



Memorandum

Date: November 2, 1990

To: Directors of Income Security

From: Doug Sexsmith
Executive Director
Income Security Programs
301 – 267 Edmonton Street

Telephone:

Subject: **Social Insurance Numbers (SIN'S)**

Effective 1990 the Federal Government is requiring all provinces to issue information slips to all recipients identifying the benefits received during the calendar year. *The Federal Income Tax Act* requires the recipient's Social Insurance Number (SIN) to be identified on the information slip.

In view of the above, the Social Allowances Program will now require SIN's to be provided by applicants. Effective immediately all staff are expected to make a "reasonable effort" to acquire a SIN from all social allowance applicants/recipients and spouses. "Reasonable effort" is defined as requesting (verbally and in writing) the applicant provide their SIN. Written documentation as to the method and content of the request must be on the paper file. If the applicant/recipient clearly refuses to supply a SIN do not press the issue but ensure the refusal is well documented.

Applicants/recipients who do not have SIN's should be:

- a) advised to go to the nearest Canada Employment Centre within 15 days and report the SIN they receive within 15 days and report the SIN they receive within 15 days; and
- b) advised that this is a requirement under federal law and could be liable to a penalty imposed by Revenue Canada if they don't comply.

If an applicant/recipient is directed to obtain a SIN or refuses to obtain a SIN, leave the SIN field blank in SAMIN until the SIN is obtained. Revenue Canada will read a blank SIN field on an information slip as "yet to be obtained" or a refusal. Staff should, however, take every opportunity (A.R.'s, H.V.'s) to remind clients of their responsibility to obtain SIN's.

In view of the foregoing, a report was run which lists by district office, the cases that as at July 1990 did not have SIN's registered in SAMIN.

Attached you will find the appropriate page(s) of the report for your district office. Please have staff review the cases, make the necessary corrections to the electronic file, put a line through the cases that are complete (SIN in SAMIN) or indicate beside each case why no SIN is entered (not available, refused to supply, etc.). Upon completion please forward a summary of your findings to the Directors of Field Operations.

Original Signed by Doug Sexsmith