



Nishnawbe-Aski Legal
Services Corporation
ᑎᑎᑎᑎᑎᑎ ᑎᑎᑎᑎᑎᑎ
ᑎᑎᑎᑎᑎᑎ ᑎᑎᑎᑎᑎᑎ

Onboarding Checklist

Employee: Noomi Fletcher

Date: Oct 24, 2023

Human Resource Rep: Liberty Gorman

Pre – Onboarding (After Receiving Offer or Contract):

Background Check	<input checked="" type="checkbox"/>
Create Employee File (Job Description, Contract or offer Letter)	<input checked="" type="checkbox"/>
Setup Email – <i>Colette</i>	<input type="checkbox"/>
Input into HRIS – <i>Melissa</i>	<input type="checkbox"/>
Setup HR Downloads – <i>Melissa</i>	<input checked="" type="checkbox"/>
Pension Enrolment (Canada Life) – <i>Colette</i> **Not for Contract Workers**	<input type="checkbox"/>
Benefits Enrolment (Cinup) – <i>Liberty</i> **Not for Contract Workers**	<input type="checkbox"/>
Devices (Computers, Phone, Etc) – <i>Colette</i>	<input type="checkbox"/>
Parking Passes (If Applicable)	<input type="checkbox"/>
ID Badge / Key Fob	<input type="checkbox"/>

Documents to include for Welcome Email – Send 1x Week Prior to Start Date:

Provide Company Email	<input type="checkbox"/>
Copy of Job Description	<input type="checkbox"/>
HRIS Manual and Login Info	<input checked="" type="checkbox"/>
Policies and Procedures Manual	<input checked="" type="checkbox"/>
Provide Payroll Sheet	<input checked="" type="checkbox"/>
H&S Documents	<input checked="" type="checkbox"/>
HR Downloads Login Info and Manual	<input checked="" type="checkbox"/>
What to bring on First Day (Drivers Licence, Status card, SIN, Void Cheque)	<input checked="" type="checkbox"/>

Forms to Include in Email:

Tax Exemption	<input type="checkbox"/>
TD1ON	<input type="checkbox"/>
TD1	<input type="checkbox"/>
Oath of Confidentiality	<input checked="" type="checkbox"/>
Policy Acceptance	<input checked="" type="checkbox"/>
Employee Information	<input checked="" type="checkbox"/>
Canada Life Pension Form **Not for Contract Workers**	<input type="checkbox"/>
Criminal Record Check Request	<input checked="" type="checkbox"/>

Orientation Day:

Bring Devices (Laptop, Phone Etc.)	<input type="checkbox"/>
Bring ID Badge	<input type="checkbox"/>
Orientation PowerPoint	<input checked="" type="checkbox"/>
Provide Pens, Paper Etc. to Take Notes	<input type="checkbox"/>
Provide Organizational Chart	<input checked="" type="checkbox"/>
Provide Training in HRIS (Timesheet, Request for leave, Cheque Requisition, Benefits Enrolment (Cinup) Travel Arrangements / Advance & Claims)	<input checked="" type="checkbox"/>
Payroll Sheet	<input checked="" type="checkbox"/>
Provide Contact Information / Business Card	<input checked="" type="checkbox"/>
Provide Training on HR Downloads (If Applicable)	<input checked="" type="checkbox"/>
Pension Enrolment **Not for Contract Workers**	<input checked="" type="checkbox"/>
Parking Pass (If Applicable)	<input type="checkbox"/>
Invite Applicable Manager to do a performance Review (Approx 2.5 Months Prior)	<input checked="" type="checkbox"/>



**Nishnawbe-Aski Legal
Services Corporation**

ᐱᐸᓂᐱᐸᐱᐸ ᐱᐸᐱ ᐱᐸᐱᐸᐱᐸᐱᐸ
ᐱᐸᐱᐸᐱᐸᐱᐸᐱᐸ ᐱᐸᐱᐸᐱᐸᐱᐸ

NEW EMPLOYEE DETAIL FORM

Personal Information:

First Name: Naomi Last Name: Fletcher
Date of Birth (YYYY/MM/DD): 1995/06/09
Phone #: 705-274-5326 Alt. #: _____
Email (Personal): naomifletcher95@hotmail.com

Home Address:

1100 Gatineau Blvd Timmins ON P4R 1C5
Street City Province Postal Code

Mailing Address (if different):

P.O Box City Province Postal Code

Employment Information:

Start Date: October 23, 2023 Employee #: _____
Employment Type: Permanent Contract
End Date: _____
Employment Status: Full Time Part Time Casual
BUDGET CODE: YIWAB/8040
Salary: 47,286
Pay Band: 5
Grid: 0
Position: Youth Intervention Worker
Manager: Stallone Quequish

Banking & Payroll Information:

Name of Bank: TD Canada Trust
Account #: 6273556
Transit #: 37602
Institution #: 004
SIN #: 552-500-910

Tax Exemption:

Declaration Form Attached?
 Yes Band Membership #: _____
 No - Fed/Prov Tax Forms Attached

Pension and Benefits:

Pension Eligibility Date: January 23, 2024
Benefit Eligibility Date: January 23, 2024

Finance Only:

Date Received: _____ Entered into Adagio Systems by: _____



NISHNAWBE - ASKI Legal Services Corporation

Employee Information

1. Personal Information

Full Given Name: Fletcher Naomi M.E
Last First M Initial.

Address: 1100 Gatineau Blvd
Street Address Box #

Timmins ON P4R 1C5
City/Town Province Postal Code

Home Phone: (705) 274-5326 Alternate Phone: ()

Primary Email: NaomiFletcher95@hotmail.com DOB 06 / 09 / 1995
M/D/Y

SSN #: 552-500-910 Status #

2. Job Information

Title: Youth Intervention Worker Employee ID: _____

Supervisor: _____ Department: _____

Work Location: Timmins Work Email: nfletcher@nanlegal.on.ca

Work Phone: () Cell Phone: ()

Start Date: October 23, 2023 Benefits _____ Pension: Y / N _____

Term Date: _____ Salary: \$

3. Emergency Contact Information

Full Name: Proulx Debbie
Last First M Initial.

Address: 276 Spruce St. South
Street Address Box #

Timmins ON
City/Town Province Postal Code

Primary Phone: (705) 274-8007 Alternate Phone: ()

Relationship: Mother

Nishnawbe-Aski Legal Services Corporation

Acknowledgement



I hereby acknowledge that I have received a copy of the Nishnawbe-Aski Legal Services Corporation Employee Manual containing the Personnel and Harassment Policies of the Corporation.

I hereby acknowledge that I have read and understood the Employee Manual.

Naomi Fletcher

Print Name

Naomi Fletcher

Signature

Dated this 23rd day of October, 2023

ServiceOntario.ca

CLASS CATEGORIE

Automobile/combin. (max. 11,000 kg),
Inweld vehicle (max. 4600 kg)
Automobiles/ensembles de véhicules
(11000 kg max.), véhicule remorqué
ne dépassant pas 4600 kg

12 RESTRICTIONS/ CONDITIONS

HN6480381



7175580





Driver's Licence
Permis de conduire

ON
CANADA

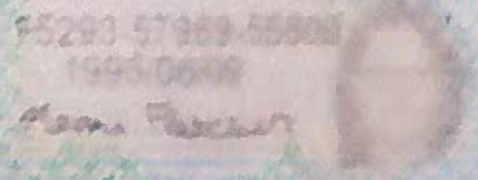


12 NAME/ NOM
FLETCHER
NAOMI MARY EMMA
6 1100 GARDEN LAKE BLVD
TIMMINS, ON, P4R 1C5

40 NUMBER/ NUMÉRO
F5293 - 57969 - 55609
46 ISS/ DTL 2022/10/28 46 EXP/ EXP 2026/06/09
5 DD/ REF HN6480381 16 HGT/ HAUT 165 cm
15 SEX/ SEXE F
9 CLASS/ CATEG G
12 REST/ COND

Naomi Fletcher

3 DOB/ DN 1995/06/09





Government
of Canada

Gouvernement
du Canada

SOCIAL
INSURANCE
NUMBER

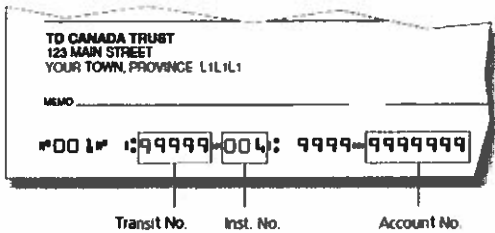
NUMÉRO
D'ASSURANCE
SOCIALE

552 500 910

NAOMI FLETCHER



How to Set up Direct Deposits or Pre-Authorized Debits



Customer Name

NAOMI M FLETCHER

Transit No.

3 | 7 | 6 | 0 | 2

Inst. No.

0 | 0 | 4

Account No.

6 | 2 | 7 | 3 | 5 | 5 | 6

You can find your branch address information on your cheques or by using our branch locator tool:
www.tdcanadatrust.com/locator

Direct Deposit

Direct Deposit is the most convenient way to receive recurring deposits (i.e. pay, pension, government payments, annuity, interest, etc.) with immediate access to funds. There are no holds on your funds or a need for special trips to your local branch or ATM to deposit your cheques.

To set up a Direct Deposit with the federal government:

1. Visit www.directdeposit.gc.ca for a Government of Canada Direct Deposit enrolment form and use your account information from the fields above when completing the form.
2. If you do not have a cheque to void, have your local TD Canada Trust branch stamp the enrolment form.
3. Once complete, mail the enrolment form to the address provided.

Note: Additional information may be required on the form such as your Social Insurance Number or date of birth. The form includes a toll free number for support with completing the form.

To set up a Direct Deposit with your employer:

1. Provide your account information from the fields above to the payroll department of your employer or company pension provider.

Pre-Authorized Debit (PAD)

A Pre-Authorized Debit (PAD) is an automatic withdrawal taken directly from your TD Canada Trust account by a company or financial institution that you have authorized to do so. PAD is a great way for you to save time with bill payments (i.e. utilities, credit cards) you pay by mail, at the ATM, in branch or by phone; and may help you avoid late fees.

To set up a PAD:

1. Call or visit the website of the company you wish to set up a Pre-Authorized Debit (PAD) with to obtain a PAD Agreement and use your account information noted from the fields above when completing the Agreement.
2. If the company allows for online form submission on its website, you will need to first register for its website and should follow the instructions provided.

*Note: If your billing company accepts Visa Debit in Canada (or Visa internationally) and you have the **enhanced TD Access Card**, setting up a PAD will be easier than ever! Simply provide them with the card's 16 digit number in place of the account information noted above.*



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
OATH OF CONFIDENTIALITY**

As a person working at Nishnawbe-Aski Legal Services Corporation (“NALSC”) you are privy to confidential material. Confidentiality of client and NALSC information is essential. While at NALSC, you shall not disclose to any member of the public any confidential information obtained during his/her position with NALSC.

All NALSC files are to be treated as confidential material and may not be disclosed except in accordance with the provisions of NALSC’s policies and Service Agreements. No one is to read files except in so far as the position requires it. Files are not to be discussed at any time with anyone within NALSC, except for NALSC related business.

Confidentiality also applies to information about financial and personnel matters or any other confidential information that is attained during your position with NALSC. We are entrusted with the confidential records of clients and of personnel throughout the Corporation and are always expected to comply with NALSC’s Oath of Confidentiality Agreement.

EMPLOYEE STATEMENT OF NON-DISCLOSURE

I have read and understand this statement. I agree to abide by NALSC’s Oath of Confidentiality Agreement as a condition of my position at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position and may result in further legal action.

I acknowledge that I am bound by the terms of this agreement and further, that these confidentiality requirements continue after my position with NALSC has ceased.

Naomi Fletcher Digitally signed by Naomi Fletcher
Date: 2023.10.23 10:38:50 -04'00'

SIGNATURE

October 23, 2023

DATE

Naomi Mary-Emma Fletcher

PRINT FULL NAME


SIGNATURE OF WITNESS

Oct 23, 2023.

DATE

Liberty Gorman
PRINT FULL NAME OF WITNESS



2023 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 Fletcher	First name and initial(s) Naomi N.F	Date of birth (YYYY/MM/DD) 1995-06-09	Employee number
Address 1100 Gatineau Blvd Timmins Ontario	Postal code P 4 R 1 C 5	For non-residents only Country of permanent residence	Social insurance number 5 5 2 5 0 0 9 1 0

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$15,000. However, if your net income from all sources will be greater than \$165,430 and you enter \$15,000, 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 \$165,430, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2023 Personal Tax Credits Return, and enter the calculated amount here. 15,000.00

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,499 for each infirm child born in 2006 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2023, and your net income for the year from all sources will be \$42,335 or less, enter \$8,396. You may enter a partial amount if your net income for the year will be between \$42,335 and \$98,309. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter whichever is less: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student 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. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

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 \$9,428.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is infirm) and your spouse's or common-law partner's estimated net income for the year if both of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is infirm)

In all cases, go to line 9 if your spouse or common-law partner is infirm and has a net income for the year of \$26,782 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your eligible dependant is infirm) and your eligible dependant's estimated net income for the year if all of the following conditions apply:

- You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your dependant is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependant)

In all cases, go to line 9 if your dependant is 18 years or older, infirm, and has a net income for the year of \$26,782 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section 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 \$26,782 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

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 \$17,499) whose net income for the year will be \$18,783 or less, enter \$7,999. You may enter a partial amount if their net income for the year will be between \$18,783 and \$26,782. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

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 their tuition amount on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. 15,000.00
Your employer or payer will use this amount to determine the amount of your tax deductions.

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 the amounts you previously claimed (for example, the number of your eligible dependents 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.

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 2023, 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 is less than the total claim amount

Tick 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.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2023?

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.)

Call the international tax and non-resident enquiries line at 1-800-959-8281 if you are unsure of your residency status.

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,000. Use the Form TD1 for your province or territory of employment if you are an employee. Use the Form TD1 for your province or territory of residence if you are a pensioner. 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.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount only.

Note: You may be able to claim the child amount on Form TD1SK, 2023 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2023. 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

You may claim any of the following amounts 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 2023:

- \$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 may claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source 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

Naomi Fletcher

It is a serious offence to make a false return.

Date October 24, 2023

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 Fletcher	First name and initial(s) Naomi NF	Date of birth (YYYY/MM/DD) 1995-06-09	Employee number
Address 1100 Gatineau Blvd. Timmins, ON.		Postal code P 4 R 1 C 5	For non-residents only Country of permanent residence
			Social insurance number 5 5 2 5 0 0 9 1 0
<p>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 2023, see "More than one employer or payer at the same time" on page 2.</p>			11,865
<p>2. Age amount – If you will be 65 or older on December 31, 2023, and your net income will be \$43,127 or less, enter \$5,793. You may enter a partial amount if your net income for the year will be between \$43,127 and \$81,747. To calculate a partial amount, fill out the line 2 section of Form TD1ON-WS, Worksheet for the 2023 Ontario Personal Tax Credits Return.</p>			
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter whichever is less: \$1,641 or your estimated annual pension.</p>			
<p>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 \$9,586.</p>			
<p>5. Spouse or common-law partner amount – Enter \$10,075 if you are supporting your spouse or common-law partner and both of the following conditions apply:</p> <ul style="list-style-type: none"> • Your spouse or common-law partner lives with you • Your spouse or common-law partner's net income for the year will be \$1,007 or less <p>You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 5 section of Form TD1ON-WS.</p>			
<p>6. Amount for an eligible dependant – Enter \$10,075 if you are supporting an eligible dependant and all of the following conditions apply:</p> <ul style="list-style-type: none"> • You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by • The dependant is related to you and lives with you • The dependant's net income for the year will be \$1,007 or less <p>You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 6 section of Form TD1ON-WS.</p>			
<p>7. Ontario caregiver amount – You may claim this amount if you are supporting an eligible infirm dependant aged 18 or older who is your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada <p>To calculate this amount, fill out the line 7 section of Form TD1ON-WS.</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			11,865

Filing 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 the 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 2023, 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 is less than the total claim amount

- Tick 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 want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD.

Reduction in tax deductions

You may ask to have less tax deducted at source 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 [cra.gc.ca/forms-publications](https://www.cra.gc.ca/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](https://www.canada.ca/cra-info-source).

Certification

I certify that the information given on this form is correct and complete.

Signature Naomi Fletcher

Date October 24, 2023

It is a serious offence to make a false return.

Timmins Police Service
185 Spruce Street South
Timmins, ON
P4N 2M7

Sales Receipt

Date	Confirmation No.
2023-10-23	15406700

Sold To
Naomi Mary-Emma Fletcher

Card Holder Name

Description	Qty	Rate	Amount
Police Vulnerable Sector Check	1	\$40.00	\$40.00
Electronic ID Verification	1	\$7.95	\$7.95
		Total	\$47.95

Credit Card Number: 545756*****9774
Payment Type/Card Type: MASTER_CARD
GST/HST No. 821604451RT0001