

Corporation's Legal Name	Ontario Corporations Tax Account No. (MOF)	Taxation Year End
--------------------------	--------------------------------------------	-------------------

Instructions for completing the ATTC Claim Form

- See the reverse side for a detailed description of the Apprenticeship Training Tax Credit.
- Enter the relevant details for each eligible apprentice, including the amount of tax credit.
- Your total tax credit for the taxation year is equal to the sum of the tax credits for each eligible apprentice.
- Enter the total tax credit claimed on line 203, page 7 of the CT23 Long, or page 4 of the CT23 Short, or page 4 of the CT8.
- Enter the total number of apprentices hired on line 202, page 7 of the CT23 Long, or page 4 of the CT23 Short, or page 4 of the CT8.
- Corporations are eligible for a 25% (30% in the case of corporations with payroll not exceeding \$400,000) refundable tax credit on wages and salaries paid or payable for services performed after May 18, 2004 by an eligible apprentice during the first 36 months of an apprenticeship.
- The maximum amount of credit that can be claimed in respect of each eligible apprentice is \$5,000 per year to a maximum of \$15,000 over the first 36 months of the apprenticeship. The maximum annual tax credit of \$5,000 is pro-rated for the number of days the apprentice was employed during the taxation year.
- The credit is considered government assistance and is therefore to be included in income in the year the credit is claimed.

Summary of Apprenticeship Training Tax Credit Claimed

Complete a separate entry for each eligible apprentice that is in a qualifying skilled trade and hired before January 1, 2008. This credit applies to salaries and wages paid after May 18, 2004 and before January 1, 2011 to eligible apprentices during the first 36 months of an apprenticeship.

Example: A taxpayer, with a December 31, 2004 taxation year end, hires an otherwise eligible apprentice on June 1, 2004 at a salary of \$3,500 per month. The taxpayer's salaries and wages in the preceding taxation year were \$700,000. The credit claimed is the lesser of **(1)** 25% of salaries paid to the apprentice during the period of employment ($\$25\% \times \$3,500 \times 7 = \$6,125$), and **(2)** \$5,000 multiplied by the number of days the apprentice was employed during the taxation year, divided by the total number of days in the calendar year ($\$5,000 \times 214/366 = \$2,923$). Hence, the credit claimed in the 2004 taxation year is \$2,923.

Eligible Apprenticeship

Trade Code	Description of Apprenticeship Program	Apprentice Name and Social Insurance No. (SIN)	Registration Date of Apprenticeship Contract or Training Agreement			Contract or Agreement No.	Employment Period			Eligible Expenditures (EE)	* Credit Claimed (See notes below)
			year	month	day		year	month	day		
		Name					From			5850	5876
		SIN					To				
		Name					From			5851	5877
		SIN					To				
		Name					From			5852	5878
		SIN					To				
Totals										5874	5898

If insufficient space, attach schedule

Corporation's salaries & wages paid in the preceding taxation year \$

Transfer to 203 on Page 7 of the CT23 Long or Page 4 of the CT23 Short, or Page 4 of the CT8

- If is \$600,000 or greater use 25%.
- If is \$400,000 or less use 30%.
- If is over \$400,000 but less than \$600,000 use the following formula to calculate the specified percentage:
Specified percentage = $.30 - [.05 (\text{From } \text{input} - \$400,000) \div \$200,000]$

Indicated specified percentage used %

* Credit claimed equals lesser of:

- EE multiplied by the specified percentage, and
- \$5,000 x number of days the apprentice was employed in the taxation year / 365 (366 if leap year)

Total Number of Apprentices - - - - - =

Transfer to 202 on Page 7 of the CT23 Long or Page 4 of the CT23 Short, or Page 4 of the CT8

Apprenticeship Training Tax Credit (ATTC)

The ATTC, introduced in the 2004 Ontario Budget, is a refundable tax credit that applies to eligible expenditures incurred after May 18, 2004 in hiring qualifying apprentices in qualifying skilled trades in Ontario. For additional information on the ATTC, refer to Tax Legislation Bulletin, Number 04-2, dated July 2004.

Eligible employers

- The credit is available to businesses who:
 - have **permanent establishments** in Ontario
 - are **subject to Ontario Income Tax**
 - **incur eligible expenditures** in respect of an eligible apprentice.

Eligible expenditures

- Include all amounts (i.e., wages and salaries, including taxable benefits) paid by your corporation to an apprentice in respect of a qualifying apprenticeship.
- Wages and salaries paid must:
 - be attributable to an Ontario permanent establishment of the employer's business.
 - be paid after May 18, 2004 and before January 1, 2011.
 - relate to services provided by the apprentice during the first 36 months of the apprenticeship training program.
- Eligible expenditures must be reduced by any government assistance received, including grants, subsidies and forgivable loans.

Amount of tax credit

- Once the qualifying expenditures have been determined, apply the applicable specified percentage to the eligible expenditures.
- The applicable specified percentage varies between 25% and 30% depending on the salaries and wages paid in the immediately preceding taxation year:
 - If the corporation's salaries and wages in the previous taxation year were \$600,000 or greater, the specified percentage is 25%.
 - If the corporation's salaries and wages in the previous taxation year were \$400,000 or less, the enhanced specified percentage of 30% applies.
 - If the corporation's salaries and wages paid in the previous taxation year were over \$400,000, but less than \$600,000, the enhanced specified percentage is progressively reduced.
- The maximum credit for each eligible apprentice is \$5,000 per year, to a maximum of \$15,000 over the first 36 months of the apprenticeship. The maximum annual tax credit of \$5,000 is pro-rated for the number of days the apprentice was employed during the taxation year.

Qualifying apprenticeship

- The apprentice's employment with the corporation commenced before January 1, 2008.
- The apprentice is in a qualifying skilled trade approved by the Ministry of Training, Colleges and Universities.
- The corporation and the apprentice are participating in an approved apprenticeship training program.
- The terms of the apprenticeship require the apprentice to engage in productive work during the apprenticeship.
- The apprentice is entitled to receive remuneration for work performed during the apprenticeship and has actually performed the work and assumed the responsibilities required under the terms of apprenticeship.