

# Processing Tax Information for Manitoba Healthcare Regions

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## Introduction

This document outlines the procedure to access, submit and process the **Manitoba Personal Tax Credits Return (TD1MB)** and **Personal Tax Credits Return (TD1)** forms into the payroll system.

An employee is entitled to the “Basic personal amount” federal and provincial tax exemption, per tax year.

In order to receive the “Basic personal amount” tax exemption, an employee must claim the “Basic personal amount” with **only 1 employer** (one legal entity), which may or may not be in a Manitoba Healthcare assignment in payroll system.

An employee may instead choose to claim more than the “Basic personal amount”, or change his/her tax exemption. To do so, the employee must submit updated tax forms to the Employer every tax year.

## Employee

### Accessing TD1MB and TD1 forms

You can access TD1MB and TD1 forms from the Canada Revenue Agency (CRA) website at [TD1 Personal Tax Credits Returns - Canada.ca](https://www.cra.ca/Personal-Tax-Credits>Returns).

### Completing the TD1MB and TD1 Forms

1. You must complete the form to claim the basic personal tax exemption with new employer. Regardless of the number of assignments, legal entities, or jobs outside of Manitoba Health Region, you can claim the “basic personal amount” tax exemption for one, and only one, legal entity.
  - If you are claiming the basic tax exemption, you do not have to complete the tax forms for the new tax year. The payroll system reset the basic amount for every employee.
  - If you are claiming more than the basic tax exemption, you **must** complete the TD1 and TD1 MB forms for the new tax year and the following scenario applies:
    - Claiming tax exemption more than the basic amount:
      - “Row 13 Total Claim Amount” = sum of amounts entered in lines 1-12

Ensure line “**13 TOTAL CLAIM AMOUNT**” is correct.

#### TD1MB


13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.  
Your employer or payer will use this amount to determine the amount of your provincial tax deductions.

#### TD1


13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.  
Your employer or payer will use this amount to determine the amount of your tax deductions.

- If you have more than one employer and are claiming the basic exemption with another employer, then you cannot claim the basic tax exemption again. You **must** complete the TD1 and TD1MB forms for the new tax year and the following scenario applies:
  - Claiming tax exemption with another employer:
    - “Row 13 Total Claim Amount” = 0, AND
    - Check “More than one employer or payer at the same time”

#### TD1MB

<p><b>More than one employer or payer at the same time</b> </p> <p><input type="checkbox"/> 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 TD1MB for 2024, you <b>cannot</b> claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1MB, check this box, enter “0” on line 13 on the front page and do not fill in lines 2 to 12.</p> <p><b>Total income is less than the total claim amount</b></p> <p><input type="checkbox"/> Tick this box if your total income for the year from <b>all</b> employers and payers will be <b>less</b> than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.</p>
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#### TD1

<p><b>More than one employer or payer at the same time</b> </p> <p><input type="checkbox"/> 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 for 2024 you <b>cannot</b> claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter “0” on Line 13 and do not fill in Lines 2 to 12.</p> <p><b>Total income is less than the total claim amount</b></p> <p><input type="checkbox"/> Tick this box if your total income for the year from <b>all</b> employers and payers will be <b>less</b> than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.</p>
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2. Read, sign, and date the TD1MB and TD1 forms.
  - a. If you have an electronic signature, add your electronic signature in the “Certification” section of the form. If you do not have an electronic signature, print the TD1MB and TD1 forms and sign.
3. Send the completed forms to your **Payroll**.

### Inquiries of TD1MB and TD1 forms

If you need more information on how to complete the TD1 forms, you may contact your own accountant, call Canada Revenue Agency (CRA) 1.800.959.8281 or refer to the [Get the completed TD1 forms from the individual - Set up and manage employee payroll information - Canada.ca](#)

## Payroll Office

### Processing TD1MB and TD1 forms

The completed TD1MB and TD1 forms are submitted to the Payroll office for processing.

Payroll office reviews the form(s) to ensure the employee has completed according to the criteria explained in [Completing the TD1MB and TD1 Forms](#)

If a form needs to be corrected, see section [Requesting Tax Form Corrections](#).

Once the form is validated, Payroll processes the form according to the procedures for the QHR or SAP payroll system.

### Requesting Tax Form Corrections

Request corrections from the employee by mail or email (as per the employee's preference provided in the initial request). Send a copy of the tax form he/she originally submitted and indicate the correction(s) required.

1. In your request:
  - a. Include a blank tax form or provide a direct link to the current year's online CRA form: Federal TD1, Provincial TD1MB.
  - b. Subject: PP#00 Tax Forms Correction Required – Employee Name
  - c. Include the employee's first and last name, employee ID number, email address, and describe the correction required.
  - d. Request that the employee returns the required form.
  
2. Process the update to the employee's tax record in payroll system (see [Processing TD1MB and TD1 forms](#))