

EMPLOYEE INFORMATION FORM

HUMAN RESOURCES
ACADEMIC ANNEX, RM 112

☐ New Hire ☐ Rehire/Extension ☐ Change

SECTION 1 – TO BE COMPLETED BY THE EMPLOYEE

Are you a FULL-TIME UofT student registered in a degree program? ☐ Yes ☐ No

If yes, what is your expected graduation date: _____

If you are currently a FULL-TIME UofT student registered in a degree program, and this status changes, please advise your manager.

Work/Study Permit: ☐ Yes * ☐ No **If you have a work or study permit, you must **attach a copy to this form.***

* If yes, please provide: Passport # _____ Passport Expiry Date (dd/mm/yy) _____

Personnel # (blank if new) _____ Student # _____ SIN _____

Form of Address ☐ Mr ☐ Ms _____ Other (Specify) _____ Birthdate (dd/mm/yy) _____

Last Name _____ First Name _____

Permanent/Official Tax Address
Suite/Unit # _____ City _____ Prov. _____ Postal Code _____

Sessional Address
Suite/Unit # _____ City _____ Prov. _____ Postal Code _____

Phone/Cell # _____ Email _____

IMPORTANT: For employees working in multiple departments, please provide the information below.

Department 2 _____ Supervisor #2 (Name) _____

Phone Number #2 _____ Description of Work #2 _____

Department 3 _____ Supervisor #3 (Name) _____

Phone Number #3 _____ Description of Work #3 _____

Please Note: You will be paid via Direct Deposit. Please attach a void cheque or pre-authorized deposit slip.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Employee's Signature _____ Date Signed _____

SECTIONS 2 – 3 BELOW TO BE COMPLETED BY MANAGER/SUPERVISOR

2. Financial Information

Hourly Rate \$ _____ Anticipated Weekly Hours _____ Anticipated Monthly Hours _____

Fund Centre _____ Cost Centre _____ Fund _____ Order _____

3. Required Documents & Verification

TD – 1 ☐ TD – 1 ON ☐ Work/Study Permit as applicable ☐ Void Cheque/ Deposit Slip ☐ Letter of Offer ☐

Manager's Name _____ Manager's Signature _____ Date _____

UNIVERSITY OF TORONTO MISSISSAUGA
– PAYROLL BANK AUTHORIZATION FORM for DIRECT DEPOSIT –

1. To ensure accuracy of your account number, please enclose a cheque marked “VOID” or a personalized deposit slip.
2. Please be sure to include all “0” and “—” when recording your account number.
3. Effective Date: Indicate when the deposit is to be effective (this is subject to Payroll deadlines)
4. **Return the completed form to :** Human Resources, Academic Annex, Room 112 – AX 112

First Name	Last Name	Personnel Number

Requested Action *(check one only)*

☐

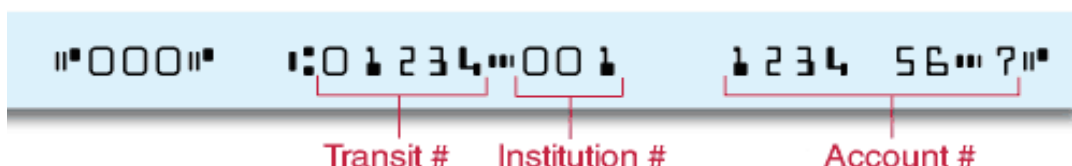
New Direct Deposit (first time set-up)

☐

Change Direct Deposit

Effective Date (DD/MM/YYYY) : _____

Bank or Financial Institution Information



Name of Bank or Financial Institution #:		
Bank Transit #:		
Bank Account #:		
Bank Address: <i>(Canadian Branches only)</i>		
City:	Postal Code:	

I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated to release my bank account number to the University of Toronto Payroll Department.

Signature	Date



2023 Personal Tax Credits Return

TD1

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 \$15,000. However, if your net income from all sources will be greater than \$165,430 and you enter \$15,000, 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 \$165,430, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2023 Personal Tax Credits Return, and enter the calculated amount here.

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,499 for each infirm child born in 2006 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2023, and your net income for the year from **all** sources will be \$42,335 or less, enter \$8,396. You may enter a partial amount if your net income for the year will be between \$42,335 and \$98,309. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter **whichever is less**: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student 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. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

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 \$9,428.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is **infirm**) and your spouse's or common-law partner's estimated net income for the year if **both** of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is **infirm**)

In all cases, go to line 9 if your spouse or common-law partner is **infirm** and has a net income for the year of \$26,782 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your eligible dependant is **infirm**) and your eligible dependant's estimated net income for the year if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your dependant is **infirm** and you **cannot** claim the **Canada caregiver amount for infirm children under 18 years of age** for this dependant)

In all cases, go to line 9 if your dependant is **18 years or older, infirm**, and has a net income for the year of \$26,782 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section 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 \$26,782 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

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 \$17,499) whose net income for the year will be \$18,783 or less, enter \$7,999. You may enter a partial amount if their net income for the year will be between \$18,783 and \$26,782. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

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.

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.

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 the 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.

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 2023, 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 is less than the total claim amount

- ☐ Tick 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.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2023?

- ☐ 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.)

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

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,000. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. 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.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount **only**.

Note: You may be able to claim the child amount on Form TD1SK, 2023 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2023. 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

You may claim **any** of the following amounts 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 2023:

- \$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 may claim 50% of the total of the above amounts.

For more information, go to **canada.ca/taxes-northern-residents**.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source 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** 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-information-about-programs**.

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 _____

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		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 2023, see "More than one employer or payer at the same time" on page 2.

2. Age amount – If you will be 65 or older on December 31, 2023, and your net income will be \$43,127 or less, enter \$5,793. You may enter a partial amount if your net income for the year will be between \$43,127 and \$81,747. To calculate a partial amount, fill out the line 2 section of Form TD1ON-WS, Worksheet for the 2023 Ontario Personal Tax Credits Return.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter **whichever is less**: \$1,641 or your estimated annual pension.

4. 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 \$9,586.

5. Spouse or common-law partner amount – Enter \$10,075 if you are supporting your spouse or common-law partner and **both** of the following conditions apply:

- Your spouse or common-law partner lives with you
- Your spouse or common-law partner's net income for the year will be \$1,007 or less

You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 5 section of Form TD1ON-WS.

6. Amount for an eligible dependant – Enter \$10,075 if you are supporting an eligible dependant and **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- The dependant is related to you and lives with you
- The dependant's net income for the year will be \$1,007 or less

You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 6 section of Form TD1ON-WS.

7. Ontario caregiver amount – You may claim this amount if you are supporting an eligible infirm dependant aged 18 or older who is your or your spouse's or common-law partner's:

- child or grandchild
- parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada

To calculate this amount, fill out the line 7 section of Form TD1ON-WS.

8. 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, or disability amount on their income tax and benefit return, enter the unused amount.

9. 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.

10. TOTAL CLAIM AMOUNT – Add lines 1 to 9.
Your employer or payer will use this amount to determine the amount of your provincial tax deductions.

11,865

Filling out Form TD1ON

Fill out 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 the 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 TD1ON, 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 TD1ON for 2023, 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, check this box, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income is less than the total claim amount

- ☐ Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD.

Reduction in tax deductions

You may ask to have less tax deducted at source 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 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-information-about-programs.

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 _____

2023 UTM Payroll Schedules

These schedules are UTM payroll deadline schedules and available at [2023 UTM Payroll Deadlines](#).

UTM Biweekly Payroll Schedule

Pay Period	Start Date	End Date	UTM Payroll Timesheet Deadline
10	08.05.2023	13.05.2023	May 11, 2023
11	14.05.2023	27.05.2023	May 25, 2023
12	28.05.2023	10.06.2023	June 8, 2023
13	11.06.2023	24.06.2023	June 22, 2023
14	25.06.2023	08.07.2023	July 6, 2023
15	09.07.2023	22.07.2023	July 20, 2023
16	23.07.2023	05.08.2023	August 2, 2023
17	06.08.2023	14.08.2023	August 17, 2023

UTM Monthly Payroll Schedule

Pay Period	Start Date	End Date	UTM Payroll Timesheet Deadline
5	08.05.2023	31.05.2023	May 12, 2023
6	01.06.2023	30.06.2023	June 15, 2023
7	01.07.2023	31.07.2023	July 14, 2023
8	01.08.2023	14.08.2023	August 16, 2023

Work Study hours must be worked between **May 8, 2023 and August 14, 2023 only** and processed prior to the final August payroll run.

UTM - Work Study Guidelines:

Complete timesheets in the actual pay periods incurred.

Submit approved timesheets on (or before) the deadlines indicated above.

Follow UTM's Payroll Deadline schedule.

Supervisors and students are responsible for their own hours worked record keeping.

Work-Study timesheet minutes must be recorded as: 0.25 for 15 min, 0.50 for half an hour and 0.75 for 45 min increment.

University of Toronto Work Study Program HRIS Casual Bi-Weekly Timesheet

Payroll should be processed in the actual Pay Periods incurred. DO NOT DELAY submitting your timesheet

Work Study Guidelines:

- Maximum 100 hours for Summer; no more than 15 hours per week
- Not entitled to Statutory Holiday Pay
- Once this form is completed and approved please send it to your departmental payroll processor

A. Student Information

Personnel Number:	Student Number:
Surname:	First Name:
Pay Period Start Date:	Pay Period End Date:

B. Payroll Details

Payroll Processor to use Wage Type 0923; ATT/ ATB Type = Work Study Hrs; V. Basis = 15.90. Employer Cost Ctr /Fund Ctr is required for Wage Type 0923 – Work Study hrs.

Use Wage Type 223 for top-up and hours worked over maximum allowance (Summer = 100 hours)

Week 1 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Week 2 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Total Week 1 Hours:

Total Week 2 Hours:

TOTAL BI-WEEKLY HOURS:

Top-Up Hourly Rate (if applicable):

Cost Centre/Internal Order:

Fund Centre:

Fund:

C. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date

University of Toronto Work Study Program HRIS Casual Monthly Timesheet

Payroll should be processed in the actual Pay Periods incurred. DO NOT DELAY submitting your timesheet

Work Study Guidelines:

- Maximum 100 hours for Summer; no more than 15 hours per week
- Not entitled to Statutory Holiday Pay
- Once this form is completed and approved please send it to your departmental payroll processor

A. Student Information

Personnel Number:	Student Number:
Surname:	First Name:
Pay Month:	

B. Payroll Details

Payroll Processor to use Wage Type 0923; ATT/ATB Type = Work Study Hrs; V. Basis = 15.90. Employer Cost Ctr /Fund Ctr is required for Wage Type 0923 – Work Study hrs.

Use Wage Type 223 for top-up and hours worked over maximum allowance (Summer = 100 hours)

Week 1 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Week 2 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Week 3 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Week 4 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Month Week 5 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

TOTAL MONTH HOURS:

Top-Up Hourly Rate (if applicable):

Cost Centre/Internal Order:

Fund Centre:

Fund:

C. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date