



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

STUDENT ASSISTANT HIRE FORM

*(TO BE COMPLETED BY FACULTY MEMBER/UNIT HEAD/SUPERVISOR AND RETURNED
TO PAYROLL MANAGER UPON COMMENCEMENT OF EMPLOYMENT)*

EMPLOYEE NAME: _____

STUDENT NUMBER/NSID: (both) _____

POSITION TITLE: _____

YEARS OF UNIVERSITY COMPLETED: _____

EMPLOYEE PHONE NUMBER: _____

EMPLOYEE EMAIL ADDRESS: _____

FUND NUMBER: (Research Grants) _____

DATE OF HIRE: _____

RATE OF PAY: (without benefits) _____

HIRED BY: _____

DEPARTMENT: _____

EXPECTED LENGTH OF EMPLOYMENT:

TERM 1 (SEPT - DEC) _____

TERM 2 (JAN - APR) _____

OTHER (please indicate) _____

EMPLOYEE SIGNATURE: _____

AUTHORIZED BY: _____
(Faculty/Staff Signature)

FOR PAYROLL OFFICE USE ONLY:

Date Received: _____

TD1 and TD1SK Included: Yes (____), No (____)

Follow-Up Date: _____



PERSONAL INFORMATION FORM HIRE

INSTRUCTIONS: This form must be completed by the employee upon initial hire into company UOS, RAO or PMT or where the employee has not worked in the current calendar year. A **Personal Information Change Form** should be completed when changes to personal information occur including any changes to Name, Residential Address and Campus Address (e.g. upon hire or rehire, placement, promotion or transfer to a new department), etc. **Please attach the signed original to the Job Information form (JIF) and forward to Human Resources.**

PERSONAL INFORMATION (Please provide full legal name. Record the name and SIN exactly as they appear on the SIN card.)

Surname		First Name		Middle Name 1	Middle Name 2
Middle Name 3	Title: Mr., Mrs., Ms, Dr., etc.		Suffix: JR, SR, CA, QC, OC, etc.		Preferred Name (If different from First Name)
Gender: (Male / Female)	Birth Date (Month, Day, Year)	Social Insurance Number (SIN) Expiry Date: required for all non Canadians & non Permanent Residents.		SIN Expiry Dt (MM/DD/YY)	Student Number

A **Residential Address** must be provided for all hires. A **U of S Business/Campus Mailing Address** must also be provided for all hires, with the exception of casual hires. An **Alternative Address** is optional. The Alternative Address is most often used to designate an address that is only effective for a short period of time within the time span of one of the other addresses provided, or an address to which mail could be sent if undeliverable to either of the other addresses.

NOTE: Name and address information provided will be entered in the University's U-Who contact database. This information is used by departments and administrative units on campus for their business purposes.

RESIDENTIAL Mailing Address

Same as TD1 (Please indicate phone) Expire all previous Residential Addresses.

Telephone/Fax/Email Address

Address Delivery Line: Box or Street				Telephone ()
City / Town	Province / State	Postal / Zip Code	Country	Fax ()
Effective From (Month, Day, Year)	Effective To (Month, Day, Year)			Email

UofS BUSINESS / Campus Mailing Address (Not required for casual hires)

Employee mail will normally be sent to your Campus Address.

* If you do not wish your mail to be sent to your campus address, select which of the following addresses is your preferred address: Residential Alternative

Note: Requests to direct mail to another address will be accommodated where feasible. If you are working in more than one department, mail can only be directed to one Campus Address.

Telephone/Fax/Email Address

Internal Routing Addressee Line 1 (For Campus addresses Enter College, Department or Unit Name here)		Telephone ()
Internal Routing Addressee Line 2 (For Campus Addresses Enter Building Name here)		Fax ()
Effective From (Month, Day, Year)	Effective To (Month, Day, Year)	Email

ALTERNATIVE Mailing Address: Residential Business

Telephone/Fax/Email Address

Internal Routing Addressee Line 1				Telephone ()
Internal Routing Addressee Line 2				Fax ()
Address Delivery Line: Box or Street				Country Code Phone / Fax (f outside North America)
City / Town	Province / State	Postal / Zip Code	Country	Email
Effective From (Month, Day, Year)	Effective To (Month, Day, Year)			

REMARKS:

Employee Signature ***DO NOT USE BLACK INK***

Date

If Employee Signature is not available, the signature below signifies that the above information has been authenticated.

Verified by (Please Print Name)

Signature ***DO NOT USE BLACK INK***

Phone

Date Verified

Date Received:

**St. Thomas More College
Emergency Contact Information Form**

Last name	First Name

Name: _____	Relationship: _____
Phone: _____	
Cell: _____	

Name: _____	Relationship: _____
Phone: _____	
Cell: _____	

Comments- Expanations- Additional Information:

Employee Signature

Please submit this form directly to payroll.



ST. THOMAS MORE COLLEGE

REQUEST FOR PAYMENT BY DIRECT DEPOSIT

Name: _____

Address: _____

INFORMATION FOR PAYROLL PURPOSES

SOCIAL INSURANCE NUMBER

			-				-		
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ST. THOMAS MORE COLLEGE IS HEREBY AUTHORIZED AND REQUESTED TO CREDIT PAYMENTS DUE ME TO MY ACCOUNT WITH THE FINANCIAL INSTITUTION DESIGNATED BELOW, UNTIL CANCELLED BY ME IN WRITING.

Signature _____

Date _____

***MUST INCLUDE SAMPLE PREAUTHORIZED PAYMENT FORM OR CHEQUE MARKED "VOID TO BE PROCESSED."**

BANK OR FINANCIAL INSTITUTION _____

BRANCH ADDRESS _____

CITY _____

PROVINCE _____

BANK NUMBER	TRANSIT NUMBER	ACCOUNT NUMBER	PERCENTAGE OF NET CHEQUE TO BE DEPOSITED																			
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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		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 \$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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 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.

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 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.

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 Saskatchewan 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 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 Saskatchewan and every pensioner residing in Saskatchewan can claim this amount. 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.

16,615

2. Age amount – If you will be 65 or older on December 31, 2022, and your net income from all sources will be \$37,677 or less, enter \$5,061. If your net income for the year will be between \$37,677 and \$71,417 and you want to calculate a partial claim, get Form TD1SK-WS, Worksheet for the 2022 Saskatchewan Personal Tax Credits Return, and fill in the appropriate section.

3. Senior Supplementary amount – If you are a resident of Saskatchewan who will be 65 or older on December 31, 2022, enter \$1,336.

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 \$1,000 or your estimated annual pension income, whichever is less.

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 \$9,789.

6. 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 \$1,662 or less, enter \$16,615. If their net income for the year will be between \$1,662 and \$18,277 and you want to calculate a partial claim, get Form TD1SK-WS and fill in the appropriate section.

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 \$1,662 or less, enter \$16,615. If their net income for the year will be between \$1,662 and \$18,277 and you want to calculate a partial claim, get Form TD1SK-WS and fill in the appropriate section.

8. Child amount – If you are supporting a child who will be under the age of 18 at any time during 2022, enter \$6,303 for each child. You cannot claim an amount for a child you claimed on line 7 or a child claimed by anyone else as a dependant. If you have a spouse or common-law partner, the parent with the lower net income must make the claim.

9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$16,717 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older)
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$9,789

If the dependant's net income for the year will be between \$16,717 and \$26,506 and you want to calculate a partial claim, get Form TD1SK-WS and fill in the appropriate section.

10. 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 \$6,945 or less, enter \$9,789. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$6,945 and \$16,734 and you want to calculate a partial claim, get Form TD1SK-WS and fill in the appropriate section.

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, senior supplementary amount, pension income amount, disability amount, or child 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.

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

Filling out Form TD1SK

Fill out this form **only** if you are an employee working in Saskatchewan or a pensioner residing in Saskatchewan 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)
- 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 TD1SK, 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 TD1SK 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 TD1SK, **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. 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 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.

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.