

Please read these instructions:

This version will allow you to enter information directly into the form and save it on your computer.

An **IMPORTANT NOTE** about fillable Adobe Acrobat (PDF) forms - **Javascript must be enabled for the automatic calculations and functions to work correctly.** Please review the following steps:

1. When first opening the form, you may get the following message along the top of the document.

JavaScript is currently disabled and this document uses it for some features. Enabling Javascript can lead to potential security risks.

2. Click on **'Options'** and select **'Enable Javascript for this document always'**.
3. If you do not see the prompt at the top of your document, proceed as follows:
 - Right-click on form to bring up display window.
 - Select **'Page Display Preferences...'**.
 - On left-hand side of display window, under **'Categories'**, select **'Javascript'**.
 - In the display window on the right-hand side, select the check box **'Enable Acrobat Javascript'**.
 - Select **'OK'**.
4. At any point you can stop and save information entered and return to the form later. To save the form to your computer, you can either select the save icon located on the top menu of Adobe Acrobat or click on the save button on each page.
5. Once you have completed the form, save it to your computer, print the completed form, sign it and mail it to the Community Programs and Services Branch, Main Floor, 213 Notre Dame Avenue, Winnipeg MB R3B 1N3 or scan and email to hrb@gov.mb.ca.