

# 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/human-resources](http://www.unbc.ca/human-resources)

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 Friday two weeks with ALL supporting documents 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. **Students with a Social Insurance Number beginning with a 9 must attach a copy of their confirmation letter provided by Service Canada to their Student Employment Contract before it is submitted to Human Resources for processing. 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 an Human Resources Assistant at 25521.

For specific questions related to funding and budgeting student employee costs please contact Finance at 26534 (Research) or 26709 (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 25586. 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 2019 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)	5.100%	Statutory Holiday Pay	<u>4.60%</u>
Employment Insurance (EI)	2.268%	(for hourly employees, add this)	
Workers Compensation (WCB)	0.260%	Total (for hourly research assistants)	<b>14.178%</b>
Employer Health Tax (EHT)	1.95%		
Total (for salaried research assistants)	<b>9.578%</b>		

**REFER TO COSTING WORKSHEET**

---

## WAGES effective June 1, 2018:

- Minimum wage in BC is **\$12.65** per hour effective June 1, 2018 (**plus 4% vacation pay**). Salaried contracts also fall within this regulation; the total salary, contract dates and scheduled hours must not calculate to less than \$12.65/hour. \*Effective June 2, 2019 this increases to \$13.85/hr\* Contact HR if you have any questions.
- 4% vacation pay (vacation pay is different than Stat Holiday Pay) is added to the student's salary or hourly wage, and will be shown separately on the student's pay statement.
- 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 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: 4.6% statutory holiday pay is paid in addition to regular pay on every bi-weekly pay.

---

## 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 student employee or if it has been more than 12 months since you submitted updated tax forms then a TD1 form (Personal Tax Credits Return) and TD1BC form (British Columbia Personal Tax Credits Return) must be completed and submitted with contract:**

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](http://www.cra-arc.gc.ca/menu/AFAF_T_TD-e.html#ti)

Forms are available at: <http://www.unbc.ca/human-resources/tax-information>

---

## 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 at 960-5020. This information is required so that the student can be properly registered with WCB in the jurisdiction they may be working.

---

## 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. Student contracts will be returned if they are missing this information as they cannot be processed without banking information. **To avoid a delay in pay please ensure that it is attached to contract when submitted.**

## INFORMATION INQUIRIES:

For questions regarding:

- |  |  |
|--|--|
| ➤ Contracts, extensions to contracts         | ..... HR Assistant (250) 960-5609  |
| ➤ Direct deposit changes                     | <a href="mailto:Charlene.Trenholm@unbc.ca">Charlene.Trenholm@unbc.ca</a> |
| ➤ Personal info changes (name, address etc.) | .....HR Assistant (250) 960-5521   |
| ➤ General pay information                    | <a href="mailto:kimi.wertz@unbc.ca">kimi.wertz@unbc.ca</a>               |
| ➤ Timesheets                                 |  |
| ➤ Payroll deductions                         | ..... Payroll Office (250) 960-5586                                      |
| ➤ Records of Employment                      | <a href="mailto:payroll@unbc.ca">payroll@unbc.ca</a>                     |
| ➤ General pay information                    |  |

# UNBC Student Employee Contract

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

UNBC ID Number: \_\_\_\_\_ Full Name: \_\_\_\_\_

Date of Birth (mm/dd/yr): \_\_\_\_\_ Gender: \_\_\_\_\_

Social Insurance No: \_\_\_\_\_ SIN Expiry Date: \_\_\_\_\_

(Attach Copy if not previously submitted)

**(required)** for 900 numbers – attach copy of SIN Confirmation with Expiry Date

**Program:** Graduate  Undergrad

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

## Status:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Student Research Assistant</b> | <input type="checkbox"/> <b>Student General Assistant</b> | <input type="checkbox"/> <b>Student – Other Employment</b> |
| <b>Field Work</b>  | <b>Classroom</b>  | <b>Bookstore</b>   |
| <b>Lab Projects</b>  | <b>Lab Prep</b>   | <b>Library</b>   |
| <b>Survey Research</b>                                     | <b>Marker/Tutor</b>                                       | <b>NSC</b>   |

Course(s): \_\_\_\_\_

2. Wages

You will be paid at a rate of \$ \_\_\_\_\_ per hour as an hourly employee plus 4% vacation pay. **(Timesheet required)**

### **or**

a total salary of \$ \_\_\_\_\_ over the term as a salaried employee plus 4% vacation pay.

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 (**Supervisor**): \_\_\_\_\_ 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 Service Canada 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.
- You will be paid 4% vacation pay in addition to your wage and it will be displayed separately on your pay statement.
- Except where modified in this contract, employment is subject to all University policies governing the employment of students.
- 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 is the same)

**Budget Confirmation:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FINANCE USE ONLY (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 FRIDAY 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: \_\_\_\_\_

This information is shared with the Registrar's Office

Emergency Contact Phone: (daytime) \_\_\_\_\_ (evenings) \_\_\_\_\_

Relationship to Yourself: \_\_\_\_\_

1. Citizenship: \_\_\_\_\_

Are you presently entitled to work in Canada in this type of employment?

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

If yes, print Supervisor's Name & Dept. /Program: \_\_\_\_\_  
 \_\_\_\_\_

**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](http://www.unbc.ca), click on **Login** and then click on **Employee Online Services**. Use your student ID and PIN.

**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 attach a void cheque or bank issued information**





# 2019 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.

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

<p><b>1. Basic personal amount</b> – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	<b>12,069</b>
<p><b>2. Canada caregiver amount for infirm children under age 18</b> – Either parent (but not both), may claim \$2,230 for each infirm child born in 2002 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.</p>	
<p><b>3. Age amount</b> – If you will be 65 or older on December 31, 2019, and your net income for the year from all sources will be \$37,790 or less, enter \$7,494. If your net income for the year will be between \$37,790 and \$87,750 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2019 Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p><b>4. Pension income amount</b> – 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><b>5. Tuition (full time and part time)</b> – 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.</p>	
<p><b>6. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,416.</p>	
<p><b>7. Spouse or common-law partner amount</b> – 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 \$12,069 (\$14,299 if he or she is <b>infirm</b>), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less <b>and</b> he or she is <b>infirm</b>, go to line 9.</p>	
<p><b>8. Amount for an eligible dependant</b> – 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 \$12,069 (\$14,299 if he or she is <b>infirm</b> and you <b>cannot claim the Canada caregiver amount for children under age 18 for this dependant</b>), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less <b>and</b> he or she is <b>infirm and is age 18 or older</b>, go to line 9.</p>	
<p><b>9. Canada caregiver amount for eligible dependant or spouse or common-law partner</b> – If, at any time in the year, you support an <b>infirm</b> eligible dependant (aged 18 or older) <b>or</b> an <b>infirm</b> spouse or common-law partner whose net income for the year will be \$23,906 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p><b>10. Canada caregiver amount for dependant(s) age 18 or older</b> – If, at any time in the year, you support an <b>infirm</b> dependant age 18 or older (<b>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 his or her net income were under \$14,299</b>) whose net income for the year will be \$16,766 or less, enter \$7,140. If his or her net income for the year will be between \$16,766 and \$23,906 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.</p>	
<p><b>11. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p><b>12. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> 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 <b>tuition amount</b> on his or her income tax return, enter the unused amount.</p>	
<p><b>13. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

**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 Form TD1, 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 TD1 for 2019, 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 2019?

- 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 \$12,069, 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 claim amount on line 13 is \$12,069), 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 2019, you may be able to claim the child amount on Form TD1SK, 2019 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 2019, 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](http://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 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 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.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with 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. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request 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 at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

**It is a serious offence to make a false return.**

Date \_\_\_\_\_

YYYY/MM/DD



**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 

  

<p><b>1. Basic personal amount</b> – 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 2019, see "More than one employer or payer at the same time" on page 2.</p>	<b>10,682</b>
<p><b>2. Age amount</b> – If you will be 65 or older on December 31, 2019 and your net income from all sources will be \$35,660 or less, enter \$4,791. If your net income for the year will be between \$35,660 and \$67,600 and you want to calculate a partial claim, get Form TD1BC-WS, Worksheet for the 2019 British Columbia Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p><b>3. Pension income amount</b> – 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.</p>	
<p><b>4. Tuition (full time and part time)</b> – If you are a student enrolled 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, complete this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p><b>5. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,012.</p>	
<p><b>6. Spouse or common-law partner amount</b> – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$915 or less, enter \$9,147. If his or her net income for the year will be between \$915 and \$10,062, and you want to calculate a partial claim, get Form TD1BC-WS and fill in the appropriate section.</p>	
<p><b>7. Amount for an eligible dependant</b> – 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 \$915 or less, enter \$9,147. If his or her net income for the year will be between \$915 and \$10,062, and you want to calculate a partial claim, get Form TD1BC-WS and fill in the appropriate section.</p>	
<p><b>8. British Columbia caregiver amount</b> – You may be supporting an infirm spouse or common-law partner, or an infirm eligible dependant (age 18 or older) who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> <li>• child or grandchild</li> <li>• parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resided in Canada</li> </ul> <p>If this is your situation and the infirm person's net income for the year will be less than \$20,494, and you want to calculate a claim, get Form TD1BC-WS and fill in the appropriate section.</p>	
<p><b>9. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p><b>10. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> 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 <b>tuition amount</b> on his or her income tax return, enter the unused amount.</p>	
<p><b>11. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 10. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

**Filling out Form TD1BC**

Fill out 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 (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 2019, 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 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 11. 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 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](http://canada.ca/cra-forms-publications) or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with 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. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request 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 at [canada.ca/cra-info-source](http://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.