



# Early Childhood Staff Grant Application Form

## SECTION 1 For completion by the Early Childhood Staff: (Please Print)

First Name:		Last Name:	
Mailing Address:			Phone:
Email:		Social Insurance Number:	
<input type="checkbox"/> I am a <b>NEW</b> applicant . I have completed and attached the following: <input type="checkbox"/> Direct Deposit form. <input type="checkbox"/> TD1 and TD1NT form.		<input type="checkbox"/> I received staff grant payment last fiscal year and have <b>NOT</b> changed my banking information. (You do not need to submit a direct deposit/tax forms)	

## SECTION 2 For completion by the Early Childhood Staff: (Please Print)

<p><b>List any post-secondary Early Childhood Programs you have completed.</b>  <b>Must include <u>original official transcript</u> indicating completion of program.</b>  <i>If you submitted your original transcripts last fiscal year, you do not need to complete this section.</i></p>					
Institution		Program Name		Community, Province/Territory, Country	
Start Date – YY/MM/DD	End Date – YY/MM/DD	<input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Bachelor <input type="radio"/> Masters	Date official transcripts were requested from institution		
Institution		Program Name		Community, Province/Territory, Country	
Start Date – YY/MM/DD	End Date – YY/MM/DD	<input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Bachelor <input type="radio"/> Masters	Date official transcripts were requested from institution		

### Privacy Statement

This personal information is collected under the authority of the *Access to Information and Protection of Privacy Act* section 40(c) and will be used for the purpose of determining my eligibility for the Early Childhood Staff Grant, and for administration and analysis of the program. The information will be protected by the privacy provisions of the Act and will be managed in compliance with the Act. All individuals have the right to examine and request correction of their personal information and to request a review by the Information and Privacy Commissioner. If you have any questions about your information, please contact: The Early Childhood Development Coordinator at 867.767.9354 ext. 71277.

### Declaration

- I certify the information submitted is true, accurate and complete in every respect, and will inform the Early Childhood Staff Grant Program of any change in my information.
- I understand that my information will be forwarded to the NWT Departments of Finance and Human Resources for the purpose of processing payments, and that the information on forms TD1 or TD1NT may be forwarded to the Canada Revenue Agency for taxation purposes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION 3 For completion by the Employer: (Please Print)**

Daycare Name:	Daycare License #:
Job Title:	<input type="checkbox"/> I have read the description of who is eligible to apply as outlined in the program guidelines and verify that this is a permanent employee whose primary responsibility is to provide direct child care or to be an on-site program supervisor.
Please check which box applies for the total hours worked in the quarter/quarters being applied for:	
April 1, 2018 through June 30, 2018 <input type="checkbox"/> 104-234 hours <input type="checkbox"/> 352-468 hours <input type="checkbox"/> 235-351 hours <input type="checkbox"/> 469 hours and above	July 1, 2018 through September 30, 2018 <input type="checkbox"/> 104-234 hours <input type="checkbox"/> 352-468 hours <input type="checkbox"/> 235-351 hours <input type="checkbox"/> 469 hours and above
October 1, 2018 through December 31, 2018 <input type="checkbox"/> 104-234 hours <input type="checkbox"/> 352-468 hours <input type="checkbox"/> 235-351 hours <input type="checkbox"/> 469 hours and above	January 1, 2019 through March 31, 2019 <input type="checkbox"/> 104-234 hours <input type="checkbox"/> 352-468 hours <input type="checkbox"/> 235-351 hours <input type="checkbox"/> 469 hours and above
Current Hourly Wage:	

**Declaration**

I certify the information submitted is true, accurate and complete in every respect.

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of Employer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION 4 For completion by the Department: (Please Print)**

Appointment Start Date: January 1, 2017	Appointment End Date: March 31, 2020
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Combo Code/Chart Field Values for Payments

Organization: 71019	Program: 65207
Fund: 01	Area: 11
Settlement: 105	Reports To: 1287
Job Code: 000037	Mail Drop ID: 170

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For completion by the Department of Human Resource, Employee Services:**

PeopleSoft ID #: \_\_\_\_\_ Record #: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_



## DIRECT DEPOSIT REQUEST

The Government of the Northwest Territories (GNWT) currently deposits your bi-weekly pay by DIRECT DEPOSIT to any Canadian chartered bank. The bank account must be with a Canadian Financial Institution. You will have your earnings deposited to your savings or chequing account. These monies will be available to you at the banks' opening on each payday with the exception of some of the Credit Unions in the Province of Quebec where this transaction may take up to 48 hours.

### HOW DIRECT DEPOSIT WORKS

You can enter all of your banking information on-line through HRIS Self-Service. If you need to change your banking information, you can also change it on-line. You do not need this form or a void cheque to enter or change the information on-line. Changes may take up to one pay cycle to be effective. Follow this link for instructions on entering your information: <http://www.hr.gov.nt.ca/training-resources/using-self-service/direct-deposit>

If you do not have access to a computer, you can provide the GNWT with your bank account information by completing the enrollment form below. **If you are NOT entering the information online through self service, you must attach a personalized deposit slip or cheque marked "VOID" to the enrollment form. (\*)**

Once we receive this information from you, we provide account information together with the amount to be deposited to your bank. Your bank then deposits your pay directly into your account on payday at your specified branch in Canada.

### RETURN THIS FORM TO:

Department of Finance - Payroll Office in Yellowknife (Laing Building 2nd Floor)  
 Or  
 Regional Human Resource Office

### REQUEST FOR PAYMENT BY DIRECT DEPOSIT

<b>Employee Name:</b>		<b>Employee SIN# or PeopleSoft ID:</b>	
<b>Department:</b>			
<b>Bank Name:</b>		<b>Bank Location:</b>	
<b>Bank Number:</b>	<b>Transit Number:</b>	<b>Account Number:</b>	
<b>Chequing Account (*)</b> <input type="checkbox"/>	<b>Savings Account</b> <input type="checkbox"/>		
<p>The GNWT is hereby authorized and requested to credit payroll accounts due me to my account with the bank designated above until cancelled by me in writing. If this banking institution is outside the Northwest Territories, I understand there may be a delay in the funds reaching my account. In the event a delay is the result of funds being directed to the wrong account through my error, I understand the GNWT will not issue a replacement cheque until the funds have been electronically returned to the Government Bank Account.</p>			
<hr style="border: none; border-top: 1px solid black;"/> <b>Signature of Employee</b>		<hr style="border: none; border-top: 1px solid black;"/> <b>Date (dd/mm/yy)</b>	
<b>Internal Finance Use only</b>			
<b>Date Stamps</b>			
		<hr style="border: none; border-top: 1px solid black;"/> <b>Entered By</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date (dd/mm/yy)</b>
		<hr style="border: none; border-top: 1px solid black;"/> <b>Verified By Payroll</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date (dd/mm/yy)</b>



# 2018 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.

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

  

<p><b>1. Basic personal amount</b> – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	11,809
<p><b>2. Canada caregiver amount for infirm children under age 18</b> – Either parent (but not both), may claim \$2,182 for each infirm child born in 2001 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p><b>3. Age amount</b> – If you will be 65 or older on December 31, 2018, and your net income for the year from all sources will be \$36,976 or less, enter \$7,333. If your net income for the year will be between \$36,976 and \$85,863 and you want to calculate a partial claim, get Form TD1-WS, <i>Worksheet for the 2018 Personal Tax Credits Return</i>, and fill in the appropriate section.</p>	
<p><b>4. Pension income amount</b> – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p><b>5. Tuition (full time and part time)</b> – If you are a student enrolled 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, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p><b>6. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,235.</p>	
<p><b>7. Spouse or common-law partner amount</b> – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is <b>infirm</b>), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less <b>and</b> he or she is <b>infirm</b>, go to line 9.</p>	
<p><b>8. Amount for an eligible dependant</b> – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is <b>infirm</b> and you <b>cannot claim the Canada caregiver amount for children under age 18 for this dependant</b>), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less <b>and</b> he or she is <b>infirm and is age 18 or older</b>, go to line 9.</p>	
<p><b>9. Canada caregiver amount for eligible dependant or spouse or common-law partner</b> – If, at any time in the year, you support an <b>infirm</b> eligible dependant (aged 18 or older) <b>or</b> an <b>infirm</b> spouse or common-law partner whose net income for the year will be \$23,391 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p><b>10. Canada caregiver amount for dependant(s) age 18 or older</b> – If, at any time in the year, you support an <b>infirm</b> dependant age 18 or older (<b>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 his or her net income were under \$13,991</b>) whose net income for the year will be \$16,405 or less, enter \$6,986. If his or her net income for the year will be between \$16,405 and \$23,391 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p><b>11. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p><b>12. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax 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 his or her <b>tuition amount</b> on his or her income tax return, enter the unused amount.</p>	
<p><b>13. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

**Filling out Form TD1**Fill out this form **only** if:

- 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 dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- 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 TD1, 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 TD1 for 2018, 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 less than total claim amount**

- Check 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.

**Non-residents (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2018?

- 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.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$11,809, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. 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.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,809), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2018, you may be able to claim the child amount on Form TD1SK, *2018 Saskatchewan Personal Tax Credits Return*. 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**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 2018, you can claim:

- \$11.00 for each day that you live in the prescribed northern zone; or
- \$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 can claim 50% of the total of the above amounts.For more information, go to [canada.ca/taxes-northern-residents](http://canada.ca/taxes-northern-residents).**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$ **Reduction in tax deductions**You can ask to have less tax deducted on your income tax return 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.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial 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 the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [canada.ca/arc-info-source](http://canada.ca/arc-info-source), Personal Information Bank CRA PPU 120.

**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 \_\_\_\_\_

YYYY/MM/DD



# 2018 Northwest Territories Personal Tax Credits Return

Protected B when completed

TD1NT

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your territorial 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	
<p><b>1. Basic personal amount</b> – Every person employed in the Northwest Territories and every pensioner residing in the Northwest Territories can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2.</p>							<b>14,492</b>	
<p><b>2. Age amount</b> – If you will be 65 or older on December 31, 2018, and your net income from all sources will be \$36,976 or less, enter \$7,089. If your net income for the year will be between \$36,976 and \$84,236 and you want to calculate a partial claim, get Form TD1NT-WS, <i>Worksheet for the 2018 Northwest Territories Personal Tax Credits Return</i>, and fill in the appropriate section.</p>								
<p><b>3. Pension income amount</b> – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.</p>								
<p><b>4. Tuition and education amounts (full time and part time)</b> – If you are a student enrolled 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, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time.</p>								
<p><b>5. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$11,753.</p>								
<p><b>6. Spouse or common-law partner amount</b> – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$14,492, enter the difference between \$14,492 and his or her estimated net income. If his or her net income for the year will be \$14,492 or more, you cannot claim this amount.</p>								
<p><b>7. Amount for an eligible dependant</b> – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$14,492, enter the difference between \$14,492 and his or her estimated net income. If his or her net income for the year will be \$14,492 or more, you cannot claim this amount.</p>								
<p><b>8. Caregiver amount</b> – If you are taking care of a dependant who lives with you, whose net income for the year will be \$16,405 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> <li>parent or grandparent (aged 65 or older), or</li> <li>relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,804.</li> </ul> <p>If the dependant's net income for the year will be between \$16,405 and \$21,209 and you want to calculate a partial claim, get Form TD1NT-WS and fill in the appropriate section.</p>								
<p><b>9. Amount for infirm dependants age 18 or older</b> – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,816 or less, enter \$4,803. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$6,816 and \$11,619 and you want to calculate a partial claim, get Form TD1NT-WS and fill in the appropriate section.</p>								
<p><b>10. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.</p>								
<p><b>11. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax 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 his or her <b>tuition and education amounts</b> on his or her income tax return, enter the unused amount.</p>								
<p><b>12. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your territorial tax deductions.</p>								

**Filling out the Form TD1NT**

Fill out this form **only** if you are an employee working in the Northwest Territories or a pensioner residing in the Northwest Territories 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 dependants has changed); **or**
- 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 TD1NT form, 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 TD1NT for 2018, 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 TD1NT, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

**Total income less than total claim amount**

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

**Additional tax to be deducted**

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax return 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](http://canada.ca/cra-forms-publications) or call 1-800-959-5525.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial 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 the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source), Personal Information Bank CRA PPU 120.

**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.**