



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Introduction

You may get benefits or money back by doing your taxes. The Canada Revenue Agency (CRA) calls this “filing your tax return.” You may be able to do your taxes with this new CRA form.

Step 1: Check you meet all conditions for this form

You must meet all Step 1 conditions **AND** your income must be less than the **Step 2** limit:

Principal residence

- ✓ **Principal residence in Ontario:** On December 31, 2019, your main home, where you usually lived, was in Ontario.

Family situation

- ✓ **Single:** You were **not** married or in a common-law relationship on December 31, 2019.
- ✓ **No children:** In 2019, you did **not** have a child or children under age 18.

Not deducting dependant costs or tuition to lower taxes

- ✓ **Not deducting costs for eligible dependants:** You will **not** deduct 2019 costs for any family members who lived with you and depended on your support, for example, with food, shelter or clothing. CRA calls these people “eligible dependants”.
- ✓ **Not deducting tuition:** You will **not** deduct costs for 2019 tuition to a university, college or other educational institute.

Income sources

- ✓ **No business or investment income:** You do **not** have 2019 income from your own business, self-employment, renting property or investments.
- ✓ **No foreign income:** You do **not** have 2019 income from sources outside Canada.

If you do not meet these conditions, you can do your taxes another way.

Contact CRA for a regular tax form. You may also be able to get help at a free tax clinic.

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Step 2: Confirm your income is less than limit for this form

Your income must be less than the limit for your age. Mark the box that applies to you:

☐

If you were under 65 years of age on December 31, 2019

You **confirm** that your 2019 income from all sources was less than \$12,070.

OR

☐

If you were age 65 or older on December 31, 2019

You **confirm** that your 2019 income from all sources was less than \$19,564.

Income includes:

- Benefits such as social assistance
- Employment, a pension, or Registered Retirement Savings Plan (RRSP)
- Up to \$1000 of interest from Canadian sources, such as a bank or savings account

If you do not meet these conditions, you can do your taxes another way.

Contact CRA for a regular tax form. You may also be able to get help at a free tax clinic.

Step 3: Give your information

Mailing address, city, province: _____

Postal code:

--	--	--	--	--	--	--

Social insurance number (SIN):

--	--	--	--	--	--	--	--	--

Date of birth:

Year			Month		Day	

Your marital status on December 31, 2018: ☐ Single ☐ Divorced ☐ Widowed

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Step 4: Answer questions so CRA can calculate your tax benefits

The next questions ask about your main home, where you usually lived in 2019. CRA calls this your “principal residence”.

You can have more than one principal residence during the year, but only one at a time. If you paid costs for several homes at the same time, only include costs for your principal residence.

If you did not pay the cost, or if the question did not apply to your situation, write “\$0”.

Census metropolitan area

Was your 2019 principal residence in a census metropolitan area?

☐ Yes

☐ No

If you rented your personal residence

How much total rent did you pay for your principal residence in 2019?

\$

If you owned your personal residence

How much total property tax did you pay for your principal residence in 2019?

\$

Property tax combines municipal and school taxes.

If your principal residence was in a public or non-profit long-term care home

If home separates room and board costs:

How much were your 2019 room and board costs?

\$

If home gives only total cost:

How much were your 2019 long-term care costs?

\$

In a public long-term care home, your rent includes costs such as nursing or personal support. The home is managed by a charity, city, First Nations, or similar organization.

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Step 4 (continued): Answer questions so CRA can calculate your tax benefits

If your principal residence was on reserve land under the law called the Indian Act

How much were your total home energy costs in 2019?

\$

Home energy costs are for heating or cooling your home, or using home appliances like a stove or refrigerator.

If you were age 65 or older on December 31, 2019

How much were your total costs for public transit in 2019?

\$

Step 5: Sign the form

When you sign, you:

- confirm you believe your answers are correct and complete
- allow CRA to file your 2019 taxes with these answers
- take any tax benefits that you may be able to get with this form

You cannot change your answers after you sign and send the form to CRA.

Signature: _____

Keep your tax slips or receipts for 6 years in case CRA asks for them.

CRA uses personal information to check if you should pay taxes and get benefits. CRA may share and check your information with provincial, territorial and foreign governments. You may get interest charges or other penalties if you do not give information.

You have rights to privacy and protection of your personal information. If you are worried about how CRA uses your personal information, contact the Privacy Commissioner of Canada at <https://www.priv.gc.ca/en/for-individuals/> or complain to CRA at canada.ca/cra-info-source.

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Register to vote in the federal election (Optional)

Check the boxes if:

- ☐ You want to vote in the federal election. You allow CRA to give your name, address, date of birth and citizenship to Elections Canada. Elections Canada must have this information to register you.
- ☐ You are a Canadian citizen. You must be a citizen to vote.

The Canada Elections Act gives rules about elections and voter information. Provincial and territorial governments, members of Parliament, registered political parties, and candidates at election time can get your voter information.

Step 6: Send the form

Check that your information is correct and complete, and that you signed the form. Send all 6 pages to CRA. Keep the letter in case you need to contact CRA.

Your form came with an envelope addressed to CRA. You can use that envelope to send the form.

Add a stamp because the postage is not pre-paid.

If you use another envelope, send the forms to:

Winnipeg Tax Centre
Post Office Box 14001
Station Main
Winnipeg MB R3C 3M3

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354



File taxes to access benefits

CTB 2018 Form

Name: Timmy T. Tax-filer

Access code: A5G98S4K1

Next steps

CRA sends your notice of assessment within 8 weeks of getting your completed form.

The notice of assessment proves you filed taxes, and shows if you must pay tax.

If you get a refund:

- CRA will put the money in your bank account if you registered for CRA direct deposit
- a cheque comes with the notice if you did not register for direct deposit

A refund could include these benefits and credits:

Climate action incentive payment	per year, for everyone who files taxes. You get 10% extra if you live in a small and rural community.	paid yearly
Disability tax credit (DTC)	amount based on your situation. You may be able to get DTC if you have applied and CRA approves your application. If you get DTC, you may also get up to \$700 extra CWB.	paid monthly
Goods and services tax /harmonized sales tax (GST/HST) credit	per year, up to \$443 for one person, \$580 if you have a marriage or common-law partner, and \$153 for each child under age 19.	paid yearly
Ontario trillium benefit (OTB)	per year, to help with energy, sales and property tax. The government usually pays OTB on 10th day of each month.	above \$360 paid monthly OR below \$360 paid yearly

Need help?

Visit: canada.ca/taxes-help

Phone: 1-800-959-8281

TTY (text telephone): 1-800-665-0354