



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Welcome to the Deer Creek Golf Clubs Family

Employee Forms



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

New Employee Checklist

As you begin work with a new employer it is imperative that you familiarize yourself with their internal policies and provide your payroll details complying with government regulations. Please use this checklist below to ensure that you have submitted signed original copies to your supervisor or the Main Office (adjacent to the Pro-Shop in the Clubhouse).

RETURN **BEFORE** YOUR FIRST DAY OF WORK

- New Employee Form (Complete with Void Cheque)
- Employee Questionnaire
- Emergency Contact Information
- Agreement for Overtime Hours Entitlement
- Hours of Work Agreement
- General Acceptance of the Employee Handbook
- Confidentiality Agreement
- Consent Statement for Employee Related Checks
- Social Club
- Social Committee Sign Up
- 2013 Personal Tax Credits Return (TD1 Form)
- 2013 Personal Tax Credits Return Ontario (TD1ON Form)

Manager Acceptance: _____ Date Rec'd: _____ 1st Day of Work: _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

2013 New Employee Form

Company (check mark): Deer Creek Golf & Banquet Facility Salem Ridge Golf & Academy
 Glen Cedars Golf Club

Employee Name: _____ Phone Number: _____

Cell Phone Number: _____ Address: _____

City: _____ Postal Code: _____ SIN Number: _____

Date of Birth: _____ First Day Worked: _____

Default Position: _____ Pay Rate: _____

Postal Code: _____ Email Address: _____

Other Positions: _____

We require you to be paid by direct deposit. By providing us with a VOID Cheque and by signing below you are providing certification that the bank account is in your name and that no unauthorized person has access to this account.

VOID CHEQUE

Employee Signature: _____

Date: _____

Approved By: _____

Date: _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Employee Questionnaire

Please help us get to know you better. Fill out as much as you wish!!

Name: _____ I like to be called _____

I grew up in _____ I now live in _____

Family members (including pets)

My hobbies are _____

My last goal achieved was _____

I'm crazy about _____ Favourite music _____

Dream vacation would be _____ My "pig-out" food is _____

I always laugh when I see _____

My friends like me because _____

My dream job is _____

A word that best describes me is _____ My hero is _____

If I won the lottery I would:

1. Share with all of my friends here at Deer Creek Golf Clubs.
2. _____
3. _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Emergency Contact Information

Employee Name: _____

Department: _____

Supervisor: _____

Emergency Contact Information:

Primary Contact Name: _____

Primary Contact Phone Number (home/cell/work): _____

Primary Contact Secondary Phone Number (home/cell/work): _____

Secondary Contact Name: _____

Secondary Contact Phone Number (home/cell/work): _____

Secondary Contact Secondary Phone Number (home/work/cell): _____

Allergy Information:

Do you have any allergies? YES or NO

If yes, please list allergies:

Do you have an "Epi-Pen"? YES or NO

If yes, where do you keep it in case of an emergency? _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Agreement for Averaging Hours for Overtime Entitlement

The Employment Standards Act of Ontario (the “Act”) provides that an employee is entitled to receive overtime pay after he/she has worked forty-four (44) hours in a week. The Act also contains provisions for calculating the amount of overtime pay payable to an employee.

However, the Act allows the employer and the employee to enter into an agreement whereby the employee’s hours of work will be averaged over a four (4) week period for the purpose of calculating an employee’s overtime entitlements.

Deer Creek Golf & Banquet Facility is therefore seeking your agreement to average your hours of work over a four (4) week period for the purpose of calculating your overtime entitlements.

Deer Creek intends to average your hours as follows:

1. Deer Creek shall maintain a record of your hours every week. Starting on February 19, 2012, Deer Creek shall maintain a record of the actual hours worked by you during each four (4) week cycle, ending February 13, 2014.
2. Deer Creek shall pay you regular pay, or where applicable premium pay for any public holidays worked, for all hours worked up to and including 176 hours during the four (4) week cycle. Deer Creek shall pay you overtime pay at a rate of one and a half (1½) times your regular rate for each hour worked in excess of 176 hours during the four (4) week period.
3. You must obtain written authorization from your immediate supervisor in order to work in excess of 176 hours (for Golf Staff) during the four (4) week cycle.

Please sign in the space provided below if you are willing to average your hours of work over a four (4) week period, as set out above for the purpose of calculating your entitlement to overtime pay.

Please be advised that this Agreement shall expire on February 13, 2014, unless renewed in writing. Any renewal must be signed by both you and a representative of the Deer Creek Golf & Banquet Facility.

This Agreement for Averaging Hours for Overtime Entitlement shall remain in effect unless mutually revoked in writing by both parties.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers. We are committed to building lasting customer and employee relationships.



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Hours of Work Agreement

Deer Creek Golf & Banquet Facility anticipates that it may be required to ask you to work in excess of forty eight (48) hours per week. Deer Creek will not ask you to work in excess of sixty (60) hours per week.

The Employment Standards Act of Ontario requires Deer Creek to obtain your agreement to work in excess of forty eight (48) hours in a week.

The purpose of this document is to seek your agreement to work in excess of forty eight (48) hours per week when asked, and to confirm that you will not be asked to work more than sixty (60) hours per week or thirteen (13) hours per day. Deer Creek also confirms that you will receive at least one twenty four (24) hour period free from work each week.

Our request for your agreement to work in excess of forty eight (48) hours per week is not a guarantee of hours of work, but an indication only of your acceptance and agreement to work in excess of forty eight (48) hours per week. Similarly, this Hours of Work Agreement does not amend your regular schedule of work or supersede your signed Agreement for Averaging Hours for Overtime Entitlement.

Please sign in the space provided below if you are willing to work in excess of forty eight (48) hours per week, but not more than sixty (60) hours per week, when asked by Deer Creek Golf & Banquet Facility.

You are entitled to provide Deer Creek with two (2) weeks' notice of your desire to terminate this Hours of Work Agreement. In the event that Deer Creek wishes to terminate this Hours of Work Agreement you will be provided with reasonable notice of Deer Creek's intention to terminate.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

General Acceptance of the Employee Handbook

I, the undersigned, agree that I have received an Employee Handbook and am familiar with the material contained therein.

I understand that should I have any questions or require any clarification, I will ask my Supervisor/Manager directly.

I am comfortable with the overall corporate strategies and statements including: the Coughlan Philosophy, Mission Statement, Vision, Core Values and the acronym GOLF. I also understand the terms of employment and the general policies and procedures contained therein.

Name: _____

Signature: _____

Date: _____

Confidentiality Agreement

The Employee shall not at any time during the term of this Agreement, or at any time thereafter, copy, use or disclose any confidential or proprietary information of the Corporation (Deer Creek Golf Clubs) to anyone.

Without limiting the generality of the foregoing, confidential or proprietary information shall include: business and promotion concepts, trade secrets, client information or operating techniques of the Corporation and relating to the business of the Corporation.

Furthermore, the Employee shall not, for his/her own purposes or for any purposes other than those of the Corporation, use any such confidential or proprietary information he/she may acquire in relation to the business of the Corporation or its clients.

Name: _____

Signature: _____

Date: _____

*Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers.
We are committed to building lasting customer and employee relationships.*



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Consent for Employee Related Checks

I have applied to Cougs Investments Ltd. o/a Deer Creek Golf & Banquet Facility (“the Company”) for employment. I acknowledge that it is reasonable and necessary for the Company to make inquiries into and request reports concerning my educational and employment qualifications and credit history to assess my suitability for employment and ensure that information I have provided in my employment application is accurate. I understand that these investigations are conducted by Cougs Investments Ltd., and that Cougs Investments Ltd. may request reports by consulting private or public record sources or by contacting persons or organizations capable of providing the appropriate information, including my current or former employers, past or present coworkers, educational institutions, public bodies, regulatory agencies, professional associations, personal information agents, credit bureaus, detectives and security agencies.

I understand that my employment with the Company is conditional upon completion of a satisfactory background check, which will include at a minimum a criminal information request, a reference check, and a credit check. I thus authorize and direct such persons and organizations to provide Cougs Investments Ltd. personal information concerning me for the above mentioned purposes. This information may be collected either verbally (e.g. by telephone) or in writing and relate to the following topics:

My educational qualifications; My professional qualifications; My performance and/or behaviour at work; and My credit history, including my credit rating.

I also understand that Cougs Investments Ltd. requires that I obtain a Criminal Information Request from the local Police authority in order to verify that I have not been convicted of any criminal offence (under the Criminal Code of Canada or any other applicable legislation) for which a pardon has not been granted. This verification may also extend to pending charges or accusations.

I understand that in order to conduct the abovementioned checks and/or inquiries, it may be necessary to provide Cougs Investments Ltd. with personal identification information, such as photo identification and/or government issued identification, and I therefore agree to provide such information should it be requested.

I hereby declare that, to the best of my knowledge, the information I provided both verbally and on my résumé/application form is complete and accurate in every respect. I understand that a false statement may disqualify me from employment or result in my subsequent discharge for cause if I am employed by Cougs Investments Ltd.

First and Last Name: _____ Date of Birth: _____

Address: _____ SIN #: _____

Employee Signature: _____ Date: _____

Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers. We are committed to building lasting customer and employee relationships.



Deer Creek Golf Clubs

SALEM RIDGE GOLF & ACADEMY | DEER CREEK GOLF & BANQUET FACILITY | GLEN CEDARS GOLF CLUB

Social Club

As part of the Deer Creek Golf Clubs team, a committee has been formed to organize and plan some fun filled events for this season. To participate in the upcoming social events, you have the option to deduct \$3 from each pay period which would cover the cost of your participation fees for all events. The other option would be to simply pay the requested fee at the time of registration for the events. If you choose to deduct the \$3 amount from your pay, please complete the section below. When you contribute \$3 per pay, the company matches the contribution.

Past events include Bowling, Night Golf Tournament & BBQ, Softball Tournament, Texas Hold'em Poker Tournament, Family Skate and Shiny Hockey.

If you would like more information about the social committee or would like to set up your automatic deduction, please speak with your supervisor who can provide you with all of the details. Let's have some fun!

Social Committee Sign Up

For the employees of Deer Creek Golf & Banquet Facility, Glen Cedars Golf Club, Salem Ridge Golf & Academy and Coughlan Homes.

This Committee consists of eight different members from various departments of our group of companies. They meet monthly and talk about the best social functions for us to have that would be best suited for everyone's interests. They will also be responsible for booking, planning and communicating the various social events throughout the year. In 2013 we plan to have between 6 - 8 functions. If you choose to have automatic payroll deductions there will be no charge for you to attend these events. If you do not choose to have automatic payroll deductions there will be a fee to attend these events should you wish to do so. If you have any further questions or concerns feel free to speak to your supervisor as they are aware of this year's events.

I, the undersigned, give Cougs Investments Ltd. permission to deduct \$3.00 from my pay biweekly in exchange for the opportunity to participate in all social events organized by the social committee for 2013.

Employee Name: _____ Phone Number: _____

E-mail Address: _____

Employee Signature: _____ Date: _____

Our Mission Statement: Deer Creek Golf Clubs provide superior quality and value of service to its customers. We are committed to building lasting customer and employee relationships.

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 Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2013, see "Will you have more than one employer or payer at the same time?" on the next page.

9,574

2. Age amount – If you will be 65 or older on December 31, 2013, and your net income from all sources will be \$34,798, or less, enter \$4,674. If your net income for the year will be between \$34,798 and \$65,958 and you want to calculate a partial claim, get the TD1ON-WS, *Worksheet for the 2013 Ontario 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 \$1,324, 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 \$515 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 \$154 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 \$7,735.

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 \$813 or less, enter \$8,129. If his or her net income for the year will be between \$813 and \$8,942 and you want to calculate a partial claim, get the TD1ON-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 \$813 or less, enter \$8,129. If his or her net income for the year will be between \$813 and \$8,942 and you want to calculate a partial claim, get the TD1ON-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 \$15,438 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 \$4,513.

If the dependant's net income for the year will be between \$15,438 and \$19,951 and you want to calculate a partial claim, get the TD1ON-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 \$6,414 or less, enter \$4,513. 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 \$6,414 and \$10,927 and you want to calculate a partial claim, get the TD1ON-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 TD1ON

Complete this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario 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 TD1ON 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 TD1ON for 2013, 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 TD1ON, 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 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.

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.

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 2013, 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>	11,038
<p>2. Child amount – Either parent (but not both), may claim \$2,234 for each child born in 1996 or later, that resides with both parents throughout the year. If the child is infirm, add \$2,040 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, 2013, and your net income for the year from all sources will be \$34,562 or less, enter \$6,854. If your net income for the year will be between \$34,562 and \$80,256 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2013 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 \$7,697.</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 \$11,038 (\$13,078 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 \$11,038 or more (\$13,078 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 \$11,038 (\$13,078 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 \$11,038 or more (\$13,078 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 \$15,334 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 \$4,490 (\$6,530 if he or she is infirm); or relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,530. <p>If the dependant's net income for the year will be between \$15,334 and \$19,824 (\$15,334 and \$21,864 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 \$6,548 or less, enter \$6,530. 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 \$6,548 and \$13,078 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 2013, 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 2013? 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 \$11,038, 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 \$11,038), 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 2013, you may be able to claim the child amount on Form TD1SK, *2013 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 2013, 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 _____

It is a serious offence to make a false return.

Date _____