



---

# Guide to Filing Income Taxes for People Receiving PWD/PPMB

---

This Help Sheet is funded by the Health Sciences Association of BC and the Law Foundation of BC.

---

If you are someone who receives the Persons with Disabilities (PWD) or Persons with Persistent Multiple Barriers (PPMB) benefits, filing your taxes can be easier than you think. This help sheet will provide specific tips to help you prepare your taxes on your own. If you are comfortable using a computer and have the necessary information on hand it can take you as little as 30-60 minutes to file your taxes online, for free.

## Is This Guide for You?

The complexity of a tax return may vary greatly depending on your particular circumstances. You may be single or in a family, receiving income from a single source or multiple sources, or you may even be making self-employment income.

**This Help Sheet will cover tax related information for those with basic income, for example, a single person who:**

- Receives PWD or PPMB
- Has no other sources of income, or who has a job for which a T4 Employment Income slip was issued
- Does not have children, and
- Does not otherwise have a complicated tax return.

**If your circumstances are different than above, this help sheet still offers useful information about tax filing and tax credits.** However, keep in mind that the process to file taxes might differ if you have other sources of income, dependent children, own



your own business, or have other circumstances that may impact your taxes. If you need any assistance with tax filing, the Tax AID DABC partnership offers free tax filing services.

## Why File Your Return

It is important to file your income taxes to receive a tax refund for the taxes that you have already paid throughout the year, and to avoid any penalties and interest you acquire on the taxes that you might owe the CRA.

If you receive PWD or PPMB benefits, you might think that there is no reason to file an income tax return if you do not owe any income tax. However, filing your taxes can also help you access a range of benefits and credits that offer financial support.

People on PWD or PPMB benefits usually meet the criteria for the important benefits available to those with low to modest income:

- **GST Credit** – quarterly payments (July, October, January, April)
- **BC Climate Action Tax Credit** – quarterly payments (July, October, January, April)
- **BC Sales Tax Credit**—a refundable credit you can claim on your annual tax return.

The specific amount you will expect to receive varies depending on your tax situation in a given year, but PWD and PPMB recipients can generally expect to receive around \$500-\$900 a year. If you are filing for a number of years, you will likely get even more money.

Depending on your situation, you may qualify for even more tax credits and benefits. Here are a few to look out for:

If you have a child:

- **Canada Child Benefit** – monthly payments for families with low-moderate incomes. Those with a child with disabilities who are approved for the Disability Tax Credit receive an additional monthly supplement called the Child Disability Benefit.

If you are working:

- **Canada Workers Benefit** – a refundable credit that gives you money if you are making a modest income. The credit is divided into three payments in the year. Those with the Disability Tax Credit receive an additional disability supplement.



If you are a renter:

**BC renter's tax credit** – a \$400 refundable credit for low-moderate income renters that gives you some money every year when you file your tax return.

If you are seeking coverage for Healthcare supplies:

**Fair Pharmacare** – coverage for prescription drugs and some medical devices and supplies that fall under BC Pharmacare.

Specific to people with disabilities:

- **Disability Tax Credit (DTC)** – a non-refundable tax credit that reduces the amount of taxes that people with disabilities and their caregivers pay. The DTC also provides access to other tax related benefits and credits including those mentioned above, the Home Buyers Amount, Home Accessibility Expenses, the Registered Disability Savings Plan and more. To apply, you will have to fill out the Disability Tax Credit Certificate (form T2201) with the help of a qualified medical practitioner. **Please see [Help Sheet 14: The Disability Tax Credit](#) for more information.**
- **Registered Disability Savings Plan (RDSP)** – if you have the Disability Tax Credit, you can open a Registered Disability Savings Plan, a long terms savings plan designed to help people with disabilities save for their later years with up to \$90,000 in government bonds and grants. Since the grants and bonds are income based, you have to file your taxes so that the government knows the full amount of bonds and grants to which you are entitled. **Please see [Help Sheet 15: The Registered Disability Savings Plan](#) for more information.**

..and more!

## Filing Your Return On Your Own

Usually, tax filing season for any given year begins the next year in February. For example, filing for the 2023 year begins in February 2024. The deadline to file personal income tax returns is April 30. The deadline to pay the government any outstanding taxes you owe is also April 30, so be sure to give yourself plenty of time to file.

## Tax Preparation Programs

There are a number of free and paid programs that can help you file your taxes independently.



A list of approved programs is available on the Government of Canada website at: <https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/netfile-overview/certified-software-netfile-program.html>.

Wealthsimple, TurboTax, and other free online programs are great programs to help you get started. Contact DABC if you are looking for tips on how to file your own taxes using free tax software from TurboTax.

## Getting Started

When filing your taxes, you will need:

- Your Social Insurance Number
- Some personal information including your name, date of birth, and current address
- The information from your tax slips, including your T5007 social assistance benefits slip, any T4 Employment Income Slips, and tax slips for other money you may have received in the year, such as pension income or Canada Child Benefit payments.
- Newcomers to Canada may need to include information about the income you earned before you arrived.

**TIP** | If you don't have all of your tax slips for the year (or you need tax slips to file earlier income tax returns), You can request your tax slips from whoever issued them to you, whether it was the Ministry of Social Development and Poverty Reduction, an employer or another party. You can also get them by calling the CRA at 1-800-959-8281 or online through your CRA [My Account](#). For more information on different ways to access your tax slips, visit our blog at [www.taxaiddabc.org/blog](http://www.taxaiddabc.org/blog).

### Step 1: Provide your personal information

Most tax filing programs will ask you for your personal information, including your SIN Number, date of birth, province you lived in during the tax year, address, marital status, and citizenship status in Canada. If you are Indigenous, you will also be asked if you are registered under the Indian Act, and whether you resided on Nisga'a or Tsawwassen Lands. You will also need to disclose if you owned foreign property, disposed of your main residence, or went to prison for 90 days or more.

#### Keep in mind:

- **Address:** When filing your taxes, the CRA asks you to provide the address that they already have on file. If you have moved, you will need to formally update your address



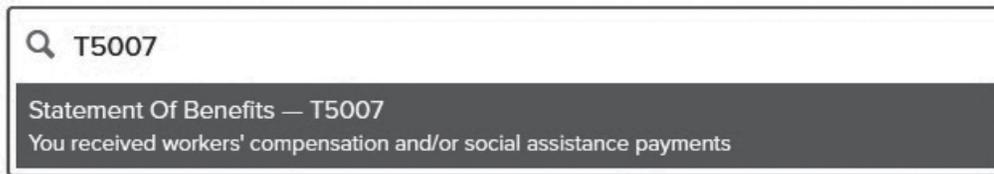
with the CRA either by calling the CRA at 1-800-959-8281, online through your CRA My Account, or by submitting a “[RC325 - Address Change Request](#)” form.

- If you are a Canadian Citizen, you will be asked if you want to shared your information with Elections Canada.
- The CRA will also ask if you want to receive correspondence from them only through email. If you still want the CRA to mail you your notice of assessments and other letters, make sure you indicate “no” to this question.

## Step 2: Set up your tax return to include all relevant categories

The next step for tax filing is to set up your tax return so you can include all your tax slips. If you have used a tax filing software in the past, you may be able to autofill your return to include information that has remained consistent in your previous tax return.

If you are setting up your return for the first time, make sure you include different tax categories so that you can enter all the information on your tax slips into the corresponding fields. Select a new category for each of your tax slips.



Your tax return may include the following categories:

- **Statement of Benefits or Social Assistance** – Select “T5007” if you have a slip with this name. This is where you can indicate the PWD or PPMB benefits you received.
- **Employment Income** – Select “T4” if you have a slip with this name. This is where you can report any income from your place of employment.
- **Other Income or Deductions** – Select “T4A” if you have a slip with this name. You might receive this tax slip if you receive pension income, CPP-D benefits, RDSP income, contract work, or honoraria you receive from volunteer work you might have done in the tax year.

If you had any other sources of income or wish to claim additional deductions, review the list of options that the tax filing software offers to see if there is one that applies to your situation. If you’re not sure how to report some income, you should contact an advocate or the CRA for assistance.

**TIP |** If you accidentally select an option that does not apply to you, simply remove it before submitting your taxes.



### Step 3: Enter your income information

After you select the categories that apply to you, begin adding your tax slip information to your return. You need to match the box numbers from your tax slips to the box numbers on your return.

#### Common boxes on your T5007:

- **Payer’s Name:** Enter the name of the entity that issued your T5007 slip (e.g. Government of the Province of British Columbia issued your PWD disability assistance slip).

- **Box 10:** if you are receiving PWD or PPMB, leave this field blank. If you received Workers’ Compensation Benefits, enter the amount listed on your T5007 in Box 10.
- **Box 11:** If you received PWD or PPMB, enter the amount listed on your T5007 slip in box 11.

#### Common Boxes on Your T4 Slip (only for those with employment income)



**Employer's Name:** List your Employer's Name as it appears on your tax slip.

**Box 10:** The province where the slip came from.

**Box 28:** Check these boxes if your work was listed as exempt from CPP, EI, or PPIP on your T4 slip. Most work is not exempt.

**Box 14:** Indicates your employment income from your work at that job.

**Box 16:** Your CPP contributions.

**Box 18:** Any EI premiums you paid.

**Box 22:** Income tax that was deducted from your earnings.

**Box 24:** EI insurable earnings.

**Box 26:** CPP/QPP pensionable earnings.

**Other Boxes:** There may be boxes on your tax slips that are not listed above. Try to find other box numbers and list corresponding amount on your tax return. Keep doing this until all boxes on your T4 have been entered.

## **Credits and Deductions to look out for**

When doing your taxes, be sure to include any credits or deductions that may apply to you. Many credits are non-refundable. These credits help to reduce your taxes, but you will not get much back in your tax return if you do not owe any income tax. Others are refundable, which means you will receive some money as long as you fall within the eligibility criteria and income thresholds. Many available tax filing software will ask you questions that make the process of determining which credits and deductions you are eligible for much easier.

### **Credits to look out for:**

- **Disability Tax Credit (Disability Amount)** – If you have the DTC, you can claim the Disability Amount to help reduce the amount of taxes you owe. For more information, see our Helpsheet 14 – Disability Tax Credit.
- **Medical expenses** – Claim eligible healthcare costs to help reduce taxes you owe. To note, If you do not owe any income tax, this may not offer much financial relief.
- **Disability Support Deduction** – Deduct any amount you used to go to work or school. To note, If you do not owe any income tax, this may not offer much financial relief.
- **Canada Caregiver's Credit** – Those caring for family members with disabilities can claim this amount on their taxes to reduce tax owed.



## Check your Return

After you have provided all of your tax slip information, it's a good idea to take a moment to double-check that the numbers you've entered are correct.

If everything looks okay, you may see an estimate of what you can expect to receive in your tax return, and any unused tax credits that can be carried forward to future years. You are now ready to file.

If your tax return is not accepted, there may be some information you have provided that the CRA is having difficulty processing, or there could be an outstanding issue on your file that is preventing you from filing. In this case, you may not be able to file your return online. Contact the CRA or an advocate for support.

**TIP |** You need to report your income completely and accurately to the best of your ability on your tax return. Keeping detailed records of your income and reporting information as it appears on your tax slips is a good way to ensure accuracy on your return. In some situations, the CRA may accept estimated amounts on your tax return if you received occasional income for casual work, or tips.

Keep in mind that the CRA does conduct periodic audits and that you should be prepared to provide reasonable justification for any estimates you make on your tax return. Contact the CRA if you need advice about how to report on a tax return.

## Tax Return Results

According to the CRA, the average time to process a return filed online is two weeks, whereas a paper return takes an average of four to six weeks. Once your return has been processed, you should receive a notification from the CRA with the results of your tax return, called a Notice of Assessment either by mail or online through your CRA My Account. It will show you your refund or balance owing. You will get a separate notice about GST and other tax benefits.

To check the status of your return, you can try calling the CRA at 1-800-959-8281 or check on your CRA My Account online for an update. If you want to find out the status of your Canada Child Benefit, GST/HST, BC Low Income Climate Action Tax Credit, and other tax benefits, call the Income Tax Benefits line at 1-800-387-1193.



## Frequently Asked Questions

### **Q: Will filing my taxes affect my disability benefits?**

A: Many tax benefits, including the GST credit, BC Climate Action Tax Credit, BC Sales Tax credit, and income tax refunds do not affect PWD or PPMB benefits because they are either not considered income or are considered exempt assets.

Most people who receive PWD or PPMB will not experience any problems with their benefits when they file taxes.

You may encounter issues if you report information on your taxes that differs from what the Ministry has on file. For example, if a single person receiving PWD gets begins a common-law relationship and files taxes with their partner without notifying the Ministry about the change in relationship status, this could affect their disability payments. You can minimize these risks by reporting income and personal changes to the Ministry ahead of tax filing. Contact an advocate if you have questions about what and how to report income and changes to the Ministry.

### **Q: What should I do with my tax slips after I file?**

A: When you file your taxes online, CRA does not generally ask you to send in copies of your tax slips. However, you should keep copies of all your tax slips and other supporting documents for at least six years. The CRA conducts periodic audits of individual income tax returns and may ask to see copies of your tax slips at a later date.

### **Q: What if I owe money to the CRA?**

A: If you owe money to the CRA, they may withhold some or all of the tax benefits you receive to offset the amount owing. As a rule, the CRA cannot waive taxes owing on your account. However, in some cases, they can forgive penalties, interest or other fees on your file. You need to send a request through your CRA My Account, or complete and send form “RC4288 – Request for Taxpayer Relief”.

### **Q: Should I file my taxes if I owe money to the CRA?**

A: We strongly encourage you to file your taxes, even if you owe money to the CRA. Staying up-to-date on your taxes is an important step on the road to maintaining or taking control of your overall financial situation.

### **Q: What if I need to file a return for another year?**

A: Right now, the CRA allows you to submit income tax returns online for the previous four years. The CRA also accepts paper returns going back as many as 10 years. We recommend that you prepare tax returns in chronological order, in case there are any amounts that can be carried forward to the next tax year.



**Q: What if I'm unable to file my tax return myself?**

A: If you're having difficulty filing your return, you can contact Tax AID DABC or another income tax preparation service to request assistance. The CRA offers a registry of organizations that may be able to provide free tax preparation help for certain people with low or modest incomes. Look for information about the Community Volunteer Income Tax Preparation (CVITP) program or visit: <http://www.cra-arc.gc.ca/volunteer/> for information.

## Contact Tax AID DABC

Tax filing support for people with disabilities with modest incomes.

- \$35,000 for a single person
- \$45,000 for couples/single parents
- add \$2,500 per additional dependent.

### Metro Vancouver and Fraser Valley

#### Disability Alliance BC

1450-605 Robson Street, Vancouver, BC, V6B 5J3

Tel: 236-477-1717

Toll Free 1-877-940-7797

[taxaid@disabilityalliancebc.org](mailto:taxaid@disabilityalliancebc.org)

### BC Interior

#### Ki-Low-Na Friendship Society

442 Leon Ave, Kelowna, BC V1Y 6J3

Tel: 250-763-4905

[taxdisability@kfs.bc.ca](mailto:taxdisability@kfs.bc.ca)

### VANCOUVER ISLAND

Together Against Poverty Society

828 View Street, Victoria, BC, V8W 1K2

Tel: 250-361-3521

[tax@tapsbc.ca](mailto:tax@tapsbc.ca)



- Drop-off tax filing services
- Cannot process returns for those who are:
  - self-employed or have employment expenses;
  - earned more than the income limit;
  - have business or rental income and expenses;
  - have capital gains or losses
  - have filed for bankruptcy; or
  - are completing a tax return for a deceased person.

## **NORTHERN BC**

### **Active Support Against Poverty Society**

1188 6 Ave, Prince George, BC V2L 3M6

Tel: 250-563-6112

Toll-free: 1-877-563-6112

[taxaid@asaphs.com](mailto:taxaid@asaphs.com).

## **Funding**

Tax AID DABC is made possible with funding from the Ministry of Social Development and Poverty Reduction.



---

**This Help Sheet was prepared by Advocacy Access, a program of Disability Alliance BC. Thank you to the Health Sciences Association of British Columbia and the Law Foundation of British Columbia for funding the BC Disability Benefits Help Sheets.**

1450-605 Robson St., Vancouver, BC V6B 5J3 • tel: 604-872-1278 • fax 604-875-9227  
toll free 1-800-663-1278 • <https://disabilityalliancebc.org>

The full Help Sheet series and all DABC publications are available free at:  
<https://disabilityalliancebc.org/publications>.



we are all  
connected

