



## New Employee Checklist

### Lunch / Student Monitors

Required documentation for newly hired Lunch Monitors includes the following.

The hiring documents listed below are available through Document Depot, by visiting Human Resources at 33 Spectacle Lake Drive in Dartmouth, or by request can be mailed out to the candidate.

- 1. Notice of Commencement of Employment for Casuals
- 2. Employee Personal Information Profile
- 3. Criminal Records Check (CRC) with a **Vulnerable Sector Check (VSS)** (original copy, issued **within 6 months** of employment start date). If Criminal Records Check with Vulnerable Sector Check is obtained through MyBackCheck, it must be shared online with HRCE Headquarters. In case of issues sharing the document, please call MyBackCheck at 1-877-455-6699 before submitting the hiring application. Please note that it must show clear under both the CRC and the VSS section on the MYBackCheck results page. **This must be completed before beginning employment as a Lunch Monitor.**
- 4. Child Abuse Registry Search Results - CAR - Search Results issued **within 6 months** of employment start date (**CAR form must be sent to the Department of Community Services** with a copy of Driver's License or NS Health Card. **Do not send to HRCE**). **This must be completed before beginning employment as a Lunch Monitor**
- 5. Current Work or Study Permit (if applicable)
- 6. Signed Employee Confidentiality Agreement
- 7. Signed HRCE Acceptable E-Mail Use Protocol and Consent Form
- 8. Signed Employee Policy Acknowledgment Form
- 9. Void Cheque or Direct Deposit Form for payroll deposit purposes (please do not write banking on an individual piece of paper).
- 10. Tax Forms (*TD1 and TD1NS - two page forms*)
- 11. A copy of Proof of Vaccination

Please forward **ALL** completed documents (as one package) via interoffice mail, regular mail, fax to: 902 464 2316 or email a scanned copy to [hrhelp@hrce.ca](mailto:hrhelp@hrce.ca).

Human Resource Services  
33 Spectacle Lake Drive  
Dartmouth, NS B3B 1X7

All documents must be received by HR prior to the new employee being issued a payroll number. In accordance with Centre's Policy, **new employees cannot work until they provide a satisfactory Criminal Records Check with Vulnerable Sector Check Child Abuse Registry Search Results and Proof of Vaccination.**

**Questions?** If you have any questions in relation to the above, please do not hesitate to contact our Human Resources Department. Please contact **Savannah Simms** at 464-2000, ext. 2215. Thank You.

**Human Resource Services**  
33 Spectacle Lake Drive  
Dartmouth, Nova Scotia B3B 1X7  
Telephone: (902) 464-2000  
Fax: (902) 464-2316



# Notice of Commencement of Employment For Non Teaching Casual Employees

Human Resource Services

This notice is to be completed by all Non Teaching Casual employees indicated in Section 2 upon the first substitute assignment for the school year. The information requested is essential to process payroll. Please note this form is not required for substitute teachers, casual EPA's, casual Secretaries or casual Library Support Specialists.

## SECTION 1: Personal Data (To be completed by Employee)

Title:  Mr  Mrs  Ms  Miss Emp. # : \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month Day Year

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

It is a requirement of the Halifax Regional Centre for Education that all employees receive payment of wages by bank account direct deposit.

Please attach a void cheque OR bank authorization form for direct deposit.

Banking information on file and current (for returning employees)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: Employment Data (To be completed by School/Site)

First Day Worked: \_\_\_\_\_  
Month Day Year

Substitute Position:  New (no 400#)  Returning Sub #400 \_\_\_\_\_

(Term employees require a new employee # for substitute assignments)

Position Title:  Lunch/Student Monitor - Substitute  Bus Monitor  Cafeteria Worker  
 Lunch Monitor - Regular  Tutor  Door Monitor  
 Other:

School/Site: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: For HR Purposes Only (To be completed by Human Resources)

Position Number: \_\_\_\_\_ Employee Personnel Number: \_\_\_\_\_

Vacation Pay: \_\_\_\_\_

THIS FORM IS TO BE COMPLETED ON THE FIRST DAY OF ASSIGNMENT FOR THE NEW SCHOOL YEAR AND FAXED TO HUMAN RESOURCE SERVICES @ 464-2316



## Employee Personal Information Profile

### SECTION 1: Personal Information

Start Date: \_\_\_\_\_ Position Hired For: \_\_\_\_\_

Work Location: \_\_\_\_\_

Title:  Mr.  Mrs.  Ms.  Miss NSTU Prof# (Teachers Only): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

SIN#: \_\_\_\_\_ Date of Birth: 

Year	Month	Day
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Gender:  Male  Female  Alternate Identification

Home Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Number & Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Summer Address (If different from above): \_\_\_\_\_

Number & Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### SECTION 2: Emergency Contact Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Gender:  Male  Female  Alternate Identification

Contact #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

### SECTION 3: HR Section

Date CRC Received: \_\_\_\_\_ Date CAR Received: \_\_\_\_\_

Employee #: \_\_\_\_\_ Position #: \_\_\_\_\_

**1 Will you have contact with children under age 19?**

Yes, complete this form  No, do not complete this form. We cannot search the register for your name.

We are authorized to search the Nova Scotia Child Abuse Register **only** if you have contact with children under the age of 19. **Search results are for Nova Scotia only.**

**2 Give your personal information (please print)**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Middle names: \_\_\_\_\_ Last name at birth: \_\_\_\_\_

All other names during your lifetime: \_\_\_\_\_

Commonly used names, nicknames, aliases: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Gender:  Male  Female  Transgender

Health card number: \_\_\_\_\_ Drivers license master number: \_\_\_\_\_

Current mailing address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Home (xxx-xxx-xxxx): \_\_\_\_\_ Cell (xxx-xxx-xxxx): \_\_\_\_\_

Are you a current or former resident of Nova Scotia?  Yes  No

**3 Attach photocopy to prove your identity**

Include proof of your identity. Attach a photocopy of your valid Canadian:  Driver's license,  Health card or  Passport

If you do not have proof of your identity, please contact us at the number listed at the bottom of this form.

**4 Sign the request and certification**

Please confirm that my name is not entered in the Nova Scotia Child Abuse Register.

I certify that the information given on this form is correct.

Signature: \_\_\_\_\_ Date(dd/mm/yyyy): \_\_\_\_\_

**5 Send the form to us**

Private and Confidential  
Child Abuse Register  
Department of Community Services  
P.O. Box 696  
Halifax, Nova Scotia B3J 2T7

We will send confirmation that your name does not appear on the register to the mailing address you gave above. You may share this letter with volunteer organizations and/or employers.

Questions? Call 902-424-6798

**For staff use only**

As of this date, \_\_\_\_\_ the name of the above **HAS NOT** been entered in the Child Abuse Register.

Consent withdrawn by applicant

Authorized signature: \_\_\_\_\_

Certified by the Department of Community Services  
Child Abuse Register  
(stamp)



## Employee Confidentiality Agreement

I acknowledge that I will not disclose any confidential documents or confidential information made available to or acquired by me, in any manner whatsoever, during the course of my employment at the Halifax Regional Centre for Education.

Confidential documents and information include, but are not limited to the following: decisions or data not intended for release, employee information, payee information, applicant information, student information, any other personal information.

I understand that violation of this agreement may result in discipline up to and including discharge or termination of my employment with the Halifax Regional Centre for Education.

I agree that upon termination or resignation of my employment, I will return to the Halifax Regional Centre for Education all documents, software, data and other media that belong to the Board that I may have taken possession of during my employment with the Board.

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Employee's Signature

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Date

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Employee's Name (Please Print)



**School Network Access and Use  
Procedures**

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**Appendix A: Definitions**

**Appendix B: User Agreement**

**1.0 Technology Use**

- 1.1 The centre and schools shall ensure that technology resources required to deliver the *Public School Program* are made available to all students and teachers.
- 1.2 Staff will promote the ethical use of technology resources and will provide guidance, support, supervision, and instruction to students as they access educational resources.
- 1.3 Prior to accessing centre technology resources all staff, centre members and community members who will be using school technology resources must submit a signed user agreement.
- 1.4 All technology users shall ensure the proper care of centre technology resources.
- 1.5 Under the *Freedom of Information and Protection of Privacy Act (FOIPOP)*, all electronic documents are subject to a FOIPOP request.
- 1.6 At no time will centre technology be used for individual commercial purposes or personal financial gain. The Halifax Regional Centre for Education retains ownership, control and copyright over anything created, composed or otherwise developed using centre technology resources unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor who will then forward the request to the Superintendent for approval.
- 1.7 The centre assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The centre is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems.

**2.0 Monitoring and Confidentiality**

- 2.1 The e-mail systems and network services used at the Halifax Regional Centre for Education are owned by the Centre, and are therefore its property. As such, the Halifax Regional Centre for Education may monitor any and all e-mail traffic passing through its e-mail system. Staff will not actively read end-user e-mail. However, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system.
- 2.2 Backup copies of e-mail messages may exist, despite end-user deletion.
- 2.3 Ensure appropriate content and contacts when communicating confidential or sensitive information via e-mail. All e-mail messages sent outside of the Halifax Regional Centre for Education become the property of the receiver. Under the *Freedom of Information and Protection of Privacy Act* all electronic communications are subject to FOIPOP requests.

**3.0 Reporting Misuse**

- 3.1 Any allegations of misuse of technology should be promptly reported to the employee's immediate supervisor, who will forward the report to the Coordinator, Information Technology.

- 3.2 If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.
- 3.3 Allegations of breach of privacy must be reported as per the HRCE Privacy Breach protocol.

#### **4.0 Disclaimer**

- 4.1 The Halifax Regional Centre for Education assumes no liability for direct and/or indirect damages arising from any use of the Halifax Regional Centre for Education's e-mail system and services. Users are solely responsible for the content they disseminate. The Halifax Regional Centre for Education is not responsible for any third-party claim, demand, or damage arising out of using the Halifax Regional Centre for Education's e-mail systems or services.

#### **5.0 Failure to Comply**

- 5.1 Violations of the Provincial School Network Access and Use Policy will be treated like other allegations of wrongdoing at the Halifax Regional Centre for Education. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the Halifax Regional Centre for Education's e-mail systems and services may include, but are not limited to, one or more of the following:

- 5.1.1 Temporary or permanent revocation of e-mail access;
- 5.1.2 Disciplinary action according to the applicable Halifax Regional Centre for Education policies; 5.1.3 Termination of employment; and/or
- 5.1.4 Legal action according to applicable laws and contractual agreements.

#### **6.0 HRCE Emails**

- 6.1 E-mail is an important mechanism for communication at the Halifax Regional Centre for Education. However, use of Halifax Regional Centre for Education's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals and policies of the Halifax Regional Centre for Education.

##### **6.2 Account Activation/Termination**

Access to e-mail accounts at the Halifax Regional Centre for Education is controlled through individual accounts and passwords. Each user of the Centre's e-mail system will be required to read and sign a copy of this School Network and Use Procedure prior to receiving an e-mail access account and password.

It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of the Halifax Regional Centre for Education are entitled to an e-mail account. E-mail accounts may be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors.
- Temporary employees.

Applications for these temporary accounts must be submitted in writing to the Coordinator, Information Technology by the Director of the department.

E-mail access will be terminated when the employee or third party terminates their association with the Halifax Regional Centre for Education, unless other arrangements are made. The Halifax Regional Centre for Education is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

##### **6.3 General Expectations of HRCE staff**

Important official communications are often delivered via e-mail. As a result, employees of the Halifax

Regional Centre for Education with e-mail accounts are expected to check their e-mail in a consistent and timely manner during regular hours of work so that they are aware of important announcements and updates, as well as for fulfilling business- and role- oriented tasks.

Unless an employee is away from the office for an extended period of time, every effort will be made to acknowledge or respond to incoming e-mail within two working days.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must also be aware of how to un-subscribe their e-mail address from the list, and is responsible for doing so in the event that their e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct. E-mail use at the Halifax Regional Centre for Education will comply with all applicable laws, including Centre and Provincial policies and procedures.

Appropriate Uses of e-mail include:

- Communicating with fellow employees, schools, business partners of the Halifax Regional Centre for Education, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

In addition to requirements defined through the Provincial School Network Access and Use Policy, inappropriate uses of e-mail include:

- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the Halifax Regional Centre for Education or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 20mb or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of the Halifax Regional Centre for Education e-mail resources. The Halifax Regional Centre for Education allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. The Halifax Regional Centre for Education prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Halifax Regional Centre for Education commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

#### **Appendix A** **Definitions**

For the purposes of these procedures:

**Electronic Systems** are websites, email, blogs, wikis and online chat.

**Internet** is any electronic communications system that connects computers all over the world through the World Wide Web and which any user may retrieve or share information, including email accounts and online chat.

**Technology** is the internet, infrastructure and equipment such as desktop and laptop computers, tablets, printers, and scanners.





**Appendix B**

**User Agreement**

I have read and understand the:

- Provincial School Network Access and Use Policy accessible here:  
(<https://www.ednet.ns.ca/docs/networkaccessandusepolicy.pdf>)
- HRCE School Network Access and Use Procedures

I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws and policies of the Halifax Regional Centre for Education.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Halifax**

Regional Centre for Education

## **Employee Policy Acknowledgement**

I acknowledge that I have reviewed the Ministerial and Halifax Regional Centre for Education Policies and Procedures, including any other Policies or Procedures that relate to my employment added to the Halifax Regional Centre for Education website from time to time. I have been advised that all policies and procedures can be accessed online at <https://www.hrce.ca/about-hrce/board-services/policy/policies>.

All employees of the Halifax Regional Centre for Education are expected to abide by all Ministerial and Halifax Regional Centre for Education Policies and Procedures. I acknowledge that, where I have questions regarding the content of any of the Ministerial and Halifax Regional Centre for Education Policies or Procedures, I will undertake to seek clarification from my immediate supervisor.

I acknowledge that it is my full responsibility to ensure that I review notification regarding any new or changes to existing policies to ensure that I am aware of all expectations and any applicable changes.

I understand that violation of any Ministerial and Halifax Regional Centre for Education Policies and Procedures may result in discipline up to and including discharge or termination of my employment with the Halifax Regional Centre for Education.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	<b>For non-residents only</b> Country of permanent residence	Social insurance number

**1. Basic personal amount** – Every person employed in Nova Scotia and every pensioner residing in Nova Scotia can claim the basic personal amount. If your taxable income from all sources for the year will be \$25,000 or less enter \$11,481, comprising the basic amount of \$8,481 and the additional amount of \$3,000, and if it is more than \$75,000 enter \$8,481. If your taxable income will be between \$25,000 and \$75,000 and you want to calculate a partial claim for the \$3,000 additional amount, get Form TD1NS-WS, Worksheet for the 2022 Nova Scotia Personal Tax Credits Return, and fill in the appropriate section. If you will have more than one employer or payer at the same time in 2022, see "More than one employer or payer at the same time" on page 2.

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**2. Age amount** – If you will be 65 or older on December 31, 2022, and your net income from all sources will be \$30,828 or less, enter \$4,141. If your net income for the year will be between \$30,828 and \$58,435 and you want to calculate a partial claim, get Form TD1NS-WS, Worksheet for the 2022 Nova Scotia Personal Tax Credits Return, and fill in the appropriate section.

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**2.1 Age amount supplement** – If you will be 65 or older on December 31, 2022, and your taxable income from all sources will be \$25,000 or less, enter \$1,465. If your taxable income for the year will be between \$25,000 and \$75,000 you can calculate a supplement claim. To calculate the claim get Form TD1NS-WS, and fill in the appropriate section.

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**3. Pension income amount** – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,173, or your estimated annual pension income, whichever is less.

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**4. Tuition and education amounts (full time and part time)** – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$200 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$60 for each month that you will be enrolled part time.

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**5. Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$7,341.

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**6. Spouse or common-law partner amount** – If you are supporting your spouse or common-law partner who lives with you, and their net income for the year will be \$848 or less, enter \$8,481. If their net income for the year will be between \$848 and \$9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.

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**6.1. Spouse or common-law partner supplement** – If you are supporting your spouse or common-law partner who lives with you, and your taxable income from all sources will be \$25,000 or less, enter \$3,000 less their net income. If your taxable income from all sources will be between \$25,000 and \$75,000 and your spouse or common-law partner's net income will be under \$3,000, you can calculate a supplement claim. To calculate the claim, get Form TD1NS-WS, and fill in the appropriate section.

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**7. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be \$848 or less, enter \$8,481. If their net income for the year will be between \$848 and \$9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.

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**7.1. Amount for an eligible dependant supplement** – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you, and your taxable income from all sources will be \$25,000 or less, enter \$3,000 less their net income. If your taxable income from all sources will be between \$25,000 and \$75,000 and your eligible dependant's net income will be under \$3,000, you can calculate a supplement claim. To calculate the claim, get Form TD1NS-WS, and fill in the appropriate section.

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**8. Caregiver amount** – If you are taking care of a dependant who lives with you, whose net income for the year will be \$13,677 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,898.

If the dependant's net income for the year will be between \$13,677 and \$18,575 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.

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**9. Amount for infirm dependants age 18 or older** – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$5,683 or less, enter \$2,798. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$5,683 and \$8,481 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.

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**10. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition and education amounts, or disability amount on their income tax and benefit return, enter the unused amount.

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**11. Amounts transferred from a dependant** – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their **tuition and education amounts** on their income tax and benefit return, enter the unused amount.

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**12. TOTAL CLAIM AMOUNT** – Add lines 1 to 11.  
Your employer or payer will use this amount to determine the amount of your provincial tax deductions.

**Filling out Form TD1NS**

Fill out this form **only** if you are an employee working in Nova Scotia or a pensioner residing in Nova Scotia and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NS, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**More than one employer or payer at the same time**

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NS for 2022, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NS, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

**Total income less than total claim amount**

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings.

**Additional tax to be deducted**

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

**Forms and publications**

To get our forms and publications, go to [canada.ca/cra-forms-publications](https://canada.ca/cra-forms-publications) or call 1-800-959-5525.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**



# 2022 Personal Tax Credits Return

**Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.**

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)	Employee number
Address			Postal code	<b>For non-residents only</b> Country of permanent residence	Social insurance number

**1. Basic personal amount** – Every resident of Canada can enter a basic personal amount of \$14,398. However, if your net income from all sources will be greater than \$155,625 and you enter \$14,398, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$155,625, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and enter the calculated amount here.

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**2. Canada caregiver amount for infirm children under age 18** – Either parent (but not both), may claim \$2,350 for each infirm child born in 2005 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on Line 8 may also claim the Canada caregiver amount for that same child who is under age 18.

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**3. Age amount** – If you will be 65 or older on December 31, 2022, and your net income for the year from all sources will be \$39,826 or less, enter \$7,898. If your net income for the year will be between \$39,826 and \$92,480 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and fill in the appropriate section.

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**4. Pension income amount** – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

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**5. Tuition (full time and part time)** – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.

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**6. Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,870.

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**7. Spouse or common-law partner amount** – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,350 if they are **infirm**), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus \$2,350 if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$25,195 or less **and** they are **infirm**, go to Line 9.

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**8. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,350 if they are **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus \$2,350 or more if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$25,195 or less **and** they are **infirm and are age 18 or older**, go to Line 9.

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**9. Canada caregiver amount for eligible dependant or spouse or common-law partner** – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) or an **infirm** spouse or common-law partner whose net income for the year will be \$25,195 or less, get Form TD1-WS and fill in the appropriate section.

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**10. Canada caregiver amount for dependant(s) age 18 or older** – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on Line 9, or could have claimed an amount for if their net income were under \$16,748**) whose net income for the year will be \$17,670 or less, enter \$7,525. If their net income for the year will be between \$17,670 and \$25,195 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.

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**11. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

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**12. Amounts transferred from a dependant** – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their **tuition amount** on their income tax and benefit return, enter the unused amount.

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**13. TOTAL CLAIM AMOUNT** – Add Lines 1 to 12.  
Your employer or payer will use this amount to determine the amount of your tax deductions.

**Filling out Form TD1**

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

**More than one employer or payer at the same time**

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2022, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

**Total income less than total claim amount**

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on Line 13. Your employer or payer will not deduct tax from your earnings.

**Non-residents (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2022?

- Yes (Fill out the previous page.)
- No (Enter "0" on Line 13, and do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

**Provincial or territorial personal tax credits return**

If your claim amount on Line 13 is more than \$14,398, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2022, you may be able to claim the child amount on Form TD1SK, 2022 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

**Deduction for living in a prescribed zone**

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2022, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to [canada.ca/taxes-northern-residents](http://canada.ca/taxes-northern-residents).

**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

**Forms and publications**

To get our forms and publications, go to [canada.ca/cra-forms-publications](http://canada.ca/cra-forms-publications) or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**