

**Code of Conduct: All applicants and paid immigration representatives must read the Code of Conduct and sign the appropriate sections as required**

The Manitoba Department of Labour and Immigration requires that all immigration representatives (individual representatives who receive a fee) who act on behalf of applicants under the Manitoba Provincial Nominee Program, agree to abide by this code of conduct. All immigration representatives who wish to represent an applicant to the Manitoba Provincial Nominee Program must be members in good standing of the Canadian Society for Immigration Consultants or of a Law Society in Canada and must comply with the following minimum standards:

1. to indicate clearly at all times and in all materials that they act as independent agents and do not represent in any way the Province of Manitoba or any of its departments (including the Department of Labour and Immigration and the Department of Industry, Economic Development and Mines or agencies)
2. to advise all potential clients that applying to the Manitoba Provincial Nominee Program does not require them to use the services of an immigration representative, with this information to be provided to the client at the first contact or the earliest possible opportunity and again prior to their signing a contract with the immigration representative
3. to advise all clients that they are free to communicate directly with the Manitoba Provincial Nominee Program on their own behalf even while represented by the immigration representative
4. to advertise and accept assignments for only those services which the immigration representative is capable of providing, and from which the immigration representative reasonably believes there will be real benefits to the client
5. to disclose to the province the fact that they are representing their clients, and to relay all correspondence from the province about a client's file directly to the client without modification or undue delay
6. to act responsibly, with due diligence and in a timely manner in the handling of their clients' cases
7. to not sign, submit or otherwise be associated with any application letter, report or other document provided by or submitted about a client, which contains false or misleading information
8. to not engage in any unlawful activity personally or on behalf of a client
9. to not work or collaborate in any way with others who are engaging in any unlawful activity
10. to hold in strict confidence all information acquired in the course of the professional relationship concerning the affairs of their clients, and to not divulge any such information unless authorized by the client or required to do so by the Manitoba Provincial Nominee Program or by law
11. to take care to avoid conflicts of interest and upon becoming aware of the existence of a conflict, to fully disclose at the earliest possible opportunity the existence and circumstances of the conflict to the client, and to the Province of Manitoba, if the conflict in any way affects the Manitoba Provincial Nominee Program.
12. to not allow any outside business or professional interests to jeopardize their professional integrity, independence or competence as immigration representative
13. to provide clients with complete and accurate information regarding the Manitoba Provincial Nominee Program and all other matters about their clients' interest in immigration
14. to advise the clients of the requirement that applicants under the Manitoba Provincial Nominee Program have a bona fide intent to reside and work or do business in Manitoba and to not knowingly submit or continue with Manitoba Provincial Nominee Program applications on behalf of clients who do not possess this bona fide intent
15. to be truthful in all forms of communications and media, and to refrain from misleading statements, exaggerations or innuendo (ex: The Province of Manitoba does not have any special or preferential arrangements with any immigration consultant or lawyer. Therefore an immigration representative cannot guarantee acceptance under the Manitoba Provincial Nominee Program, immigration status or citizenship. Similarly an immigration representative should not claim to have a special relationship or arrangement with or connection with the Government of Manitoba, or any of its departments, which implies preferential treatment, etc.)
16. to not undertake to act for, charge or accept any fee, which is not fully disclosed, fair and reasonable

Applicant's Initials \_\_\_\_\_

(Code of Conduct continued)

**REPRESENTATIVE DECLARATION**

I,

immigration representative –full name

hereby confirm that I am familiar with the contents of this Code of Conduct and understand the described standards expected of my services as an immigration representative. I acknowledge that I will comply with the code in providing assistance to the above Manitoba Provincial Nominee Program Applicant.

Company Name:

Address::

Telephone:

Facsimile:

Email Address::

Describe services provided to applicant:

I am a member in good standing of the Canadian Society for Immigration Consultants or a Law Society in Canada and, as required, I have included proof of this membership with this application. Yes  No

Signature of immigration representative

Signature of witness

Date

**APPLICANT DECLARATION (complete and sign if you are using the services of a paid representative)**

I,

principal applicant - full name

hereby confirm that I am familiar with the contents of this Code of Conduct and understand that they describe the standards expected of any immigration representative that I have engaged to assist me in preparing my application for the Manitoba Provincial Nominee Program.

I have paid or will pay the following individual in connection with preparation of my application:

Name

Describe services provided

Signature of principal applicant

Signature of witness

Date

**APPLICANT DECLARATION (complete and sign if you are not using the services of a paid representative)**

I,

principal applicant - full name

hereby confirm that the services of an immigration representative were not used in connection with my application for the Manitoba Provincial Nominee Program.

Signature of principal applicant

Signature of witness

Date

# Income Tax Return for Single and Joint Filers With No Dependents (99)

**Label**  
(See page 12.)  
**Use the eGov label.** Otherwise, please print or type.

**Presidential Election Campaign**  
(page 12)

<b>L A B E L  H E R E</b>	Your first name and initial	Last name		
	If a joint return, spouse's first name and initial	Last name		
	Home address (number and street). If you have a P.O. box, see page 12.		Apt. no.	
	City, town or post office, state, and ZIP code. If you have a foreign address, see page 12.			

Your social security number  
: : :  
: : :  
Spouse's social security number  
: : :  
: : :

**▲ Important! ▲**  
You must enter your SSN(s) above.

**Note.** Checking "Yes" will not change your tax or reduce your refund.  
Do you, or spouse if a joint return, want \$3 to go to this fund? . . . . . ▶  **You** Yes  No  **Spouse** Yes  No

**Income**

**Attach Form(s) here.** Enclose, but do not attach, any payment.

**Note.** You must check Yes or No.

<b>1</b>	Total wages, salaries, and tips. This should be shown in box 1 of your form(s).	1	
<b>2</b>	Taxable interest.	2	
<b>3</b>	Unemployment compensation, qualified state tuition program earnings, and Alaska Permanent Fund dividends (see page 14).	3	
<b>4</b>	Add lines 1, 2, and 3. This is your <b>adjusted gross income</b> .	4	
<b>5</b>	Can your parents (or someone else) claim you on their return? <b>Yes.</b> Enter amount from <input type="checkbox"/> worksheet on back. <b>No.</b> If <b>single</b> , enter 7,450.00. If <b>married</b> , enter 13,400.00. See back for explanation.	5	
<b>6</b>	Subtract line 5 from line 4. If line 5 is larger than line 4, enter 0. This is your <b>taxable income</b> .	▶ 6	

**Credits, payments, and tax**

<b>7</b>	Rate reduction credit. See the worksheet on page 14.	7	
<b>8</b>	Enter your Federal income tax withheld from box 2 of your W-2 form(s).	8	
<b>9a</b>	<b>Earned income credit (EIC).</b> See page 15.	9a	
<b>b</b>	Nontaxable earned income.	9b	
<b>10</b>	Add lines 7, 8, and 9a. These are your <b>total credits and payments</b> .	▶ 10	
<b>11</b>	<b>Tax.</b> If you checked "Yes" on line 5, see page 20. Otherwise, use the amount on <b>line 6 above</b> to find your tax in the tax table on pages 24–28 of the booklet. Then, enter the tax from the table on this line.	11	

**Refund**

Have it directly deposited! See page 20 and fill in 12b, 12c, and 12d.

<b>12a</b>	If line 10 is larger than line 11, subtract line 11 from line 10. This is your <b>refund</b> .	▶ 12a	
<b>b</b>	Routing number <input style="width: 100px;" type="text"/>	<b>c</b> Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>d</b>	Account number <input style="width: 100px;" type="text"/>		

**Amount you owe**

<b>13</b>	If line 11 is larger than line 10, subtract line 10 from line 11. This is the <b>amount you owe</b> . See page 21 for details on how to pay.	▶ 13	
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**Third party designee**

Do you want to allow another person to discuss this return?  **Yes.** Complete the following.  **No**

Designee's name ▶	Phone no. ▶ ( )	Personal identification number (PIN) ▶ <input style="width: 40px;" type="text"/>
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**Sign here**

Joint return? See page 11. Keep a copy for your records.

Under penalties of perjury, I declare that I have examined this return, and to the best of my knowledge and belief, it is true, correct, and accurately lists all amounts and sources of income I received during the tax year. Declaration of preparer (other than the taxpayer) is based on all information of which the preparer has any knowledge.

Your signature	Date	Your occupation	Daytime phone number ( )
Spouse's signature. If a joint return, <b>both</b> must sign.	Date	Spouse's occupation	

**Paid preparer's use only**

Preparer's signature ▶	Date	Check if self-employed <input type="checkbox"/>	Preparer's SSN or PTIN
Firm's name (or yours if self-employed), address, and ZIP code ▶	EIN	Phone no. ( )	