



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: TD1ON Form

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ✓ Apprenticeship Secondary School Post Secondary Independence	
Task Description: Understand the purpose of the TD1ON form.	
Competency: A: Find and Use Information C: Understand and Use Numbers	Task Group(s): A2: Read continuous text C4: Manage Data
Level Indicators: A2.2: Interpret simple documents to locate and connect information C4.1: Make simple comparisons and calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Current year TD1ON form available at: http://www.cra-arc.gc.ca/E/pbg/tf/td1on/README.html (you may need to go to the Revenue Canada site and put the form title in for searching, as this site could change annually)• Pen and paper	



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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 cheque. Look at the TD1ON form.

Learner Information and Tasks:

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

Task 2: What are three reasons for completing this form?

Task 3: How much would the employee claim for their common-law partner whose net income is \$600.00 for the year?

Task 4: What is the total claim amount for an employee who is claiming their common-law partner with a net income of \$600 for the year?



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Answer Key

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

An employee should read the back before completing the form.

Task 2: What are three reasons for completing this form?

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 common-law partner whose net income is \$600.00 for the year?

\$8,211.00 (note: this figure is from January 2014 - use current year TD1ON amount)

6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$821 or less, enter \$8,211.

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

Basic personal tax amount + spouse or common-law partner amount

= \$9,670 + \$8,211

= \$17,881 (note: this figure is from January 2014 - use current year TD1ON amounts)



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
C4.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) 			
	<ul style="list-style-type: none"> follows apparent steps to reach solutions 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature