

UNBC Student Employee Hiring Instructions

The attached form is used for the hiring of all student employees except for Graduate Teaching Assistants. Please contact the Dean's Office at 960-5700 for information on hiring Graduate TAs. For information on hiring non-student research support personnel please see www.unbc.ca/hr.

There are three categories of student employees:

Student – General Assistants

- Engaged as classroom assistants, in lab preparation, as markers, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- Funded out of the General Operating Fund (10100) and the appropriate School/Program or College Org
- Signed off by the appropriate Chair (Program funded) or Dean (College funded)
- Signed off with a “one-up” signature when Supervisor & Budget Holder are the same

Student – Research Assistants

- Engaged in field work, lab projects, survey research, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- Funded out of a Research Fund and the appropriate Program Org
- Signed off by the Chair for research start-up funded positions
- Signed off with a “one-up” signature when Supervisor & Budget Holder are the same
- Signed off by the Vice President Research when the Chair is the Supervisor & Budget Holder
- Signed off by Finance for budget confirmation

Student – Other Employment

- Engaged to work in the Bookstore, library, gym, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- Funded out of the General Operating Fund (10100) and the appropriate Program or Department Org
- Signed off by the appropriate Ancillary Department (Manager/Director)

Contract Deadline: Contracts must be received in HR by Monday two weeks prior to payday to avoid a delay in pay.

Note that once completed, the attached form is a legal and binding contract.

Note for International Students:



An active Social Insurance Number is necessary to work in Canada. In order to apply or renew the expiry date, students must apply to the Prince George Service Canada Office with the original copy of the contract and the “Additional Information for SIN Application for Foreign Students” form completed as proof of need. Students with a Social Insurance Number beginning with a 9 must bring a copy of their SIN card to Human Resources for their file. **Until a SIN/expiry date is provided, the contract is not complete for pay processing.**

For more info and applications, visit the Service Canada website at <http://www.servicecanada.gc.ca/en/sc/sin/>

For more information on completing the attached form please contact the Human Resources Assistant in HR at 5533.

For specific questions related to funding and budgeting student employee costs please contact Finance at 6534 (Research) or 6709 (Gen Oper/Ancillary). Note that student wages cannot be paid out of Professional Development Funds.

For payroll related questions please contact the Payroll Office at 5586. Note that timesheets must be complete to be processed including the following information: Fund/Org, Pay Rate, Student ID and Supervisor's phone number. **Incomplete or incorrect coding on timesheets will be returned resulting in delayed payment.**

Timesheet Deadline: Timesheets must be received in Finance by the Friday prior to payday to avoid delays in pay.

EMPLOYER CONTRIBUTIONS COSTS (based on 2012 rates):

General Assistants and Student–Other are budgeted out of an operating fund (10100,11500 etc.). As employer contribution costs are built into the operating fund budget on top of regular wages they do not need to be added to your costs. However, when hiring a student research assistant, the following **additional** costs must be added to your budgeted amount of pay to establish the total cost of labour. These benefits are calculated over and above the salary or hourly pay rates and **should not** be included into the rate/salary that you offer the research assistant:

Canada Pension Plan (CPP)	4.95%
Employment Insurance (EI)	2.562%
Workers Compensation (WCB)	<u>0.25%</u>
Total (for salaried research assistants)	7.762%
Statutory Holiday Pay (for hourly employees, add this)	<u>4.20%</u>
Total (for hourly research assistants)	11.962%

Example: The total amount you want to spend is \$1000. Your assistant will be paid on an hourly rate.
$\$1,000 \div 1.11962 = \893.16
\$893.16 will be the amount you have for gross wages.
To determine the number of hours you would be able to hire a student assuming you are paying \$9.25 per hour: $\$893.48 \div \$10.00 = 89.35$ hours
Approximately 89 hours can be paid out without going over the \$1000 budget.

WAGES effective May 1, 2011:

- Education Level Guidelines (ultimately, wages are determined by the budgetary limits & supervisor):
 - Undergraduate \$10.00 - \$12.00/hour
 - Bachelor's Degree \$11.00 - \$14.00/hour
 - Master's Degree \$13.00 - \$20.00/hour
- Minimum wage for Students at UNBC is \$10.00 per hour (inclusive of 4% vacation pay). Due to changes in the BC minimum wage, the UNBC minimum wage rate will be \$10.75 on May 1, 2012. Salaried contracts also fall within this regulation: the total salary, contract dates and scheduled hours must not calculate to less than \$10.00/hour. Contact HR if you have any questions.
- Student wages include 4% vacation pay (vacation pay is different than Stat Holiday Pay). Therefore a student's pay stub will show 4% separated out of the salary or hourly wage that you indicate.
- Employment Insurance Regulations state that you must report the actual number of hours worked. Failure to do so may result in the individual being under - or possibly over - insured for Unemployment Insurance Benefits. If you are unable to predict the actual number of hours worked, consider hiring your student employee on an hourly basis.

OVERTIME AND STATUTORY HOLIDAYS:

- Any hours over 8 hours/day or 40 hours/week must by law be paid overtime rates. It is important that you are aware of all employment your student has at the University since overtime will be assessed if the sum of all hours worked exceeds the maximum. Hiring supervisors must communicate with each other to prevent overtime wherever possible.
- Salaried and hourly student employees who work on a statutory holiday will be paid at an overtime hourly rate of time-and-a-half for the first 12 hours worked and double-time for any work over 12 hours. Student employees should seek approval from their supervisor before working on a statutory holiday.
- Hourly Student employees: 4.2% statutory holiday pay is paid in addition to regular pay on every cheque.

MINIMUM HOURS:

- Post-secondary students who are enrolled at the university and employed by the university **do not** have to work a minimum number of hours per Section 43 of the Employment Standards Act. Contact Human Resources for more details.

TAX FORMS:

If you are a new employee or there are tax changes since your last contract, then a TD1 form (Personal Tax Credits Return) and TD1BC form (British Columbia Personal Tax Credits Return) must be completed:

1. Complete page 1 according to your eligible deductions and sign the form. (If you put "0" in the Total Claim Amount box, this indicates you have no tax credits to claim and you will be taxed at the highest rate for your tax bracket.)
2. **NOTE:** If you are a Canadian Resident and you will be making less gross income than your total tax credits, you may claim EXEMPT, and tax will not be deducted from your pay. To indicate your exemption status, indicate so on the back page of both forms. If you claim exempt status, please complete a tax form for each calendar year

For more information: **Canada Customs & Revenue Site** <http://www.cra-arc.gc.ca>
TD1/TD1BC Forms http://www.cra-arc.gc.ca/menu/AFAF_T_TD-e.html#ti

Forms are available at: <http://www.unbc.ca/hr/forms/index.html>

PAY STATEMENTS:

Bi-weekly pay statements at UNBC are provided electronically through Employee Web services.

To access the Employee Web, go to the UNBC home page at www.unbc.ca, click on **Login**, then click on **Employee Online Services**.

WORKING OUTSIDE OF BC:

Any students who will be working outside of BC for part or the entire duration of their student contract must contact the Risk & Safety Office. This information is required so that the student can be properly registered with WCB in the jurisdiction they may be working. For further information, contact Trisha Legeard at legeard@unbc.ca or 960-5020.

INFORMATION INQUIRIES:

For questions regarding:

Contracts or extensions to contracts

Direct deposit changes

Personal info changes (name, address etc.)

Pay statement online access

General pay information

..... Shelley Litke

960-5533
slitke@unbc.ca

Timesheets

Payroll deductions

Records of Employment

General pay information

..... Payroll Office

960-5586

Hourly Pay Period Schedule
(salaried and hourly employees have the same pay date)

Year	Pay #	Start Date:	End Date:	Payday Date:	Stat Holiday:
2012	1	December 25	January 7	January 13	Dec 26* Dec 27* & Jan 2 (*In Lieu of Dec 25 & 26 & Jan 1)
	2	January 8	January 21	January 27	
	3	January 22	February 4	February 10	
	4	February 5	February 18	February 24	
	5	February 21 ⁹	March 3	March 9	
	6	March 4	March 17	March 23	
	7	March 18	March 31	April 5*	April 6 & 9 *Thursday pay date due to Friday Stat
	8	April 1	April 14	April 20	
	9	April 15	April 28	May 4	
	10	April 29	May 12	May 18	
	11	May 13	May 26	June 1	May 21
	12	May 27	June 9	June 15	
	13	June 10	June 23	June 29	
	14	June 24	July 7	July 13	July 1
	15	July 8	July 21	July 27	
	16	July 22	August 4	August 10	
	17	August 5	August 18	August 24	
	18	August 19	September 1	September 7	
	19	September 2	September 15	September 21	September 3
	20	September 16	September 29	October 5	
	21	September 30	October 13	October 19	October 8
	22	October 14	October 27	November 2	
	23	October 28	November 10	November 16	November 12
	24	November 11	November 24	November 30	
	25	November 25	December 8	December 14	
	26	December 9	December 22	December 28	

IMPORTANT: Timesheets are due by Friday Noon before the End Date of each Pay Date shown above.
STATUTORY HOLIDAYS: Employees who work on a statutory holiday will be paid at an overtime hourly rate of time-and-a-half for the first 12 hours worked and double-time for any work over 12 hours. Hourly employees should seek approval from their supervisor before working on a statutory holiday.

UNBC Student Employee Contract

3333 University Way, Prince George, BC, V2N 4Z9

UNBC ID Number: _____ Full Name: _____

Birthdate: _____ Social Insurance No: _____

Program: Graduate Undergrad _ SIN Expiry Date: **(required)** for 900 numbers – attach copy of SIN card

1. This is to confirm the offer of temporary employment as checked below. Specific duties of the position will be provided by your supervisor:

Status:

Student Research Assistant
-Field work
-Lab Project
-Survey Research

Student General Assistant
-Classroom Assistant
-Lab Prep
-Marker/Tutor

Student – Other Employment
-Bookstore
-Library
-Gym etc.

Course(s): _____

2. Wages are inclusive of 4% vacation pay.

You will be paid at a rate of \$ _____ per hour as an hourly employee.

or

a total salary of \$ _____ over the term as a salaried employee.

3. Your employment will commence on _____ and conclude on _____.

4. You will be required to work _____ hours per week (this can be an average for hourly contracts).

5. You will report to (Prof.): _____ in the Program/Department of _____.

6. Will work outside of BC be required? No Yes Location: _____

- Employment requires an active SIN. International students must apply to HRDC with the original of this contract.
- Hourly contracts: You are required to submit time sheets on a bi-weekly basis.
- Your employment may be terminated early if the University deems that your services are no longer required, with compensation as per the Employment Standards Act. You may be terminated for cause without notice or pay in lieu.
- While working under this contract, you will be covered by Canada Pension, Employment Insurance and WCB.
- Your stated wage includes 4% vacation pay and will be displayed separately on your pay stub.
- Except where modified in this contract, your employment is subject to all University policies governing the employment of Students.
- Subject to completed paperwork submitted, pay is processed on a biweekly basis BY DIRECT DEPOSIT to your personal bank account. By signing below, you agree to be paid by direct deposit and to provide banking information.

If you accept these terms of employment, please sign below.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Title: _____ Date: _____

Budget Holder Signature: _____ Title: _____ Date: _____
(if different than supervisor)

One Up Signature: _____ Title: _____ Date: _____
(if supervisor/budget holder the same)

Budget Confirmation: _____ Title: _____ Date: _____
(required for research funded positions)

(Note: For research start up positions, one of the above signatures must be that of the Chair).

Budget Distribution: Fund: _____ Org: _____ Account: _____ Prog (opt'l): _____

- This is a legal and binding contract; please contact Human Resources with any inquiries.

- Pay processing deadline for contracts is each Monday 2 weeks previous to payday. Contracts must be submitted to Human Resources fully completed, signed and on time to avoid delays in pay.

- Students are encouraged to keep a copy of this contract for their records.

To be completed if this is your first contract, or if there are any changes to your information on file in Human Resources

PERSONAL INFORMATION (please print):

Mailing Address

This address is shared with the Registrar's Office for mailing purposes. T4's will be sent to this location unless otherwise notified.

Apt/Street: _____

Phone: _____

City: _____ Prov: _____

Postal Code: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Phone: (daytime) _____ (evenings) _____

Relationship to Yourself: _____

1. Citizenship: _____
Are you presently entitled to work in Canada in this type of employment? Yes No

2. Do you currently hold another position at the University? Yes No

If yes, print Supervisor's Name & Dept/Program: _____

DIRECT DEPOSIT INFORMATION

Please attach a void cheque or bank issued account information if this is your first contract, or if there are any changes to your information on file in Human Resources. Biweekly pay will be processed by Direct Deposit to your personal bank account.

Please staple void cheque/deposit slip/bank issued info here.



Your employer or payer will use this form to determine the amount of your tax deductions.
 Read the back before completing this form. Complete 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 including postal code		For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.</p>	10,822
<p>2. Child amount – Either parent (but not both), may claim \$2,191 for each child born in 1995 or later, that resides with both parents throughout the year. If the child is infirm, add \$2,000 to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. 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 child amount for that same child.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2012, and your net income for the year from all sources will be \$33,884 or less, enter \$6,720. If your net income for the year will be between \$33,884 and \$78,684 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2012 Personal Tax Credits Return</i>, and complete the appropriate section.</p>	
<p>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.</p>	
<p>5. Tuition, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. 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 \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$7,546.</p>	
<p>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 \$10,822 (\$12,822 if he or she is infirm) enter the difference between this amount and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is infirm), you cannot claim this amount.</p>	
<p>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 \$10,822 (\$12,822 if he or she is infirm) and you did not claim the child amount for this dependant, enter the difference between this amount and his or her estimated net income. If your eligible dependant's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is infirm), you cannot claim this amount.</p>	
<p>9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,033 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> parent or grandparent (aged 65 or older), enter \$4,402 (\$6,402 if he or she is infirm) or relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,402. <p>If the dependant's net income for the year will be between \$15,033 and \$19,435 (\$15,033 and \$21,435 if he or she is infirm) and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.</p>	
<p>10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 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 \$6,420 or less, enter \$6,402. 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 \$6,420 and \$12,822 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax 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 his or her tuition, education, and textbook amounts on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 through 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Continue on the next page ➔

Completing Form TD1

Complete this form only if:

- 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 (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- 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 complete a TD1 form, your new 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 TD1 form for 2012, you **cannot claim them again**. If your total income from all sources will be more than the personal tax credits you claimed on another TD1 form, check this box, enter "0" on line 13 on the front page and do not complete 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

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2012? If you are unsure of your residency status, call the International Tax Services Office at 1-800-267-5177.

- If yes, complete the previous page.
• If no, check the box, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$10,822, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount only (your claim amount on line 13 is \$10,822), 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 2012, you may be able to claim the child amount on Form TD1SK, 2012 Saskatchewan Personal Tax Credits Return. Therefore, you may want to complete 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 2012, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 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, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

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 return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return 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, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s)* _____, 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.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.

Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Read the back before completing this form. Complete 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 including 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 2012, see "Will you have more than one employer or payer at the same time?" on the next page.

11,354

2. Age amount – If you will be 65 or older on December 31, 2012, and your net income from all sources will be \$32,424, or less, enter \$4,356. If your net income for the year will be between \$32,424 and \$61,464 and you want to calculate a partial claim, get the TD1BC-WS, *Worksheet for the 2012 British Columbia Personal Tax Credits Return*, and complete the appropriate section.

3. 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.

4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. 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 the tuition fees you will pay, plus \$60 for each month that you will be enrolled part time.

5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,285.

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 \$996 or less, enter \$9,964. If his or her net income for the year will be between \$996 and \$10,960, and you want to calculate a partial claim, get the TD1BC-WS, and complete 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 \$996 or less, enter \$9,964. If his or her net income for the year will be between \$996 and \$10,960, and you want to calculate a partial claim, get the TD1BC-WS, and complete the appropriate section.

8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$14,385 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,250.

If the dependant's net income for the year will be between \$14,385 and \$18,635 and you want to calculate a partial claim, get the form TD1BC-WS, and complete the appropriate section.

9. 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 \$6,770 or less, enter \$4,250. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$6,770 and \$11,020 and you want to calculate a partial claim, get the TD1BC-WS, and complete the appropriate section.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax 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 his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 through 11.

Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Continue on the next page ➔

Completing Form TD1BC

Complete this form **only** if you are an employee working in British Columbia or a pensioner residing 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 amounts you previously claimed (such as when 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 complete a TD1BC form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

Will you have 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 2012, 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, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

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 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return 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, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for the year ____*, 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 forms and publications go to www.cra.gc.ca/forms or call 1-800-959-2221.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.