



Task Title: TD1ON Form

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: Read a TD1ON Form to answer questions and understand its purpose.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage data/C4.1

Materials Required:

- Computer or digital device
- Electronic or printed copy of TD1ON form available at:
<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1on/td1on-24e.pdf>

Task Title: TD1ONForm_E_A2.2_C4.1

Learner Information

An employee has started a new job and must fill out payroll forms. Some forms are to calculate the amount of income tax to be deducted from an employee's pay.

Open the browser on your computer. Copy and paste the following web address. <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1on/td1on-24e.pdf>

Scan the TD1ON form for 2024

Work Sheet

Task 1: What should an employee do before completing the TD1ON form?

Answer:

Task 2: List three reasons for filling out this form.

Answer:

Task 3: How much would the employee claim for their spouse or common-law partner whose net income is \$600 for the year?

Answer:

Task 4: What is the total claim amount for this employee?

Answer:

Answers

Task 1: What should an employee do before completing the TD1ON form?

Answer: An employee should read page 2 before completing the form.

Task 2: List three reasons for filling out this form.

Answer: Complete 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 dependents has changed); or
- You want to increase the amount of tax deducted at source.

Task 3: How much would the employee claim for their spouse or common-law partner whose net income is \$600 for the year?

Answer: Enter \$10,528 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's net income for the year will be \$1,053 or less

Task 4: What is the total claim amount for this employee?

Answer: Basic personal amount (\$12,399) + Spouse or common-law partner amount (\$10,528) = \$22,927

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
C4.1	adds, subtracts, multiples and divides whole numbers and decimals			
	recognizes values in number and word format			
	identifies and performs required operation			

Task Title: TD1ONForm_E_A2.2_C4.1

	interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			
	follows apparent steps to reach solutions			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

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URLs

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