

Completing the Income Tax Return (T1 General) Checklist

Follow these steps to complete the T1 General Income Tax Return:

Steps	Completed (√)
<p>Page 1:</p> <p>Complete the first page of the T1 General including the following sections:</p> <ul style="list-style-type: none"> • Identification (your name and address) • Information about your residence (where you live) • Information about you (your SIN, date of birth, and language) • Marital status (check the one that applies) • Elections Canada (answer the questions with “yes” or “no” only if you are a Canadian citizen) 	
<p>Page 2:</p> <p><u>Total income</u> – Write the employment income amount next to Line 101 (you will find this information on the T4 as Number 14). Copy this amount onto the T1 General Form.</p> <p>For this example, there are no other types of employment income, so the number you wrote for Line 101 will be same for Line 150 at the bottom of the page. The rest of this page will be left blank.</p>	
<p>Page 3:</p> <p><u>Net income</u> – Copy your total income from Line 150 on the previous page to Line 150 at the top of page 3.</p>	

<p>For this example, there are no other payments or deductions, so copy the number you wrote on Line 150 onto Line 236 in the middle of the page.</p> <p><u>Taxable income</u> – For this example, there is no other taxable income, so copy the number you wrote on Line 236 onto Line 260 at the bottom of the page. The rest of this page will be left blank.</p>	
<p>Page 4:</p> <p>Find the income tax deducted on the T4 (this is Number 22 on the T4), and write it next to Line 437 (Total income tax deducted).</p> <p>Copy the number that you wrote down on Line 437 to Line 482 (These are your total credits).</p> <p>For this example, there will not be a refund or a balance owing, so write \$0.00 on Line 485.</p>	

That is how to complete a very basic T1 General Income Tax Return using the T4 that would be sent to you from your employer!

When you have completed these steps, hand in the T1 General Income Tax Return to your teacher so that it can be marked.