



Frequently Asked Questions

1. Do I need to fill out both the Federal and Ontario tax forms if my permanent residence is not in Ontario?

Yes, you are required to fill out both tax forms; the Federal Tax Form (TD1) and the Provincial Tax Form (TD1ON) for Ontario, given that your employment will take place in Ontario.

2. I am currently employed, either at the University of Toronto or elsewhere, do I need to fill out tax forms?

Current employee at University of Toronto:

No, if you are a current employee of the University of Toronto, you do not need to complete the payroll form package.

Former employee at University of Toronto:

Possibly, you may need to update some/ all of your information. Please contact the [Graduate Funding Office](#).

Employed elsewhere:

Yes, if you are also employed outside of the University of Toronto, you will need to complete the payroll form package.

* If you are currently employed either within the University of Toronto or elsewhere, you can choose not to have further taxes deducted from your pay. Please refer to the second page of both the Provincial and Federal Tax Forms and select the box “more than one employer” and enter “0” in line 10.

3. My anticipated total income for the year is below the total Basic Personal Amount listed on the forms, am I eligible to be exempt from taxes?

Yes, you can elect to not have taxes deducted from your pay. Select “The total income less than the total claim amount” box on page two of the Provincial and Federal Tax Forms and enter “0” in line 10. Please note that your pay will still be subject to union dues. We advise that you speak with either the [Canada Revenue Agency](#) or a tax professional prior to selecting this option.

4. What is my personnel number?

Your personnel number is a unique number that is used internally by the University to identify you as an employee. This number is generated after your documentation has been submitted and you have been set up in the payroll system. Once this process is complete, you will receive an email from the OISE Funding Office with your personnel number. For the purposes of your forms, areas requesting a personnel number can be left blank if you do not yet have one.



5. Can I claim my tuition on my tax forms?

Yes, you can choose to claim your paid tuition amount as a credit on your Provincial and Federal Tax Forms or decide to claim this credit when you file your annual taxes. Those receiving base funding are also eligible.

6. How much tax credit am I entitled to?

To find out more about your entitlements please contact the [Canada Revenue Agency](#) or speak with your tax professional.

7. I don't have cheques. What can I do?

Please contact your bank on how to obtain a pre-authorization/ direct deposit form. Some banks may allow you to print this off through online banking.

8. If I am unable to drop off my forms in person what should I do?

Please contact the [Graduate Funding Office](#) immediately.

9. What happens if I cannot submit my documents by the deadline?

This will result in a delay in payment. Payroll is processed once a month; any missed pay will be processed during the next payroll cycle.

10. I am an existing/ returning student and have moved, changed banks, and/or need to adjust my claim amount on the Provincial and Federal Tax forms. How do I update my payroll information?

You may update this information with the [Graduate Funding Office](#) by submitting the [Returning GA / TA Information Change Form](#) along with supporting documents.

Still having trouble?

Please contact the [Graduate Funding Office](#) and make an appointment to come in and get further assistance.