



2023 APPLICATION FORM HOME HEATING SUPPLEMENT PROGRAM (Furnace and Stove Oil)

For Office Use Only

File #: _____

PLEASE COMPLETE ALL SECTIONS IN FULL

Applicant's Name _____
Last Name, First Name (Please Print)

Social Insurance # _____

Date of Birth _____
YYYY MM DD

Primary Contact ☎# _____

E-mail _____

Spouse's Name _____
Last Name, First Name (Please Print)

Social Insurance # _____

Date of Birth _____
YYYY MM DD

Delivery Address _____
Street Address (House Number, Street Name) City/Town Postal Code

Mailing Address _____
(If different from above) P.O. Box / R.R. # City/Town Postal Code

If your adjusted family net income exceeds \$150,000 and one of these circumstances apply, you may still qualify for the supplement (see page 2 for details under "Required Documentation")

- ☐ Death of Spouse ☐ Long-Term Care
☐ Divorce/Separation ☐ Funded Adult Basic Education (ABE)/Skills Development

Required Documentation

☐ I have enclosed all required documentation as outlined on page 2.

Certification and Consent

I/we declare that the information provided on this application form is true and correct to the best of my/our knowledge.

I/we hereby authorize the Canada Revenue Agency to release:

- relevant information, including my/our income, from my/our personal income tax return(s) to verify my/our eligibility for the program, and
- my/our bank account information for the purpose of direct deposit of the Home Heating Supplement Program.

I/we hereby authorize the Department of Finance to access relevant information held with other government entities and home heat service delivery companies deemed necessary to verify my/our eligibility for the Home Heating Supplement Program.

If you filed your 2022 income tax return as married or common-law, you must supply BOTH signatures for processing. (This does not apply if you became separated or divorced in 2023.)

Original Signature Only

Signature of Applicant

Date YYYY MM DD

Original Signature Only

Signature of Spouse/Common Law Partner

Date YYYY MM DD

If you are unable to use the online portal, please submit your application and required documentation to:

**Home Heating Supplement Program
Department of Finance
P.O. Box 8700, St. John's, NL A1B 4J6**

Privacy Notice: This information is collected for the purpose of administering the Home Heating Supplement Program under section 68 of the **Income Tax Act, 2000**. All information you provide will be kept confidential and compliant with the **Access to Information and Protection of Privacy Act, 2015**.

If you have any questions, please contact the Home Heating Supplement Program at 729-4645 or toll-free at 1-844-729-4645 or OilSupplement@gov.nl.ca.

Home Heating Supplement Program (Furnace and Stove Oil)

Program Details / Application Instructions

- The Home Heating Supplement Program (Furnace and Stove Oil) provides financial assistance to eligible households that directly incur costs for the purchase of furnace and stove oil for their principal residence in the province. A minimum purchase of 250 litres of oil is required from December 1, 2022 to December 31, 2023.
- Eligible households are those who have an adjusted family net income of \$150,000 or less for the 2022 taxation year. Adjusted family net income is the net income (line 23600 of the income tax return) of the applicant plus, if applicable, the net income of that applicant's spouse or common-law partner.
- Eligible households will receive a maximum supplement of \$500, where adjusted family net income for 2022 is \$100,000 or less. A partial supplement is available to households with adjusted family net income for 2022 above \$100,000 but less than or equal to \$150,000, with a minimum supplement of \$200.
- **Only one person per household may apply for the supplement.**
- **Households where heat is included in rent and fully subsidized Newfoundland and Labrador Housing units are not eligible for the supplement unless they can provide invoices to substantiate the minimum purchase of furnace or stove oil.**
- **Deadline to submit applications is January 15, 2024. Late applications will not be accepted.**
- Please complete the application form **IN FULL**. **An incomplete application without proper documentation may result in the form being returned and payment being delayed.**
- Enquiries about the program may be made at (709) 729-4645 or toll-free at 1-844-729-4645 or by email at OilSupplement@gov.nl.ca. Calls may be recorded for quality assurance purposes.
- Most applications should be processed within 10 weeks of when they are received by the Department depending on volume of applications received.
- If you currently receive either your personal income tax refund or GST/HST credit by direct deposit from the Canada Revenue Agency (CRA), payment of your Home Heating Supplement will be by direct deposit into that same bank account. Otherwise, you will receive your payment by cheque. Cheques must be cashed within 6 months of issue date or they will become stale dated and have to be re-issued.

Required Documentation (During application processing, further documentation may be requested)

- **An application cannot be processed without (1) an original signature/consent, (2) the appropriate Social Insurance Number(s), (3) Date(s) of Birth, and (4) having your 2022 income tax return filed with the Canada Revenue Agency.**
- **Invoices must be in the name of the applicant or the applicant's spouse or common law partner and include the delivery address.** Invoices documenting a minimum purchase of 250 litres of furnace or stove oil, dated between December 1, 2022 and December 31, 2023, must be included with your application.
- **Adjustments to Family Net Income:** This means that you may qualify even if your adjusted family net income for 2022 exceeds \$150,000. If any of the following circumstances apply to you, please submit the **required supporting documentation** as outlined below:
 - **Death of Spouse:** If your spouse reported income in 2022 and the death occurred in 2023, eligibility will be based on your income only. A copy of the death certificate **and** your spouse's Social Insurance Number is required.
 - **Divorce/Separation:** If you filed your 2022 tax return as married or common-law and became divorced or separated in 2023, eligibility will be based on your income only. Documentation verifying divorce or separation is required.
 - **Long-Term Care:** If a spouse is a resident of a long-term care facility, you may deduct payments to the facility supporting his or her care in determining your eligibility. A signed statement from the long-term care facility supporting the amount paid is required. If the cost of long-term care is fully funded by a third party and no contributions are being made from the combined family income, then the cost of care cannot be deducted when calculating adjusted family net income.
 - **Funded Adult Basic Education (ABE) / Skills Development:** If you received government funding in 2022 to attend an ABE program or for skills development and that funding was included on your 2022 income tax return, you may deduct this funding in determining your eligibility. Supporting documentation would be a course enrollment letter and a copy of the T4E for the 2022 taxation year.