

JULY 1, 2019 TAX RELEASE GUIDE

AVANTI VERSION 9.39

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Document Release

RELEASE: 939-0619

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WHAT IS INCLUDED IN THIS RELEASE?

9.39 Avanti Tax Release Guide

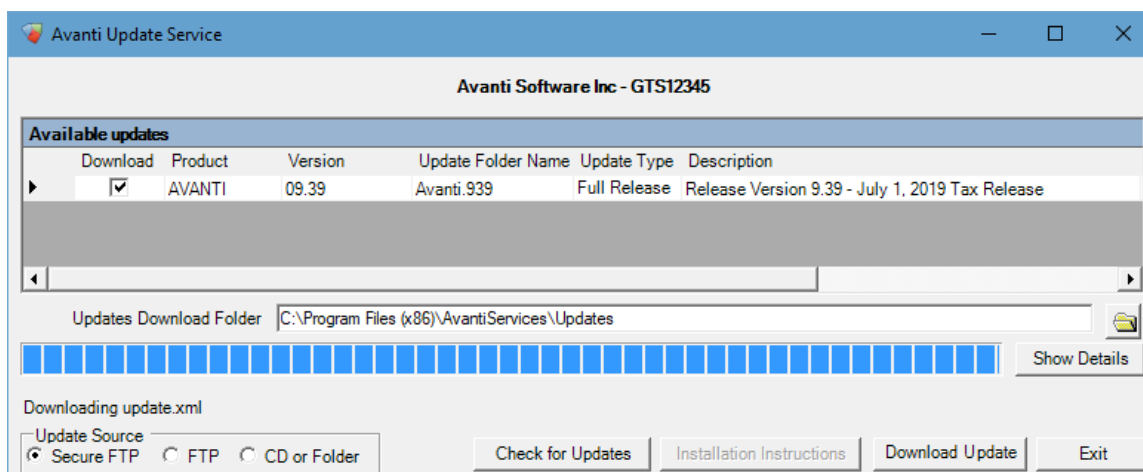
- Includes details of the additional changes included in this release

Downloadable Avanti software release version 9.39

- Includes complete software installation. Please note that this release supersedes any previous updates/releases.
- Corrections to the ROE extract and export processes.
- Minor fixes to improve usability.

INSTALLING THE UPDATE – APPLICABLE FOR ON-PREMISE CLIENTS

Instructions to install the release are available on the Knowledge Base. Additionally, these instructions can be accessed by selecting 'Installation Instructions' once the update has been downloaded on the Avanti Update Service.



AVANTI ENHANCEMENT IDEAS

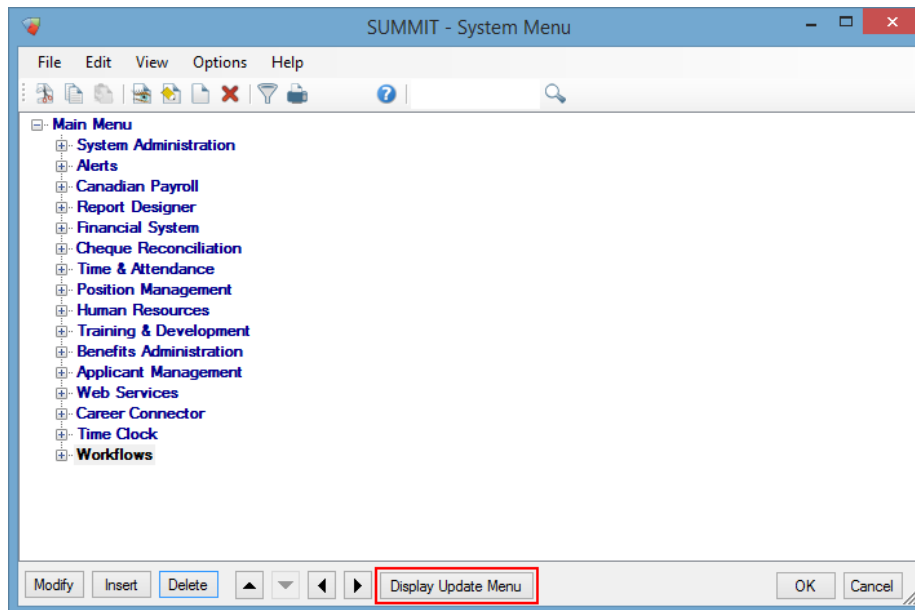
Do you have an idea that could improve Avanti? Avanti now has a link located on the Knowledge Base. To submit an enhancement, click the link and fill out the form.

We appreciate your input on how we can improve the Avanti experience for everyone involved.

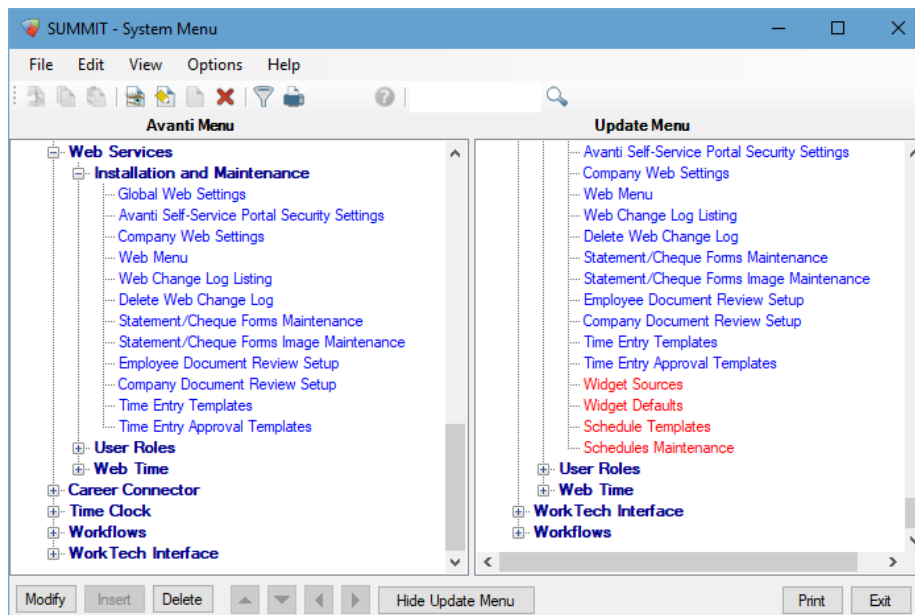
ADDITIONAL MENU ITEMS

There are no new menu items in the 9.39 Release. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Canada Revenue Agency Tax Update](#).

'Display Update Menu' provides the ability to easily identify newly released or updated menu items. Menu items can be updated or added by selecting 'Display Update Menu' in System Administration >> System Menu >> System Menu.



When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.



The Avanti Menu column displays all the menu items currently in your system. The Update Menu column displays the standard Avanti menu items. These menu items are colour coded for easy comparison of the menu items. Items that appear in **Red** in the Update Menu are items that are available but are not in the Avanti Menu.

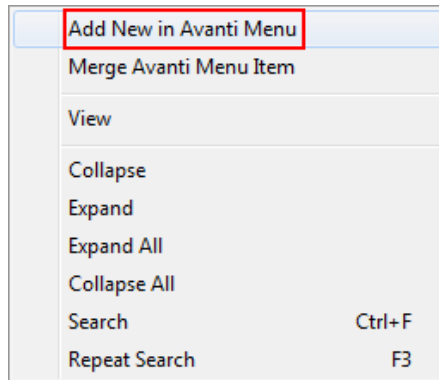
Avanti Menus Colour Coding Legend:

- **Blue** – The menu item is the same in the Avanti Menu and Update Menu. No changes are required.
- **Green** – The menu item does not exist in the Update Menu. This menu item currently exists in the Avanti menu only. It may be a custom program or a manually added program. This is for informational purposes only.
- **Yellow** – This menu item can be found in the Avanti Menu and Update Menu, but there is a discrepancy between the menu items. To identify the difference, right-click on the menu item and select view.
- **Red** – The menu item does not exist in the Avanti menu. This item currently exists in the Update Menu only. It may be a menu item that was made available in a Release that was added to the Avanti Menu.

ADDING NEW MENU ITEMS INTO THE AVANTI MENU

There are no new menu items in the 9.39 Release. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Canada Revenue Agency Tax Update](#).

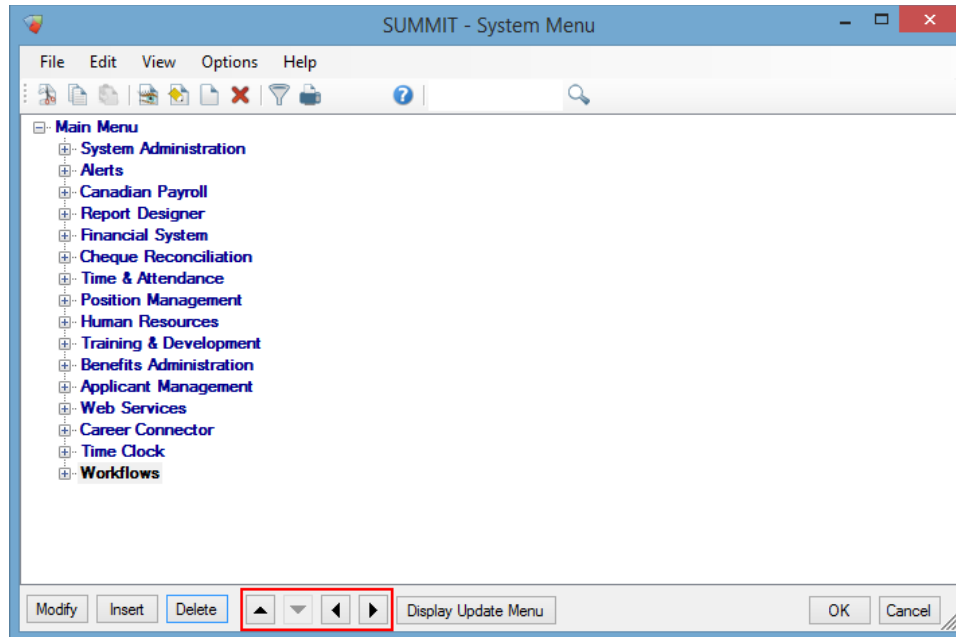
To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select 'Add New in Avanti Menu'. For a menu item to be inserted into the Avanti Menu, it must only appear on the Update Menu. Menu items that only appear on the Update Menu will appear in **red**.







RE-ARRANGING THE MENU ITEMS

Once the menu item has been added, it can be moved to a different location using the navigation panel available in System Administration >> System Menu >> System Menu.

Please Note: The navigation panel is disabled when 'Display Update Menu' is selected. If 'Display Update Menu' has been selected, please select 'Hide Update Menu'.



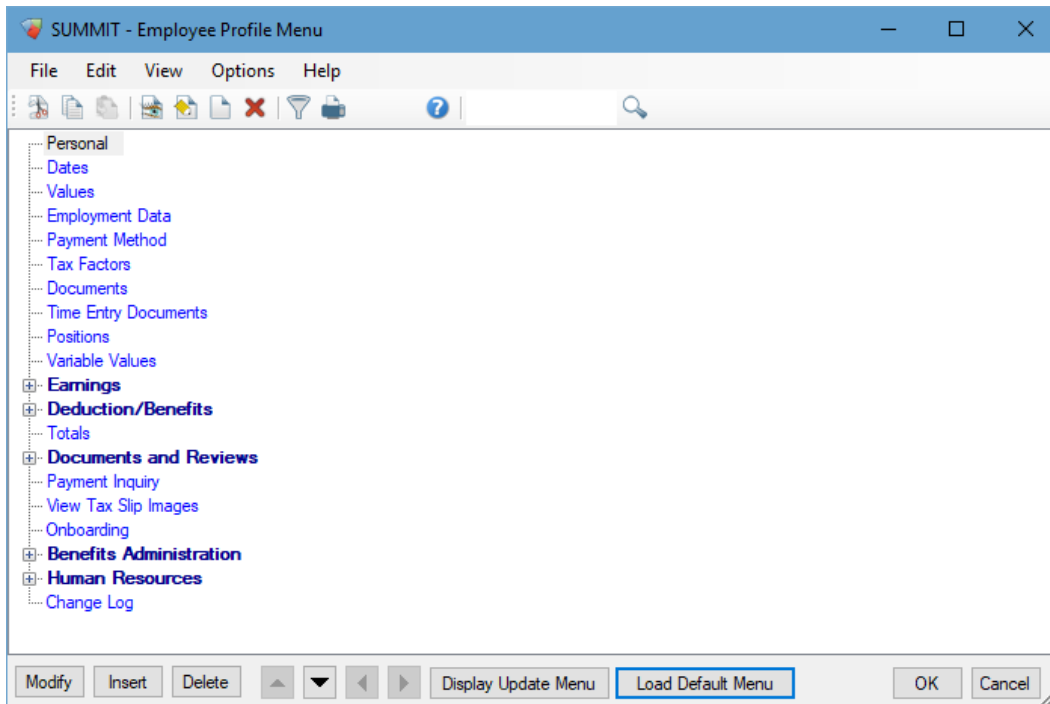
-  This button moves the highlighted menu item up in the menu.
-  This button moves the highlighted menu item down in the menu.
-  This button moves the highlighted menu item to the left in the menu.
-  This button moves the highlighted menu item to the right in the menu.

ADD NEW EMPLOYEE PROFILE MENU ITEMS

There are no new menu items in the 9.39 Release. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Canada Revenue Agency Tax Update](#).

'Display Update Menu' provides the ability to compare the menu items setup to the standard menu items provided by Avanti. Menu items can be updated or added to the Employee Profile Menu. To access this functionality, select 'Display Update Menu' in System Administration >> System Menu >> Employee Profile Menu. When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.

To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select Add New in Avanti Menu. For a menu item to be inserted into the Avanti Menu, it must only appear in Update Menu. Menu items that only appear on the Update Menu will appear in **red**.



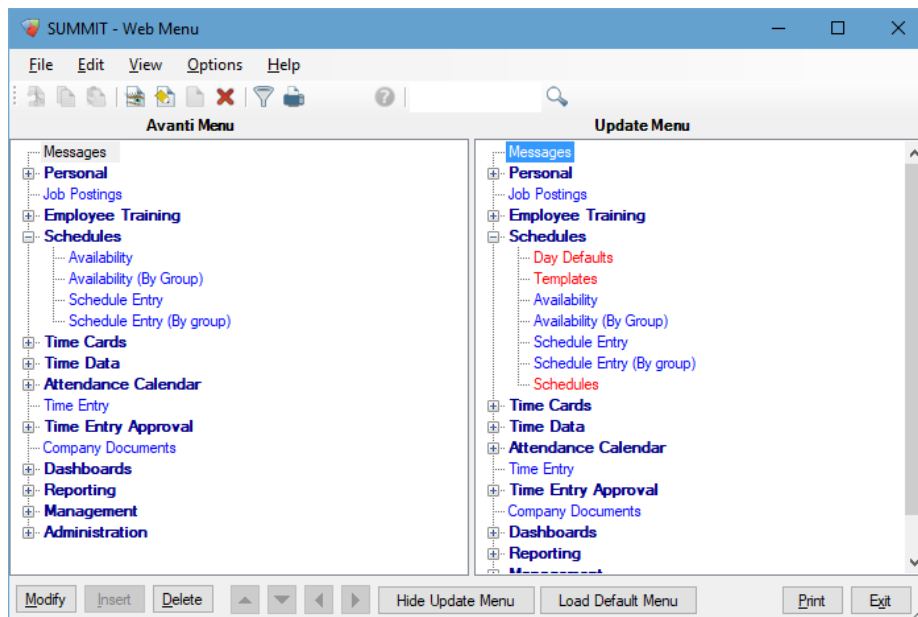
ADD NEW WEB SERVICE MENU ITEMS

Only applicable for clients with Web Services. Clients who do not have Web Services can skip to [System Modifications](#).

There are no new menu items in the 9.39 Release. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Canada Revenue Agency Tax Update](#).

'Display Update Menu' provides the ability to compare the menu items setup to the standard menu items provided by Avanti. Menu items can be updated or added to the Web Menu. To access this functionality, select 'Display Update Menu' in System Administration >> System Menu >> Web Menu. When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.

To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select Add New in Avanti Menu. For a menu item to be inserted into the Avanti Menu, it must only appear in Update Menu. Menu items that only appear on the Update Menu will appear in **red**.



CANADA REVENUE AGENCY TAX UPDATE

There are no changes to the federal or provincial tax rates, income thresholds, or personal amounts.

FEDERAL TD1 VALUES

There are no changes from the January 1st tax release to the federal tax rates, income thresholds, or personal amounts.

Federal TD1 Fields	July 1, 2019
Basic Personal	\$12,069
Caregiver amount for infirmed children under age 18	\$2,230
Age amount	\$7,494
Pension Income Amount	\$2,000
Disability Amount	\$8,416
Spouse or common-law partner amount	\$12,069
Spouse or common-law partner amount (Infirm)	\$14,299
Amount for eligible dependant	\$12,069
Amount for eligible dependant (Infirm)	\$14,299
Caregiver amount for dependants, spouse or common-law	\$7,494
Caregiver amount for dependant(s) 18+	\$7,140

PROVINCIAL CHANGES

There are no changes from the January 1st tax release to the provincial tax rates, income thresholds, or personal amounts.

MINIMUM WAGE CHANGES

Recently, some provinces have increased their minimum wages. The amounts will automatically update to the new minimum wage if the old minimum wage is indicated, otherwise, the system will not change the amounts automatically.

Minimum Wages can be viewed or modified in Canadian Payroll >> Taxation & Assessment Tables >> Provincial Tax.

Province	New Minimum Wage	Old Minimum Wage
British Columbia	13.85	12.65
New Brunswick	11.50	11.25
Nova Scotia	11.55	11.00
Prince Edward Island	12.25	11.55
Quebec	12.50	12.00
Yukon	12.71	11.51

PAYROLL PROCESSING

Since there are no changes to the federal or provincial tax rates, income thresholds, or personal amounts, the CRA version and effective date will not be updated on Payroll Processing.

Payroll Processing will continue to display 109th Edition with an effective date of January 1, 2019, regardless of whether pay is processed before or after July 1, 2019.

SUMMIT - Process Pay Run

Payment Date: 05-Jul-2019

Pay Period Ending: 06-Jul-2019 Description:

Pay Groups

<input checked="" type="checkbox"/>	002	Full Time Bi-Weekly
<input type="checkbox"/>	003	Casual Bi-Weekly

Options

- ☐ Expense Accrual
- ☐ Manual Payments
- ☐ Cancelled Payments
- ☐ Off-Cycle Payroll
- ☐ Mid-Period Advance
- ☐ Process One Employee
- ☐ Make Payments by Cheque Only
- ☐ Only Pay Employees With Time
- ☐ Only Pay Terminated Employees
- ☐ Only Use First Deposit Account
- ☐ Show Accumulators
- ☐ Show Tax Factors

Progress

Canada Revenue Agency 109th Edition
Effective January 01 2019

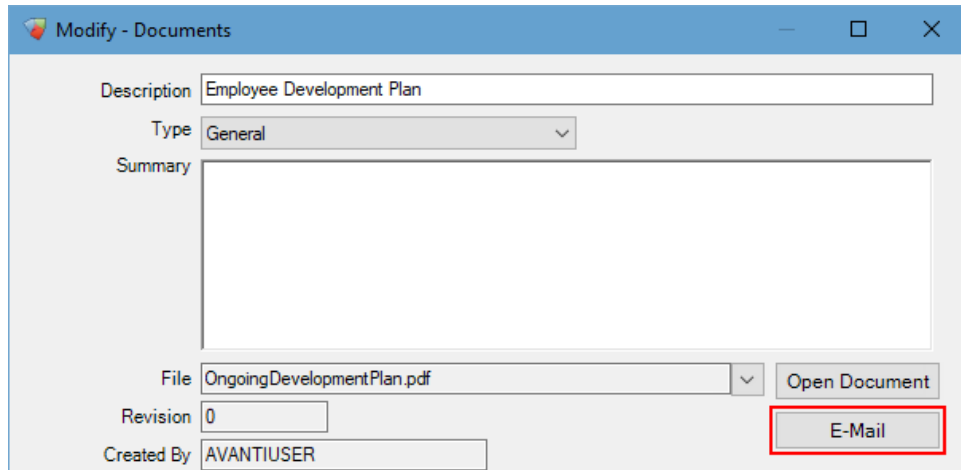
OK Cancel

ADDITIONAL CHANGES INCLUDED IN THIS RELEASE

EMPLOYEE AND COMPANY DOCUMENTS – E-MAIL

Benefits: Provides the ability to email employee and company documents directly to the employee.

An E-Mail button is now available on Employee and Company Documents in the Employee Profile, which provides the ability to E-Mail the document to the employee.



When E-Mail is selected, an E-Mail with the defaults defined for your company will be generated. The E-Mail can be adjusted before it is sent to the employee. The default E-Mail subject and body can be created with the following employee and document specific information from Avanti:

Employee Profile Information

- Given Name
- Surname
- Initial
- Preferred Name
- Employee Number
- Employee Name

Document Information

- Document Description
- Document Summary
- File Name

The following variables can be used within the E-Mail Subject and Message fields to insert the corresponding employee and document information:

Variable	Employee/Document Information
%%EmpNo%%	Employee Number
%%GivenName%%	Employee Given Name
%%Surname%%	Employee Surname
%%Initial%%	Employee Initial
%%PreferredName%%	Employee Preferred name
%%EmployeeName%%	Preferred Name + Surname <i>Note: Given Name will be used when the Preferred Name is blank.</i>
%%Description%%	Document Description
%%Summary%%	Document Summary
%%FileName%%	Document File Name

The E-Mail will be sent to the employee's Primary E-Mail by default, but you can select which address the E-Mail will be sent to from the E-Mails on the Employee Profile. If the employee doesn't have the selected E-Mail on their Employee Profile, it will be sent to the employee's Primary E-Mail.

The default subject, E-Mail content and E-Mail address can be updated in System Administration >> System Parameters >> Program Options using the following settings:

Employee Documents (Document Reviews)

- Py.MtEmpDocuments.EmailType
- Py.MtEmpDocuments.EmailSubject
- Py.MtEmpDocuments.EmailBody

Employee Documents

- Py.MtEmpDoc.EmailSubject
- Py.MtEmpDoc.EmailBody
- Py.MtEmpDoc.EmailType

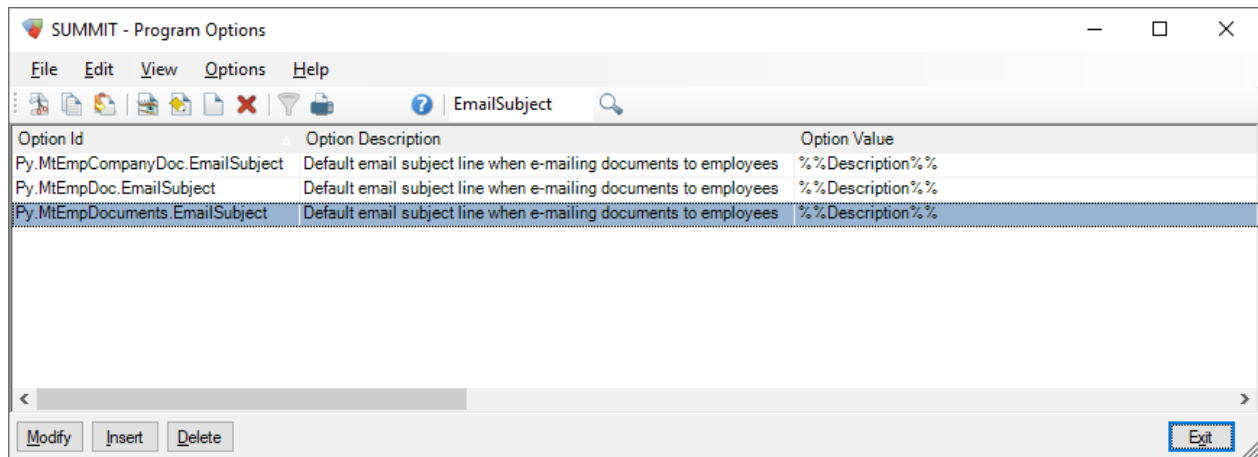
Company Documents (Document Reviews)

- Py.MtEmpCompanyDoc.EmailSubject
- Py.MtEmpCompanyDoc.EmailBody
- Py.MtEmpCompanyDoc.EmailType

PROGRAM OPTIONS – EMAIL SUBJECT

The following options may be added in System Administration >> System Parameters >> Program Options:

- Py.MtEmpDoc.EmailSubject
- Py.MtEmpDocuments.EmailSubject
- Py.MtEmpCompanyDoc.EmailSubject



Py.MtEmpDoc.EmailSubject

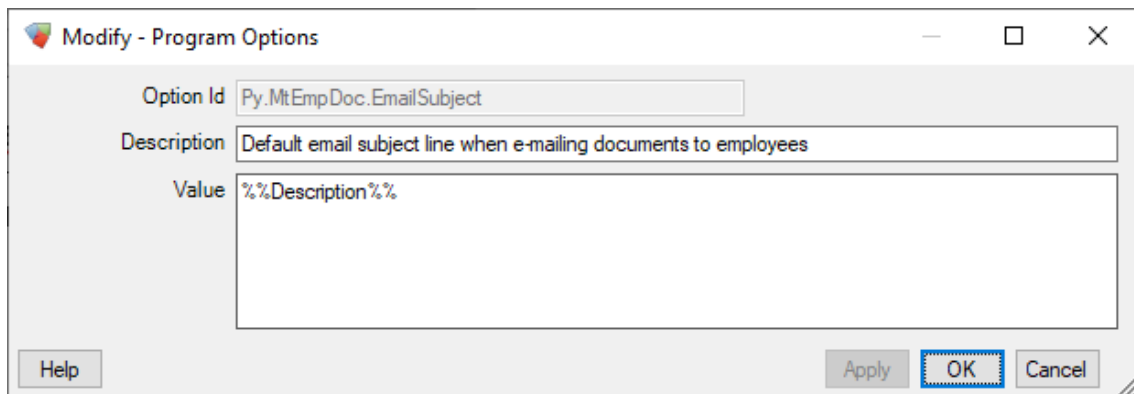
Default e-mail subject line when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpDoc program.

Option ID: Py.MtEmpDoc.EmailSubject

Description: Default e-mail subject line when sending documents by e-mail

Value: %%Description%%



Py.MtEmpDocuments.EmailSubject

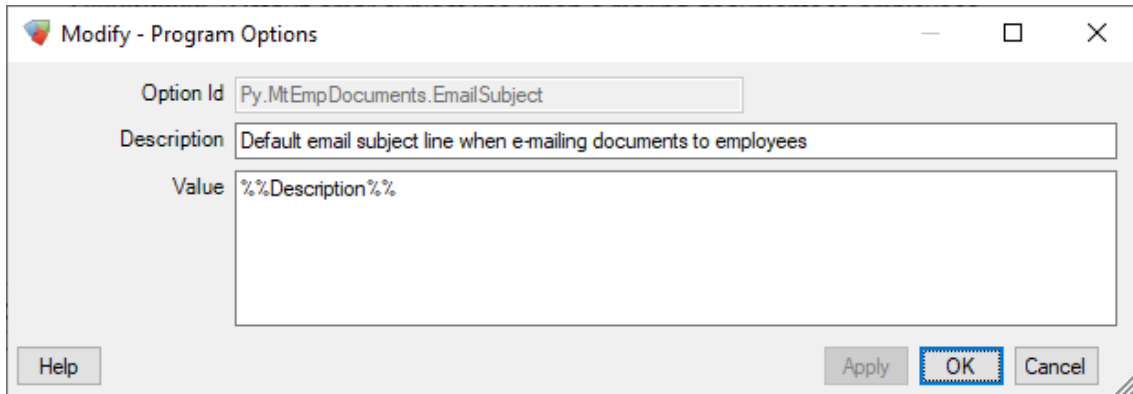
Default e-mail subject line when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpDocuments program.

Option ID: Py.MtEmpDocuments.EmailSubject

Description: Default e-mail subject line when sending documents by e-mail

Value: %%Description%%



The screenshot shows a Windows-style dialog box titled "Modify - Program Options". It contains three text input fields: "Option Id" with the value "Py.MtEmpDocuments.EmailSubject", "Description" with the value "Default email subject line when e-mailing documents to employees", and "Value" with the value "%%Description%%". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

Py.MtEmpCompanyDoc.EmailSubject

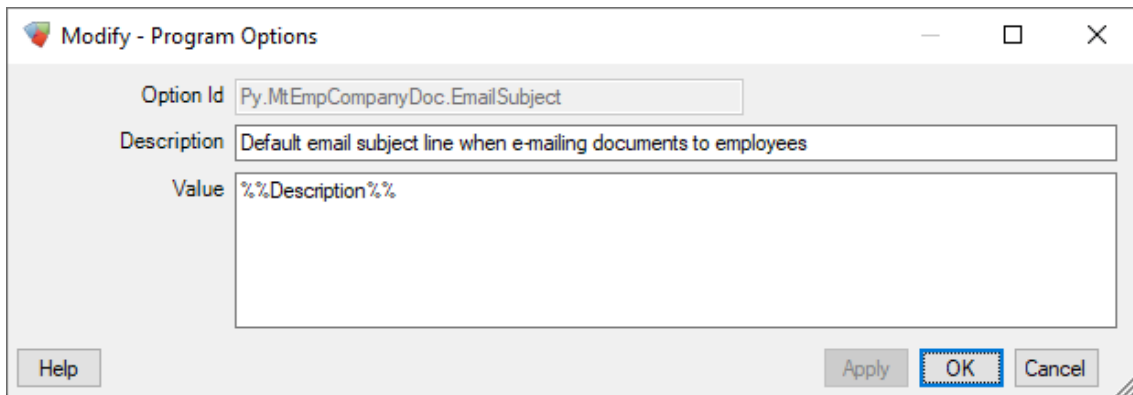
Default e-mail subject line when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpCompanyDoc program.

Option ID: Py.MtEmpCompanyDoc.EmailSubject

Description: Default e-mail subject line when sending documents by e-mail

Value: %%Description%%

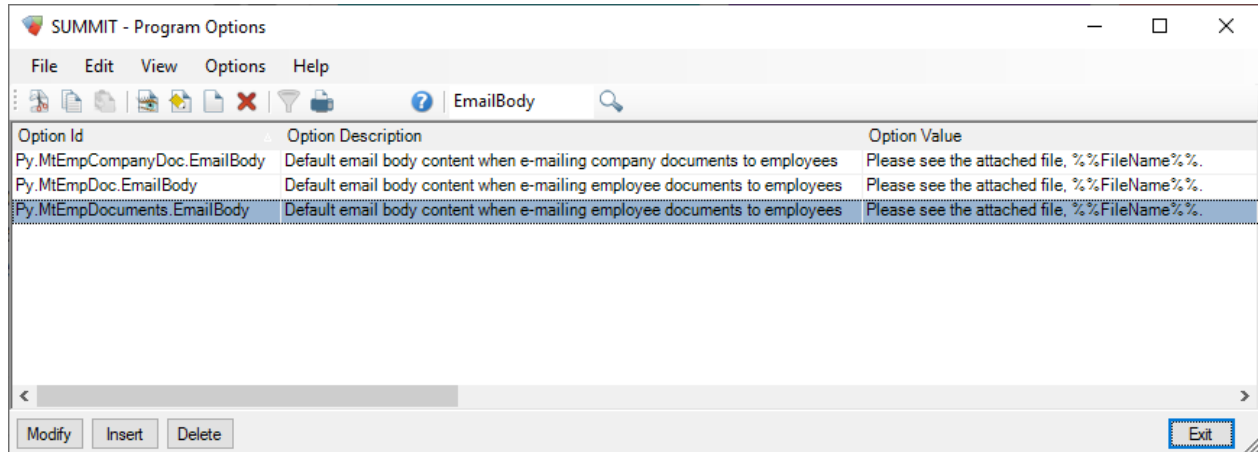


The screenshot shows a Windows-style dialog box titled "Modify - Program Options". It contains three text input fields: "Option Id" with the value "Py.MtEmpCompanyDoc.EmailSubject", "Description" with the value "Default email subject line when e-mailing documents to employees", and "Value" with the value "%%Description%%". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

PROGRAM OPTIONS – EMAIL BODY

The following options may be added in System Administration >> System Parameters >> Program Options:

- Py.MtEmpDoc.EmailBody
- Py.MtEmpDocuments.EmailBody
- Py.MtEmpCompanyDoc.EmailBody



Py.MtEmpDoc.EmailBody

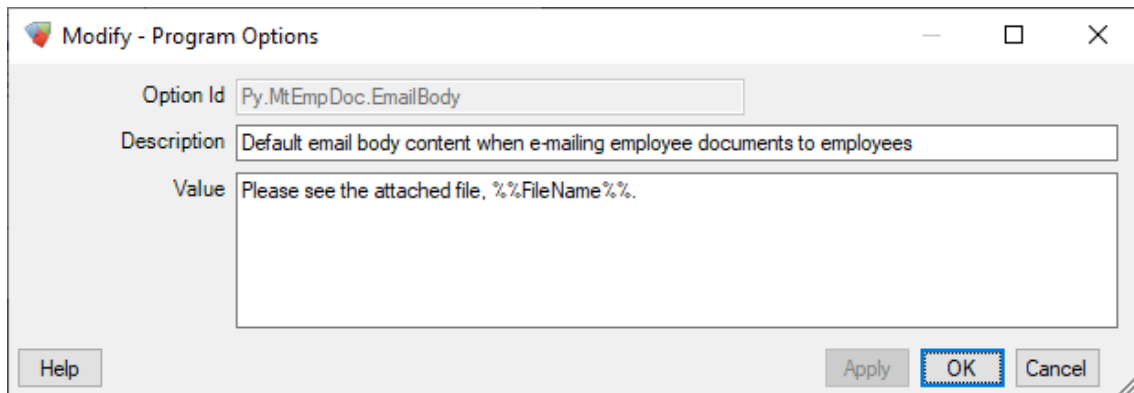
Default e-mail body content when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpDoc program.

Option ID: Py.MtEmpDoc.EmailBody

Description: Default e-mail body content when sending documents by e-mail

Value: Please see the attached file, %%FileName%%.



Py.MtEmpDocuments.EmailBody

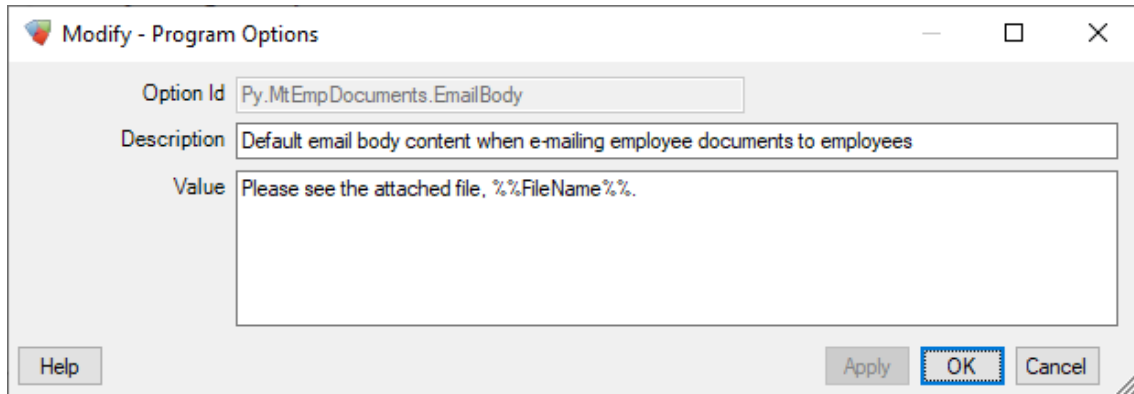
Default e-mail body content when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpDocuments program.

Option ID: Py.MtEmpDoc.EmailBody

Description: Default e-mail body content when sending documents by e-mail

Value: Please see the attached file, %%FileName%%.



The screenshot shows a Windows-style dialog box titled "Modify - Program Options". It contains three text input fields: "Option Id" with the value "Py.MtEmpDocuments.EmailBody", "Description" with the value "Default email body content when e-mailing employee documents to employees", and "Value" with the value "Please see the attached file, %%FileName%%.". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

Py.MtEmpCompanyDoc.EmailBody

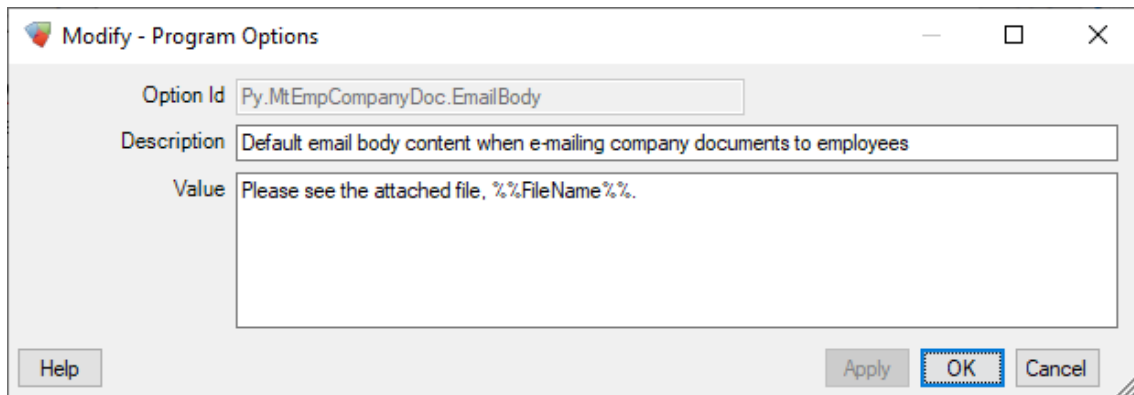
Default e-mail body content when sending documents by e-mail.

Note: This option is only used for e-mails sent using the MtEmpCompanyDoc program.

Option ID: Py.MtEmpCompanyDoc.EmailBody

Description: Default e-mail body content when sending documents by e-mail

Value: Please see the attached file, %%FileName%%.



The screenshot shows a Windows-style dialog box titled "Modify - Program Options". It contains three text input fields: "Option Id" with the value "Py.MtEmpCompanyDoc.EmailBody", "Description" with the value "Default email body content when e-mailing company documents to employees", and "Value" with the value "Please see the attached file, %%FileName%%.". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

PROGRAM OPTIONS – EMAIL TYPE

The following options may be added in System Administration >> System Parameters >> Program Options:

- Py.MtEmpDoc.EmailType
- Py.MtEmpDocuments.EmailType
- Py.MtEmpCompanyDoc.EmailType

The screenshot shows the 'SUMMIT - Program Options' window. It has a menu bar (File, Edit, View, Options, Help) and a toolbar. Below the toolbar is a search bar with the text 'EmailType'. The main area contains a table with three columns: 'Option Id', 'Option Description', and 'Option Value'.

Option Id	Option Description	Option Value
Py.MtEmpCompanyDoc.EmailType	Default employee email type to use when sending company documents by email	Default
Py.MtEmpDoc.EmailType	Default employee email type to use when sending employee documents by email	Default
Py.MtEmpDocuments.EmailType	Default employee email type to use when sending employee documents by email	Default

At the bottom of the window, there are buttons for 'Modify', 'Insert', 'Delete', and 'Exit'.

Note: These e-mail types correspond to those on the Employee Profile >> Personal tab. If an employee does not have an e-mail address entered for the selected e-mail type, their primary e-mail will be used instead.

The screenshot shows the 'Personal' tab of an employee profile. It contains various input fields for personal and contact information.

Personal Information:

- Surname: Dateman
- Given Name: Donald
- Initial:
- Preferred Name: Dan
- Prev. Surname:
- Address: 33 South Port Road11
- City: Port Smith
- Province:
- Country: CAN
- Postal Code:
- Birth Date: 1951-Mar-31
- Age: 68
- SIN: 000000000
- Language: French
- Gender: Male
- Marital Status: Other
- Smoker: ☐
- Enable Web Services: ☒
- Electronic Tax Slips: ☒
- Avanti User Id:

E-Mail Information:

- Primary (default): default@example.ca
- Pay Statement: pay@example.ca
- Alert: alert@example.ca
- Home: home@example.ca
- Work: work@example.ca
- Tax Slips: slips@example.ca

There is also a photo of a man with glasses in the top right corner.

Py.MtEmpDoc.EmailType

Default employee e-mail type to use when sending employee documents by e-mail

Note: This option is only used for e-mails sent using the MtEmpDoc program.

Option ID: Py.MtEmpDoc.EmailType

Description: Default employee e-mail type to use when sending documents by e-mail

Value: One of the following values:

- Default
- Work
- Home
- PayStatement
- Alert
- TaxSlips

The screenshot shows a dialog box titled "Modify - Program Options". It contains three input fields: "Option Id" with the value "Py.MtEmpDoc.EmailType", "Description" with the value "Default employee email type to use when sending employee documents by email", and "Value" with the value "Default". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

Py.MtEmpDocuments.EmailType

Default employee e-mail type to use when sending employee documents by e-mail

Note: This option is only used for e-mails sent using the MtEmpDocuments program.

Option ID: Py.MtEmpDocuments.EmailType

Description: Default employee e-mail type to use when sending documents by e-mail

Value: One of the following values:

- Default
- Work
- Home
- PayStatement
- Alert
- TaxSlips

The screenshot shows a dialog box titled "Modify - Program Options". It contains three input fields: "Option Id" with the value "Py.MtEmpDocuments.EmailType", "Description" with the value "Default employee email type to use when sending employee documents by email", and "Value" with the value "Default". At the bottom, there are four buttons: "Help", "Apply", "OK" (which is highlighted with a blue border), and "Cancel".

Py.MtEmpCompanyDoc.EmailType

Default employee email type to use when sending employee documents by e-mail

Note: This option is only used for e-mails sent using the MtEmpCompanyDoc program.

Option ID: Py.MtEmpCompanyDoc.EmailType

Description: Default employee e-mail type to use when sending documents by e-mail

Value: One of the following values:

- Default
- Work
- Home
- PayStatement
- Alert
- TaxSlips

The screenshot shows a standard Windows-style dialog box titled "Modify - Program Options". It contains three labeled text input fields. The "Option Id" field is pre-filled with "Py.MtEmpCompanyDoc.EmailType". The "Description" field contains the text "Default employee email type to use when sending company documents by email". The "Value" field contains the text "Default". At the bottom of the dialog, there are four buttons: "Help", "Apply", "OK", and "Cancel". The "OK" button is highlighted with a blue border.

PREMIUM RULES – TOP UP RATES

Benefits: To support the new Alberta minimum wage legislation, top up rates provides the ability to increase the pay rate to the specified rate once the employee reaches a threshold.

New options are available on the Unit Option and Rate Option in Premium Rules.

'Units After Threshold' can be selected for Unit Option. If selected, the premium will only be applied to the units that are over the defined threshold.

Additionally, 'Top Up Rate' has been added to the Rate Option, which provides the ability to increase the rate up to a maximum. When 'Top Up Rate' is selected, the new maximum rate can be entered in 'TopUp Max Rate'.

Please note: 'Apply Eligible Earning Code's Percent of Basic to Rate' must be selected to ensure that the premium is calculated correctly for overtime entries.

For Example

A student who is younger than 18 years old is working in Alberta for minimum wage. The minimum wage is \$13 per hour for the first 28 hours in a week and \$15 per hour for the hours that surpass 28 hours per week.

The premium appears similar to the following:

Insert - Premium Rules

Premium Rule Id: ABMINST

Description: AB Student Minimum Wage

Details: Eligible Earn Codes

Interval: Weekly

Minimum Paid Time: 0 Hrs 0 Min

Maximum Paid Time: 0 Hrs 0 Min

Threshold: 28 Hrs 0 Min

Threshold Option: Threshold Across All Shifts

Unit Option: Units After Threshold

Rate Option: TopUp Rate

TopUp Max Rate: 15.00

Earn Code: 330 TopUp Premium

GL Override Mask:

☐ Override Benefit Group

☒ Apply Eligible Earning Code's Percent of Basic to Rate

Help Apply OK Cancel

APPENDIX A: PROVINCIAL TD1 VALUES

Please note: There are no changes to these values since the January 1st tax release.

Provincial TD1 Factors July 1, 2018												
	AB	BC	MB	NB	NL	NS	ON	PE	SK	NU	NT	YT
Basic personal	19369	10682	9626	10264	9414	8481	10582	9160	16065	13618	14811	12069
Age amount	5397	4791	3728	5012	6009	4141	5166	3764	4894	10214	7245	7494
Age Supp (NS)	0	0	0	0	0	1465	0	0	0	0	0	0
Senior Supp (Sask)	0	0	0	0	0	0	0		1292	0	0	0
Pension Income	1491	1000	1000	1000	1000	1173	1463	1000	1000	2000	1000	2000
Disability amount	14940	8012	6180	8310	6352	7341	8549	6890	9464	13618	12011	8416
Spousal	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Spousal Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Eligible Dependent	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Eligible Dependent Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Caregiver amount for children under age 18 (SK & YT)	0	0	0	0	0	0	0	0	6094	0	0	2230
Caregiver amount	11212	4674	3605	4848	2990	4898	4987	2446	9464	4910	4910	0
Infirm dependent 18+	11212	0	3605	4847	2990	2798	0	2446	9464	4909	4909	7140
Provincial TD1 Factors January 1, 2018												
	AB	BC	MB	NB	NL	NS	ON	PE	SK	NU	NT	YT
Adjustment Factor	2.4	2.6	2.6	2.2	1.8	0	2.2	0	0	2.2	2.2	2.2
Basic personal	19369	10682	9626	10264	9414	8481	10582	9160	16065	13618	14811	12069
Age amount	5397	4791	3728	5012	6009	4141	5166	3764	4894	10214	7245	7494
Age Supp (NS)	0	0	0	0	0	1465	0	0	0	0	0	0
Senior Supp (Sask)	0	0	0	0	0	0	0		1292	0	0	0
Pension Income	1491	1000	1000	1000	1000	1173	1463	1000	1000	2000	1000	2000
Disability amount	14940	8012	6180	8310	6352	7341	8549	6890	9464	13618	12011	8416
Spousal	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Spousal Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Eligible Dependent	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Eligible Dependent Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Caregiver amount for children under age 18 (SK & YT)	0	0	0	0	0	0	0	0	6094	0	0	2230
Caregiver amount	11212	4674	3605	4848	2990	4898	4987	2446	9464	4910	4910	0
Infirm dependent 18+	11212	0	3605	4847	2990	2798	0	2446	9464	4909	4909	7140

APPENDIX B: QUEBEC TP-1015.3-V VALUES

Please note: There are no changes to these values since the January 1st tax release.

Source Deductions	July 2019	January 2019
Basic Amount	\$15,269	\$15,269
Amount transferred from one spouse to the other	\$15,269	\$15,269
Amount for other dependants who are 18 or older	\$4,274	\$4,274
Amount for a child under 18 enrolled in post-secondary studies	\$2,933	\$2,933
Additional amount for a person living alone (single parent family)	\$2,160	\$2,160
Amount for a severe and prolonged impairment in mental or physical functions	\$3,391	\$3,391
Amount for a person living alone	\$1,750	\$1,750
Age amount	\$3,212	\$3,212
Amount for retirement income	\$2,853	\$2,853
Reduction threshold used to calculate net family income	\$34,610	\$34,610