



**I JUST STARTED A NEW JOB. WHICH TAX FORMS DO I NEED TO FILL OUT?**

Whenever you are starting a new job, you will probably receive two tax forms that you must complete and return to your employer.

- TD1 is the Government of Canada (Federal) tax form

		Canada Revenue Agency	Agence du revenu du Canada	<b>2020 Personal Tax Credits Return</b>		Protected B when completed 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.							
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. <b>Basic personal amount</b> – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2020, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.							<b>12,298</b>

- TD1AB is the Government of Alberta (Provincial) tax form

				<b>2020 Alberta Personal Tax Credits Return</b>		Protected B when completed TD1AB	
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. <b>Basic personal amount</b> – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2020, see "More than one employer or payer at the same time" on page 2.							<b>19,369</b>

1. Fill out your name, date of birth, address, social insurance number (SIN), and employee number (your student ID number) on both forms.
2. On the TD1 form, fill in section number 5 with your total tuition you will pay for the current calendar year (January 1<sup>st</sup> to December 31<sup>st</sup> of the current year)

5. <b>Tuition (full time and part time)</b> – 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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3. On the TD1 and TD1AB forms, fill in any other sections that apply to you.
4. On the TD1 form, add the amount in line (1) to the amount in line (5) and any other applicable amounts from lines (2) to (12) and put the total in (13).  
On the TD1 AB form, add the amount in (1) to any other applicable amounts entered in lines (2) to (10) put the total in (11)  
*These are Personal Tax Credits and are used by employers to determine the amount of federal and provincial or territorial tax to be deducted from an individual's employment income or other income.*
5. Next step - back page

On the TD1 form, check the following boxes if applicable:

**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 2018, 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.

On the TD1AB form, check the following boxes if applicable:

**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 TD1AB for 2018, 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 TD1AB, **check** this box, enter "0" on line 12 and do not fill in 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.

6. Sign and date both forms at the bottom of the second page