

Complete this form to calculate your Saskatchewan employee's tools tax credit. You can claim this credit if you were a resident of Saskatchewan at the end of 2016 and as a condition of your employment with your employer, you were required to provide **eligible tools** for use in an eligible trade occupation (see Part 2 below).

Eligible tools are tools that are acquired by you by purchase or lease to perform the ordinary tasks required in the conduct of your eligible trade occupation. Tools may include equipment that is in support of an eligible tool. Tools must **not** include any clothing or motor vehicles that are required to be licensed.

The **employee** must complete Parts 1 and 2, 3 or 4, and 5. The **employer** must complete Part 6.

The credits you earned in the year are used to reduce your Saskatchewan tax payable for that year. Any unused portion of the one-time trade entry credit can be carried forward for two years.

If you are filing electronically, keep all your documents in case we ask to see them at a later date. **If you are filing a paper return, attach this form and, if applicable, a list of the eligible tools you acquired in the year.**

Part 1 – Employee identification	Tax year ▶ 2016
Name (print)	Social insurance number
Address (print)	

Part 2 – Eligible trade occupations

Tick the box to show the trade occupation group in which you have been employed and circle your eligible trade occupation.

☐ **Group 1** – hair stylist, bricklayer, drywall, roofer, insulator, glazier, painter, floor covering installer

☐ **Group 2** – plumber, pipe fitter, gas fitter, carpenter, electrician, sheet metal worker, boiler maker, iron worker, autobody repairer, refrigeration mechanic, machinist

☐ **Group 3** – vehicle mechanic, cabinet maker, millwright

☐ **Group 4** – heavy-duty mechanic

Part 3 – One-time trade entry credit

If you have claimed the one-time trade entry credit in a previous year or if you answer **no** to any questions in this part, you **cannot** claim the one-time trade entry credit. You may be entitled to claim the annual maintenance credit. See Part 4.

A Is this the first year that you have been employed in the eligible trade occupation identified in Part 2 of this form? ☐ Yes ☐ No

B Does your employment income earned from the eligible trade occupation identified in Part 2 of this form represent your primary source of income for the year? ☐ Yes ☐ No

C Were you required to provide eligible tools as a condition of your employment with your employer for use in the eligible trade occupation identified in Part 2 of this form? ☐ Yes ☐ No

Prepare an itemized list of eligible tools acquired by you in the year, including the cost for each tool. The cost of the tool is the purchase price paid for the tool, including any applicable sales taxes but not including any financing costs. In the case of a tool that is acquired by lease, the cost of the tool is the cost upon which the lease payments are based including any applicable sales taxes, but not including any financing costs.

D Does the total cost of your itemized list of eligible tools acquired in the year exceed the **qualifying tool expense threshold** listed in the chart below for the eligible trade occupation group you identified in Part 2? ☐ Yes ☐ No

If you answered **yes** to **all** the questions in this part, complete the employee declaration in Part 5. Ask your employer to complete Part 6, and sign and date your list of eligible tools. If the employer answers **yes** to all the questions in Part 6, you can claim this credit. Determine the amount of your one-time trade entry credit below.

Enter on line 1 the **one-time trade entry credit** from the chart below, for the trade occupation group you identified in Part 2.

Enter this amount also on line 63 of Form SK428, *Saskatchewan Tax and Credits*, or on line 39 in Part 4, Section SK428MJ, of Form T2203, *Provincial and Territorial Taxes for 2016 – Multiple Jurisdictions*.

	One-time trade entry credit				1
	Group 1	Group 2	Group 3	Group 4	
One-time trade entry amount / qualifying tool expense threshold	\$1,350	\$5,000	\$9,000	\$12,500	
One-time trade entry credit (one-time trade entry amount × 11%)	\$148.50	\$550	\$990	\$1,375	

Part 4 – Annual maintenance credit

If you claimed the one-time trade entry credit in Part 3 or if you answer **no** to question A **or** B in this part, you **cannot** claim the annual maintenance credit.

Note: If you have an unused one-time trade entry credit shown on your most recent notice of assessment or notice of reassessment, enter the amount on line 64 of Form SK428 or on line 40 in Part 4, Section SK428MJ, of Form T2203.

- A** Does your employment income earned from the eligible trade occupation identified in Part 2 of this form represent your primary source of income for the year? ☐ Yes ☐ No
- B** Were you required to provide eligible tools as a condition of your employment with your employer for use in the eligible trade occupation identified in Part 2 of this form? ☐ Yes ☐ No

If you answered **yes** to questions A **and** B in this part, complete the employee declaration in Part 5. Ask your employer to complete Part 6. If the employer answers **yes** to questions A **and** B in Part 6, you can claim this credit. Determine the amount of your annual maintenance credit below.

Enter on line 2 the **annual maintenance credit** from the chart below, for the trade occupation group you identified in Part 2.

Enter this amount on line 65 of Form SK428,
or on line 41 in Part 4, Section SK428MJ, of Form T2203.

Annual maintenance credit**2**

	Group 1	Group 2	Group 3	Group 4
Annual maintenance amount	\$300	\$1,000	\$1,500	\$2,500
Annual maintenance credit (annual maintenance amount × 11%)	\$33	\$110	\$165	\$275

Part 5 – Employee declaration

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

Name of employee (print)_____
Signature of employee**Part 6 – Employer certification**

Name (print)

Business address (print)

Employee's job title and brief description of duties

Conditions of employment

- A** In 2016, did this employee work for you as a tradesperson performing the duties of the eligible trade occupation identified in Part 2 of this form? ☐ Yes ☐ No
- B** Do you require this employee, as a condition of employment, to provide eligible tools that were used directly in the eligible trade occupation identified in Part 2 of this form? ☐ Yes ☐ No
- C** If the employee is claiming the one-time trade entry credit in Part 3, do all the tools itemized on the list provided to you by the employee satisfy the condition described in question B above? **You must sign and date this list.** ☐ Yes ☐ No

Employer declaration

I declare that the information given in Part 6 of this form is correct and complete.

Name of employer (print)_____
Name and title of authorized person (print)_____
Date_____
Telephone_____
Signature of employer or authorized person

Note: Please make sure that the name and telephone number of the authorized person are clearly printed in case we need to verify any information.