



Alberta is Calling: Moving Bonus

Application Guidelines

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Program Overview

Legislative authority

The Alberta is Calling: Moving Bonus Program is administered under the legislative authority of the *Alberta Personal Income Tax Act*, Division 4.03 Attraction Bonus, and the *Attraction Bonus Regulation*.

Introduction

Alberta's economy continues to grow and diversify, creating job opportunities across industries and throughout the province. The Alberta is Calling: Moving Bonus Program is part of the Alberta is Calling campaign which aims to attract skilled trade workers to fill critical labour shortages.

The Alberta is Calling: Moving Bonus is a refundable tax credit of \$5,000 for up to 2,000 eligible individuals who move to Alberta between May 1, 2024 and December 31, 2024, work in an eligible occupation and meet all remaining criteria.



Application Intake Period

The application intake period will start on May 1, 2025. During the intake period, the application portal will be open to allow eligible applicants to submit their application. Applications will be assessed on a first-come, first-served basis. The Moving Bonus Program will approve or deny submitted applications in the order applications are received. The portal may close to new applicants at any time without notice, such as when all program funds have been allocated. Submission of an application does not guarantee approval.

Applications will be accepted until the portal closes. No applications will be accepted after the portal closes regardless of circumstances (including technical difficulties).

Applicant Eligibility

It is important that all applicants review the Application Guidelines carefully, as they will form part of the Application Declaration, which approved applicants must agree to.

Eligible applicants are:

- Individuals that moved to Alberta between May 1, 2024, and December 31, 2024
- Residents of Alberta for at least 12 consecutive months (365 days) at the time of application
- A tax resident of Alberta on December 31, 2024
 - Has received their 2024 Notice of Assessment from the Canada Revenue Agency (CRA)
- Canadian Citizens or Permanent Residents
- 18 years of age or older at the time of application
- Working in an eligible occupation at the time of application

Please see *Supporting Documentation* section below.

Note: Individuals can apply for the Moving Bonus Program as soon as they become eligible.

Ineligible applicants are:

- Protected Persons, Temporary Foreign Workers, international students on study or work visas
- Residents of Alberta for fewer than 12 consecutive months (365 days) at the time of application
- Individuals who did not move to Alberta between May 1, 2024 and December 31, 2024.
- Not employed full-time or not self-employed in an eligible occupation
- Individuals who work in Alberta but are not tax residents of Alberta on December 31, 2024

Employment Criteria

An employed applicant must:

- Be working full-time, in at least one eligible occupation, at the time of application. Working full-time is defined as meeting one of the following:
 - Working at least 30 hours a week; or
 - Working at least 130 hours a month

Note: An individual will not be considered an employee of a corporation in which they control more than 40 per cent of the voting shares.

A self-employed applicant must:

- Be working in an eligible occupation and operating their business in Alberta; and
- Demonstrate at least \$2,000 in gross revenue generated from performing their eligible occupation in Alberta for the month prior to time of application.

Note: Self-employment criteria includes working either not as an employee, or as an employee of a corporation of which the worker controls more than 40 per cent of the voting shares.

Additional Information:

- Applicants may be apprentices in eligible occupations.
- An employed applicant can work multiple jobs to meet the employment requirement.
- Individuals on job protected leave from a full-time position in an eligible occupation may be eligible but must provide documentation of their individual circumstances.
- For self-employed applicants, additional documentation may be required to demonstrate business operations.

Eligible Occupations

Eligible applicants must be working in at least one eligible occupation group (listed below). An eligible occupation is defined in accordance with the duties outlined in the National Occupation Classification (NOC) 2016. The Moving Bonus Program will determine whether an applicant falls within one or more of the occupation groups. For a list of duties in the eligible occupation groups, visit <https://noc.esdc.gc.ca/> and select version NOC 2016 version 1.3.

Note: NOC numbers in the table below are NOC 2016 Version 1.3.

#	Occupation Groups
1	Aircraft mechanics and aircraft inspectors (NOC 7315)
2	Appliance servicers and repairers (NOC 7332)
3	Automotive service technicians, truck and bus mechanics and mechanical repairers (NOC 7321)
4	Boilermakers (NOC 7234)
5	Bricklayers (NOC 7281)
6	Cabinetmakers (NOC 7272)
7	Carpenters (NOC 7271)
8	Concrete finishers (NOC 7282)
9	Construction millwrights and industrial mechanics (NOC 7311)
10	Construction trades helpers and labourers (NOC 7611)
11	Contractors and supervisors, carpentry trades (NOC 7204)
12	Contractors and supervisors, electrical trades and telecommunications occupations (NOC 7202)
13	Contractors and supervisors, heavy equipment operator crews (NOC 7302)
14	Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (NOC 7201)
15	Contractors and supervisors, mechanic trades (NOC 7301)
16	Contractors and supervisors, oil and gas drilling and services (NOC 8222)
17	Contractors and supervisors, other construction trades, installers, repairers and servicers (NOC 7205)
18	Contractors and supervisors, pipefitting trades (NOC 7203)
19	Crane operators (NOC 7371)
20	Drafting technologists and technicians (NOC 2253)
21	Drillers and blasters - surface mining, quarrying and construction (NOC 7372)
22	Electrical mechanics (NOC 7333)
23	Electrical power line and cable workers (NOC 7244)
24	Electricians (except industrial and power system) (NOC 7241)
25	Elevator constructors and mechanics (NOC 7318)
26	Floor covering installers (NOC 7295)
27	Gas fitters (NOC 7253)
28	Glaziers (NOC 7292)
29	Heating, refrigeration and air conditioning mechanics (NOC 7313)
30	Heavy equipment operators (except crane) (NOC 7521)
31	Heavy-duty equipment mechanics (NOC 7312)
32	Industrial electricians (NOC 7242)
33	Industrial instrument technicians and mechanics (NOC 2243)
34	Insulators (NOC 7293)
35	Ironworkers (NOC 7236)
36	Machine fitters (NOC 7316)
37	Machinists and machining and tooling inspectors (NOC 7231)
38	Motor vehicle body repairers (NOC 7322)
39	Motorcycle, all-terrain vehicle and other related mechanics (NOC 7334)
40	Oil and gas well drillers, servicers, testers and related workers (NOC 8232)
41	Oil and gas well drilling and related workers and services operators (NOC 8412)
42	Oil and solid fuel heating mechanics (NOC 7331)

43	Other repairers and servicers (NOC 7445)
44	Other small engine and small equipment repairers (NOC 7335)
45	Other trades and related occupations, not elsewhere classified (n.e.c.) (NOC 7384)
46	Painters and decorators (except interior decorators) (NOC 7294)
47	Plasterers, drywall installers and finishers and lathers (NOC 7284)
48	Plumbers (NOC 7251)
49	Power engineers and power systems operators (NOC 9241)
50	Power system electricians (NOC 7243)
51	Residential and commercial installers and servicers (NOC 7441)
52	Roofers and shinglers (NOC 7291)
53	Sheet metal workers (NOC 7233)
54	Steamfitters, pipefitters and sprinkler system installers (NOC 7252)
55	Structural metal and platework fabricators and fitters (NOC 7235)
56	Telecommunications installation and repair workers (NOC 7246)
57	Tilesetters (NOC 7283)
58	Tool and die makers (NOC 7232)
59	Transport truck drivers (NOC 7511)
60	Water well drillers (NOC 7373)
61	Waterworks and gas maintenance workers (NOC 7442)
62	Welders and related machine operators (NOC 7237)

Visit <https://tradesecrets.alberta.ca/trades-in-alberta/> for additional information on provincial certification requirements of occupations.

How to Apply

Must create or use an existing verified Alberta.ca Account

A verified Alberta.ca account is used across the Government of Alberta to authenticate online users, will be required to access the online application portal.

If you do not have an Alberta.ca account, you will be required to create one using the link provided on the application portal. Applicants are encouraged to do this early in the process to allow sufficient time to validate the Alberta.ca account and to resolve any unforeseen issues.

Once an account has been created, applicants will gain access to the online application portal that hosts the application form and allows for uploading of documentation.

A verified Alberta.ca Account must be reverified annually or when your Alberta driver's licence or identification card expires.

For any questions about creating an Alberta.ca account, visit <https://account.alberta.ca/login> or call 1-844-643-2789.

Accessing the portal

To access the online application portal, open your browser (Google Chrome is recommended) and go to the Moving Bonus website at alberta.ca/MovingBonus and click the online application portal button.

Application and Assessment Process

Application submission and program declaration

Moving Bonus applications must be submitted electronically, via the online application portal before the online application portal closes. The online portal can be accessed via the Moving Bonus Program website at alberta.ca/MovingBonus. An online application must include:

- A completed Application Form with information to establish eligibility; and
- Supporting documentation; and
- A Moving Bonus Declaration.

Applicants should ensure the information provided on the Application Form is accurate and complete as applications cannot be edited after submission. Incomplete or inaccurate applications will result in a delay in processing or will be declined.

Updates to personal information on submitted applications must be submitted via email, quoting the application reference number, to movingbonus@gov.ab.ca. It is the responsibility of the applicant to notify the Moving Bonus Program of any changes to any information contained in their application.

The Moving Bonus Declaration forms part of the application and is an attestation which outlines the obligations of the applicant. Applicants must agree to the declaration to be eligible for the refundable tax credit.

In the event of a conflict between these guidelines and the legislation, the legislation shall govern. An applicant's eligibility for a refundable tax credit will be determined in accordance with the Alberta Personal Income Tax Act and the Attraction Bonus Regulation.

Supporting documentation

Applicants should gather all supporting documents prior to logging into the online application portal. The following documents will be required for the Moving Bonus application and can be uploaded to the application on the online application portal. Without the required documentation, the application will result in a delay in processing or will be declined.

Please provide:

Individual information

- Copy of Alberta driver's licence or Alberta ID
- Social Insurance Number (SIN)

Proof of previous residency

Must show date, applicant's name and prior address outside of Alberta. Please redact account numbers and financial information and provide two of the following:

- 2023 Notice of Assessment from the Canada Revenue Agency (CRA)
- Record of Employment
- Utility, phone, internet or cable bills
- Bank or credit card statements
- Mortgage or residential lease agreement
- Auto registration or auto/home insurance

Documents provided should be dated no more than 120 days prior to moving to Alberta with the exception of the 2023 Notice of Assessment.

Proof of current Alberta residency

Please redact account numbers and financial information and provide:

- 2024 Notice of Assessment from the Canada Revenue Agency (CRA); and
- If the issue date on your Alberta driver's licence or Alberta ID is less than one year from the Moving Bonus Program application date, provide one of the following documents showing date, applicant's name and Alberta address from the first 60 days of residency in Alberta:
 - Utility, phone, internet or cable bills
 - Bank or credit card statements
 - Mortgage or residential lease agreement
 - Auto registration or auto/home insurance

Proof of current employment in an eligible prescribed occupation

Employed in Alberta:

Applicants declare in the online application portal what eligible occupation they are employed in and will provide:

- Paystub(s) from the employer demonstrating employer name and that at the time of application, the applicant is working at least 30 hours a week or 130 hours a month.

If paystubs demonstrating hours or the employer's name are not available, then additional documentation will be required:

- Job offer letter from the employer with employer's name, applicant's name, job title and work hours or
- Moving Bonus Employment Verification form (available on alberta.ca/MovingBonus) completed by current employer or union (in special circumstances).
 - In the case where the worker is working out of a union hiring hall with multiple short-term employers (over a month), the Employment Verification form can be completed by the individual's union.

OR

If Self-employed in Alberta:

- Work contracts/invoices demonstrating work in an eligible occupation. If a truck driver, provide truck registration and insurance.
- For the month prior to the Application, bank account statements/financial statements showing at least \$2,000 in gross revenue generated from performing their eligible occupation.
- One of the following documents to support a valid business:
 - Federal business number or GST registration or PD7A
 - ACAN number or Trade Name Registration or Alberta WCB/exemption
 - Business licence issued in Alberta or professional licence

Assessment process

Once submitted, the application will appear on the home page of the online application portal as "Submitted". Check the home page for further updates on the status of the application.

Applications will be assessed on a first-come, first-served basis. The Moving Bonus Program will approve or deny submitted applications in the order applications are received. Applicants will be notified by email once a decision is made.

Individuals must meet all eligibility requirements at the time of application.

If anything is missing from the application, applicants will be contacted by Moving Bonus staff via email and given a due date to provide the missing information. If the missing information is not received by the deadline, the application will be declined.

Applicants should frequently check their online application portal and email and respond to questions as quickly as possible to avoid further processing delays and bring the application to completion.

The following considerations will be applied when assessing applications:

- Submitting an application in the required form and manner does not guarantee approval.
- Applications will be approved or denied in the order in which they are received.
- Moving Bonus staff may request additional documentation to validate eligibility.
- If Moving Bonus staff request additional information and the applicant provides the information by the date specified on the correspondence, the applicant will retain their position in the processing queue.
- For the application to be eligible, your employer must be validated to ensure they are operational in Alberta.
- Moving Bonus staff may contact employers to substantiate program eligibility.

Payments

Approved applicants will receive a one-time refundable tax credit of \$5,000 via direct deposit or cheque. A refundable tax credit is a tax-free payment. Individuals can only receive this payment once.

The preferred method of payment is through direct deposit. In order to receive a direct deposit, bank account information will need to be provided in the online application portal and may require the upload of supporting documentation.

If applicants do not notify the Moving Bonus program when their banking information or address changes, applicants are responsible for lost or misdirected funds. Misdirected funds will not be reissued.

Reconsiderations

All decisions regarding the eligibility of applicants and payments will be made at the sole discretion of the Minister of Jobs, Economy and Trade or his authorized representative.

Applications that are ineligible will be sent a notification email outlining the reason the application was deemed ineligible. Where an applicant disagrees with a decision, the applicant may request a reconsideration via the online application portal.

Within 30 days of the Moving Bonus Program sending an email decision notice, an applicant may request a reconsideration of the decision. The Moving Bonus Program will review all reconsideration requests and applicants will be notified of the result of their reconsideration request via email. All reconsideration decisions are final, and no additional requests will be accepted.

Repayment of funds

Repayment of funds may result when the Benefit Minister or his authorized representative determines an applicant received an excess amount for which they were not eligible such as:

- Applicant misrepresentation of application information and documents to become eligible
- Moving Bonus Program administrative error

If a repayment of funds is required, the applicant will be notified in writing.

The applicant will be required to repay the amount they were given which they were not eligible to receive by sending a certified cheque or bank draft payable to the **Government of Alberta**.

Please mail the certified cheque or bank draft to:

Moving Bonus Program
9942 108 Street NW,
Edmonton, AB T5K 2J5

Processing times

Application processing times will depend on the volume of applications received and application completeness. Applicants should ensure that submitted applications are complete to reduce delays in processing.

Audit and Compliance

All applications and corresponding payments may undergo a compliance review or audit. A compliance review or audit involves a more in-depth analysis of the documentation on file for the Moving Bonus Program to ensure the information on the application was accurate and complete and that the Moving Bonus application was approved within program guidelines. The Moving Bonus Program may require submission of additional supporting documentation.

If the Benefit Minister or his authorized representative is of the opinion that any false or misleading information has been provided or any relevant or significant fact was concealed in the application, the application may be declined and repayment of any funds received may be required.

Freedom of Information and Protection of Privacy Statement

The personal information collected through the Alberta is Calling: Moving Bonus Program is collected for the purpose of determining eligibility, to assist in administering the program and to monitor, assess and evaluate the Alberta is Calling: Moving Bonus Program. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C.F-25). For questions about the collection of personal information, contact the program manager at:

Toll Free: 1-833-838-9500

Email: movingbonus@gov.ab.ca

Address: Alberta is Calling: Moving Bonus Program, 9942 108 Street NW, Edmonton AB, T5K 2J5

Reporting Requirements

The Government of Alberta is committed to maintaining an accountable, open, and transparent delivery of programs to the public. Information collected will only be used for the purpose of administering, monitoring and reporting on the Moving Bonus Program.

Contact Information

For more information, please contact the Moving Bonus Program at:

Toll Free: 1-833-838-9500

Email: movingbonus@gov.ab.ca

Website: <https://www.alberta.ca/alberta-is-calling-moving-bonus>

Glossary of Terms and Definitions

Term	Definition
Application	The online application completed by the applicant, which is used to determine eligibility for the Moving Bonus Program. The application forms part of the agreement.
Contractor	A contractor operates a separate business and enters into a contract for service. The relationship is temporary, and the length of the relationship is often defined in the terms of the contract. Compensation is in the form of lump sum or installment payments. Invoices are often required to receive payments. Contractors only receive payment for the work they do.
Employed	Employed persons are those who work at a job or business; that is, those who are paid to work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job but are not at work due to factors such as illness or disability, personal or family responsibilities, vacation, labour dispute, or other reasons (excluding persons on layoff, between casual jobs and those with a job to start at a future date).
Employer	An organization for which the applicant performs duties in exchange for payment. The employer will ensure the employee is charged appropriate taxes. Eligible employers are those in the trades sectors.
Full-time employment	Employed persons who are working at least 30 hours a week or 130 hours a month in the eligible occupation at the time of application.
Notice of Assessment (NOA)	An evaluation of an individual's tax return that the Canada Revenue Agency (CRA) sends every year after the processing of a tax return.
Permanent Resident	A person who has been given legal, permanent resident status by immigrating to Canada, but is not a Canadian Citizen. Permanent Residents are citizens of other countries.
Protected Person	A person that has been determined to be a Convention refugee or a person in similar circumstances under a visa application and becomes a permanent resident under the visa or a temporary resident under a temporary resident permit for protection reasons.
Prescribed Occupation	The pre-determined list of occupations that are eligible for the Alberta is Calling: Moving Bonus Program
Redact	Obscure or remove part of a text (sensitive information) for legal or security purposes. Some pdf programs have redaction functions. Applicants may obscure information on paper documents by marker, opaque tape or other method.
Refundable Tax Credit	A benefit received for which an individual is not required to pay taxes regardless of their income.
Self-employed	A self-employed individual typically works independently without direct oversight and has the freedom to choose when, for whom and how they work. A self-employed individual operates their business and generates revenue through provision of services instead of working for an employer that pays a salary or a wage. A self-employed individual earns income through conducting profitable operations from a trade or business they operate directly. Self-employment includes working either not as an employee, or as an employee of a corporation of which the worker controls more than 40 per cent of the voting shares.
Tax Resident	A person who was a resident of Alberta for the 2024 tax year.
Temporary resident	Those individuals who are not Canadian Citizens or permanent residents but are legally in Canada for a temporary purpose such as visitors, students, workers and temporary resident permit holders.
Unemployed	Someone who is not currently working or expected to work within the next 30 days.