



## Tax Form Tips

Please take a minute to review the most frequently asked Tax Form related questions outlined below. If your question has not been answered below, please contact either your Manager or HR Reception at ext 6132.

You will notice that there are two tax forms to complete, one for Ontario and one for Federal, you are required to complete both.

When entering a dollar amount into the tax forms, DO NOT use commas (example: \$11038)

### FAQ

- **Basic Claim Amount** – If you do not have any Tax Credits to claim (normal taxes to be deducted). Just take the dollar amount indicated at the top of the tax form and bring that amount down to the bottom of the page and indicate it in the box in Line 13.
- **Claiming Tax Credits** – If you would like to claim any Tax Credits (Lines 2-12 example: Pension Income Amount, Tuition, etc), indicate the dollar amount next to the appropriate tax credit line. Use the specific dollar amount or calculation in the respective section. **Add up the Basic Personal Amount plus any Tax Credit Amounts and total them into the box in Line 13.**
  - Note: The higher your Total Claim Amount is (due to claiming of Tax Credits), the less tax will be deducted from your pay cheque. Should you wish to have normal taxes deducted from your pay, you do not have to claim any Tax Credits.
- **Additional Tax to be Deducted** – If you would like additional tax to be deducted from your pay cheque please indicate the additional dollar amount you would like deducted on the Federal Tax Form (back of form at the bottom of the page).
- **Total Income Less Than Claim Amount section = No Tax Deducted** – If you do not wish to have taxes deducted from your pay cheque, you will check the box on the back of each form under the Total Income Less Than Claim Amount section. If you want to have regular taxes deducted from your pay, leave this box blank. Please note that you can only check this box if your tax exemptions are higher than what you will earn for the year.