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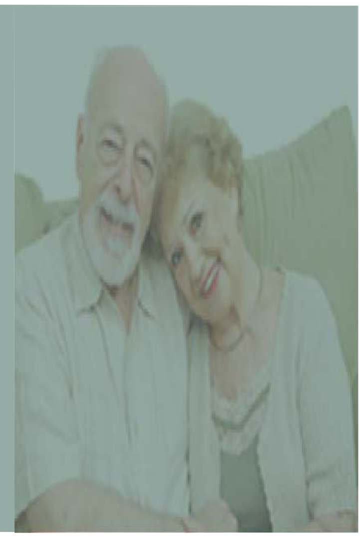
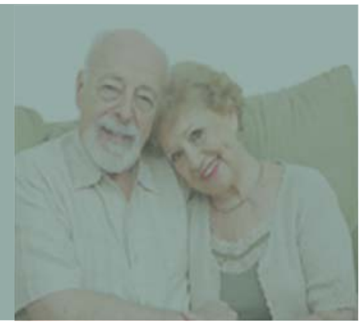
Capital Pension Plan Variable Benefit Information Guide and Application Package



Capital Pension Plan
Variable Benefit Information Guide and Application Package



Important Notice: *The Capital Pension Plan wishes to emphasize that the decisions you make regarding your retirement income options are of great importance to your own financial future and that of your spouse/beneficiaries. Such decisions are your responsibility and neither you nor your spouse/ beneficiaries will have any recourse against the Capital Pension Plan or your former employer(s) for any consequence of the decisions you make. We urge you to review the information in this document carefully and to make every effort to understand fully every aspect and potential implications of your decisions. You may wish to seek the guidance of a financial professional for assistance in making your decisions.*

What is a Variable Benefit retirement income option?

With the Variable Benefit retirement income option, your account remains invested exactly where it is with the Capital Pension Plan. At the same time, you can receive regular income from your account. You have the flexibility to decide how much income you wish to receive and to periodically change this amount to meet changing needs. In addition to receiving regular income, you can also make lump sum withdrawals from your Variable Benefit, which provides additional flexibility to handle unexpected expenses in retirement.

Who is eligible for a Variable Benefit?

All current and former members of the Capital Pension Plan are eligible for the Variable Benefit if:

- you are within the Saskatchewan jurisdiction -- which means you were employed in Saskatchewan when you last contributed to the Capital Pension Plan (even if you lo longer live in Saskatchewan); and

- you meet the Plan's retirement eligibility criteria, which is
  - age 50; or
  - if you are less than age 50, your age plus your pensionable service with the Plan totals at least 75; and

- you have a minimum account balance as follows:
  - current members -- no minimum;
  - former members -- a minimum of $25,000 must be transferred to the Plan to establish a Variable Benefit.

Capital Pension Plan
www.capitalpension.com
Phone: 787-5918
Toll-free: 1-866-961-4377
Email: info@capitalpension.com

According to the Income Tax Act (Canada), a minimum withdrawal amount is calculated each year (similar to a P-RRIF). This amount is based on a prescribed formula of 1/(90-age @ Jan 1st) multiplied by the value of your Variable Benefit account on January 1st of each year.

Minimum Withdrawals before age 72
Although a minimum withdrawal amount is calculated each year, a withdrawal is not required before the year in which you turn age 72.

Minimum Withdrawals after age 72
Beginning in the year you turn age 72, you must withdraw an amount that is at least equal to the minimum withdrawal amount each year.

Minimum Withdrawal Percentage based on Spouse's Age
If you have a spouse, you can use your spouse's age to determine the precribed percentage used to calculate the minimum withdrawal amount. By using the age of the younger spouse, you have greater flexibility in that the minimum withdrawal percentage will be lower.

It's important to remember that minimum withdrawals begin once **you turn age 72**, even if you use the age of your younger spouse to determine the minimum withdrawal percentage. Also, once the decision has been made, it cannot be changed once the Variable Benefit has been established.

Prescribed Percentages for Calculating Minimum Withdrawal Amounts

Age at Jan. 1	Percent	Age at Jan. 1	Percent	Age at Jan. 1	Percent
50	2.50%	65	4.00%	**80**	**8.75%**
51	2.56%	66	4.17%	**81**	**8.99%**
52	2.63%	67	4.35%	**82**	**9.27%**
53	2.70%	68	4.55%	**83**	**9.58%**
54	2.78%	69	4.76%	**84**	**9.93%**
55	2.86%	70	5.00%	**85**	**10.33%**
56	2.94%	71	7.38%	**86**	**10.79%**
57	3.03%	**72**	**7.48%**	**87**	**11.33%**
58	3.13%	**73**	**7.59%**	**88**	**11.96%**
59	3.23%	**74**	**7.71%**	**89**	**12.71%**
60	3.33%	**75**	**7.85%**	**90**	**13.62%**
61	3.45%	**76**	**7.99%**	**91**	**14.73%**
62	3.57%	**77**	**8.15%**	**92**	**16.12%**
63	3.70%	**78**	**8.33%**	**93**	**17.92%**
64	3.85%	**79**	**8.53%**	**94+**	**20.00%**

Shading indicates that minimum withdrawals become required.

What are the payment options with the Variable Benefit?

The Variable Benefit retirement income option provides the flexibility to customize your income to meet your needs. You also have the opportunity to change your payment amount, payment frequency and to make additional lump sum withdrawals to handle changing circumstances and unexpected expenses. However, the Variable Benefit **DOES NOT provide guaranteed lifetime income.** It is up to you to manage your Variable Benefit account by monitoring your regular scheduled payments and lump sum withdrawals to ensure your money lasts throughout your retirement.

Regular Scheduled Payments

You can receive income from your Variable Benefit as regular scheduled payments. You decide how much you wish to receive from your Variable Benefit (subject to the minimum withdrawal requirements previously outlined).

Changing Your Payment Amount

You can change your regular scheduled payment amount at any time. you may change your scheduled payment amount once per calendar year free of charge. A fee of $75.00 will be charged for each additional change requested during the same year. The fee will be taken from your Variable Benefit account at the time your change is processed.

Payment Frequency

You can receive regular scheduled payments from your Variable Benefit account as:

- a monthly payment (on the last business day of each month); or
- an annual payment (on the last business day of the month you choose).

You can change your payment frequency at any time. You may change your payment frequency once per calendar year free of charge. A fee of $75.00 will be charged for each additional change requested during the same year. The fee will be taken from your Variable Benefit account at the time your change is processed.

Suspending Regular Scheduled Payments

If you are under age 72, you have the option to suspend your Variable Benefit payments at any time. Suspending your payments is considered a change in regular scheduled payment amount and may be subject to a fee, as described above.

If you are age 72 or older, Variable Benefit payments may be reduced to the prescribed minimum amount, but cannot be completely suspended.

How are regular scheduled payments made to me?
All Variable Benefit regular scheduled payments are made by electronic funds transfer (EFT), otherwise known as direct deposit. You are required to provide the appropriate banking information (such as a voided cheque) for direct deposit.

Your regular scheduled payment will be deposited into your bank account on the last business day of the month as determined by the scheduled payment frequency you choose. To avoid any payment disruptions, it is important to promptly notify the Capital Pension plan of any changes to your banking information.

Can I make lump sum withdrawals from my Variable Benefit?
Yes. In addition to regular scheduled payments, you can make lump sum withdrawals from your Variable Benefit account. Payments for lump sum withdrawals are made by cheque and processed on a weekly cycle. Requests for lump sum withdrawals received by Friday at 5:00 pm CST will be paid the following week, with cheques usually mailed on Wednesday.

You can request a lump sum withdrawal at any time. You may make one lump sum withdrawal per calendar year free of charge. a fee of $75.00 will be charged for each additional lump sum withdrawal requested during that calendar year and will be taken from your Variable Benefit account at the time your withdrawal is processed.

It is important to emphasize that the Variable Benefit **DOES NOT provide guaranteed lifetime income**. It is up to you to manage your Variable Benefit account by monitoring your regular scheduled payments and lump sum withdrawals to ensure your money lasts the length of time you desire.

What are the tax implications for a Variable Benefit?
Investment earnings continue to accrue within a Variable Benefit on a tax deferred basis.

All regular scheduled payments and lump sum withdrawals from your Variable Benefit account are fully taxable in the year in which they are received. The Capital Pension Plan is required by law to withhold and remit taxes on all regular scheduled payments and lump sum withdrawals.

Please Note: Although taxes are withheld from each payment and withdrawal, your total tax liability will be determined when you file your personal tax return and will be based on your income from all sources.

Taxation for Canadian Residents
For **regular scheduled payments**, the Capital Pension Plan asks you to complete the following forms for taxation purposes during the application process:

- the Canadian Revenue Agency TD1 form for federal taxation; AND
- the provincial TD1 form for your province of residence.

Taxes will be withheld from each regular scheduled payment based on the information provided in these forms.

For lump sum withdrawals, taxes will be withheld based on the rates indicated below. The actual amount of tax you will be required to pay will be determined at tax time and will be based on your income from all sources.

- $0 - $5,000 10%
- $5,001 - $15,000 20%
- $15,001 and over 30%

Pension Credit and Income Splitting with the Variable Benefit
According to Canada Revenue Agency rules, Variable Benefit income becomes eligible for the pension credit and income spilitting with a spouse at age 65.

Taxation for Non-Canadian Residents
The Capital Pension Plan is required to withhold and remit non-resident Part XIII tax on all payments made to members not residing in Canada. The general Part XIII tax rate is 25%. Depending on country of residence, it may be possible to have the 25% tax rate reduced. To do this, you must apply to the Canada Revenue Agency by completing CRA NR% "*Application by a Non-Resident of Canada for a Reduction in the Amount of Non-Resident Tax Required to be Withheld*" form. If approved, the Canada Revenue Agency will provide a letter indicating any payment to which a tax reduction may apply. A copy of this letter must be sent to the Capital Pension Plan by you before any tax reduction can be applied to your payments.

How are Variable Benefit estimates calculated?
The Variable Benefit offers flexibility in the amount of income you can receive, but does not provide guaranteed lifetime income. It is up to you to manage your Variable Benefit account by monitoring your regular scheduled payments and lump sum withdrawals to ensure your money lasts the length of time you desire. Many factors impact the amount of income you can take from your Variable Benefit account on a regular basis. These factors include:

- the initial amount in your Variable Benefit account;
- your retirement age;
- your life expectancy; and
- the earnings on your investments.

Of course, it is very difficult to determine your exact life expectancy and investment earnings, so developing precise estimates are virtually impossible. Assumptions must be made when preparing estimates.

When preparing Variable Benefit estimates, the Capital Pension Plan uses the following assumptions:

- initial amount in the Variable Benefit equals your current balance in your Capital Pension Plan account;
- the retirement age you provide for the estimate;
- a life expectancy to age 90 (which is an industry standard assumption); and
- estimated investment earnings of 5% for the portion of your funds invested in the Diversified Fund (if any) and 2% for the portion of your funds invested in the Pre-Retirement Fund (if any).

A Variable Benefit calculator is available to you at www.capitalpension.com to help you estimate potential Variable Benefit payments. All Variable Benefit estimates provide values that are **BEFORE TAXES**. Variable Benefit estimates are not guaranteed.

What are my investment options with a Variable Benefit?

Your investment options with the Capital Pension Plan remain the same. Variable Benefit members can invest their account in the Diversified Fund, the Pre-Retirement Fund or a combination of both funds.

The Diversified Fund is the Plan’s default investment fund. The investment objective of the Fund is to provide long-term investment growth within acceptable levels of risk. To achieve this objective, the Fund uses a “balanced” asset mix with a bias towards equity investments. The Fund holds Canadian and foriegn equities, bonds, real estate and short-term investments.

The Pre-Retirement Fund is the other investment option available to Plan members. The investment objective of the Pre-Retirement Fund is to preserve capital in the short-term. To achieve this objective, the Fund utilizes an asset mix restricted to money market investments. For more information on the Diversified Fund and the Pre-Retirement Fund, visit the Plan’s website at www.capitalpension.com.

Current Plan Members

If you are currently a Plan member, the fund(s) you are invested in will not change when you move to the Variable Benefit. Once you have established your Variable Benefit, you can transfer between the Diversified Fund and Pre-Retirement Fund as outlined on the following page.

Former Plan Members

If you are a former Plan member returning to the Capital Pension Plan to establish a Variable Benefit, your funds will be depositied into the Diversified Fund. Once you have established your Variable Benefit, you can transfer between the Diversified Fund and Pre-Retirement Fund as outlined on the following page.

Transferring Between Investment Funds
Once you have established your Variable Benefit, you may transfer between the Diversified Fund and Pre-Retirement Fund at any time. You may make one transfer between the funds per fiscal quarter free of charge as follows:

- one free transfer from January 1st to March 31st;
- one free transfer from April 1st to June 30th;
- one free transfer from July 1st to September 30th; and
- one free transfer from October 1st to December 31st.

Each additional transfer within the same quarter will be charged a fee of $75.00 per transfer. The fee will be deducted from the Variable Benefit account at the time the transfer is processed.

Can I transfer other registered funds into my Variable Benefit account?
Yes. You can transfer funds from other registered sources to your Variable Benefit account. This includes funds from regular RRSPs (NOT spousal RRSPs), as well as funds from RRIFs, P-RRIFs, LIRAs and other registered sources that qualify for administration under Saskatchewan pension legislation.

What happens to a Variable Benefit in the event of my death?
In the event of your death, the survivor benefit payable from your Variable Benefit is the remaining balance in the Variable Benefit account. The survivor benefit options available depend on whether you have a spouse, as per the definition in the Saskatchewan *Pension Benefit Act, 1992* which states:

a “spouse: means:

i) a person who is married to a member or former member; or
ii) if a member or former member is not married, a person with whom the member or former member is cohabiting as spouses at the relevant time and who has been cohabiting continuously with the member or former member as his or her spouse for at lease on year prior to the relevant time.

If you have a Spouse
Your spouse (married or common-law) is your specified beneficiary. In the event of your death, your spouse will be entitled to receive the survivor benefit from your Variable Benefit account and may choose to:

- continue receiving periodic payments from the Variable Benefit account; or
- receive a lump sum, fully taxable payment of the entire balance remaining in the Variable Benefit account; or
- transfer the funds out of the Variable Benefit account.

If you have a spouse, you may also name “other beneficiaries”. In the event of your death, your spouse would receive survivor benefits as your specified beneficiary. HOWEVER, if your spouse happens to predecease you, your “other beneficiaries” would receive the survivor benefits as indicated below.

If you DO NOT have a Spouse
You may name anyone you wish as your beneficiary by completing the “Variable Benefit Other Named Beneficiaries” form. You can also name more than one individual and indicate a percentage in which you would like each beneficiary to receive. In the event of your death, your beneficiary(ies) would receive the survivor benefit as a lump sum (fully taxable) payment.

Spouse’s Waiver
If you have a spouse, but wish to name someone other than your spouse as beneficiary, your spouse can waive his/her rights and entitlements as beneficiary by completing a “Spouse’s Waiver as Specified and Designated Beneficiary” form and sending it to the Plan. Your spouse can revoke this waiver at any time prior to your death by sending written notice to the Plan.

Once I establish a Variable Benefit, can I change my mind?

Yes. The Variable Benefit provides flexibility in that if you change your mind, you can transfer all or part of your money to another retirement income option.

What forms and documentation do I need to establish a Variable Benefit?

All of the forms for a Variable Benefit are provided in the Variable Benefit Package. The following chart will

Required Forms:
- Variable Benefit Application form
- Canada Revenue Agency TD1 form (Canadian residents)
- Provincial TD1 form for current province of residence (Canadian residents)

Required Documents
- Copy of your birth certificate
- voided cheque to set up direct deposit

plus

If you have a spouse:
- Variable Benefit Spouse’s Consent and Waiver form;
- Copy of spouse’s birth certificate (if spouse’s age is used to calculate minimum amount)

If spouse is NOT your beneficiary
- Variable Benefit Spouse’s Waiver as Specified and Designated Beneficiary (available upon request)
- Variable Benefit Other Named Beneficiary(ies) form

OR

plus

If you DO NOT have a spouse:
- Variable Benefit Other Named Beneficiary(ies) form

VARIABLE BENEFIT (SK) APPLICATION

Privacy Policy: Information collected by the Capital Pension Plan shall be used and disclosed for the provision of benefits available from the Plan and compliance with applicable legislation. By completing this form you are providing your consent to use this information for the above stated purposes.

Member Information

☐ **I am a current member of the Capital Pension Plan**

☐ **I am a former member returning to the Capital Pension Plan**

Social Insurance Number	Surname	First Name and Initial	Date of Birth (Day / Month / Year)
Mailing Address			Telephone Number

Marital Status

A "spouse" means:

(i) A person who is married to a member or former member; or

(ii) If a member or former member is not married, a person with whom the member or former member is cohabiting as spouses at the relevant time and who has been cohabiting continuously with the member or former member as his or her spouse for at least one year prior to the relevant time.

I do hereby declare that at this time *(please check applicable box below):*

☐ **I have a spouse as defined above; or**
(Your spouse MUST complete the "Variable Benefit Spouse's Consent and Waiver" form. Your spouse is your specified beneficiary, unless he/she chooses to waive this right – see Section 9.1 of the Information Guide for more information.)

Name of Spouse

☐ **I DO NOT have a spouse as defined above**
(Please complete a "Variable Benefit Other Named Beneficiary(ies)" form).

Age to Determine Minimum Withdrawal Amount

See Section 2.0 of the Information Guide for more information on Minimum Withdrawals.

A Minimum Withdrawal Amount is calculated each year, based on either your age or your spouse's age (using the age of the youngest spouse provides greater flexibility). This is a one-time decision and cannot be changed.

In the year in which YOU turn age 72, you MUST withdraw an amount that is at least equal to the Minimum Withdrawal Amount.

☐ Please use **my age** to determine the prescribed factor for calculating minimum amounts**: or**

☐ Please use **my spouse's age** to determine the prescribed percentage for calculating minimum amounts (please provide copy of spouse's birth certificate).

Spouse's Date of Birth: ____________________
Day | *Month* | *Year*

please proceed to Page 2

Member Information

Social Insurance Number	Surname	First Name and Initial

Scheduled Payments Options

See Section 3.0 of the guide for more information on payment options.

I wish to receive $______________________, before taxes (amount must be $100 or greater).

Payment Frequency – please choose <u>one</u> frequency option.

☐ per month, starting at the end of ______________ (month) 20 ________ (year) **; or**

☐ per year, starting at the end of ______________ (month) 20 ________ (year) **; or**

☐ defer my scheduled payments*

***Please Note:** if you are age 72 or over, you cannot defer payments. You **MUST** receive the Minimum Withdrawal Amount.

If you are invested in <u>both</u> the Diversified Fund and the Pre-Retirement Fund, you may choose to deduct your payments:

☐ **proportionately from both Funds (default option if no selection is made); or**

☐ from the Diversified Fund exclusively; or

☐ from the Pre-Retirement Fund exclusively

Scheduled Payment Direct Deposit Information

Variable Benefit scheduled payments are electronically deposited directly into your bank account on the last business day of the month in which your payment is scheduled. We require the appropriate banking information to process your payments.

Please deposit my payments in the account indicated below and attach a cheque marked "VOID" from the required account

Institution (3 digits)	Branch (5 digits)	Account Number (up to 12 digits)

Declaration of Understanding

I solemnly declare that:

a) I have read and understand my options and the choices I have made within this application;

b) I understand that the variable pension benefit provides **NO GUARANTEE** of lifetime income; and that

c) It is **MY RESPONSIBILITY** to manage my variable benefit account to ensure my income lasts the length of time I desire; and

d) To the best of my knowledge, the information I have supplied is accurate.

IN WITNESS WHEREOF, I sign this application at ______________________ (city/town/village, province) **this** ________ (day) **day of**

______________ (month) **, 20** ______ (year) **in the presence of** ______________________________ (print name of witness)

X ______________________________
Member's Signature

X ______________________________
Signature of Witness

____
Address of Witness

The following information must accompany this form:

☐ Copy of Member's Birth Certificate
☐ Copy of Spouse's Birth Certificate (if applicable)
☐ Spouse's Consent and Waiver Form (if applicable)
☐ Void cheque from your bank for direct deposit
☐ Canada Revenue Agency TD1 Form
☐ TD1 Form from Province of Residence
☐ Variable Benefit Other Named Beneficiary(ies) (if applicable)

VARIABLE BENEFIT (SK)
SPOUSE'S CONSENT AND WAIVER

Member Information

Member's Social Insurance Number	Surname	First Name and Initial	Telephone Number

Spouse's Consent and Waiver

(to be completed and signed by the Spouse)

I, ____________________________________ , certify that I am the spouse (within the meaning of clause 2(1)(ff) of the Saskatchewan
(name of spouse)
***Pension Benefits Act, 1992* of ____________________ (hereafter called "the member") who is a member or former member of**
(name of member)

the Capital Pension Plan which is subject to the provisions of the Saskatchewan *Pension Benefits Act, 1992*.

Spouse's Consent to transfer to a Variable Benefit Account

1. I understand that the member wants to transfer money to a variable benefit account (hereinafter called "the account") in accordance with section 29.2 of The *Pension Benefits Regulations, 1993*, and my written consent is required to enable the member to make the transfer;

2. I declare that, by signing this consent and filing it with the administrator of the plan:
   a) I am authorizing the member to manage the money in the account, subject to the minimum annual withdrawal payment required by the *Income Tax Act* (Canada); and
   b) I understand that there is no maximum withdrawal restriction imposed under the account and I am authorizing the member to withdraw part or all of the balance of the money in the account at any time.

3. I certify that this consent is being signed freely and voluntarily without any compulsion on the part of the member and outside the immediate presence of the member.

Spouse's Waiver of 60% Post Retirement Survivor Benefits

1. I understand that, in the absence of this waiver, on the death of the member, I am entitled to a pension of at least 60% of the original amount of the pension payable to the member;

2. I also understand and declare that, by signing this waiver:
   c) I am giving up my entitlement, on the death of the member, to a pension of at least 60% of the original amount of the pension payable to the member;
   d) I am permitting the member to receive a pension that does not comply with section 34 of the Saskatchewan *Pension Benefits Act, 1992*; and
   e) on the death of the member, I may receive no pension or may receive a pension of less than 60% of the original amount of the pension payable to the member.

3. I certify that this waiver is being signed freely and voluntarily without any compulsion on the part of the pensioner and outside the immediate presence of the member.

4. I understand that this waiver is not valid if it is signed more than 90 days before pension commencement.

5. I understand that I may revoke this waiver at any time before pension commencement by providing a written notice to the administrator of the pension plan or issuer of the contract, as the case may be.

IN WITNESS WHEREOF, I sign this consent and waiver at ____________________ this ______ day of
(city/town/village, province) (day)

____________ **, 20** ____ **in the presence of** ____________________
(month) (year) (print name of lawyer)

X ____________________ **X** ____________________
Spouse's Signature **Signature of Lawyer**

Certificate of Legal Advice

(to be completed and signed by a lawyer)

I, ______________________________ , a lawyer licensed to practice law in the Province in which this spouse's consent and waiver has been signed, have explained the rights and entitlements to the aforementioned spouse under the Saskatchewan *Pension Benefits Act, 1992*, and I have witnessed the spouse's signature to waive his or her rights under this Act through signing this document.

X ____________________ ____________________
(Signature of Lawyer) (Name of Law Firm)

____
(Mailing Address of Law Firm)

Comments and Instructions for

VARIABLE BENEFIT (SK)
SPOUSE'S CONSENT AND WAIVER

If you have a spouse when you retire, the Saskatchewan *Pension Benefits Act, 1992* requires that you purchase a Joint & Survivor Life Annuity that provides a minimum survivor benefit of 60% to your spouse in the event of your death, unless your spouse completes this Spouse's Consent and Waiver form.

Member Information

This section identifies the Plan member to whom this waiver form pertains.

Spouse's Consent and Waiver

(to be completed and signed by the Spouse)

According to clause 2(1)ff of the Saskatchewan *Pension Benefits Act, 1992*, a spouse is:

a) a person who is married to a member; or

b) if a member is not married, a person with whom the member is cohabiting as spouses at the relevant time and who has been cohabiting continuously with the member for at least one year prior to the relevant time.

For the purpose of this waiver, the "relevant time" refers to the date in which this waiver is completed and signed by the spouse.

This consent and waiver form must be:

- completed in its entirety by the spouse;
- signed by the spouse in the presence of a lawyer licensed to practice law in the Province in which the spouse's consent and waiver has been signed and outside the immediate presence of the member;
- completed and signed not more than 90 days before the member commences receipt of the variable benefit, or the form becomes invalid.
- forwarded to the Capital Pension Plan, along with the other required forms, before the Variable Benefit can be established. Contact information is provided below.

Certificate of Legal Advice

(to be completed and signed by a lawyer)

To ensure that the spouse is fully aware of the content and ramifications of this waiver form, the Capital Pension Plan requires that the form be explained by a lawyer and completed by the spouse in the presence of a lawyer licensed to practice law in the Province in which the spouse's consent and waiver has been signed.

Contact the Capital Pension Plan at:

Capital Pension Plan
1170 – 1801 Hamilton Street
Regina, Saskatchewan, S4P 4B4

Phone: (306) 787-5918 FAX: (306) 787-5798
Email: info@capitalpension.com

Visit our website at : www.capitalpension.com

VARIABLE BENEFIT
OTHER NAMED BENEFICIARY(IES)

Privacy Policy Information collected by the Capital Pension Plan shall be used and disclosed for the provision of benefits available from the Plan and compliance with applicable legislation. By completing this form, you are providing your consent to use this information for the above stated purposes.

Member Information

Member ID/Social Insurance Number	Surname	First Name and Initial

Named Beneficiary(ies)

☐ **Estate; or**

Beneficiary Surname	Beneficiary First Name and Initial	Date of Birth	Relationship	Percentage
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
		Day | Month | Year		
				100%

Member Authorization

I wish to make the changes indicated above effective immediately.	Date
X ______________________ Member Signature	*Day | Month | Year*

Canada Revenue Agency / Agence du revenu du Canada

2012 PERSONAL TAX CREDITS RETURN

TD1

Your employer or payer will use this form to determine the amount of your tax deductions.
Read the back before completing this form. Complete 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 including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.	**10,822**
2. Child amount – Either parent (but not both), may claim $2,191 for each child born in 1995 or later, that resides with both parents throughout the year. If the child is **infirm, add $2,000** to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. 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 child amount for that same child.	
3. Age amount – If you will be 65 or older on December 31, 2012, and your net income for the year from all sources will be $33,884 or less, enter $6,720. If your net income for the year will be between $33,884 and $78,684 and you want to calculate a partial claim, get the TD1-WS, *Worksheet for the 2012 Personal Tax Credits Return*, and complete 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, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than $100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $400 for each month that you will be enrolled, plus $65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $120 for each month that you will be enrolled part time, plus $20 per month for textbooks.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $7,546.	
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 $10,822 ($12,822 if he or she is **infirm**) enter the difference between this amount and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be $10,822 or more ($12,822 or more if he or she is **infirm**), you cannot claim this amount.	
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 $10,822 ($12,822 if he or she is **infirm** and you **did not claim the child amount** for this dependant), enter the difference between this amount and his or her estimated net income. If your eligible dependant's net income for the year will be $10,822 or more ($12,822 or more if he or she is **infirm**), you cannot claim this amount.	
9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $15,033 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older), enter $4,402 ($6,402 if he or she is **infirm**) or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $6,402. If the dependant's net income for the year will be between $15,033 and $19,435 ($15,033 and $21,435 if he or she is **infirm**) and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.	
10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $6,420 or less, enter $6,402. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between $6,420 and $12,822 and you want to calculate a partial claim, get the TD1-WS, and complete 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 his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.	
12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax 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 his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.	
13. TOTAL CLAIM AMOUNT – Add lines 1 through 12. Your employer or payer will use this amount to determine the amount of your tax deductions.	

Continue on the next page ➔

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou au **1-800-959-3376**.)

Canada

Completing Form TD1

Complete this form **only** if:

- 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 (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- 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 complete a TD1 form, your new 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 TD1 form for 2012, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another TD1 form, **check** this box, enter "0" on line 13 on the front page and do not complete 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

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2012? If you are unsure of your residency status, call the International Tax Services Office at **1-800-267-5177**.

☐
- If **yes**, complete the previous page.
- If **no**, **check** the box, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than $10,822, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is $10,822), 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 2012, you may be able to claim the child amount on Form TD1SK, *2012 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete 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 2012, you can claim:

- $8.25 for each day that you live in the prescribed northern zone; or
- $16.50 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, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

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 return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

$ ____________

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return 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, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s)* ____, 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.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature ______________________________ Date ____________

It is a serious offence to make a false return.

Government of Saskatchewan

TD1SK

2012 SASKATCHEWAN PERSONAL TAX CREDITS RETURN

Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Read the back before completing this form. Complete 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 including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Saskatchewan and every pensioner residing in Saskatchewan can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "Will you have more than one employer or payer at the same time?" on the next page.	**14,942**
2. Age amount – If you will be 65 or older on December 31, 2012, and your net income from all sources will be $33,884 or less, enter $4,552. If your net income for the year will be between $33,884 and $64,231 and you want to calculate a partial claim, get the TD1SK-WS, *Worksheet for the 2012 Saskatchewan Personal Tax Credits Return*, and complete the appropriate section.	
3. Senior Supplementary amount – If you are a resident of Saskatchewan who will be 65 or older on December 31, 2012, enter $1,202.	
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 $1,000, or your estimated annual pension income, whichever is less.	
5. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Skills Development Canada, and you will pay more than $100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $400 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $120 for each month that you will be enrolled part time.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $8,803.	
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 $1,495 or less, enter $14,942. If his or her net income for the year will be between $1,495 and $16,437 and you want to calculate a partial claim, get the TD1SK-WS, and complete the appropriate section.	
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 $1,495 or less, enter $14,942. If his or her net income for the year will be between $1,495 and $16,437 and you want to calculate a partial claim, get the TD1SK-WS, and complete the appropriate section.	
9. Child amount – If you are supporting a child who will be under the age of 18 at any time during 2012, enter $5,668 for each child. You cannot claim an amount for a child you claimed on line 8 or a child claimed by anyone else as a dependant. If you have a spouse or common-law partner, the parent with the lower net income must make the claim.	
10. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $15,034 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $8,803. If the dependant's net income for the year will be between $15,034 and $23,837 and you want to calculate a partial claim get the TD1SK-WS, and complete the appropriate section.	
11. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $6,246 or less, enter $8,803. You cannot claim an amount for a dependant you claimed on line 10. If the dependant's net income for the year will be between $6,246 and $15,049 and you want to calculate a partial claim, get the TD1SK-WS, and complete the appropriate section.	
12. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, senior supplementary amount, pension income amount, tuition and education amounts, disability amount, or child amount on his or her income tax return, enter the unused amount.	
13. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax 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 his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.	
14. TOTAL CLAIM AMOUNT – Add lines 1 through 13. Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.	

Continue on the next page

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou au **1-800-959-3376**.)

Canada

Completing Form TD1SK

Complete this form **only** if you are an employee working in Saskatchewan or a pensioner residing in Saskatchewan 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 (such as when 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 complete a TD1SK form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

Will you have 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 TD1SK for 2012, 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 TD1SK, enter "0" on line 14 on the front page and do not complete lines 2 to 13.

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 14. Then your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return 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, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s)* ____, 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 forms and publications go to **www.cra.gc.ca/forms** or call **1-800-959-2221**.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature ______________________________ Date ______________

It is a serious offence to make a false return.