

Filing Form TD1, Personal Tax Credits Return

What is a TD1?

[TD1, Personal Tax Credits Return](#), is a form used to determine the amount of **tax to be deducted** from an individual's employment income or other income, such as pension income.

There are **federal** and **provincial/territorial** TD1 forms. Individuals complete the forms and give them to their employer or payer who will keep the completed forms with their employee records.

Who should complete this form?

Individuals who:

- **have a new employer or payer**
- want to change amounts from previous claimed
- want to claim the deduction for living in a prescribed zone
- want to increase the amount of tax deducted at source

Individuals **do not** have to complete a new TD1 every year unless there is a change to their federal, provincial or territorial personal tax credit amounts.

Understanding the Form TD1...

The purpose of this form is to collect the appropriate tax amount from each working individual. The TD1 enables King's to accurately estimate the amount of tax a person should be paying in a calendar year, and incrementally pull it from each pay cheque.

By filling out a TD1, employees give their employer the information it needs for the applicable tax credits. Depending on which tax credits can be applied, your tax amounts can change. Some individuals will have no applicable tax credits that they qualify for (and many individuals do not).

See next page for instructions on how to complete the TD1 form

Below is information on some of the *most commonly used sections* to be completed:

- 1. Personal Information** – You must complete your Name, Date of Birth, Address and Social Insurance Number

Clear Data

Canada Revenue Agency

Agence du revenu du Canada

2023 Personal Tax Credits Return

Protected B when completed

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

- 2. Line 1 - Basic Personal Amount** – every resident of Canada can enter in this basic amount

<p>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.</p>	<input style="width: 80%; height: 20px;" type="text"/>
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- 3. Line 5 - Tuition (full-time and part-time)** – enter if you have tuition for the current year of the form

<p>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.</p>	<input style="width: 80%; height: 20px;" type="text"/>
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- 4. Line 13 – Total Claim Amount** – add all lines from 1 – 12 and enter the total in this box. The total amount listed here is used to determine the amount of tax deducted per pay period from employee’s gross pay amounts.

<p>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.</p>	<input style="width: 80%; height: 20px;" type="text"/>
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5. **Page 2 – More than one Employer or payer at the same time** – this box **MUST** be checked if you have one or more employers and have already claimed the Basic Personal Amount on another TD1 form with that employer. This means that you will be taxed on every dollar you earn at King’s University College.

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.

6. **Page 2 – Total Income is less than the total claim amount** – if you will not make more than the Basic Personal Amount that is listed in Box 1 on Page 1 in the entire calendar year of the form, you can check off this box and you will have no tax deducted from your payroll.
- a. *Keep in mind that if you go over this amount, when you do your personal taxes at the end of the year, you will owe money in taxes to the CRA.*

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.