



Task Title: Verify Personal Contact Information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will review a Canadian/Ontario Personal Tax Credits form (TD1ON) for errors.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Notes for Instructors/Practitioners

Print out the TD1ON 2024 form. Fill in the personal information section at the top of the form based on the learner's information. In this task, the learner will be reviewing the form for errors. Make two errors when you fill out the form for review; for example: you may include a slightly incorrect name spelling, postal code or date of birth.



2024 Ontario Personal Tax Credits Return

Protected B when completed
TD1ON

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 2024, see "More than one employer or payer at the same time" on page 2.			12,399
2. Age amount – If you will be 65 or older on December 31, 2024, and your net income will be \$45,068 or less, enter \$8,054. You may enter a partial amount if your net income for the year will be between \$45,068 and \$85,428. To calculate a partial amount, fill out the line 2 section of Form TD1ON-WS, Worksheet for the 2024 Ontario Personal Tax Credits Return.			
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: \$1,714 or your estimated annual pension.			
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 \$10,017.			
5. Spouse or common-law partner amount – Enter \$10,528 if you are supporting your spouse or common-law partner and both of the following conditions apply: <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 \$1,053 or less You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,053 and \$11,581. To calculate a partial amount, fill out the line 5 section of Form TD1ON-WS.			
6. Amount for an eligible dependant – Enter \$10,528 if you are supporting an eligible dependant and all of the following conditions apply: <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 \$1,053 or less You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,053 and \$11,581. To calculate a partial amount, fill out the line 6 section of Form TD1ON-WS.			
7. Ontario caregiver amount – You may claim this amount if you are supporting an eligible infirm dependant aged 18 or older: <ul style="list-style-type: none"> - your child or your grandchild (or your spouse or common-law partner); - your parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada (or your spouse or common-law partner) To calculate this amount, fill out the line 7 section of Form TD1ON-WS.			
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.			

Task Title: VerifyContactInfo_I_A2.1

Learner Information

Many tax and other forms and other official forms come with your personal information already filled in. It is important to make sure this information is correct.

Review the “2024 Ontario Personal Tax Credits Return” form your instructor will give you.

Task Title: VerifyContactInfo_I_A2.1

Work Sheet

Task 1: Check and correct any errors in your name.

Answer: No written response required here.

Task completed: Yes:

Task 2: Check and correct any errors in your address.

Answer: No written response required here.

Task completed: Yes:

Task 3: Check and correct any errors in your date of birth.

Answer: No written response required here.

Task completed: Yes:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
