



## CONFIDENTIAL PAYROLL INFORMATION FOR ALL NEW EMPLOYEES

THIS FORM MUST BE COMPLETED IN FULL TO PROCESS PAYROLL

<b>NAME   ADDRESS   #</b>	Full Legal Name _____  Preferred Name _____  Preferred Pronoun(s) _____  Mailing Address _____ _____ Phone Number _____
<b>SIGNATURE</b>	_____
<b>CANADIAN SOCIAL INSURANCE # (SIN)</b>	_____
<b>SIN EXPIRY DATE</b> (if not a Canadian Resident)	_____
<b>IF NOT A CANADIAN RESIDENT, PROVIDE PROOF OF:</b>	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>
<b>BIRTHDATE</b>	_____
<b>EMERGENCY CONTACT</b> (Name, Telephone Number & Relationship)	_____
<b>Attach a VOID CHEQUE or DIRECT DEPOSIT LETTER*</b> (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. <b>NOTE:</b> if you require expense reimbursements to be paid into a separate account, please contact accounts payable (<a href="mailto:ap@ecuad.ca">ap@ecuad.ca</a>) to make arrangements.</i>
<b>THIS SECTION FOR HUMAN RESOURCES USE ONLY</b>	<b>COLLEAGUE NUMBER</b>
<b>PROCESSED BY</b>	<b>DATE PROCESSED</b>

**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!

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*Please print clearly*

Name: \_\_\_\_\_

Colleague ID #: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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## 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](mailto: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](mailto: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**.

**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	<b>For non-residents only</b> Country of permanent residence	Social insurance number

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**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 2023, see "More than one employer or payer at the same time" on page 2.

**11,981**

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**2. Age amount** – If you will be 65 or older on December 31, 2023 and your net income will be \$39,994 or less, enter \$5,373. You may enter a partial amount if your net income for the year will be between \$39,994 and \$75,814. To calculate a partial amount, fill out the line 2 section of Form TD1BC-WS, Worksheet for the 2023 British Columbia Personal Tax Credits Return.

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**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.

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**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.

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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 \$8,986.

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**6. Spouse or common-law partner amount** – Enter \$10,259 if you are supporting your spouse or common-law partner and **both** of the following conditions apply:

- Your spouse or common-law partner lives with you
- Your spouse or common-law partner has a net income of \$1,026 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 \$1,026 and \$11,285. To calculate a partial amount, fill out the line 6 section of Form TD1BC-WS.

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**7. Amount for an eligible dependant** – Enter \$10,259 if you are supporting an eligible dependant and **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
- The dependant is related to you and lives with you
- The dependant has a net income of \$1,026 or less for the year

You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,026 and \$11,285. To calculate a partial amount, fill out the line 7 section of Form TD1BC-WS.

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**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:

- child or grandchild
- parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resides in Canada at any time in the year

The infirm person's net income for the year must be less than \$22,985. To calculate this amount, fill out the line 8 section of Form TD1BC-WS.

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**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.

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**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.

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**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.

**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 2023, 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](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.**



# 2023 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	<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 \$15,000. However, if your net income from all sources will be greater than \$165,430 and you enter \$15,000, 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 \$165,430, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2023 Personal Tax Credits Return, and enter the calculated amount here.

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**2. Canada caregiver amount for infirm children under age 18** – Only one parent may claim \$2,499 for each infirm child born in 2006 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.

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**3. Age amount** – If you will be 65 or older on December 31, 2023, and your net income for the year from **all** sources will be \$42,335 or less, enter \$8,396. You may enter a partial amount if your net income for the year will be between \$42,335 and \$98,309. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

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**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.

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**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.

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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 \$9,428.

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**7. Spouse or common-law partner amount** – Enter the difference between the amount on line 1 (line 1 plus \$2,499 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 **both** 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 \$2,499 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 \$26,782 or less.

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**8. Amount for an eligible dependant** – Enter the difference between the amount on line 1 (line 1 plus \$2,499 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 \$2,499 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 \$26,782 or less.

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**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 \$26,782 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

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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 \$17,499) whose net income for the year will be \$18,783 or less, enter \$7,999. You may enter a partial amount if their net income for the year will be between \$18,783 and \$26,782. 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.

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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 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 2023, 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 2023?

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 \$15,000. 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, 2023 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2023. 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 2023:

- \$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](https://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](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.**