



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.