



INSTRUCTIONS ON COMPLETING PAYROLL FORMS

for Student Hires

The following forms need to be completed:

- Confidential Payroll Information form (including copy of void cheque or direct deposit letter)
- Email Pay Advice form
- TD1 Federal Tax form AND TD1 Provincial Tax form

Confidential Payroll Information

This form is for Payroll to get your information to process your pay. It is important that you attach a void cheque or a letter from your Canadian financial institution/bank that includes your banking information (bank code, transit number and personal account number) as **all payroll remuneration and expense reimbursements are made through direct deposit, and payments cannot be made without this information.** Most online banking applications provide this information as a downloadable PDF – try searching for a void cheque or direct deposit information within your banking app.

Please notify accounts payable (ap@ecuad.ca) if you require expense reimbursements to be paid into a separate account.

Note: If you are not a Canadian Resident proof of eligibility to work in Canada must be provided prior to start date. This should include confirmation of SIN Number and expiry date and/or Canadian issued study/work permit.

Email Pay Advice

Financial Services distributes pay advices via email. You can choose to either have the statement sent to your personal email account or your Emily Carr email account.

TD1 Federal + Provincial Tax Forms

Please note that we cannot advise you as to whether you qualify for a specific claim amount or not. The information contained in this instruction is not intended to constitute professional advice, and may not be appropriate for a specific individual or fact situation. It is written by the author, solely in their personal capacity, and neither the author nor Emily Carr University of Art and Design shall accept any liability in respect of any reliance on the information contained herein. Readers should always consult with their professional advisors in respect of their particular situation.

- *What are the TD1 and TD1BC Forms?*

These forms are Government issued Personal Tax Credits Returns, that are used to determine the amount of income tax that will be deducted from your gross pay. These forms must be completed and submitted to Human Resources before your first day of work.

- *Completing your TD1 and TD1BC Forms*

Complete the top portion of each form with your full Name, Address, and SIN Number. You do not need to complete the Employee Number. You must provide your complete Social Insurance Number on the top of both forms. **Your payroll cannot be processed if you do not provide this information.**

- *Claim Amounts*

Everyone is entitled to the Basic Personal Amount (this is the amount already completed on the form) but you can only claim that amount for one job. This means if you have another job somewhere else and have already claimed the basic amount, you do not claim the amount for a second time. Enter further claim amounts for anything relevant to your own financial situation.

- *Tuition/Education Amounts*

If you claim your tuition payments on your income tax return, please follow the steps below. If you do not claim the tuition/education amounts now, you can always claim them when you file your personal income tax.

- **TD1 Form (Line 5)**

TUITION (full time and part time)

- If you will pay more than \$100 in tuition fees this year, enter the **amount of tuition** that you will pay this year.

- **TD1BC (Line 4)**

TUITION (full time and part time)

- Determine the **amount of tuition** that you will pay for the year (tuition amount).
- 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 tuition fees you will pay, plus \$60 for **each month** that you will be enrolled part time.

Add all claim amounts and enter the total amount in the box at the bottom of each tax form.

If you have further questions regarding the tax forms, please reach out to payhourly@ecuad.ca for guidance.

- **IMPORTANT**

Read the back of each form carefully and answer any questions that apply to you. If your total income for all of 2017 from all employers will be less than your total claim amount, you can check the box "Total Income Less Than Total Claim Amount", and we will not deduct income tax from your pay (CPP and EI will still be deducted).

Ensure that you sign/date page 2 of BOTH tax forms.

Thank you for completing and returning these forms to Human Resources at your earliest convenience. If you require any further clarification, please feel free to contact Human Resources at (604) 844-3824 or hr@ecuad.ca.



CONFIDENTIAL PAYROLL INFORMATION FOR ALL NEW EMPLOYEES

THIS FORM MUST BE COMPLETED IN FULL TO PROCESS PAYROLL

NAME ADDRESS #	Full Legal Name _____ Preferred Name _____ Preferred Pronoun(s) _____ Mailing Address _____ _____ Phone Number _____
SIGNATURE	
CANADIAN SOCIAL INSURANCE # (SIN)	
SIN EXPIRY DATE (if not a Canadian Resident)	
IF NOT A CANADIAN RESIDENT, PROVIDE PROOF OF:	A valid Temporary Social Insurance Number and Expiry Date from Service Canada*. <i>*To obtain this information from Service Canada a valid Canadian Study Permit or valid Canadian Work Permit is required.</i>
BIRTHDATE	
EMERGENCY CONTACT (Name, Telephone Number & Relationship)	
Attach a VOID CHEQUE or DIRECT DEPOSIT LETTER* (From a Canadian financial institution)	<i>* Must include Name of Account Holder, Bank ID, Transit ID, Account Code.</i> <i>All payroll remuneration and expense reimbursements are made through direct deposit, and payments cannot be made without this information. NOTE: if you require expense reimbursements to be paid into a separate account, please contact accounts payable (ap@ecuad.ca) to make arrangements.</i>
THIS SECTION FOR HUMAN RESOURCES USE ONLY	COLLEAGUE NUMBER
PROCESSED BY	DATE PROCESSED

PLEASE RETURN COMPLETED FORMS TO HUMAN RESOURCES.



EMAILING PAY ADVICES

Financial Services distributes pay advices to all employees by email. All pay advice information is stored on a highly secure network server and does not contain personal or bank account details. Employees have a choice of pay advices being sent to their Emily Carr or personal email. If your email is lost or deleted, Financial Services will be able to resend the pay advice.

To authorize Payroll to send your pay advice electronically, complete and sign this form. You can change the destination email address at any time by notifying us in writing.

Thank you!

Please print clearly

Name: _____

Colleague ID #: _____

Email: _____

Signature: _____

Date: _____



EMILY ALERT NOTIFICATION SYSTEM

WHAT IS IT?

It is a mass emergency notification system that sends a short Emergency Message alerting you to an emergency that may cause the campus to be closed or evacuated. An example might look like this:

"This is an important message from Emily Carr University. Due to adverse weather in the Lower Mainland, the campus has been closed for today. Please check the Emily Carr website for updated information."

HOW DOES IT WORK?

A short message will be sent to you via the contact information you have provided the University. It could be by:

- Text message (if provided)
- Phone call and voicemail to cell (if provided)
- Phone call and voicemail to secondary phone (if provided)
- Email to Emily Carr email address
- Email to personal email address (if provided)

WHY SHOULD I UPDATE MY INFORMATION?

In order to receive these alerts, the University needs your contact information to be current. Take a few minutes to update your information within MyEC, and ensure your contact phone numbers are correct and that you correctly identify your cell number and home number.

Visit <https://www.ecuad.ca/emilyalertreg> for detailed instructions.

WHY DIDN'T I RECEIVE THE ALERT?

You may not have received an alert because of incorrect or out of date information provided in your MyEC profile.

IS THE ALERT SYSTEM TESTED?

Yes, the system will be tested at least once annually, usually as part of an emergency drill. You will be notified ahead of time that a drill will be taking place and if the alert system is going to be used.

WHAT IF I DON'T WANT THE ALERTS?

If you do not wish to receive any alerts, please email adove@ecuad.ca and provide your name and ID number.

WHAT IF I AM REMOVED FROM THE ALERT SYSTEM AND DECIDE I WANT TO RECEIVE ALERTS?

If you wish to receive alerts again, please email adove@ecuad.ca and provide your name and ID number.

WILL MY CONTACT INFORMATION BE SHARED WITH ANYONE?

A third party provides the system with secure servers and back-up servers housed within Canada and Europe. Personal information is not shared externally and all contact information used has been provided from you to the University.

WHAT KIND OF MESSAGES CAN I EXPECT TO RECEIVE?

Messages will only be sent in the event of an emergency which could impact access to class or campus, or if your safety is compromised, such as:

- A large fire
- A building collapse
- A snow closure or other adverse weather
- An earthquake
- An active threat on campus
- Or some other event that may impact classes or the ability of the University to remain open

WHAT SHOULD I DO IF I GET A MESSAGE?

Follow the instructions outlined in the message. Other avenues for obtaining emergency information are the University website, social media and traditional media outlets.



SAFETY AND ACTIVE THREAT RESPONSE ORIENTATION

As a condition of your employment at Emily Carr, you must complete the online Safety and Threat Response Orientations within your first week of employment. Completing the safety and active threat response orientations is for your safety so you know what to do in the event of injury or emergency.

To access and complete the **Safety Orientation**:

1. To go <https://courses.ecuad.ca/enrol/index.php?id=79>.
2. Enter your email user name and password.
3. Read the orientation and complete the short quiz.

To access and complete the **Active Threat Response Orientation**:

1. To go <https://courses.ecuad.ca/enrol/index.php?id=1783>.
2. Enter your email user name and password.
3. Read the orientation and complete the short quiz.
- 4.

WHMIS TRAINING

If you will be working in one of the following areas and/or will be around hazardous materials or processes, you must complete WHMIS training.

- Ceramics
- Painting
- Pressroom
- Design Studies
- Photography
- Printmaking
- Metals
- Plastics
- Woodshops

To access and complete **WHMIS Training**:

1. To go <https://courses.ecuad.ca/enrol/index.php?id=80>.
2. Enter your email user name and password.
3. Read the orientation and complete the short quiz.

CONTACT

If you have questions or would like more information, please contact the **Manager, Safety + Emergency Management**.



2024 Personal Tax Credits Return

TD1

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	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$15,705. However, if your net income from all sources will be greater than \$173,205 and you enter \$15,705, 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 \$173,205 you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2024 Personal Tax Credits Return, and enter the calculated amount here.

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,616 for each infirm child born in 2007 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2024, and your net income for the year from all sources will be \$44,325 or less, enter \$8,790. You may enter a partial amount if your net income for the year will be between \$44,325 and \$102,925. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter **whichever is less**: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student 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. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

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 \$9,872.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is **infirm**) and your spouse's or common-law partner's estimated net income for the year if **two** of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is **infirm**)

In all cases, go to line 9 if your spouse or common-law partner is **infirm** and has a net income for the year of \$28,041 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your eligible dependant is **infirm**) and your eligible dependant's estimated net income for the year if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your dependant is **infirm** and you **cannot** claim the **Canada caregiver amount for infirm children under 18 years of age** for this dependant)

In all cases, go to line 9 if your dependant is **18 years or older, infirm**, and has a net income for the year of \$28,041 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section 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 \$28,041 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

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 \$18,321) whose net income for the year will be \$19,666 or less, enter \$8,375. You may enter a partial amount if their net income for the year will be between \$19,666 and \$28,041. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

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.

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.

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 the 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.

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 2024, 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 is less than the total claim amount

Tick 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.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2024?

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.)

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

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,705. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. 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.

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

Note: You may be able to claim the child amount on Form TD1SK, 2024 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2024. 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

You may claim **any** of the following amounts 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 2024:

- \$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 may claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source 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 or call **1-800-959-5525**.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in 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 Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

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.

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of 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	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in British Columbia and every pensioner residing in British Columbia can claim this amount. If you will have more than one employer or payer at the same time in 2024, see "More than one employer or payer at the same time" on page 2.	12,580
2. Age amount – If you will be 65 or older on December 31, 2024 and your net income will be \$41,993 or less, enter \$5,641. You may enter a partial amount if your net income for the year will be between \$41,993 and \$79,600. To calculate a partial amount, fill out the line 2 section of Form TD1BC-WS, Worksheet for the 2024 British Columbia Personal Tax Credits Return.	
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter whichever is less: \$1,000 or your estimated annual pension.	
4. Tuition (full-time and part-time) – Fill out this section if you are a student 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. Enter your total tuition fees that you will pay less your Canada Training Credit if you are a full-time or part-time student.	
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 \$9,435.	
6. Spouse or common-law partner amount – Enter \$10,772 if you are supporting your spouse or common-law partner and both of the following conditions apply: <ul style="list-style-type: none"> • Your spouse or common-law partner lives with you • Your spouse or common-law partner has a net income of \$1,078 or less for the year You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,078 and \$11,850. To calculate a partial amount, fill out the line 6 section of Form TD1BC-WS.	
7. Amount for an eligible dependant – Enter \$10,772 if you are supporting an eligible dependant and all of the following conditions apply. <ul style="list-style-type: none"> • You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by • The dependant is related to you and lives with you • The dependant has a net income of \$1,078 or less for the year You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,078 and \$11,850. To calculate a partial amount, fill out the line 7 section of Form TD1BC-WS.	
8. British Columbia caregiver amount – You may claim this amount if you are supporting your infirm spouse or common-law partner, or an infirm eligible dependant (age 18 or older) who is your or your spouse's or common-law partner's: <ul style="list-style-type: none"> • child or grandchild (including those of your spouse or common-law partner) • parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resides in Canada at any time in the year (including those of your spouse or common-law partner) The infirm person's net income for the year must be less than \$24,134. To calculate this amount, fill out the line 8 section of Form TD1BC-WS.	
9. 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.	
10. 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.	
11. TOTAL CLAIM AMOUNT – Add lines 1 to 10. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Filling out Form TD1BC

Fill out this form if you have income in British Columbia 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 the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- 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 TD1BC, 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 TD1BC for 2024, 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 TD1BC, check this box, enter "0" on line 11 and do not fill in lines 2 to 10

Total income is less than the total claim amount

- Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 11. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You may ask to have less tax deducted at source 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 or call **1-800-959-5525**.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in 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 Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

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.