Personal Tax Credits Forms – TD1 & TD1ON

What is a TD1?

The TD1, Personal Tax Credits Return, is a form used to determine how much of your employment income is taxable which is then used to calculate the amount of tax to be deducted from your pay each pay period.

There are Federal and Provincial tax forms to be completed. You will use these forms to increase or decrease the tax that is to be withheld each pay. Your pay statement shows Federal Income Tax deducted which is a combination of both the Federal and Provincial tax calculated. Your actual tax payable is determined by Revenue Canada Agency when you file your annual Income Tax Return.

- All employees are required to have TD1 information on file in Human Resources
- If you are claiming the basic personal amount, only the Federal form (TD1) needs to be submitted to Human Resources. Just complete the top section then sign and date it.
- Both your Federal and Provincial TD1 Total Claim Amount can be found on your pay statement.
- The larger the Total Claim Amount, the less tax that will be deducted from your pay.

What if I want to decrease my tax deduction?

You may decrease your tax deduction by claiming your eligible exemptions. Examples of common exemption are;

- Child or spousal amount if considered dependents.
- Age amount if over 65.
- **Tuition fees, education and textbook amounts for students enrolled in post secondary education.**
- If your total income for the year from all employers will be less than your total claim amount you can check off the box entitled "Total income less than total claim amount" on back/second page of the TD1

General Form Completion Tips:

- Please take the time to read both sides of Federal and Provincial TD1's
- **If claiming other than the basic, you will need to do new forms for January 2016. The current tax forms are no longer valid after the 2015 year.**

****Tuition amounts claimed will only be applied for the year in which submitted.**

If you have any detailed questions about how much to claim on your form, you must contact a tax expert of The Canadian Revenue Agency.