

INCOME TAX

[UW – QURAN.COM](http://UW-QURAN.COM)

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MARCH 2019



OVERVIEW

1

- Tax Concepts

2

- Obtain SIN Number
- CRA Account

3

- Tax Slips & Account

4

- Filing Taxes

QUESTION

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DISCLAIMER

- Any tax advice herein is based on the facts provided to us and on current tax law including judicial and administrative interpretation.
- Tax law is subject to continual change, at times on a retroactive basis and may result in incremental taxes, interest or penalties.
- Should the facts provided to us be incorrect or incomplete or should the law or its interpretation change, our advice may be inappropriate.
- We are not responsible for updating our advice for changes in law or interpretation after the date hereof.

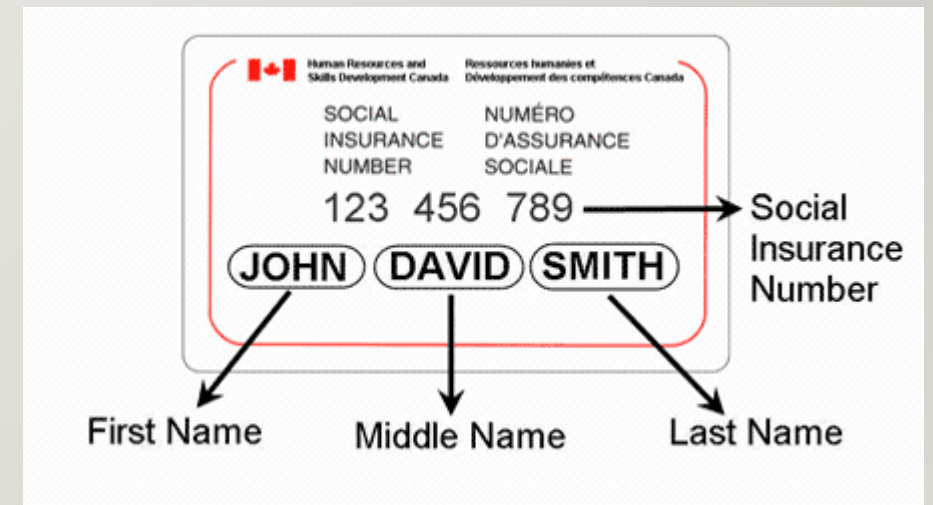
I-TAX CONCEPTS

- Why file tax?
- SIN Number
- Tax Credits

TERMINOLOGY

- CRA
 - Canada Revenue Agency
 - <https://www.canada.ca/en/revenue-agency.html>

- SIN
 - Social Insurance Number
 - Nine-digit number
 - You need to SIN:
 - To work in Canada
 - To have access to government programs and benefits



WHY YOU SHOULD FILE A TAX RETURN?

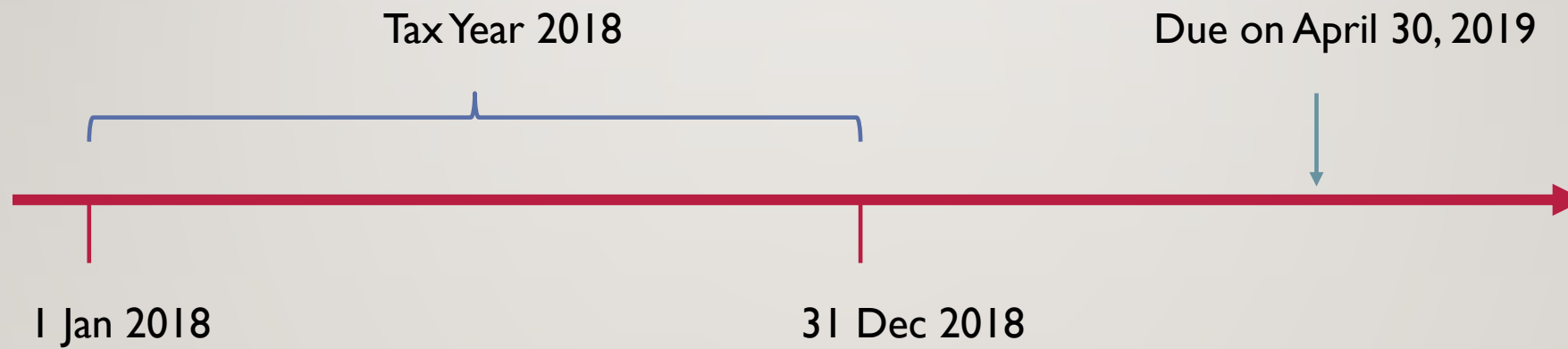
- Get Some Money Back!
 - Claim your benefits:
 - GST/HST credit (~ 550 \$/year)
 - Ontario Trillium Benefit (OTB) Credit (~ 600 \$ per year per person)
 - Climate Action Incentive (CAI)
 - Tuition Credit
 - Canada child benefit (CCB)
- Review
 - <https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/you-have-file-a-return.html>

TAX CREDIT TYPES

Refundable	Non-refundable
<ul style="list-style-type: none">• GST/HST credit• OTB Credit	<ul style="list-style-type: none">• Medical Expenses• Donation Expenses• Tuition Credit

Carry Forward	Can't Carry Forward
<ul style="list-style-type: none">• Donation Expenses• Tuition Credit	<ul style="list-style-type: none">• Medical Expenses• GST/HST credit• OTB Credit

TAX YEAR



QUESTION

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2- PREPARING FOR TAX RETURN

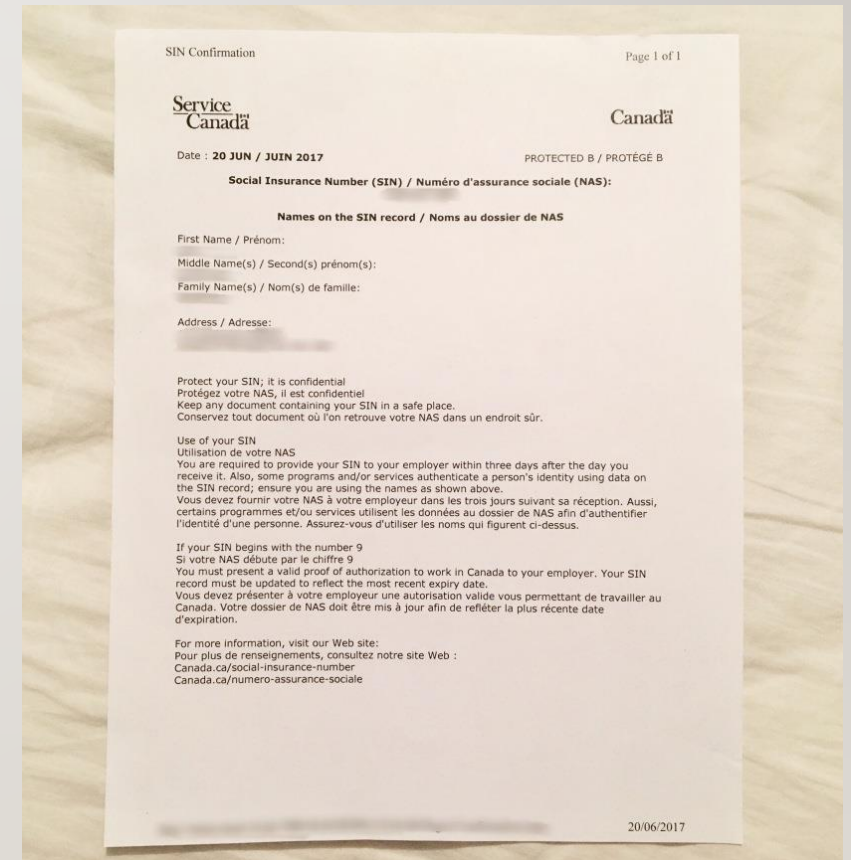
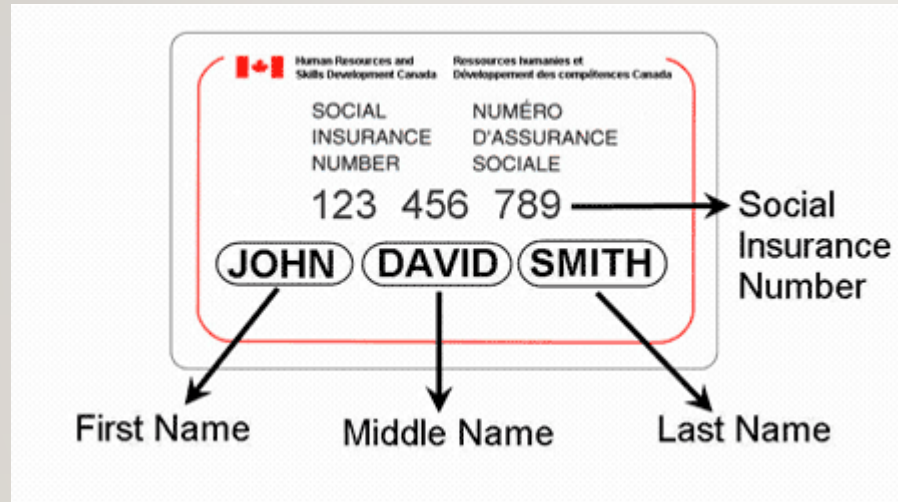
- Obtain SIN Number
- Creating CRA Account

OBTAIN SIN NUMBER

- [UWaterloo Obtain Social Insurance Number \(SIN\)](#)
 - Needle hall (March 29, April 26, May 31, June 28)
 - <https://uwaterloo.ca/the-centre/about/service-canada>
 - Service Canada
 - <http://www.servicecanada.gc.ca/tbsc-fsco/sc-dsp.jsp?rc=3580&lang=eng>
 - Bring Passport + Study Permit
- If you are not eligible for a SIN, you need to obtain [Individual Tax Number \(ITN\)](#) form.



SIN NUMBER



CREATE CRA ACCOUNT

- View your personal income tax and benefit information
- Manage your tax affairs online
- Setup Direct Deposit
- Sending NetFile online to CRA
- <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>

TAX SLIPS & DOCUMENTS

- Income tax slips (T4 or T4A)
- Tuition receipt T2202A
- Interest tax slips (T3 or T5)
- Medical receipts
- Donation receipts
- Rent receipts

TAX SLIPS – T4

- Income tax slip
 - T4A (for scholarships, awards, GRS, and bursaries)
 - T4: If you worked for the University (e.g. TA)
 - Obtain from: [Workday](#) -> Main Menu -> Personal -> Documents

The image shows two identical T4A tax forms for the University of Waterloo, 2015. The forms are for a recipient named AMIR. The payer is the University of Waterloo, 200 University Avenue West, Waterloo, ON N2L 3G1. The forms show a payer's account number of 061, a social insurance number of 012, and a recipient's account number of 013. The forms show a pension or superannuation of 181,066 (line 115) and income tax deducted of 36,148.00 (line 437). The forms also show a lump-sum payment of 018 and self-employed commissions of 020. The forms also show a fee for services of 024 and honoraries of 048. The forms also show other information in box 014 (181,066) and box 015 (36,148.00).

TAX SLIPS - T2202A

- Tuition receipt
 - T2202A
 - Obtain from:
 - Quest -> Finances -> Tax Receipts -
 - > PRINT (don't choose View)

T4A
Statement of Pension, Retirement, Annuity,
and Other Income
Etat du revenu de pension, de retraite, de rentes
ou d'autres sources

Canada Revenue Agency / Agence du revenu du Canada
Year / Année: 2015

Payer's name - Nom du payeur
UNIVERSITY OF WATERLOO
200 UNIVERSITY AVENUE WEST
WATERLOO, ON N2L 3G1

Pension or superannuation - line 115 / Prestations de retraite ou autres pensions - ligne 115: 016
Income tax deducted - line 437 / Impôt sur le revenu retenu - ligne 437: 022

Lump-sum payments - line 130 / Paiements forfaitaires - ligne 130: 018
Self-employed commissions / Commissions d'un travail indépendant: 020

Annuities / Rentes: 024
Fees for services / Honoraires ou autres sommes pour services rendus: 048

Other information (see over) / Autres renseignements (voir au verso)

Box - Case	Amount - Montant	Box - Case	Amount - Montant
014	181,066	105	36,148.00

Recipient's name and address - Nom et adresse du bénéficiaire
Last name (print) - Nom de famille (en lettres mouluées): AMIR
First name - Prénom: AMIR
Initials - Initiales:

Payer's account number / Numéro de compte du payeur: 061
Social insurance number / Numéro d'assurance sociale: 012
Recipient's account number / Numéro de compte du bénéficiaire: 013

T4A (15) Protected B when completed / Protégé B une fois rempli

TAX SLIPS – T5

- Interest tax slips
 - Obtain from:
 - Your bank
 - Financial institution

PAID TO CLAIMANT IN 2014
INCOME TAX DEDUCTED 333.33

Canada Revenue Agency / Agence du revenu du Canada **T5** **Statement of Investment Income** / **Etat des revenus de placement** Year / Année **2014** Protected B / Protégé B when completed / une fois rempli

Dividends from Canadian corporations – Dividendes de sociétés canadiennes		Federal credit – Crédit fédéral		Interest from Canadian sources		Capital gains dividends	
24 Actual amount of eligible dividends Montant réel des dividendes déterminés	25 Taxable amount of eligible dividends Montant imposable des dividendes déterminés	26 Dividend tax credit for eligible dividends Crédit d'impôt pour dividendes déterminés	13 Interest from Canadian sources Intérêts de source canadienne	18 Capital gains dividends Dividendes sur gains en capital			
1,000.00	1,450.00	274.99					
10 Actual amount of dividends other than eligible dividends Montant réel des dividendes autres que des dividendes déterminés	11 Taxable amount of dividends other than eligible dividends Montant imposable des dividendes autres que des dividendes déterminés	12 Dividend tax credit for dividends other than eligible dividends Crédit d'impôt pour dividendes autres que des dividendes déterminés	21 Report Code Code du feuillet	22 Recipient identification number Numéro d'identification du bénéficiaire	23 Recipient type Type de bénéficiaire		
			0	123456789	1		
Other information (see the back) / Autres renseignements (lisez le verso)							
Recipient's name (last name first) and address – Nom, prénom et adresse du bénéficiaire			Payer's name and address – Nom et adresse du payeur				
CHANG, ALBERT 1365 WOODRIDGE AVENUE OURTOWN MB R1B 3W3			AGENTS INC. 95 MAIN STREET ANYTOWN SK K1G 7G7 UNCLAIMED ACCOUNT XYZ COMPANY LIMITED				
Currency and identification codes / Codes de devise et d'identification		27 Foreign currency / Devises étrangères	28 Transit – Succursale	29 Recipient account / Numéro de compte du bénéficiaire			

See the privacy notice on your return / Consultez l'avis de confidentialité dans votre déclaration.
T5 (17)

For information, see the back. / Pour obtenir des renseignements, lisez le verso.

MEDICAL EXPENSES

- UHIP Payments
- Supplementary Health and Dental
 - <https://uwaterloo.ca/finance/student-financial-services/tuition-fee-schedules/incidental-fees/student-extended-health-dental-insurance-plans>
- Prescription Official Receipts
- Others:
 - <https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/lines-330-331-eligible-medical-expenses-you-claim-on-your-tax-return.html>

GSA ADMIN FEE - 2018/2019

<i>GSA Admin Fee full-time</i>	<i>Fall 2018</i>	<i>Winter 2019</i>	<i>Spring 2019</i>
<i>Grad House fee</i>	\$23.50	\$23.50	\$23.50
<i>Supplementary health</i>	\$62.00	\$62.00	\$62.00
<i>Supplementary dental</i>	\$81.00	\$81.00	\$81.00
<i>Upass</i>	\$93.91	\$93.91	\$93.91
Total	\$260.41	\$260.41	\$260.41

Or

<i>GSA Admin Fee part-time</i>	<i>Fall 2018</i>	<i>Winter 2019</i>	<i>Spring 2019</i>
<i>Grad House fee</i>	\$23.50	\$23.50	\$23.50
<i>Supplementary health</i>	\$62.00	\$62.00	\$62.00
<i>Supplementary dental</i>	\$81.00	\$81.00	\$81.00
<i>Upass</i>	N/A	N/A	N/A
Total	\$166.50	\$166.50	\$166.50

DONATION RECEIPTS

- Official donation receipts from registered charities
 - Unclaimed up to 5 years ago
- Examples:
 - Endowment Fund in University
 - Download from Quest -> Finances -> Tax Receipts -> Scroll down all the way -> PRINT
 - IHS: Khoms & Zakat
- <https://www.canada.ca/en/revenue-agency/services/charities-giving/giving-charity-information-donors/claiming-charitable-tax-credits.html>

The image shows a screenshot of a donation receipt from the University of Waterloo. At the top left is the University of Waterloo logo. To the right, contact information for Finance | Student Financial Services is provided: ECS, 200 University Avenue West, Waterloo, ON N2L 3G1, phone 519-888-4557 ext. 38466, fax 519-746-3363, and email sfs@uwaterloo.ca. The receipt includes a student ID, date issued (2016-02-24), receipt number (11410), and total amount (\$40.00). It specifies that for the calendar year 2015, a donation of \$40.00 was made to the Grad Studies Endowment Fund. The receipt is signed by the Vice President of Administration and Finance. At the bottom, it is identified as an official receipt for income tax purposes with business number 11926 0685 RR0001.

UNIVERSITY OF WATERLOO

FINANCE | Student Financial Services
ECS, 200 University Avenue West, Waterloo, ON N2L 3G1
519-888-4557, ext. 38466 | fax 519-746-3363
sfs@uwaterloo.ca | uwaterloo.ca/finance/student-financial-services

Waterloo ON

Student ID: [REDACTED]
Date Issued: 2016-02-24
Receipt No: 11410
Total Amount: \$40.00

For the calendar year 2015
You made donations to the following funds:
Grad Studies Endowment Fund \$40.00

Thank you for your donation to the University of Waterloo

[Signature]
VICE PRESIDENT
ADMINISTRATION AND FINANCE

OFFICIAL RECEIPT FOR INCOME TAX PURPOSES Business Number 11926 0685 RR0001

RENT

- Rent Receipts
- The address you lived at (including postal code)
- How many months in 2018 you were there for
- The total amount paid in 2018
- The name of the landlord/company that owned it, or the person you subletted from

QUESTION

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FILING TAXES

- Resources
- Software
- File Sample Tax

TAX FILING

- Yourself
 - Online Services
 - Software
- Tax Filing Companies
 - [H&R Block](#)
 - Abbas Heidar ([5198045554](#), [42 Bridgeport Rd E, Waterloo, ON N2J 0B3](#))
 - Other tax Companies
- Volunteers
 - City
 - [UWaterloo AFSA Tax Clinic](#) : (Last one this year **March 31**)

FILING YOUR TAX

- [UFile](#)



- [TurboTax](#)



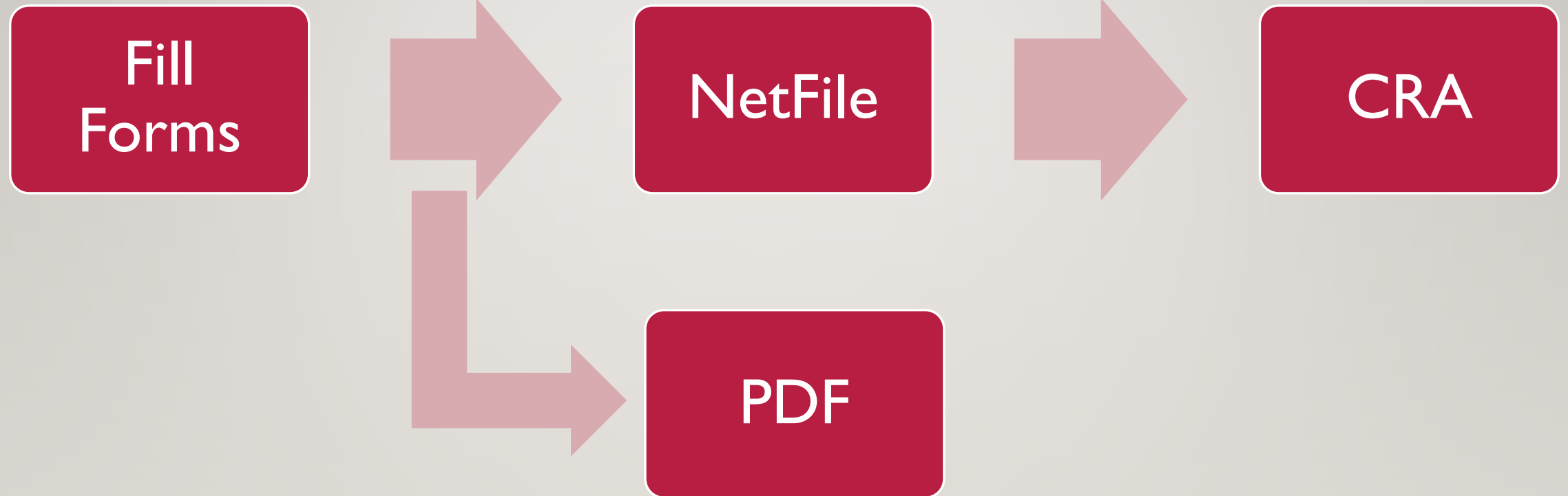
- [SimpleTax](#)



- [H&R Block](#)



TAX FILING PROCESS



FILING A SAMPLE TAX USING UFILE ONLINE SERVICES

- File Taxes
 - <https://www.ufile.ca/>
- Review Result



PERSONAL CONSULTATION

- GSA Accountant
 - Book an appointment:
 - <https://uwaterloo.ca/graduate-student-association/services/income-tax-aid>
 - Friday April 5, 2019
 - Thursday April 11, 2019
 - Thursday April 18, 2019
 - Thursday April 25, 2019



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