

Permit Information Package

(STAGE – CAUCUS 2 – GENERAL)

I.A.T.S.E. Local 212 Motion Picture and Stage Technicians

International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts of the
United States, its Territories and Canada



Suite 201, 208 57 Ave SW
Calgary Alberta Canada T2H 2K8
Ph: (403) 250-2199 Fax: (403) 250-9769
Website: www.iatse212.com E-mail: ia212@iatse212.com

APPLICATION REQUIREMENTS:

Please read the following to ensure you understand the expectations of the Permit Application. Incomplete Applications will be discarded without further notice.

Minimum age requirement to apply is 18 years of age

The film, television and theatrical stage industries are very demanding in the technical areas over which the I.A.T.S.E. has jurisdiction. When the Union supplies personnel to facilitate safe and proficient productions the organization must be able to stand behind each worker, confident that he/she is an experienced, trained, competent, and talented professional. To that end you are advised to consider the following criteria when deciding to pursue your resume submission. Please note that in the past two years, only 10% of the applications submitted advanced to union membership. Permit status will be determined based on the following:

1. Professional training in a specific craft or technical skill.
2. On the job experience (minimum of 20 days).
3. Demonstrated talent in a specific craft or skill area.
4. Understanding of the entertainment industry workplace/environment.
5. Honesty, good character, and professionalism.
6. Subject to department approval based on minimum department criteria.

If after careful consideration, you wish to apply for Permit status with I.A.T.S.E. Local 212, you are asked to remit the following:

Completed "Application for Permit Status" form – see attached.

Current resume with 20 days of relevant experience listed pertaining to the department.

Any applicable criteria required by the department you are applying for. See http://www.iatse212.com/downloads/requirements/GEN_STG.pdf for departmental criteria. This may include certifications, licenses, evaluations, First Aid, etc.

Applications can take up to 3 months to process. You will be notified as soon as your application has been reviewed. Please do not telephone and inquire as to the status of your application. Departments are responsible for reviewing and approving permit applications.

For Information on the following, please visit our Website at www.iatse212.com:

Department Criteria

Departments currently accepting applications

Education and Training

Membership Requirements

****PLEASE NOTE: DIRECT DEPOSIT IS MANADATORY, PLEASE COMPLETE BANKING INFORMATION AND TD1 FORMS FOUND AT THE END OF THIS APPLICATION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THAT INFORMATION ENCLOSED. THANK YOU.**

APPLICATION INFORMATION

Once your application is submitted:

- It will be forwarded to the area for which you have applied.
- You will be contacted when a decision has been made.
- **DO NOT CONTACT THE OFFICE INQUIRING ABOUT THE STATUS OF YOUR APPLICATION.**
- All communication will take place through written correspondence.
- Certain departments require a course and test be taken through or recommended by I.A.T.S.E 212 prior to being approved. You will be notified of any additional requirements and should check the website on a regular basis.
- Our Education Coordinator will waitlist you for the next available course and you'll be contacted with a date and time.
- Courses and Exams are sporadic and scheduled when Instructors are available. It is recommended that you take the course on the first available date.

Should your application be approved, as a permit holder of I.A.T.S.E. Local 212 a temporary work permit card and Information Package will be sent to you. Please read all information provided at that time. The temporary work permit card **does not** guarantee employment and may be revoked at any time.

Please read before applying....

Where can you go to get proper hands on training?

If you do not have enough experience to apply to Local 212 at this time, and are looking to gain proper skills to prepare for future employment in the Film Industry, the following are recommended by I.A.T.S.E. 212

- Postsecondary institutions such as SAIT, Alberta College of Art (ACA), Mount Royal University, Red Deer College offer great programs and courses that may be relevant to our industry. For more information you can contact the school's registration office.
- Alternatively, visit the small theatres throughout the city to express your interest in gaining experience.
- Consider applying in the future when you can meet all the qualifications as requested by the departments of I.A.T.S.E. Local 212.



PERSONAL INFORMATION FORM

Name: _____

As part of our application process we also require the following information:

Social Insurance Number: _____

Date of Birth (Month / Day / Year): _____ Gender (M / F): _____

All information is kept confidential and is used for the purpose of employment only.

Please complete this form and attach it to your application OR it can be completed when your application has been accepted by the department and a permit card has been issued. If you have any questions or concerns regarding this information, please feel free to contact me.

Thank you,
Dee Picciano
Office Manager
Ph: (403) 250-2199
Fax: (403) 250-9769
Email: drs@iatse212.com



We would like to ensure that we have your consent to receive our electronic communications, including our newsletters, reports, notifications, and other communications that we send from time to time for the purpose of (a) sharing information and (b) establishing, developing and/or managing our relationship with you.

If you wish to continue to receive the electronic communications from us, please sign and date this consent and return it to us.

Date: _____
Month / Day / Year

Printed Name: _____

Signature: _____
Signature is required for validation of consent

If you have any questions or wish to withdraw your consent at any time please contact us at:

Dee Picciano
Office Manager
drs@iatse212.com
#201 208-57 Ave SW
Calgary, AB, T2H 2K8
403 250-2199 extension 320



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

I.A.T.S.E. LOCAL 212 - PERMIT APPLICATION -

NAME: _____ E-MAIL: _____

CAUCUS 2: General Stage

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

HOME: _____ CELL: _____ PGR or FAX: _____

Your resume should list your Film, Stage, or Theatre Experience including info such as: Production Company, Title of Production, Position held, Department, Production Location, Immediate Supervisor, Exact Duration of Employment and Reason For leaving.

RELATED EXPERIENCE (Special skills, etc.): _____

EDUCATION (Specialized training, Degrees, Certificates, etc.): _____

LIST OTHER UNION AND GUILD AFFILIATIONS IN FULL: _____

GIVE NAMES AND ADDRESSES OF TWO PEOPLE, NOT RELATIVES WHO CAN VOUCH FOR YOUR HONESTY, CHARACTER, AND PROFESSIONAL Demeanor WITH SIMILAR INDUSTRY KNOWLEDGE AND/OR EXPERIENCE:

NAME	PHONE	EMAIL
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EACH APPLICATION MUST INCLUDE:

APPLICATION FORM

DEPARTMENT SPECIFIC REQUIRED EVALUATIONS

RESUME

PHOTOCOPIES OF ANY EDUCATIONAL CERTIFICATES

I declare that the information herein is accurate to the best of my understanding and acknowledge that I.A.T.S.E. Local 212 reserves the right to revoke permit status at anytime. I also accept responsibility to retain proof of days worked as an I.A.T.S.E. Local 212 Permit (ie. copies of evaluation forms, time sheets, pay stubs, and/or separation slips), and will provide this proof if requested.

APPLICANT'S SIGNATURE: _____ DATE: _____

**Stagepay 212 Inc – Stage Payroll
Direct Deposit Information**

TO WORK IN GENERAL STAGE REQUIRES THE ATTACHED FORMS BE COMPLETED AND INCLUDED WITH YOUR APPLICATION. DIRECT DEPOSIT IS MANDATORY.

Name: _____

Banking Information

Institution Number: _____
3 digit number

Transit Number: _____
5 digit number

Account Number: _____

Signature: _____

PLEASE INCLUDE.....

VOID cheque OR Bank Direct Deposit form

ONE OR THE OTHER OF THE ABOVE IS REQUIRED. YOUR APPLICATION WILL BE DEEMED INCOMPLETE AND PLACED ON HOLD UNTIL ALL FORMS ARE SUBMITTED.

Thank you.



2018 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	11,809
<p>2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,182 for each infirm child born in 2001 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2018, and your net income for the year from all sources will be \$36,976 or less, enter \$7,333. If your net income for the year will be between \$36,976 and \$85,863 and you want to calculate a partial claim, get Form TD1-WS, <i>Worksheet for the 2018 Personal Tax Credits Return</i>, and fill in the appropriate section.</p>	
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,235.</p>	
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is infirm), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less and he or she is infirm, go to line 9.</p>	
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less and he or she is infirm and is age 18 or older, go to line 9.</p>	
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$23,391 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$13,991) whose net income for the year will be \$16,405 or less, enter \$6,986. If his or her net income for the year will be between \$16,405 and \$23,391 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

Filling out Form TD1Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.**More than one employer or payer at the same time**

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2018, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2018?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$11,809, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,809), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2018, you may be able to claim the child amount on Form TD1SK, *2018 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zoneIf you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2018, you can claim:

- \$11.00 for each day that you live in the prescribed northern zone; or
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$ Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.For more information, go to canada.ca/taxes-northern-residents.**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$ **Reduction in tax deductions**You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/arc-info-source, Personal Information Bank CRA PPU 120.

Certification

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

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2.

18,915

2. Age amount – If you will be 65 or older on December 31, 2018, and your net income from all sources will be \$39,238 or less, enter \$5,271. If your net income for the year will be between \$39,238 and \$74,378 and you want to calculate a partial claim, get Form TD1AB-WS, *Worksheet for the 2018 Alberta Personal Tax Credits Return*, and fill in the appropriate section.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,456, or your estimated annual pension income, whichever is less.

4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$735 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$221 for each month that you will be enrolled part time.

5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$14,590.

6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$18,915, enter the difference between \$18,915 and his or her estimated net income. If his or her net income for the year will be \$18,915 or more, you cannot claim this amount.

7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$18,915, enter the difference between \$18,915 and his or her estimated net income. If his or her net income for the year will be \$18,915 or more, you cannot claim this amount.

8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$17,409 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$10,949.

If the dependant's net income for the year will be between \$17,409 and \$28,358 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$7,233 or less, enter \$10,949. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$7,233 and \$18,182 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 to 11.
Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Filling out Form TD1AB

Fill out this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2018, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/cra-info-source, Personal Information Bank CRA PPU 120.

Certification

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

Signature _____

Date _____

It is a serious offence to make a false return.