UHN Summer Student Documentation

The following book holds the UHN Summer Student Documentation that needs to be completed and returned to

People & Culture - Administration Centre -
190 Elizabeth Street, R. Fraser Elliot Building, 3rd Floor

You may submit the documentation package via email in PDF format **ONLY**,
JPEG or Google links are not accepted;

The package at minimum must be received at least 5 (five) days prior to your start date in order to ensure no delay in your pay.

*NOTE: Please do not print double-sided

Summer Student Documentation Package

Prior to the start date - please complete and bring the documents listed below to:

- the People & Culture - Administration Centre, Toronto General Hospital,
  3rd floor - R. Fraser Elliot Building;
- scan and email to the Administrative Counselor indicated in your offer letter
- indicate that a complete package has been submitted for processing, also sign and return this form

- **New Employee Health Assessment & Immunization Status Record** –
  For the health and safety of patients and staff, and in compliance with the Communicable Disease Surveillance Protocols for Ontario Hospitals and the policies of the Hospital, you must complete the Immunization Status Record for New Employees and provide proof using this link: https://kics.uhn.ca/kics/formlist.php no later than five (5) business days prior to your start date.

  Failure to complete the Immunization Status Record for New Employees and provide proof of your mandatory immunization will result in a delay in your employment start date. Once you have successfully submitted your Immunization Status Record for New Employees, you will and your hiring manager will receive an automated email confirming your clearance to commence employment.

Please also remember to include a copy of your Social Insurance Card & Birth Certificate (or Citizenship or Passport)

The following instructions will help you to complete the attached forms. *Please ensure all forms are signed and dated prior to submitting		Completed & submitted:
1)	**One signed copy of your job offer letter (all pages must be returned). –** Please also sign and return one copy to your hiring manager.	☐
2)	**Personal Tax Credits Returns (Federal and Provincial) -** Please complete the first page of these forms by reading each section and if it applies to your situation complete that section. Note that further information and instructions are listed on the back of each form.	☐ Fed. ☐ Prov.
3)	**Personal Bank Account Information -** Please complete this form **and attach a void cheque to the bottom section**. If you do not have a chequing account, please provide a copy of the first page in your passbook, which should include your bank account number, transit number and bank number.	☐ Form ☐ Cheque
4)	**Personal Data and Contact in Case of Emergency -** Please complete the first section of this form with your own information. In the second section provide the names of 2 people that we may contact in case of an emergency, along with their telephone numbers.	☐
5)	**Photocopy of Social Insurance Card-** If SIN card starts with a "9" digit, please provide a copy of your valid work or study permit.	☐
6)	**Photocopy of Birth Certificate (or Citizenship Card or Passport)**	☐

All documents have been duly completed and submitted:

Employee Name ____

Employee Signature ____ Date _________________
(please print clearly)

3/22/2022

Summer Student Passport

Amazing people. Amazing the world.

Welcome to UHN! We are excited you are here.

Name: ___________________________ Manager: _________________________

√	**Checklist of things to do when joining UHN**
	Hand in all new employment package forms & signed offer letter (prior to start date) • Details of orientation date and location are in the offer letter • Any missing documents may result in a delay in your start date, or your first pay.
	You must complete the Immunization Status Record for New Employees to Health Services and provide proof using this link: https://kics.uhn.ca/kics/formlist.php no later than five (5) business days prior to start. (Instructions included in your offer letter)
	Attend Summer Student Orientation • This is your mandatory introduction to UHN, corporate culture, safety, security, and an introduction to the resources available to UHN Research employees.
	Begin profession/departmental/unit orientation
	Get your Employee ID badge • Provides you with access to your working areas, shows you are an employee, provides a quick reference on what to do in case of emergency, and definitions for each code.
	Get your user names and passwords from your Manager • *T-ID/ Research ID is the UHN network ID so you can access the corporate intranet and staff resources on www.uhn.ca
	Complete and submit the ID verification form online https://passwordreset.uhn.ca Or fax the paper form to 1-888-636-0520. *You will need to reference your T-id • The help desk needs this to validate your identity to reset forgotten passwords.
	Get access to Employee Self Service (ESS) Email your TID, or RIS ID and employee number (located in your offer letter), to Employee SelfService • Employee Self Service is where you verify your personal information, get access to your pay stubs and T4s.
	Meet with your manager to discuss how hours are submitted and approved for payroll, dress code, schedules, breaks, probationary meeting date, roles, responsibilities, standards and expectations.

Canada Revenue Agency
Agence du revenu du Canada

Protected B when completed

TD1

2022 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.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

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

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of $14,398. However, if your net income from all sources will be greater than $155,625 and you enter $14,398, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than $155,625, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and enter the calculated amount here.

2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim $2,350 for each infirm child born in 2005 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.

3. Age amount – If you will be 65 or older on December 31, 2022, and your net income for the year from all sources will be $39,826 or less, enter $7,898. If your net income for the year will be between $39,826 and $92,480 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and fill in the appropriate section.

4. Pension income amount – 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.

5. Tuition (full time and part time) – 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.

6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter $8,870.

7. 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 less than Line 1 (Line 1 plus $2,350 if they are **infirm**), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus $2,350 if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be $25,195 or less **and** they are **infirm**, go to Line 9.

8. Amount for an eligible dependant – 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 Line 1 (Line 1 plus $2,350 if they are **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus $2,350 or more if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be $25,195 or less **and** they are **infirm and are age 18 or older**, go to Line 9.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be $25,195 or less, get Form TD1-WS and fill in the appropriate section.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**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 their net income were under $16,748**) whose net income for the year will be $17,670 or less, enter $7,525. If their net income for the year will be between $17,670 and $25,195 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.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of their **disability amount** on their income tax and benefit 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 their **tuition amount** on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add Lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

(Ce formulaire est disponible en français.)

Canada

Filling out Form TD1

Fill out this form **only** if 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)
- you want to claim the deduction for living in a prescribed zone
- 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 this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

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 2022, 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 2022?

☐ 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 $14,398, 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 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 2022, you may be able to claim the child amount on Form TD1SK, 2022 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 2022, you can claim any of the following:

- $11.00 for each day that you live in the prescribed northern zone
- $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**.

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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 and benefit 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.

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Reduction in tax deductions

You can ask to have less tax deducted on your income tax and benefit 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** or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign 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 a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at **canada.ca/cra-info-source**.

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.

Ontario

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TD1ON

2022 Ontario
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 provincial 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

1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2022, see "More than one employer or payer at the same time" on page 2.	**11,141**
2. Age amount – If you will be 65 or older on December 31, 2022, and your net income from all sources will be $40,495 or less, enter $5,440. If your net income for the year will be between $40,495 and $76,762 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2022 Ontario Personal Tax Credits Return, and fill in the appropriate section.	
3. Pension income amount – 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 $1,541, or your estimated annual pension income, whichever is less.	
4. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter $9,001.	
5. 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 $946 or less, enter $9,460. If their net income for the year will be between $946 and $10,406 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.	
6. Amount for an eligible dependant – 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 $946 or less, enter $9,460. If their net income for the year will be between $946 and $10,406 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.	
7. Ontario caregiver amount – You may be supporting an eligible infirm dependant aged 18 or older who is either your or your spouse's or common-law partner's: • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada If this is your situation, get Form TD1ON-WS and fill in the appropriate section.	
8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, or disability amount on their income tax and benefit return, enter the unused amount.	
9. Amounts transferred from a dependant – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount.	
10. TOTAL CLAIM AMOUNT – Add lines 1 to 9. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	☐

(Ce formulaire est disponible en français.)

Canada

Filling out Form TD1ON

Fill out 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 dependants has changed)
- 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 TD1ON, 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 TD1ON for 2022, 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 TD1ON, **check** this box, enter "0" on line 10 and do not fill in lines 2 to 9.

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 10.
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 and benefit 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** or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign 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 a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at **canada.ca/cra-info-source**.

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.

UHN
Toronto General
Toronto Western
Princess Margaret
Toronto Rehab
Michener Institute

PERSONAL
BANK ACCOUNT
INFORMATION

CHECK ONE: ☐ NEWLY HIRED EMPLOYEE ☐ CHANGES TO MY BANKING INFORMATION
☐ WISH TO SET-UP A SECOND ACCOUNT

EMPLOYEE INFORMATION (please print clearly)

NAME:
SOCIAL INSURANCE NUMBER:
EMPLOYEE ID NUMBER:
TELEPHONE NUMBER:
DEPARTMENT:

IMPORTANT: Please attach one of the following:

- Void personal cheque
- Customer Account Information form to SET UP direct deposit must clearly state the ***ACCOUNT NUMBER, TRANSIT NUMBER AND BANK NAME AND ADDRESS***

I have attached (check one only)

☐ VOID PERSONAL CHEQUE ☐ CUSTOMER ACOUNT FOR DIRECT DEPOSIT FORM

☐ VOID CHEQUE FOR SECOND DEPOSIT AND AMOUNT $________________

(IF APPLICABLE) ATTACHED VOID CHEQUE HERE:

DO NOT HAND WRITE OR TYPE BANKING INFORMATION

***Any hand written information must be accompanied by an authorized bank stamp**

EMPLOYEE SIGNATURE: ____DATE: ________________________

Note:

In order to change your banking information, please drop off this form in person along with proof of Identity eg: UHN ID Badge, or Government Picture ID .

(RETURN COMPLETED FORM TO PEOPLE & CULTURE - ADMIN CENTRE RFE 3RD FLOOR, TORONTO GENERAL DIVISION 190 ELIZABETH STREET)

Amazing **people.**
Amazing the world.

UHN
Toronto General
Toronto Western
Princess Margaret
Toronto Rehab
Michener Institute

Personal Data, Voluntary Declaration and Contact in Case of Emergency

(Please print clearly)

Name: ☐Miss ☐ Mrs. ☐ Ms. ☐Mr. ☐ Dr.

Date of birth (dd/mmm/yy):

Gender: ☐ female ☐ male ☐ none of the above

Social Insurance Number:
(if SIN begins with "9", please provide expiry date) Exp. Date: ☐ Card presented ☐ Photocopy Required

Home address:

Home telephone number:

Location: ☐ Princess Margaret ☐ Toronto General ☐ Toronto Western ☐Toronto Rehab Institute ☐ other (please specify) ________________

Department:

Voluntary Self-Declaration for Members of Employment Equity Groups:
This voluntary self-declaration of information is used to indicate that you are a member of one or more of the four groups designated in the Employment Equity Act (EEA): Aboriginal Peoples, members of visible minority groups, persons with disabilities, and LGBTQ2S identification. As an organization receiving federal funding UHN is required to collect employment statistics on the four groups covered under Employment Equity legislation.
Your response to the self-declaration questions is completely **voluntary**, confidential and will be used for statistical purposes only.

☐ I do not wish to self-identify	☐ I am an Aboriginal Person	☐ I am a member of a visible minority group	☐ I am a person with a disability	☐ I identify as LGBTQ2S

Please list two contacts in case of emergency while you are at work:

Name: Relationship to you:

Telephone number: ☐ home ☐ cell. ☐ business

Name: Relationship to you:

Telephone number: ☐ home ☐ cell. ☐ business

Signature: ________________________________ date: ____________________

(Return completed form to: People & Culture Administration Centre, 3rd floor,
R. Fraser Elliott Building, Toronto General Hospital, 190 Elizabeth St.)

Revised 03/03/22

UHN
Toronto General
Toronto Western
Princess Margaret
Toronto Rehab
Michener Institute

Welcome

Amazing **people.**
Amazing the world.