

Introduction to the Canadian tax system



The Canadian tax system is a self-assessment system. This means that individuals voluntarily complete an income tax return to report their annual income.

The income tax and benefit return is used to:

- ✓ report income
- ✓ claim deductions and credits
- ✓ calculate your tax obligations for the year
- ✓ continue receiving credits and/or benefits

You must send your income tax and benefit return to the CRA by April 30th.

File your return each year to ensure you continue to receive your benefits and credits.

Information needed before you begin

- ✓ Social insurance number (SIN)
- ✓ Information slip(s)
- ✓ Income Statements from Canada and abroad
- ✓ General Income Tax and Benefits Guide
- ✓ Use the tax package for the province you lived in on December 31



How to file an income tax return



To send your completed income tax and benefit return to the CRA, you can either:

- ✓ NETFILE: You may be able to file your return using the Internet. For more information, go to Canada.ca/netfile
- ✓ EFILE: Your EFILE service provider can complete and file your return for you. For more information, go to Canada.ca/efile
- ✓ Mail: Send you completed return to your nearest tax centre. Addresses can be found at Canada.ca/tax-centres

Benefits and credits



Some of the benefits and credits you may be eligible to receive include:

- ✓ Canada child benefit
- ✓ Goods and services tax/harmonized sales tax (GST/HST) credit
- ✓ Disability tax credit
- ✓ Child disability benefit
- ✓ Working income tax benefit

You could be getting additional benefit and credit payments from the provincial and territorial programs administered by the Canada Revenue Agency.

Benefits and credits



✓ Canada Child Benefit

- ✓ When to apply?
 - ✓ As soon as possible...
- ✓ How to apply?
 - ✓ Automated Benefits Application
 - ✓ My Account
 - ✓ Form RC66

✓ How much is this benefit?

2016 family net income	Per child <6 (monthly)	Per child 6 to 17 (monthly)
\$0 to 30,000	\$533.33	\$450.00
\$35,000	\$504.16	\$420.83
\$40,000	\$475.00	\$391.66
\$45,000	\$445.83	\$362.50



✓ Disability Tax Credit

- ✓ When to apply?
 - ✓ If you or someone you know is affected by a disability
- ✓ How to apply?
 - ✓ Form T2201
- ✓ How much is this benefit?
 - ✓ Up to \$8,001 as a non-refundable tax credit on tax return

✓ Child Disability Benefit

- ✓ When to apply?
 - ✓ If your child is affected by a disability
- ✓ How to apply?
 - ✓ Form T2201
- ✓ How much is this benefit?
 - ✓ Up to an additional \$230.00 with CCB monthly payments



✓ Goods and services tax (GST) credit

- ✓ When to apply?
 - ✓ Eligibility begins when you are 19 years of age or older
- ✓ How to apply?
 - ✓ Automatically considered when you file a tax return
- ✓ How much is this benefit?
 - ✓ Up to \$552 annually + \$145 annually per child

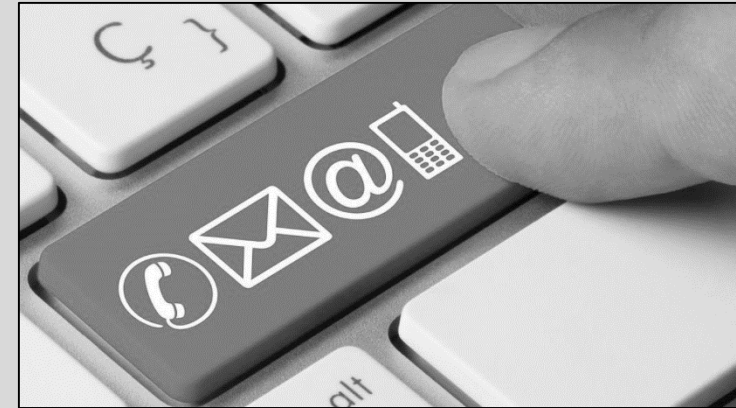
✓ Working Income Tax Benefit

- ✓ When to apply?
 - ✓ If you work but have a low income, and 19 years of age or older
- ✓ How to apply?
 - ✓ When you file your tax return
- ✓ How much is this benefit?
 - ✓ Up to \$1868 if you have working income

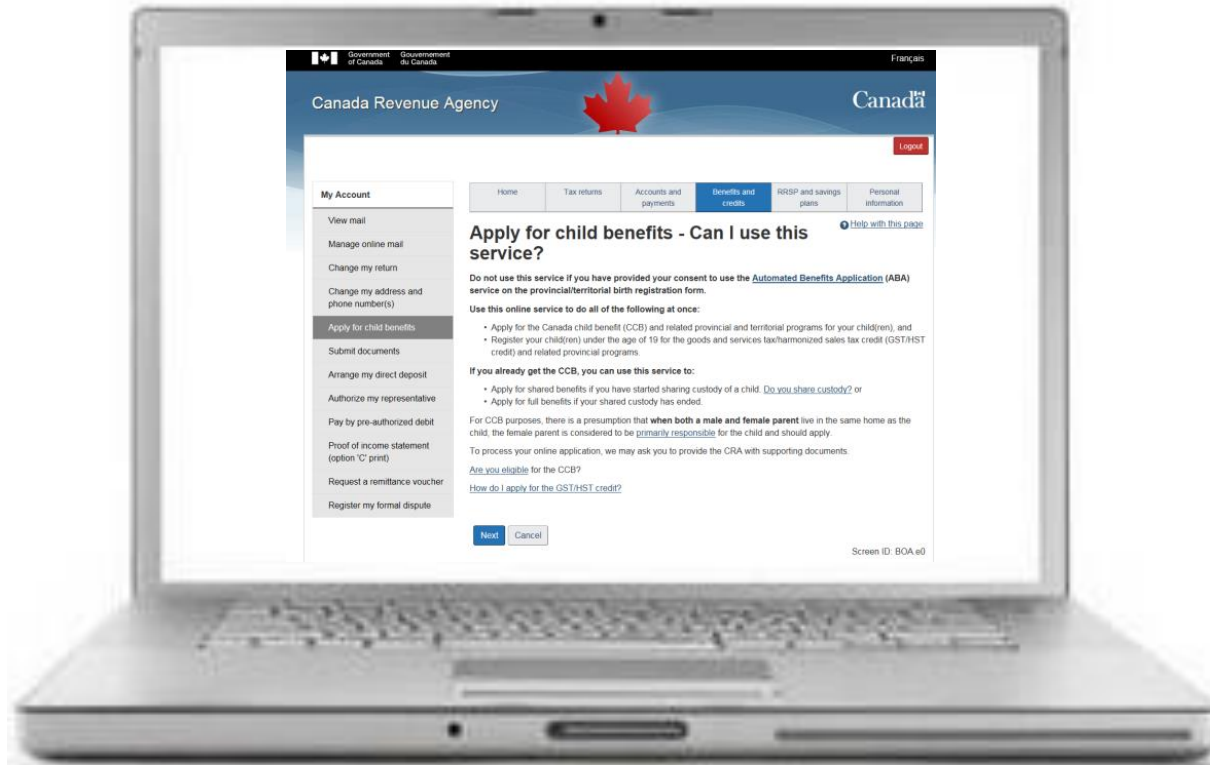
When should you contact the CRA?



- ✓ your marital status changes
- ✓ your address changes
- ✓ you want to start, change, or stop direct deposit
- ✓ a death has occurred
- ✓ the number of children in your care changes
- ✓ you start or stop sharing a child's custody with another individual
- ✓ you or your spouse or common-law partner's residency status has changed
- ✓ your notice shows outdated information



My Account



If you are not already registered to My Account, you will have to do so by going to **Canada.ca/my-cra-account.**

With my account you can:

- ✓ Track and view your refund
- ✓ View or change your tax return
- ✓ Check your benefit and credit payments
- ✓ And so much more...



Representatives

You can give permission to another person (such as a family member, a friend, or an accountant) to deal with the CRA for you.

You can authorize a representative in any of the following ways:

- ✓ Fill out Form T1013, Authorizing or Cancelling a Representative, and send it to the CRA
- ✓ In writing
- ✓ Through My Account