

Candidate Sign-On Package Agreement 2023

Excel Personnel is an employment agency, licensed by the BC Ministry of Skills Development and Labor, and operating under the Employment Standards Act of British Columbia.

HEALTH & SAFETY

Excel Personnel is committed to providing a safe and healthy work environment for all employees. Excel Personnel will ensure that the measures and procedures as prescribed in occupational health and safety law are complied with. Excel Personnel has an obligation to ensure that all employees work in the manner and with the protective devices, measures and procedures required by the law; including all measures to ensure an impairment free workplace. Failure to abide will result in termination with just cause. Employees on assignment will have actual knowledge of their working conditions and have an obligation to report any safety hazards or possible contraventions of the health and safety legal requirements.

CONFIDENTIALITY

During the course of your employment with Excel Personnel Inc., you may have access to private and confidential information (including trade secrets) of Excel Personnel Inc., or any client of Excel Personnel Inc. Such information includes the present and contemplated business, wares, services, techniques, and modes of merchandising, names, addresses and other private information of Excel Personnel Inc. or any of its clients. In signing these terms and conditions, you expressly acknowledge the proprietary rights of Excel Personnel Inc. and/or any of its clients, and you agree to maintain the confidentiality of all such information from their competitors and from the general public.

You hereby agree that you shall not at any time disclose any of such information to any person, nor shall you use the same for any purpose other than the proper business of Excel Personnel Inc., or its clients. You also agree to indemnify Excel Personnel Inc. and reimburse any damages or costs incurred as a result of any breach of these terms and conditions.

HARASSMENT POLICY

As your employer, Excel Personnel is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of Excel Personnel's employees by anyone, including any supervisor, co-worker, vendor, subcontractor or client. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that may be based upon sex, color, race, ancestry, religion, national origin, age, physical disability, medical condition, marital, veteran citizenship or other protected group status. Excel Personnel will not tolerate harassing conduct that interferes with an individual's work performance or creates an intimidating, hostile and/or offensive work environment.

RATE OF PAY

The hourly rate of pay is determined by the client's normal remuneration for a similar position, and as contracted with Excel Personnel. The hourly rate of pay for each assignment will be agreed with you prior to our confirming you for such assignment.

PAYROLL INFORMATION

All employees are paid on a bi-weekly basis against approved and signed timesheets. Timesheets are to be submitted at the end of each work week **no later than 12 PM PST the Monday of the following week**. All employees will be asked to provide a void cheque or banking information so we may automatically deposit to their bank account. Please attached payroll schedule.

STATUTORY HOLIDAYS

Statutory holiday pay will be paid when applicable under the terms of the Employment Standards Act. To be eligible you must be employed at your current placement for at least 30 calendar days before the statutory holiday and worked 15 of the 30 days before the statutory holiday.

Excel Personnel Inc.

#600, 235, 1st Avenue, Kamloops, BC V2C 3J4 PH: 250-374-3853

#102, 1300 – 1st Avenue, Prince George, BC V2L 2Y3 PH: 250-596-3683



Your Excel Contact:

Karen A. Watt, CPC, CEO
TF: 1-877-374-3853 Fax: 250-374-3854
C: 250-574-4773
karen@excel.bc.ca www.excel.bc.ca

VACATION PAY

You will receive 4% vacation pay on every pay cheque.

OVERTIME

Overtime is calculated as hours worked over and above 8 hours in a single day or over 40 hours per week. Such overtime hours will be paid at 1.5 times your hourly rate of pay. **Overtime and worked lunches must be authorized (initialed) by the supervisor on your timesheet prior to submitting it to the Excel office.**

DEDUCTIONS

Excel Personnel will deduct all mandatory deductions from the employee's wages – Example: EI, CPP, and any other deductions per contract term.

BENEFITS

Excel Personnel does not offer any medical, dental, insurance or pension benefits to temporary staff or job search registrants. Effective January 1, 2019, all employers are obligated to pay the Employers Health Tax on your behalf.

CRIMINAL RECORD SEARCH

On occasion, Excel Personnel's clients request that a Criminal Record Search be undertaken.

TIME SHEETS

All Time Sheets require both your signature and your supervisor's signature in order to be processed and submitted at the end of your work week, typically each Friday or Saturday if you work it.

Please note, any time sheets submitted after the deadline will be processed on the next payroll. Please see our Time Sheet and Payroll Schedule for further details. There are three ways to submit your time sheets in order for you to be paid on time:

- By email to administration@excel.bc.ca in picture or PDF format.
- By fax to 250-374-3854. Please call the Excel office to confirm receipt of your fax.
- In Person to the Excel Office during regular office hours. Please ensure you hand it directly to a staff member to avoid a delay in pay. Please don't hesitate to phone or email the office if you have any questions at any time.

ASSIGNMENTS

Excel Personnel operates a roster of many temporary staff with varying levels of skills and experience. Assignments are allocated on a fair and open basis, dependent upon skills required by our clients; there is no seniority or favoritism applied. Our offices call individuals with the skill and abilities and having the availability to complete the assignment.

Once your recruiter has confirmed with both the client and the candidate, a Job Information email will be sent to you detailing the client, address, contact, pay, start date, hours, dress and job description for you to respond and reconfirm via email to your recruiter as acceptance of the assignment.

AVAILABILITY

Please advise the office if you are not available for assignments. Not being available does not mean that you lose the opportunity of future assignments as we do not have a seniority list of candidates. Excel wants to work with those that are available to work with the skills and abilities our client's request.

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All employees must advise the Excel Personnel office in advance when not available for their full work shift due to appointments, illness or personal emergency. An employee may or may not advise the client so long as they have advised the Excel Personnel office. Excel Personnel has an answering service that will relay all messages to an Excel Personnel staff member 24 hours a day, 7 days a week toll-free at 1-877-374-3853.

CONDUCT

All employees will conduct themselves in a professional manner while representing Excel Personnel with their client companies. The following will result in **immediate dismissal**:

- Absence from or being late for work without calling in advance to advise Excel and client company, unless due to injury, accident or other circumstance rendering you physically capable of making a phone call;
- Disclosing information gained through employment with Excel or client of Excel to any outside party which can or does result in damage being incurred by Excel, client of Excel, or related or subsidiary party;
- Theft i.e., removing any item, copying or transcribing any information belonging to Excel or an Excel client without specific permission from Excel to do so;
- The use of Excel clients' telephone, facsimile, e-mail or any other business facility for personal purposes;
- Ingesting alcohol or illegal drug ingestion during business hours while working on Excel client assignment;
- Reporting for work to Excel client under the influence of alcohol, cannabis or drugs;
- Vulgar language, inappropriate, unprofessional or offensive behavior;
- Bullying, teasing and sexual, emotional or psychological harassment of any kind towards any coworker, supervisor, client or Excel Personnel staff member.
- No use of cellular phones, or devices during business hours on Client assignments.

DRESS CODE

It is expected that all employees will keep in mind that their appearance matters when representing Excel Personnel Inc. in front of our clients and their customers. It can create a positive or negative impression that reflects on the company, culture, and the possibility of you being considered for other opportunities with that client.

All employees must be clean and well-groomed and wear clothing that is clean and in good repair (no discernible rips, tears, or holes) that is appropriate for the assignment. Employees should avoid clothing with offensive or inappropriate language, are too revealing, and that are typical in workouts or outdoor activities.

Employees working in office environments should dress in business attire. Those employees working in industrial settings should have all the gear required, i.e. Personal Protective Equipment (PPE) and/or any safety gear for that position that is required.

HOURS OF WORK:

Working weeks are calculated from **12:00 AM Sunday through to 11:59 PM Saturday**

Start and end times are determined by the client's specific request or their standard hours of operation. When placed on an assignment your hours of employment will be a minimum of 4 hours per shift, working any day Sunday through Saturday.

BREAKS

You will be required to take lunch and coffee breaks according to Excel's client procedures whether they be on client premises, at your desk or off-site. An employee must not work more than five hours in a row without a 30-minute meal break. Coffee breaks are given at the discretion of the client.

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All worked lunches must be approved by your on-site supervisor via their initials on your time sheet. If the worked lunch is not approved (initialed) by your on-site supervisor your daily hours will be deducted by the amount of hours of unpaid lunch as determined by the client procedures. Lunch or other breaks may not be accrued or used as overtime.

PERMANENT POSITIONS WITH A CLIENT

An Excel Personnel client may not approach any Excel Personnel employee with discussions or offers of employment directly with them. Should any client express such an interest in hiring a temporary Excel Personnel employee directly for any position on a full-time, part-time or permanent basis, the Excel employee will immediately advise the client to direct all discussions and negotiations to Excel Personnel.

In signing these terms and conditions, the employee agrees not to discuss with, approach, negotiate with or accept any offer from any of Excel Personnel's clients without first obtaining specific written permission from Excel Personnel to do so.

This includes any temporary or permanent, full-time or part-time employment with any client you have been assigned to by Excel Personnel within twelve calendar months of the last day of the your last assignment with that client.

Excel Personnel will make every endeavor to assist the employee in obtaining a permanent position if requested. It is illegal in Canada for anyone to charge a candidate to obtain employment. Excel works for the client and is hired by them to recruit staff, for that an HR Placement fee is billed to the client.

EXCLUSIVITY

Your employment with Excel Personnel is not exclusive. We encourage job seekers to search for permanent work independently, and should a temporary employee be offered a permanent position without our assistance, we would assist wherever possible in de-activating that employee in time to take up that position. We ask that employees accepting positions independent of Excel Personnel complete their assignment with Excel Personnel's client prior to starting their new job.

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2023 TIME SHEET

Company: _____

Employee's Name: _____

Time Sheet Period: _____

Date	WORK DAY			# Hours Worked		Supervisor to initial paid lunch and/or Overtime.		For Office Use Only	
	Start Time (i.e. 8:00)	Lunch/Break (i.e. 12:00-12:30)	Finish Time (i.e. 4:00)	Regular Time	Overtime	Worked Lunch	Overtime	Regular Time	Overtime
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total Hours:									

- 4 Hour minimum applies
- Overtime paid in excess of 8 hours per day or 40 hours per week. Overtime hours and worked lunch must be authorized (initialed) by the supervisor prior to submitting the timesheet.
- Should our employee be hired in a full-time permanent position, a placement fee will apply per our client agreement.
- Upon signature I agree to submit my time sheet by the agreed upon date and time on the 2022 Time Sheet and Payroll Schedule. If I submit my time sheet after 12 PM on the due date I understand there may be a delay in pay. Timesheets are Due at the end of every work week and the day after payroll cut-off, which occurs on the 15th and last day of the month.

Employee's Signature: _____

Supervisor's Signature: _____

Please remit signed timesheets to administration@excel.bc.ca or fax to 250-374-3854. If you choose to send your time sheet by fax it is your responsibility to ensure we receive it. Please call our office to confirm receipt.

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2023 STATUTORY HOLIDAY

Holiday	Date
New Years Day	Sunday January 1 st
Family Day	Monday, February 20 th
Good Friday	Friday, April 7 th
Victoria Day	Monday, May 22 nd
Canada Day	Saturday, July 1 st
BC Day	Monday, August 7 th
Labour Day	Monday, September 4 th
Thanksgiving Day	Monday, October 9 th
Christmas Day	Monday, December 25 th

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2023 Bi-Weekly Time Sheet and Payroll Schedule

	Time Sheet Period	Pay Date		Time Sheet Period	Pay Date
PP 1	January 1-7	11-Jan	PP 14	June 25-July 1 July 2-8	12-Jul
PP 2	January 8-14 January 15-21	25-Jan	PP 15	July 9-15 July 16-22	26-Jul
PP 3	Jan 22-28 Jan 29-Feb 4	08*Feb	PP 16	July 23-29 July 30-Aug 5	09-Aug
PP 4	February 5-11 February 12-18	22-Feb	PP 17	August 6-12 August 13-19	02-Aug
PP 5	February 19-05 Feb 26-March 4	08-Mar	PP 18	August 20-26 Aug 27-Sept 2	06-Sep
PP 6	March 5-11 March 12-18	22-Mar	PP 19	Sept 3-9 sept 10-16	20-Sep
PP 7	March 19-25 March 26-April 1	05-Apr	PP 20	sept 17-23 sept 24-30	04-Oct
PP 8	April 2-8 April 9-15	19-Apr	PP 21	Oct 1-7 Oct 8-14	18-Oct
PP 9	April 16-22 April 23-29	03-May	PP 22	Oct 15-21 Oct 22-28	01-Nov
PP 10	April 30-May 6 May 7-13	17-May	PP 23	Oct 29-Nov 4 Nov 5-11	15-Nov
PP 11	May 14-20 May 21-27	31-May	PP 24	Nov 12-18 Nov 19-25	29-Nov
PP 12	May 28-June 3 June 4-10	14-Jun	PP 25	Nov 26-Dec 2 Dec 3-9	13-Dec
PP 13	June 11-17 June 18-24	28-Jun	PP 26	Dec 10-16 Dec 17-23	28-Dec

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Candidate Sign On Agreement 2023

Initial: ____ I hereby acknowledge that I have read and fully understood the above Terms and Conditions and that noncompliance of these Terms and Conditions will result in immediate dismissal; including being present on site under any means of impairment such as drugs, alcohol and cannabis.

Initial: ____ I hereby give authority to Excel Personnel to perform personal and professional reference checks, as deemed appropriate by Excel Personnel in its exclusive discretion.

Initial: ____ I consent to the submission of my resume by Excel Personnel to organizations offering temporary to permanent placements without my knowledge, and as deemed appropriate by Excel Personnel in its exclusive discretion, and to provide Excel Personnel with access to all Letters of Offer.

Initial: ____ I hereby acknowledge any client of Excel Personnel reserves the right to terminate an assignment at any time for any reason (including before the assignment begins). You will only be paid for work done during the assignment up to the time it is terminated.

Candidate Signature

Consultant Signature

Date

Date

Confirmed Personnel Details and Emergency Contact

Candidate Name: _____

Mailing Address: _____

City/Province/Postal Code: _____

Home Phone & Cell No: _____

Email Address: _____

Emergency Contact: _____

Emergency Phone: _____

Would you like to sign up for Time Sheet Email Reminders? Yes | No

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I hereby authorize Excel Personnel Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize Excel Personnel Inc. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Excel Personnel Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Excel Personnel Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to my recruiter.

ACCOUNT INFORMATION

Name of Financial Institution: _____

Institution Number: _____ Transit Number: _____

Account Number: _____ Checking | Savings

SIGNATURE

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check or deposit slip and return this form to your recruiter.

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2023 British Columbia 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 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

11,981

1. Basic personal amount – Every person employed in British Columbia and every pensioner residing in British Columbia 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 \$39,994 or less, enter \$5,373. You may enter a partial amount if your net income for the year will be between \$39,994 and \$75,814. To calculate a partial amount, fill out the line 2 section of Form TD1BC-WS, Worksheet for the 2023 British Columbia 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**: \$1,000 or your estimated annual pension.

4. Tuition (full-time and part-time) – Fill out this section if you are a student 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. Enter your total tuition fees that you will pay less your Canada Training Credit if you are a full-time or part-time student.

5. 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 \$8,986.

6. Spouse or common-law partner amount – Enter \$10,259 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 has a net income of \$1,026 or less for the year

You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,026 and \$11,285. To calculate a partial amount, fill out the line 6 section of Form TD1BC-WS.

7. Amount for an eligible dependant – Enter \$10,259 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 has a net income of \$1,026 or less for the year

You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,026 and \$11,285. To calculate a partial amount, fill out the line 7 section of Form TD1BC-WS.

8. British Columbia caregiver amount – You may claim this amount if you are supporting your **infirm** spouse or common-law partner, or an **infirm** eligible dependant (age 18 or older) who is your or your spouse's or common-law partner's:
• child or grandchild
• parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resides in Canada at any time in the year

The infirm person's net income for the year must be less than \$22,985. To calculate this amount, fill out the line 8 section of Form TD1BC-WS.

9. 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.

10. 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.

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

Filling out Form TD1BC

Fill out this form if you have income in British Columbia 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 TD1BC, 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 TD1BC 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 TD1BC, check this box, enter "0" on line 11 and do not fill in lines 2 to 10

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 11. 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 TD1.

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-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.



2023 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 \$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-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 _____

Please send a copy of your photo ID when you are returning your completed Sign-on Package.

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