**OALCF Task Cover Sheet**

**Task Title:** TD1ON Form

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| **Learner Name:** | |
| **Date Started: Date Completed:**  **Successful Completion:** Yes\_\_\_ No\_\_\_ | |
| **Goal Path:** Employment **✓** Apprenticeship Secondary School Post Secondary Independence | |
| **Task Description:**  Understand the purpose of the TD1ON form. | |
| **Competency:**  A: Find and Use Information  C: Understand and Use Numbers | **Task Group(s):**  A2: Read continuous text  C4: Manage Data |
| **Level Indicators:**  A2.2: Interpret simple documents to locate and connect information  C4.1: Make simple comparisons and calculations | |
| **Performance Descriptors:** see chart on last page | |
| **Materials Required:**   * Current year TD1ON form available at: <http://www.cra-arc.gc.ca/E/pbg/tf/td1on/README.html> (you may need to go to the Revenue Canada site and put the form title in for searching, as this site could change annually) * Pen and paper | |

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An employee has started a new job and must fill out payroll forms. Some forms are to calculate the amount of income tax to be deducted from an employee’s cheque. Look at the TD1ON form.

**Learner Information and Tasks:**

**Task 1:** What should an employee do before completing The TD1ON form?

**Task 2:** What are three reasons for completing this form?

**Task 3:** How much would the employee claim for their common-law partner whose net income is $600.00 for the year?

**Task 4:** What is the total claim amount for an employee who is claiming their common-law partner with a net income of $600 for the year?

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**Answer Key**

**Task 1:** What should an employee do before completing The TD1ON form?

**An employee should read the back before completing the form.**

**Task 2:** What are three reasons for completing this form?

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 (for example, the number of your eligible dependents has changed); or**
* **You want to increase the amount of tax deducted at source.**

**Task 3:** How much would the employee claim for their common-law partner whose net income is $600.00 for the year?

**$8,211.00 (note: this figure is from January 2014 – use current year TD1ON amount)**

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 $821 or less, enter $8,211.

**Task 4:** What is the total claim amount for this employee?

Basic personal tax amount + spouse or common-law partner amount

= $9,670 + $8,211

**= $17,881 (note: this figure is from January 2014 – use current year TD1ON amounts)**

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| **Performance Descriptors** | | **Needs Work** | **Completes task with support from practitioner** | **Completes task independently** |
| A2.2 | * performs limited searches using one or two search criteria |  |  |  |
|  | * extracts information from tables and forms |  |  |  |
|  | * uses layout to locate information |  |  |  |
|  | * makes connections between parts of documents |  |  |  |
|  | * makes low-level inferences |  |  |  |
| C4.1 | * adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | * recognizes values in number and word format |  |  |  |
|  | * identifies and performs required operation |  |  |  |
|  | * interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. ½, ¼) |  |  |  |
|  | * follows apparent steps to reach solutions |  |  |  |

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

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| **Learner Comments** |
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**Instructor (print) Learner Signature**