



TD1 FORM

INFORMATION SHEET



WHAT IS A TD1 FORM?

The TD1 form is a federal government document used to determine the amount of tax that should be deducted from your income. It also serves as a self-declaration of the personal tax credits you are eligible to claim, which can reduce the amount of tax you owe when filing your annual return.

You are required to complete or update a TD1 form:

- When you start a new job
- If your personal situation changes (e.g., marital status, tuition, dependents)
- When you want to adjust your claim amounts

The most current version of the TD1 form is available on the Canada Revenue Agency (CRA) website at canada.ca/en/revenue-agency.html.

STEPS TO FILLING IN YOUR TD1 FORM

Page 2 of the form lists the circumstances in which you need to fill out the TD1 form. Read through this carefully before going back to Page 1 to start filling out the form.

PERSONAL INFORMATION

Complete your Name, Date of Birth, Address, and Social Insurance Number (SIN).

LINES 1 TO 12

Read the description on each item and write in the appropriate amount applying to you. The amounts listed may change per year.

- **Line 3:** Residents over 65 can claim an additional age amount on their income taxes
- **Line 5:** Fill in the exact amount of tuition you are paying for the academic year you are filling in your TD1 Form
- **Line 7:** If you have a spouse or common-law partner, you must enter the difference between your Basic Personal Amount (Line 1)

LINE 13: TOTAL CLAIM AMOUNT

Add the amounts you have entered from Lines 1 to 12; this determines the amount of your tax deductions.

MORE THAN ONE EMPLOYER OR PAYER AT THE SAME TIME

Tick this box if you have one or more employers and have already claimed the Basic Personal Amount on another TD1 form with that employer.

TOTAL INCOME IS LESS THAN THE TOTAL CLAIM AMOUNT

Tick off this box if you do not make more than your Basic Personal Amount (Line 1) throughout the year. If ticked, no tax will be deducted from your payroll.

For more information on TD1 Forms, visit cpaguide.ca/td1-form
For other information on Financial Literacy, visit fsu.ca/financial-literacy