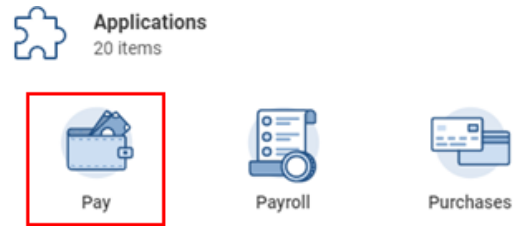


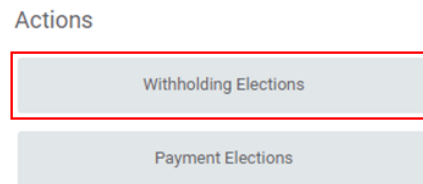
HOW DO I ... Update my Provincial Tax Information?	ABOUT THIS TASK: Describes how to update your Provincial Tax information.
AUDIENCE: All UBC employees.	DETAILED JOB AID: HR106-06 Provincial Tax Elections

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

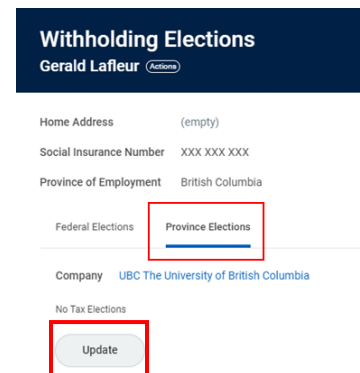
1. On **Workday's home page**, under **Applications**, click **Pay**.



2. Under **Actions**, click **Withholding Elections**.

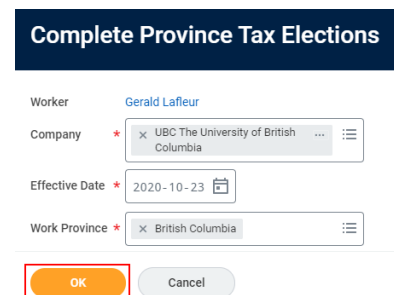


3. On the **Withholding Elections** page, select the **Provincial Elections** tab.
TIP: If you have existing provincial elections details, you will see them under the **Provincial Elections** tab. Scroll to the **bottom of the page** to find the **Update** button.



4. Click **Update**.

5. On the **Complete Provincial Tax Elections** page verify **Company**, **Effective Date** and province.



6. Click **OK**.

HOW DO I ... Update my Provincial Tax Information?	ABOUT THIS TASK: Describes how to update your Provincial Tax information.
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Note: All values in screenshots are examples only and may not refer to actual data in Workday.

7. *Update* the fields with the relevant information. For example, if you now have more than one employer, check the **More than one employer or payer at the same time** box.

Complete Province Tax Elections

Effective Date: 2020-10-23
Company: UBC The University of British Columbia
Legal Name: Gerald Lafleur
Social Insurance Number: XXX XXX XXX
Home Address: (empty)
Work Province: British Columbia

1. Basic personal amount: 10,949
Every person employed in British Columbia and every person residing in British Columbia can claim this amount. If you will have more than one employer or payer at the same time in 2020, see "More than one employer or payer at the same time" on page 2.

2. Age amount: 0
If you will be 65 or older on December 31, 2020, and your net income from all sources will be \$93,532 or less, enter \$6,915. If your net income for the year will be between \$93,532 and \$98,288 and you want to calculate a tax claim, get Form TD1-BC-416 Worksheet for the 2020 British Columbia Personal Tax Credits Return, and fill in the appropriate section.

3. Pension income amount: 0
If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Superannuation Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.

4. Tuition (full time and part time): 0
If you are a student enrolled at a university, college, or educational institution (certified by Employment and Social Development Canada), and you will pay more than \$100 per institution in tuition fees, complete this section. If an emmential care or part time, enter the total of the tuition fees you will pay.

5. Disability amount: 0
If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,212.

6. Spouse or common-law partner amount: 0
If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$939 or less, enter \$9,376. If their net income for the year will be between \$939 and \$15,314, and you want to calculate a partial claim, get Form TD1-BC-416 and fill in the appropriate section.

7. Amount for an eligible dependent: 0
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 \$939 or less, enter \$9,376. If their net income for the year will be between \$939 and \$15,314, and you want to calculate a partial claim, get Form TD1-BC-416 and fill in the appropriate section.

8. British Columbia caregiver amount: 0
You may be supporting an infirm spouse or common-law partner, or an infirm eligible dependent (age 18 or older) who is either your or your spouse or common-law partner's child or grandchild.
- parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resided in Canada.
- If this is your situation and the infirm person's net income for the year will be less than \$21,007, and you want to calculate a claim, get Form TD1-BC-416 and fill in the appropriate section.

9. Amounts transferred from your spouse or common-law partner: 0
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.

10. Amounts transferred from a dependent: 0
If your dependent will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.

11. TOTAL CLAIM AMOUNT: 10,949
Add lines 1 to 10.
Your employer or payer will use this amount to determine the amount of your provincial tax deductions.

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-BC for 2020, you cannot claim them again. If your total income from all sources is more than the personal tax credits you claimed on another Form TD1-BC, check this box, enter "0" on line 11, and do not fill in lines 2 to 10.

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 11.
Your employer or payer will not deduct tax from your earnings.

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

OK Cancel

8. *Check* the **I certify that the information given on this form is correct and complete** box.

9. *Click* **OK**.

TIP: Click the **Details** tab to view a summary of your Federal Tax Elections and *click* **Process** tab to view if additional approvals are required.

10. *Click* **Done** to finish the process.

Done