

ALBERTA CHILD SUPPORT | WORKSHEET 1 OF 3

# Annual Support Review Pack

A repeatable annual process for exchanging income, recalculating amounts and documenting changes.

BEST USED  
WHEN

Use this each year or before a scheduled support review.

## ALBERTA LEGAL CHECKPOINT

Child support is the right of the child. The applicable guidelines generally begin with guideline income, the payor's province or territory of residence and the number of children. Shared parenting and special or extraordinary expenses require additional facts and analysis.

Primary source: [Justice Canada: Federal Child Support Guidelines](#)

PREPARED FOR

DATE

1 Complete what you know

2 Mark gaps and assumptions

3 Attach supporting records

## THE PRACTICE LENS

An annual review is a process, not just a new calculator printout. We track what was exchanged, whether income needs adjustment, the effective date of any change and how overpayments or arrears will be handled so the same disagreement does not return next year.

## A CONCRETE EXAMPLE

If income rises from \$105,000 to \$128,000 because of a bonus, the questions include whether the bonus is recurring, what the agreement says about review dates and when the revised amount starts. A number without those implementation terms can create a second dispute.

## Documents to exchange

Tick completed items. Circle anything that needs a document, follow-up or legal advice.

☐ Complete personal tax return with all schedules and attachments.

☐ Notice of assessment and any notice of reassessment.

☐ Current pay statement showing year-to-date income.

☐ Corporate, partnership, trust or self-employment records required by the applicable guidelines.

☐ Updated childcare, medical, education and extracurricular expense records.

## Annual comparison

Use one row per issue and identify the source for every important number or date.

| Input                      | Last review | Current | Source document |
|----------------------------|-------------|---------|-----------------|
| Payor guideline income     |             |         |                 |
| Recipient guideline income |             |         |                 |
| Parenting arrangement      |             |         |                 |
| Table support              |             |         |                 |
| Section 7 net expenses     |             |         |                 |
| Spousal support            |             |         |                 |

## Close the review properly

Tick completed items. Circle anything that needs a document, follow-up or legal advice.

- ☐ Confirm the effective date for any changed amount.
- ☐ Record whether arrears or overpayments exist and how they will be addressed.
- ☐ Update automatic payments or enforcement registration where required.
- ☐ Keep the calculation, source documents and written confirmation together.
- ☐ Set the next disclosure deadline and identify any event requiring an earlier review.

BRING THIS TO YOUR CONSULTATION

You do not need every blank filled. Mark the three items that matter most, attach the records you relied on and use this handoff to identify the next decision.

|                               |                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| STATUS                        | <input type="checkbox"/> Ready to discuss <input type="checkbox"/> Missing records <input type="checkbox"/> Deadline or urgent issue |
| NEXT REAL DEADLINE            |                                                                                                                                      |
| RECORD OR ANSWER STILL NEEDED |                                                                                                                                      |
| DECISION I NEED HELP WITH     |                                                                                                                                      |

calgaryfamilylaw.ca | 403-460-1230 | Free 15-minute phone or video consultation