

## SUBSTITUTE EDUCATIONAL ASSISTANT EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for considering employment with the Louis Riel School Division.

In order to process your application, please ensure that the following documents are attached to the completed Substitute Educational Assistant Application Form:

- **Criminal Record Check including Vulnerable Sector Search**, also referred to as Police Information Check - *Criminal Record Checks can be obtained on line at <https://policeinformationcheck.winnipeg.ca/> and adding "Substitutes Only – Louis Riel School Division" as an agency. Please be sure to share the document online prior to dropping off your physical application. Criminal Record Checks with vulnerable sector search will also still be accepted by hard copy if less than one year old.*
- **Provincial Child Abuse Registry** - *Child Abuse Registry Checks can be obtained at the Child Protection Branch, 1st floor, 777 Portage Avenue, Winnipeg, MB R3G 0N3 or thru online application at [https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html). Document must be dated within one year.*

- *If you wish to keep your original Child Abuse Registry Check, the Board Office Receptionist will make a certified copy for your application.*

- **Copy of EA Diploma or Certificate; ECE Level II or III certificate or other relevant educational certificate or transcript with relevant courses**
- **Social Insurance Document** – Please bring your original Social Insurance Card/Letter for verification by our receptionist (the original document will be returned to you) and present a valid photo id.
- **Federal and Provincial TD1 Form** (*complete with this application*)
- **Direct Deposit Form** (*complete with this application*)
- **Resume** (*provide a copy*)

Please note that:

1. Your application will be considered for placement on the Louis Riel Substitute Educational Assistant list only if your application is complete.
2. We thank all applicants for their interest; however only applicants selected will be acknowledged.
3. If placed on the list, you will be emailed confirmation and instructions regarding registration with the Division's automated substitute booking system.
4. The Louis Riel School Division Substitute Educational Assistant List is valid for one year. Reapplication will be required annually.
5. The Division determines work assignments for Substitute Educational Assistants including days assigned and schools based on school and divisional needs.
6. **Please read and adhere to the Safe Work Procedure for Dropping Off Supporting Substitute Documentation attached to this document.**

Thank you for your careful attention in completing this application process.

People Services Department  
Louis Riel School Division



## **SAFE WORK PROCEDURE**

### **Dropping Off Supporting Substitute Documentation**

Norberry Board Office

This safe work procedure is to be followed when dropping of Substitute Applications/Reapplications and supporting documents at the Louis Riel School Division Board Office.

The Louis Riel School Division Board Office, 900 St. Mary's Road reception area is presently open for receiving substitute documentation from 8:30 a.m. to 4:30 p.m. Monday to Friday.

Please adhere to the following procedure:

1. Please ensure your application/reapplication is fully completed and all documents are signed and included.
2. You must be in good health to enter the Louis Riel School Division Board Office. If you show any signs of illness, you should remain at home.
3. The Division requests that you access the online self-assessment tool at <https://sharedhealthmb.ca/covid19/screening-tool/> at home before visiting the Board Office.
4. Please follow the signage posted on the entrance doors of the Board Office and inside the building.
5. The reception area will be limited to one person at a time. Please wait outside until it is clear to enter.
6. Upon entering the reception area you will be required to sanitize your hands at the sanitization station.
7. Proceed to the reception desk and place the documentation you are dropping off and/or require certification on the counter and step back, maintaining a social distancing of 6 feet (2 meters).
8. Once your documentation has been checked and certified by the receptionist, the documentation will be placed on the counter for you to pick up.
9. Should you have any questions with regard to the Substitute Application process it is asked that you contact the Substitute System Operator, Susan Mistelbacher at (204) 257-7827 ext. 58226 or by email at [susan.mistelbacher@lrsd.net](mailto:susan.mistelbacher@lrsd.net).

Thank you for your continued interest in working with Louis Riel School Division and for adhering to the safe work guidelines.

Louis Riel School Division

## **ROLE OF A SUBSTITUTE EDUCATIONAL ASSISTANT**

### **GENERAL ACCOUNTABILITY**

This position requires the Substitute Educational Assistant to assist in instructional program, look after needs of special needs students, and supervise and monitor their behaviour as directed by the School Administrator and/or Teacher.

### **TYPICAL RESPONSIBILITIES AND DUTIES INCLUDE:**

1. assist with students experiencing difficulties with regular classroom work through individual or group work
2. assist with the reinforcement of skills taught under the direction of the teacher(s) for individual or group
3. assist with reinforcement of behavioural management strategies identified by the teacher(s)
4. supervise students during out-of-school activities such as field-trips when required
5. may be required to supervise students during recess, lunch and bus loading and unloading
6. provide assistance for the personal care and hygiene of students with special needs
7. may be required to assist students with mobility (lifting in and out of mobility equipment), entering and leaving the buses and transition from one area to another
8. adhere to all relevant policies and procedures and contribute to a safe work environment
9. act with integrity and diligence in carrying out professional responsibilities
10. perform other related duties as assigned

### **KNOWLEDGE, SKILLS, EDUCATION AND QUALIFICATIONS:**

- completion of Educational Assistant/Para Educator program or equivalent is required
- First Aid and CPR training completed an asset
- completion of Working Effectively with Violent and Aggressive Students (WEVAS) is an asset
- knowledge and experience working with physically, behaviourally and cognitively challenged students is an asset
- good interpersonal, verbal and written communication skills
- good problem solving skills and the ability to interpret situations accurately and act accordingly
- ability to assist in the area of personal care needs
- a positive outlook with a belief in the ethic of caring and inclusion
- good verbal and written communication skills in both official languages (English and French) may be required
- valid Manitoba Driver's Licence and access to a reliable vehicle may be required

The Division determines work assignments for Substitute Educational Assistants including days assigned and schools based on school and divisional needs.





## E. REFERENCES

Please identify three employment references qualified to comment on your skills and abilities.

Name	Position/Employer	Email	Daytime Phone

## F. IMPORTANT NOTES REGARDING YOUR APPLICATION

- Only complete applications will be reviewed for consideration of employment. The following required documentation must be attached to the completed Substitute Educational Assistant Application Form:
  - Provincial Child Abuse Registry**  
Child Abuse Registry Checks must be obtained at the Child Protection Branch, 1st Floor, 777 Portage Avenue, Winnipeg, Manitoba, R3G 0N3, or see website: [https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html) to complete a self-check on line. Please present the original Child Abuse Registry, dated within one year, to the Louis Riel School Division Board Office Reception desk. A certified copy will be made for your file with the Division.
  - Police Information Check (Criminal Record Check) including Vulnerable Sector Search**  
Please share your online Criminal Record Check with “**Substitutes Only – Louis Riel School Division** or Criminal Record Checks may also be obtained in person, at Winnipeg Police Headquarters, 245 Smith Street, Winnipeg. .
  - Copy of EA Diploma or Certificate; ECE Level II or III certificate or other relevant educational certificate or transcript with relevant courses**
  - Social Insurance Document** – Card/Letter produced and verified by Louis Riel School Division personnel
  - Federal and Provincial TD1 Form** – This form is attached – to be completed.
  - Direct Deposit Form** – This form is attached – to be completed.
  - Resume** – provide a copy
- When all of the above information is received, your application will be reviewed.
- Only those applicants selected for placement on the Louis Riel School Division Substitute Educational Assistant List will be contacted.
- If placed on the list, you will be emailed confirmation and instructions regarding registration with the Louis Riel School Division automated Substitute Booking System. The Division determines work assignments for Substitute Educational Assistants including days assigned and schools based on school and divisional needs.
- The Louis Riel School Division Substitute Educational Assistant List is valid for one year. Re-application is required annually.

## G. SIGNATURE OF APPLICANT

*I have read the important notes regarding my application.*

*I hereby certify that the information given in this application is true, correct, and complete, to the best of my knowledge. I understand that falsified or misleading statements and omissions will result in rejection of this application, and, if employed, may be cause for my termination. I also understand that employment with the Division is conditional upon the results of a Criminal Record Check and a clear report from the Provincial Child Abuse Registry.*

*I give consent to the Louis Riel School Division (LRSD) to inquire about, investigate, and obtain copies of any records that relate to me from my former employers and educational institutions. I hereby release LRSD and affiliated employees, and any person or institution that provides LRSD with any lawful information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, or communication.*

*I understand that any information secured by the Division is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. The information collected is necessary to determine the applicant's competence and qualifications and may be used to create the employment records.*

*The Louis Riel School Division will use information obtained on this Form only to complete the recruitment and hiring process. This includes conducting reference checks. This information will not be shared with other organizations and will remain confidential.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**LOUIS RIEL SCHOOL DIVISION**  
**DIRECT DEPOSIT INFORMATION**

This is a compulsory service. No pay will be issued without a bank account number. Please complete information below and return to the Payroll Office.

**A. EMPLOYEE IDENTIFICATION** (Please print)

<u>Given Name And Initial</u>	<u>Family Name</u>

**B. DIRECT DEPOSIT ROUTING NUMBER**

In addition to entering the branch number, institution number and account number into which the employee's pay will be deposited, a voided personalized cheque **OR** deposit slip must be attached to the schedule **OR** the information confirmed by the financial institution.

The required information may be found on the bottom left corner of your personalized deposit slip or cheque as shown below.

- 1 – cheque number (not required)
- 2 – 5 digit branch number (enter in box 50)
- 3 – 3 digit institution number (enter in box 51)
- 4 – account number (enter in box 52)

50 Branch No.	51 Inst. No.	52 Account Number		
<u>Name(s) of account holder(s)</u>		<u>Financial institution name, address, postal code</u>		
		<u>Signature of financial institution officer</u>		
		<u>Telephone number of financial institution</u>		
		Date:	<u>Year</u>	<u>Month</u>
				<u>Day</u>

**C. EMPLOYEE'S SIGNATURE**

I hereby state that all the information shown above is correct.

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_







# 2021 Personal Tax Credits Return

**Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.**

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

  

- 1. Basic personal amount** – Every resident of Canada can enter a basic personal amount of \$13,808. However, if your net income from all sources will be greater than \$151,978 and you enter \$13,808, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$151,978, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and enter the calculated amount here.

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- 2. Canada caregiver amount for infirm children under age 18** – Either parent (but not both), may claim \$2,295 for each infirm child born in 2004 or later, that resides with both parents throughout the year. 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 Canada caregiver amount for that same child who is under age 18.

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- 3. Age amount** – If you will be 65 or older on December 31, 2021, and your net income for the year from all sources will be \$38,893 or less, enter \$7,713. If your net income for the year will be between \$38,893 and \$90,313 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and fill in the appropriate section.

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- 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.

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- 5. Tuition (full time and part time)** – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.

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- 6. Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,662.

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- 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 Line 1 (Line 1 plus \$2,295 if they are **infirm**), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less **and** they are **infirm**, go to Line 9.

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- 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 Line 1 (Line 1 plus \$2,295 if they are **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 or more if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less **and** they are **infirm and are age 18 or older**, go to Line 9.

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- 9. Canada caregiver amount for eligible dependant or spouse or common-law partner** – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be \$24,604 or less, get Form TD1-WS and fill in the appropriate section.

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- 10. Canada caregiver amount for dependant(s) age 18 or older** – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on Line 9, or could have claimed an amount for if their net income were under \$16,103**) whose net income for the year will be \$17,256 or less, enter \$7,348. If their net income for the year will be between \$17,256 and \$24,604 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.

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- 11. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

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- 12. Amounts transferred from a dependant** – If your dependant will not use all of their **disability amount** on their income tax and benefit 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 their **tuition amount** on their income tax and benefit return, enter the unused amount.

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- 13. TOTAL CLAIM AMOUNT** – Add Lines 1 to 12.  
Your employer or payer will use this amount to determine the amount of your tax deductions.

**Filling out Form TD1**

Fill out this form **only** if 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 dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- 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 fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

**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 TD1 for 2021, 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 TD1, **check this box**, enter "0" on Line 13 and do not fill in 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 (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2021?

- Yes (Fill out the previous page.)
- No (Enter "0" on Line 13, and do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

**Provincial or territorial personal tax credits return**

If your claim amount on Line 13 is more than \$13,808, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, 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 2021, you may be able to claim the child amount on Form TD1SK, 2021 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out 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 2021, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 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, go to [canada.ca/taxes-northern-residents](https://canada.ca/taxes-northern-residents).

**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 and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if 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, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out 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**

To get our forms and publications, go to [canada.ca/cra-forms-publications](https://canada.ca/cra-forms-publications) or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

**It is a serious offence to make a false return.**

Date \_\_\_\_\_

YYYY/MM/DD

**Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.**

Fill out 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	Postal code	<b>For non-residents only –</b> Country of permanent residence	Social insurance number

  

<p><b>1. Basic personal amount</b> – Every person employed in Manitoba and every pensioner residing in Manitoba can claim this amount. If you will have more than one employer or payer at the same time in 2021, see "More than one employer or payer at the same time" on page 2.</p>	<p style="font-size: 1.2em; margin: 0;"><b>9,936</b></p>
<p><b>2. Age amount</b> – If you will be 65 or older on December 31, 2021, and your net income from all sources will be \$27,749 or less, enter \$3,728. If your net income for the year will be between \$27,749 and \$52,602 and you want to calculate a partial claim, get Form TD1MB-WS, Worksheet for the 2021 Manitoba Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p><b>3. Pension income amount</b> – 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.</p>	
<p><b>4. Tuition and education amounts (full time and part time)</b> – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in 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. 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.</p>	
<p><b>5. Disability amount</b> – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$6,180.</p>	
<p><b>6. Spouse or common-law partner amount</b> – 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 \$9,134, enter the difference between \$9,134 and their estimated net income. If their net income for the year will be \$9,134 or more, you cannot claim this amount.</p>	
<p><b>7. Amount for an eligible dependant</b> – 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 \$9,134, enter the difference between \$9,134 and their estimated net income. If their net income for the year will be \$9,134 or more, you cannot claim this amount.</p>	
<p><b>8. Caregiver amount</b> – If you are taking care of a dependant who lives with you, whose net income for the year will be \$12,312 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> <li>• parent or grandparent (aged 65 or older)</li> <li>• relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$3,605</li> </ul> <p>If the dependant's net income for the year will be between \$12,312 and \$15,917 and you want to calculate a partial claim, get Form TD1MB-WS and fill in the appropriate section.</p>	
<p><b>9. Amount for infirm dependants age 18 or older</b> – 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 \$5,115 or less, enter \$3,605. 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 \$5,115 and \$8,720 and you want to calculate a partial claim, get Form TD1MB-WS and fill in the appropriate section.</p>	
<p><b>10. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition and education amounts, or disability amount on their income tax and benefit return, enter the unused amount.</p>	
<p><b>11. Amounts transferred from a dependant</b> – If your dependant will not use all of their <b>disability amount</b> on their income tax and benefit 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 their <b>tuition and education amounts</b> on their income tax and benefit return, enter the unused amount.</p>	
<p><b>12. Manitoba Family Tax Benefit</b> – Get Form TD1MB-WS and fill in the appropriate section.</p>	
<p><b>13. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>	<div style="border: 1px solid black; width: 100%; height: 30px; margin: 0;"></div>

**Filling out Form TD1MB**

Fill out this form **only** if you are an employee working in Manitoba or a pensioner residing in Manitoba 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 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 fill out Form TD1MB, your 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 Form TD1MB for 2021, 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 TD1MB, **check** this box, enter "0" on line 13 on the front page and do not fill in 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.

**Additional tax to be deducted**

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if 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, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out 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**

To get our forms and publications, go to [canada.ca/cra-forms-publications](https://canada.ca/cra-forms-publications) or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**It is a serious offence to make a false return.**