



Task Title: Doing Your Taxes

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will watch a short video about how to file income taxes.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/A3

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Task Title: DoingYourTaxes_E_A3

Notes for Instructors/Practitioners

This task follows “Learn about your Taxes” which is the first video in this series from the CRA. You may wish to ask your learner to complete “Learn about your Taxes” before completing this task.

Learner Information

Most Canadians need to file income taxes with the government every year. Once you have the documents you need, it is important to learn about the process for properly filing taxes.

Copy and paste this web address into the browser of the computer and watch "Learn About Your Taxes" (2:35):

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/videos/one-about-your-taxes.html>

Work Sheet

Task 1: List two ways you can complete your income tax forms.

Answer:

Task 2: List three pieces of personal information that you need to fill out when doing your taxes.

Answer:

Task 3: What do you do if you have received income from cash tips but you did not receive a tax slip for this money?

Answer:

Task 4: Once you have filed your taxes, what can you expect to receive from the CRA?

Answer:

Answers

Task 1: List two ways you can complete your income tax forms.

Answer: using certified tax software (electronically) or using paper tax forms.

Task 2: List three pieces of personal information that you need to fill out when doing your taxes.

Answer: Full name, address, social insurance number.

Task 3: What do you do if you have received income from cash tips but you did not receive a tax slip for this money?

Answer: You still need to fill out these income amounts on your tax return, even if you do not have a tax slip from your employer.

Task 4: Once you have filed your taxes, what can you expect to receive from the CRA?

Answer: The CRA will send you a Notice of Assessment which provides a quick summary of your tax return.

Task Title: DoingYourTaxes_E_A3

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A3	extracts info from films, broadcasts and presentations			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
