanent resident status on or after June 28, 2002, form IMM 5292 or IMM 5688 (Confirmation of Permanent Residence).

If the person was born outside Canada, give the country of birth. Date of arrival in Canada Year Month Day

**Section 2 – Home address of the deceased person**

Enter the person's home address. Number Street Apartment City Postal code

**Section 3 – Income of the deceased person (including income from outside Canada)**

Did the deceased person receive work income?  Yes  No Net earnings \$ per week two weeks month Date of last payment Year Month Day

gratuities (tips)?  Yes  No Amount \$ per week two weeks month

income from a farm operation?  Yes  No Farm producer number Type of products sold Gross annual sales \$

income from self-employment?  Yes  No Type of work Net income (last 12 months) \$

income from child care?  Yes  No If Yes, the child care was provided  at home  away from home Amount \$ per week two weeks month

student loan and bursary income?  Yes  No

Other sources of income Amount \$ per week two weeks month

Amount \$ per week two weeks month



