

SASKATCHEWAN SECONDARY SUITE INCENTIVE (SSI) Notification of Assignment to Builder

Ministry of Finance
Revenue Division
PO Box 200
Regina, Canada S4P 2Z6
Toll Free: 1-800-667-6102
Phone: 306-787-6645
ssisask@gov.sk.ca

For use by a homeowner to assign payment of the SSI grant to the builder.

This form **must** be completed by the homeowner when they are assigning payment of the SSI grant to the builder upon completion of an eligible secondary suite. This form may be submitted to the Ministry of Finance prior to the completion of an eligible secondary suite. **It is not a replacement for the [Application Form](#) and does not guarantee approval or assurance regarding eligibility for the grant.** The homeowner must still complete and submit the *Application Form* along with all required information and documentation.

For a builder to receive the assigned SSI grant payment, the homeowner must submit the completed *Notification of Assignment Form* and *Application Form* with all required documentation, **and it must be received by Finance on or before December 31, 2027.** The builder must complete and submit the *Direct Deposit Payment Request* to have payment deposited directly to their bank account. The builder may submit this independently by email to ssisask@gov.sk.ca, including in their email the homeowner's name and secondary suite address.

Please visit saskatchewan.ca/secondary-suite-incentive for additional information, and review the detailed [Program Overview and Application Instructions](#).

PART A: HOMEOWNER INFORMATION

Owner Name:	
Primary Contact:	Driver's Licence Number:
Email:	Telephone:

Note: If there are multiple owners of the primary residence, please provide this information for all owners.

Attach a separate page if necessary.

PART B: PROPERTY INFORMATION

Property Address:	
Legal Description:	
Lot Number:	Plan Number:

PART C: BUILDER INFORMATION

Homeowners are encouraged to [Provincial Sales Tax Registry](#) to verify the business holds a valid PST vendor's licence.

Builder Name:	Federal BN:
Primary Contact:	PST Vendor #:
Mail:	Telephone:

PART D: NOTIFICATION OF ASSIGNMENT TO BUILDER

I/we, the undersigned, notify the assignment of this grant to the builder identified in Part C of this form and waive any claim to the SSI program grant related to the suite identified in this application.

Print Name(s) _____

(if there is more than one homeowner, include all names)

Signature(s) _____

(if there is more than one homeowner, include all

signatures) Date _____

PART E: SUBMITTING YOUR COMPLETED APPLICATION FORM

The application deadline for this program is **December 31, 2027**. Please ensure the [Application Form](#) and all documentation has been received by our office on or before this date.

Provide all supporting documents and invoices with the application. Please review the checklist below to ensure you have all required records:

- Evidence of ownership of the property identified on the application (i.e. copy of property title, property tax notice, or insurance policy);
- Evidence that the property identified on the application is your primary residence (i.e. copy of driver's license or telecommunications invoice)
- Copy of building permit;
- Copy of sales agreement/contract showing that the applicable PST was collected by the builder;
- The builder's federal business number (BN) and PST vendor's license number (obtain these numbers from the builder and record them on the application form to assist with application processing);
- Copy of documentation showing the segregated price for the construction of the new secondary suite and segregated price of standard appliances (if included in the sale); and
- Copy of occupancy certificate or equivalent (confirmation of rental unit completion and required inspections/approvals provided by the municipal authority).
- All records relating to the secondary suite application are required to be kept for a period of at least 6 years.

Submit the completed *Application Form*, *Notification of Assignment Form* (if applicable) and *Direct Deposit Payment Request*, along with copies of all supporting documentation and invoices (please do not submit original documents or invoices):

- By email: ssisask@gov.sk.ca; or
- By mail: **Ministry of Finance**

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