



# University of Toronto

## PAYROLL BANK AUTHORIZATION FORM FOR DIRECT DEPOSIT

### INSTRUCTIONS FOR COMPLETION

- To ensure that your account number is correct, please attach a cheque marked "VOID" for an account with chequing privileges or a personalized deposit slip. (Your financial institution may not accept Direct Deposit for accounts other than savings or chequing, i.e. line of credit. Check with your financial institution.)
- Be sure to complete ALL sections and sign the form in Section "D".**
- Return the completed form to your departmental business officer for processing. Please check with your department regarding payroll deadlines. **Do not return this form to the Payroll Department.**

### Section A - Personal Information

Personnel Number:	Social Insurance Number:
Last Name:	First Name:
Address:	
Postal Code:	Tel. No (Home) : (    )

### Section B - Requested Action

Check one only:		DD / MM / YYYY
<input type="checkbox"/>	New Direct Deposit (first time set-up)	Effective Date
<input type="checkbox"/>	Change Direct Deposit	Effective Date

### Section C - Institution Information

**Your account number must be recorded accurately.** An account number with missing or incorrect information will be rejected. For this reason be sure to include all "0" and "-" when recording your account number.

Bank Account Number:	Bank Transit (Branch) Number:
Name of Bank or Financial Institution:	
Main Intersection of Bank:	
Bank Address: (Street No & Name, City Province) <b>Canadian Branches Only</b>	
Postal Code:	Bank Tel No.: (    )

### Section D - Authorization and Signature

**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:	
University Tel. No: (    )	Date Signed:
Faculty:	Department:

**UNIVERSITY OF TORONTO PROFILE**

**OFFICE OF THE DEAN FACULTY OF APPLIED SCIENCE AND ENGINEERING**

MR  MS  MRS  MISS  DR  PROF  OTHER: \_\_\_\_\_

**SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **MIDDLE NAME:** \_\_\_\_\_

**PERSONNEL #:** \_\_\_\_\_ **\*SOCIAL INSURANCE #:** \_\_\_\_\_ **SEX:**  M  F **BIRTHDATE:**

\* Copy of SIN card/document must be submitted

**Proof of age attached:**  birth certificate  passport  baptismal certificate

**CITIZENSHIP:**  CANADA  USA  UK  OTHER \_\_\_\_\_

**VISA STATUS:**  CANADIAN CITIZEN  LANDED IMMIGRANT  EMPLOYMENT AUTHORIZATION

**STUDENT # (IF APPLICABLE):** \_\_\_\_\_

**\*EMPLOYMENT AUTHORIZATION # (IF APPLICABLE):** \_\_\_\_\_

\*Copy of employment authorization/work permit/student visa must be submitted

**HOME ADDRESS:**

**STREET** \_\_\_\_\_ **APT/UNIT** \_\_\_\_\_

**CITY** \_\_\_\_\_ **PROVINCE** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**COUNTRY (IF NOT CANADA)** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**EDUCATION:**

**DEGREE**      **NAME OF INSTITUTION**      **LOCATION**      **YEAR**

DEGREE	NAME OF INSTITUTION	LOCATION	YEAR

**STATISTICS CANADA DATA: use codes below**

**(TO BE COMPLETED ONLY BY FACULTY)**

Employment (or occupation) immediately prior to appointment or re-appointment at University of Toronto

Type of Employment (check one)

01	Teaching position: university or affiliated college
03	Teaching position: other educational institution
05	Student (including postdoctoral fellow)
07	Military: civil and military personnel excluding hospital
09	Industry/commerce
11	Other

02	Non-teaching position: university or affiliated college
04	Non-teaching position: other educational institution
06	Position: hospital, clinic, health care unit
08	Govt department/agency excluding military/hospital
10	Self-employed (including private practice)

Province/Country of Previous Employment

Principal Subject Taught

\_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STAFF MEMBER



Read the back 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 including postal code		<b>For non-residents only</b> – Country of permanent residence	Social insurance number

  

<p><b>1. 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 2016, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.</p>	<b>11,474</b>
<p><b>2. Family caregiver amount for infirm children under age 18</b> – Either parent (but not both), may claim \$2,121 for each infirm child born in 1999 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 family caregiver amount for that same child who is under age 18.</p>	
<p><b>3. Age amount</b> – If you will be 65 or older on December 31, 2016, and your net income for the year from all sources will be \$35,927 or less, enter \$7,125. If your net income for the year will be between \$35,927 and \$83,427 and you want to calculate a partial claim, get Form TD1-WS, <i>Worksheet for the 2016 Personal Tax Credits Return</i>, and fill in the appropriate section.</p>	
<p><b>4. 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 \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p><b>5. Tuition, education, and textbook amounts (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 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, plus \$65 per month for textbooks. 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, plus \$20 per month for textbooks.</p>	
<p><b>6. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,001.</p>	
<p><b>7. 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 \$11,474 (\$13,595 if he or she is <b>infirm</b>) enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,474 or more (\$13,595 or more if he or she is <b>infirm</b>), you cannot claim this amount.</p>	
<p><b>8. 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 \$11,474 (\$13,595 if he or she is <b>infirm</b> and you <b>cannot claim the family caregiver amount for children under age 18 for this dependant</b>), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,474 or more (\$13,595 or more if he or she is <b>infirm</b>), you cannot claim this amount.</p>	
<p><b>9. Caregiver amount</b> – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,940 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), enter \$4,667 (\$6,788 if he or she is <b>infirm</b>); or</li> <li>• relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,788.</li> </ul> <p>If the dependant's net income for the year will be between \$15,940 and \$20,607 (\$15,940 and \$22,728 if he or she is <b>infirm</b>) and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section.</p>	
<p><b>10. Amount for infirm dependants age 18 or older</b> – If you support an infirm dependant age 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 \$6,807 or less, enter \$6,788. You cannot claim an amount for a dependant if you or anyone else has already claimed it on line 8 or 9. If the dependant's net income for the year will be between \$6,807 and \$13,595 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section.</p>	
<p><b>11. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p><b>12. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax 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 his or her <b>tuition, education, and textbook amounts</b> on his or her income tax return, enter the unused amount.</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 tax deductions.</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>

Continue on the next page ➔

**Filling out Form TD1**Fill out this form **only** if:

- 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; or
- 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 TD1, 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 TD1 for 2016, 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 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.

**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 2016?

- 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 \$11,474, 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 claim amount on line 13 is \$11,474), 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 2016, you may be able to claim the child amount on Form TD1SK, *2016 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 2016, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 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 [www.cra.gc.ca/northernresidents](http://www.cra.gc.ca/northernresidents).**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 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 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.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial 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 the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank CRA PPU 047.

**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

**2016 Ontario  
Personal Tax Credits Return**

**Read the back 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 including postal code		<b>For non-residents only</b> – Country of permanent residence	Social insurance number   _ _ _ _ _ _ _ _ _ _ _ _

- |  |               |
|--|---------------|
| <b>1. Basic personal amount</b> – 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 2016, see "Will you have more than one employer or payer at the same time?" on the next page.   | <b>10,011</b> |
|  |               |
| <b>2. Age amount</b> – If you will be 65 or older on December 31, 2016, and your net income from all sources will be \$36,387 or less, enter \$4,888. If your net income for the year will be between \$36,387 and \$68,974 and you want to calculate a partial claim, get Form TD1ON-WS, <i>Worksheet for the 2016 Ontario Personal Tax Credits Return</i> , and fill in the appropriate section.   | _____         |
|  |               |
| <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 \$1,384, or your estimated annual pension income, whichever is less.  | _____         |
|  |               |
| <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 \$539 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 \$161 for each month that you will be enrolled part time. | _____         |
|  |               |
| <b>5. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i> , enter \$8,088.   | _____         |
|  |               |
| <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 \$850 or less, enter \$8,500. If his or her net income for the year will be between \$850 and \$9,350 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.   | _____         |
|  |               |
| <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 \$850 or less, enter \$8,500. If his or her net income for the year will be between \$850 and \$9,350 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.   | _____         |
|  |               |
| <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 \$16,143 or less, and who is either your or your spouse's or common-law partner's: <ul style="list-style-type: none"> <li>parent or grandparent (aged 65 or older); or</li> <li>relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,719.</li> </ul> If the dependant's net income for the year will be between \$16,143 and \$20,862 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.   | _____         |
|  |               |
| <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 \$6,707 or less, enter \$4,719. 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 \$6,707 and \$11,426 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.  | _____         |
|  |               |
| <b>10. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.   | _____         |
|  |               |
| <b>11. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax 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 his or her <b>tuition and education amounts</b> on his or her income tax return, enter the unused amount.   | _____         |
|  |               |

<b>12. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	<div style="border: 1px solid black; width: 100%; height: 30px; margin: 0 auto;"></div>
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Continue on the next page ►

**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 amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- 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**.

**Will you have 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 2016, 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, enter "0" on line 12 on the front page 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.

**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 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 [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call 1-800-959-5525.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial 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 the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank CRA PPU 047.

**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.