



Civida.ca

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW  
Edmonton, AB T5K 1M4

## Taxi Operators Financial Statement Form

- Management Bodies are required under the *Alberta Housing Act* to verify income for both applicants and tenants for the purpose of establishing eligibility and determining the basic rent.
- Complete this form if you are a taxi operator and/or a commercial ride-sharing operator to confirm income amounts for income calculations.
- Please ensure receipts are attached to verify income and expenses.
- **You may submit your Notice of Assessment in place of this form.**

Please submit this form to Civida via mail, fax, in person at our office or by email to [help@civida.ca](mailto:help@civida.ca).

### SECTION ONE – PERSONAL INFORMATION

Please provide current contact information.

Given Name(s)	Surname (Last Name)	Preferred Name (if different)
Date of Birth (DD/MM/YYYY)	Tenant Code	

### SECTION TWO – BUSINESS INFORMATION

Name(s) of Taxi Cab Company	Taxi Cab Number(s)
Business Address	Business Phone Number
First day of reported month (DD/MM/YYYY)	Last day of reported month (DD/MM/YYYY)

### SECTION THREE - QUESTIONS

Did you drive for more than one taxi cab company?	Yes	No
Did you lease a taxi cab from another individual? <i>If yes, please list the name and telephone number of the individual.</i>	Yes	No
Name	Telephone Number	
Did you own your own taxi cab?	Yes	No
<i>If yes, did you receive a percentage of income earned by those drivers, or rental revenue?</i>	Yes	No
Did you share ownership of your taxi cab with other drivers? <i>If yes, do you receive a percentage of income earned by those co-owners?</i>	Yes	No
Did you split the cost of expenses with those co-owners?	Yes	No



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#### SECTION FOUR - REVENUES

Revenue from Fares (including tips)

All Revenue from leasing/ lending your taxi cab to other individuals

TOTAL REVENUES

A

Do not include GST collected as earnings in this statement.

#### SECTION FIVE - EXPENSES

Vehicle Expenses

Fuel & Oil

Repairs

Washing & Upkeep

License

Insurance

Car Loan, including interest

Other (provide details)

Capital Cost Allowance and Depreciation are not allowable expenses for CRH rent calculation purposes.

TOTAL AUTO EXPENSES

Less Auto Expenses paid by co-owner

Subtotal

Less 30% of SUBTOTAL AUTO EXPENSES (personal use)

TOTAL AUTO EXPENSES

B

#### SECTION SIX – BUSINESS EXPENSES

Fees Paid to Cab Company (please provide receipts)

Taxi Cab Rental/Lease

Office & Supplies

Bank Service Charges

Accounting

Legal

Other

TOTAL BUSINESS EXPENSES

C

Do not include the cost of GST in business expenses.

TOTAL EXPENSES B+C

D

TOTAL INCOME A - D



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## SECTION SEVEN – AUTHORIZATION & SIGNATURE

I declare the information contained in this form to be true, correct and complete. I will provide vouchers, receipts and other verification upon request. I authorize Civida to analyse the Financial Statements and supporting documents and to make inquiries wherever it is deemed necessary to verify the facts. I understand that the information provided in these statements is subject to audit by Civida.

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Signature

Date (DD/MM/YYYY)

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## Glossary of Terms

### VEHICLE EXPENSES AND MAINTENANCE

- Costs to maintain business vehicles, includes gas, oil, insurance, registration and vehicle repair costs, less 30% personal use. Please Note: Enter 70% on line "B".

### INSURANCE

- Liability insurance and vehicle insurance on vehicle relating to the operation of the business.

### INTEREST, BANK CHARGES

- Bank account fees and interest paid on loans that relate to the operation of the business. Please note: Interest on loan is deductible.

### BUSINESS TAX, FEES AND BUSINESS LICENCES

- Fees paid to obtain business licences, amounts paid to keep your membership in a trade association etc.

### OFFICE & SUPPLIES

- Materials and supplies used in the day-to-day operations of the office, examples would be pens, file folders, printed matter and other miscellaneous items. Other items would include postage costs, and business telephone costs. May also include rent and other costs on property relating to the business location outside of the home you live in. Please Note: Rent and utility costs for the business use of a workspace in your home are not considered a deductible expense for rent calculation purposes.

### ACCOUNTING AND LEGAL FEES

- Fees paid to accounting firms for statement preparation and income tax refunds relating to the business. Amounts paid to lawyers for legal matters relating to the operation of the business.

### OTHER

- Miscellaneous items not mentioned above. Please specify.
- Capital Cost Allowance or depreciation is not considered an expense for rent calculation purposes.
- Includes such items as fees paid to collection agencies and any small claims court cost fees resulting from efforts made to collect receivables. Amounts uncollectible on accounts which have been already included in income.

*This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. All personal information collected during this process, during the course of the customer(s)'s stay, and for participation in any programs will be used to provide services and ensure a safe and secure environment of all our customers. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP Act. Limited information may also be used by Civida and/or provided to the Minister of Seniors and Housing for the purpose of developing programs, activities or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have any questions, please contact our FOIP Coordinator at 780-420-6161 or at [FOIPcoordinator@civida.ca](mailto:FOIPcoordinator@civida.ca).*