

Acclaim - How to enter an employees additional Taxable credits

Problem:

My employee has provided me with a new TD 1 form or updated TD 1 form, how do I enter the information into the system

IMPORTANT:

It is important to note that you can **ONLY** enter the additional taxable credits information that would be recorded and provided via the TD-1 for an employee after an employee *has provided YOU* with the information themselves. The submission of the TD-1 information is a LEGAL document that **MUST** be signed by the employee, incorrectly and must be kept on record. Intentionally incorrectly entered information is a criminal offence.

Solution:

First: Basic claim amounts are managed and handled by software updates and the tax tables of your software. You do **NOT** have to update the basic claim amounts on an employees taxation information screen yourself.

Second: Paymate Acclaim allows you to enter only the summary of the additional taxable credits. This should be done by taking the amount reported to Box 13 of the employees submitted TD-1 form and subtracting the Basic Claim amount.

Third: You **must** get updated TD-1 information for ANY employee that you have entered additional taxable credits for. This is because the maximums and minimums for each of the TD-1 options changes on a annual basis.

For example in 2009 the Federal Per-Child Credit amount was \$2089, this amount changed to \$2101 for the year 2010.