



Employee Help Sheet

How to Complete TD1 & TD1NT Forms (Northwest Territories)

What Are These Forms?

When you start a new job, you must complete:

- TD1 (Federal Personal Tax Credits Return)
- TD1NT (Northwest Territories Personal Tax Credits Return)

These forms tell your employer how much tax to deduct from your pay.

The Government of Canada provides online resources and videos that may help you understand these forms:

- [Starting to work – Learn about your taxes - Canada.ca](https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html#lsn-b-prt1)
[https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html#lsn-b-prt1]
- [Video – The one about the TD1 form, part 1 - Canada.ca](https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/videos/one-about-td1-form-part-1.html)
[https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/videos/one-about-td1-form-part-1.html]
- [Video – The one about the TD1 form, part 2 - Canada.ca](https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/videos/one-about-td1-form-part-2.html)
[https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/videos/one-about-td1-form-part-2.html]

PART 1: TD1 (Federal Form)

Step-by-Step Instructions

1. Fill in your personal information

- Full name
- Address
- Date of birth
- Social Insurance Number (SIN)



2. Claim your Basic Personal Amount

- Most employees claim the basic personal amount, which is a standard tax-free amount.
- If the basic personal amount applies to you, use the amount shown on the form.
 - If you have only one employer or payer at the same time, you can usually claim this amount.

3. Complete other tax credits (if applicable)

Only fill these out if they apply to you:

- Age amount (65+)
- Disability amount
- Tuition (students)
- Canada caregiver amount
- Pension income

If none of these apply to you, leave those lines blank.

4. Calculate total claim amount

- Add the amounts you are claiming and enter the total in the Total claim amount box.

5. More than one employer or payer

- If you have more than one employer or payer at the same time:
 - Claim the basic personal amount on only one TD1 form.
 - On your other TD1 form, enter \$0 for the claim amount.

6. Sign and date the form

The form must be signed and dated before it can be processed.



PART 2: TD1NT (Northwest Territories Form)

The TD1NT is similar to the federal TD1, but it is used to determine territorial tax deductions for the Northwest Territories.

Step-by-Step Instructions

1. Fill in your personal information

Complete this section the same way you completed the federal form.

2. Claim the Basic Personal Amount

- Claim the full amount if it applies to you.
 - You are employed in the Northwest Territories or reside in the Northwest Territories as a pensioner.
 - You have only one employer or payer at the same time.

3. Complete other credits (if applicable)

Examples include:

- Age amount
- Disability amount
- Tuition

If these do not apply to you, leave those lines blank.

4. Calculate total claim amount

Add the amounts you are claiming and enter the total in the Total claim amount box.

5. More than one employer or payer

Use the same approach as the federal TD1:

- Claim the full amount on only one form.
- Enter \$0 on forms for any other employer or payer.

6. Sign and date

The form must be signed and dated before it can be processed.



IMPORTANT TIPS

- Be accurate. Claiming amounts that you are not eligible for may result in owing money when you file your tax return.
- Update your forms when your situation changes. For example, update them if your marital status, dependents, or eligible tax credits change.
- If you are unsure, ask for help before submitting the forms.
- Need help? Submit an HR Helpdesk ticket. For more information, visit [HRIS \(Human Resources Information System\) HelpDesk | My HR](https://my.hr.gov.nt.ca/hris) [https://my.hr.gov.nt.ca/hris].

Common Questions

“What happens if I don’t fill these out?”

- Your employer may deduct more tax than necessary from your pay.

“Can I change my TD1 later?”

- Yes. Submit new TD1 and TD1NT forms to the HR Helpdesk when your situation changes.

“What if I’m a student?”

- You may be able to claim tuition amounts. Check your tuition certificate and the instructions on the form.

Simple Rule to Remember

One employer or payer at a time = claim credits normally

More than one employer or payer at the same time = claim credits on only one form

Disclaimer

This guide has been prepared as an informational resource to assist employees in completing the TD1 forms. It is not an authoritative interpretation of tax legislation and should not be relied upon as tax, financial, or legal advice. Employees are responsible for ensuring the accuracy of the information they provide on their TD1 forms. If you have questions about your personal tax situation or how to complete the forms, please consult a qualified accountant or contact the Canada Revenue Agency (CRA).