

Tips for completing the INCOMEprotect™ and Professional Expense Guaranteed Insurability Application

Section 1 | Member Information

Complete this section in its entirety

Section 1.2 | Business Information

Complete this section if applicable

Section 2 | Coverage applied for

INCOMEprotect™ Disability Insurance

If you are age 55 or under, you may increase your benefit by up to \$2,500.

Professional Expense Insurance

If you are age 40 or under, you may increase your monthly benefit by up to \$2,000. If you are between the ages of 41 and 60, you may increase your monthly benefit by up to \$1,000.

Elimination period

The elimination period (EP) must be the same as, or longer than, your current EP, as noted in your email.

Section 3 | Occupational Information

% Ownership

If you're incorporated, complete the field. Ownership is voting shares.

Section 4 | Other Insurance

We only need to know about disability insurance or professional expense insurance. If your coverage is with Doctors of BC, you may write 'see Doctors of BC summary'; otherwise, include details of other disability and professional expense insurance plans.

Section 5 | Financial Information (Disability)

If you are incorporated, use the corporation's financial year for actual last year and current year-to-date. If you are a sole proprietor, use Dec 31, 2022 as last year and Jan 2023-Oct 2023 as current year to date.

Current YTD

List your gross income/revenue and business expenses so far this year (e.g. from January 2023 to September 2023). Estimates are fine.

Actual last year

List your gross income/revenue and business expenses declared for last year. If you weren't working the full year or weren't working full-time, provide the available numbers. If you are incorporated, include your share of the corporation's revenue and expenses but don't include your own personal salary as part of the expenses.

Section 6 | Financial Documentation (Disability)

Select either: 1. attach your documents (see required documents listed) OR 2. provide your accountant's contact information.

If providing your own documentation: the Notice of Assessment (NOA) received from CRA does not provide sufficient detail. You must provide the first 4 pages of your T1 General Personal Income Tax return, or your T4, as applicable.