



EMPLOYMENT REGISTRATION FORM

Section 1: To Be Completed by Employee

Last Name		First Name	
Employee ID Number	Social Insurance Number	Gender MALE FEMALE	Date of Birth (YYYY/MM/DD)
Address			
City	Postal Code	Home Phone Number	
I certify that the information provided is true and complete.		Signature	

Section 2: To Be Completed By Hiring Department

Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)			
Department				
Employed As: (Please check one only)				
Student Aide	SWAP <small>STUDENT WORK ASSISTANCE PROGRAM</small>	Marker 1 (Objective)	Marker 2 (Subjective)	Model
Description of Duties: (SWAP & Student Aide Only)				
Hourly Salary	Department Contact Phone Number			
Banner Position Number	Banner Organization Number			
Name of Hiring Supervisor (Print Name)	Signature	Date		
Department Chair or Budget Officer (Print Name)	Signature	Date		

Section 3: To Be Completed by Human Resources & Payroll

Human Resources: SWAP Only Maximum Approved Hours		
100 Hours	60 Hours	Other:
To Be Completed By Payroll		
Deduction	Tax	Bank Previously Entered

SECTION 1: EMPLOYEE INFORMATION (PLEASE PRINT)

EMPLOYEE ID	LAST NAME	FIRST NAME
CONTINUING STUDIES	FACULTY	DEPARTMENT
CUPE	ADMINISTRATOR	

SECTION 2: BANKING INFORMATION

INSTRUCTIONS TO EMPLOYEE

Please choose one of the two options below and return the completed and signed form **IN PERSON** to the Payroll Department.

1. Complete Banking Information.
 - a. Attach a VOID cheque in the space below.
OR
 - b. Ask your financial institution to complete the bank, branch transit and account numbers and provide an official stamp.

PLEASE NOTE

- Payroll cheques must be picked up in person along with proof of identity. No exceptions under any circumstances.
- Payroll Department will not accept information by telephone, mail or email.
- All employees are required to provide banking information to Payroll Department.

BANK NUMBER (3 DIGITS)	BRANCH TRANSIT NUMBER (5 DIGITS)	ACCOUNT NUMBER (7 DIGITS)
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Attach a "VOID" Cheque Here

SECTION 3: VERIFICATION AND VALIDATION

I certify that the information provided is true and complete.	SIGNATURE	DATE
PAYROLL USE ONLY I have verified the identity of the employee's photo identification.	SIGNATURE	DATE



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

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 2010, 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.

10,382

2. Child amount – Either parent (but not both), may claim \$2,101 for each child born in 1993 or later that resides with both parents throughout the year. 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 \$2,101 for that same child.

3. Age amount – If you will be 65 or older on December 31, 2010, and your net income for the year from all sources will be \$32,506 or less, enter \$6,446. If your net income for the year will be between \$32,506 and \$75,480 and you want to calculate a partial claim, get the TD1-WS, *Worksheet for the 2010 Personal Tax Credits Return*, and complete the appropriate section.

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.

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.

6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,239.

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 \$10,382, enter the difference between \$10,382 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 more than \$10,382, you cannot claim this amount.

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 \$10,382, enter the difference between \$10,382 and his or her estimated net income. If your eligible dependant's net income for the year will be \$10,382 or more, you cannot claim this amount.

9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$14,422 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 \$4,223.

If the dependant's net income for the year will be between \$14,422 and \$18,645 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

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 \$5,992 or less, enter \$4,223. 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 \$5,992 and \$10,215 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

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.

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.

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.

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, 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. Then 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 2010? 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 \$10,382, 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 \$10,382), 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 2010, you may be able to claim the child amount on Form TD1SK, *2010 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 2010, 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*, 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 2010, see the section called "Will you have more than one employer or payer at the same time?" on the next page.

11,000

2. Age amount – If you will be 65 or older on December 31, 2010, and your net income from all sources will be \$31,413, or less, enter \$4,220. If your net income for the year will be between \$31,413 and \$59,547 and you want to calculate a partial claim, get the TD1BC-WS, *Worksheet for the 2010 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 \$7,058.

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 less than \$965, enter \$9,653. If his or her net income for the year will be between \$965 and \$10,618, 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 dependant relative who lives with you, and whose net income for the year will be \$965 or less, enter \$9,653. If his or her net income for the year will be between \$965 and \$10,618, 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 \$13,936 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 \$4,118.

If the dependant's net income for the year will be between \$13,936 and \$18,054 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 \$6,559 or less, enter \$4,118. 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 \$6,559 and \$10,677 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 2010, 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.

Why is there a Form TD1BC?

Your employer or payer uses the personal tax credit amounts you claim on Form TD1BC to calculate how much **provincial tax** to deduct from each payment.

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. Then 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*, 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

You can get forms and publications on our Web site at www.cra.gc.ca/forms or by calling **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.

TIME SHEET

Payroll, Langara College
100 West 49th Avenue, Vancouver, BC V5Y 2Z6

This form is available on the web: **My Langara --> All College Forms**

COMPLETE ALL SECTIONS – MISSING INFORMATION MAY DELAY PROCESSING

EMPLOYEE OR STUDENT NUMBER	ORGANIZATION CODE & DEPARTMENT	PAY PERIOD
JOB		LOCAL
LAST NAME	FIRST NAME	

DESCRIPTION OF WORK	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	AMOUNT TO PAY OUT	AMOUNT TO BANK
REGULAR No Shift Differential 06:00 – 19:00																	
SHIFT 1 Starting Before 06:00 or Ending After 19:00																	
SHIFT 2 Starting Before 04:30 or Ending After 20:30																	
SHIFT 3 Starting Before 03:00 or Ending After 22:00																	
OVERTIME																	
DOUBLETIME																	
TOTAL																	
GRAND TOTAL																	

THE ABOVE CLAIM IS CERTIFIED AS CORRECT

EMPLOYEE SIGNATURE	SIGNATURE BY BUDGET OFFICER OR DELEGATE	LOCAL
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