



## HOUSING ALLOWANCE ELIGIBILITY CLAIM FORM TEACHING STAFF

**In accordance with Article 22 – Housing, I am claiming:**

- a) Single Housing Allowance
- b) Dependent's Housing Allowance

To qualify for housing allowance at the dependent status rates, one of the following conditions must exist:

- i) *In the case of a married/common-law teacher, the spouse must be residing at the isolated post and claimed as a dependent on the teacher's TD-1 form.*
- ii) *In the case of a widow or widower, or a teacher who is divorced or legally separated, a single parent, or where the spouse does not reside at the isolated post, there must be one (1) or more dependent (children) under the age of eighteen (18) residing with the teacher at the isolated post, and claimed as dependents on a form approved by the Division.*

Please make note of the following clause from Article 22 – Housing:

- d. *The onus shall be on the teacher to file TD-1 forms upon commencement of employment and immediately upon any change in status. In the absence of a filed TD-1 form, the teacher shall be paid at the single rate and retroactive payments shall not be applicable. Where teachers have filed an inaccurate TD-1 report resulting in payment of the allowance at a rate higher than required, the teacher shall reimburse the Division for any over-payment.*

I undertake to notify the Payroll Department of any changes that will affect the above declaration, and agree to any adjustments to the amount of Housing Allowance payable arising therefrom.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date