

# Do you have tax questions? We have the answers. Quick and easy! www.cra.gc.ca

## Step 1 – At first glance

When you first enter our Web site, you will be asked to choose a language: English or French.



Click on English or French, and you will go to the Web site in your language of choice.

### Note

We are continually improving our Web site. The images in this brochure may be different from what you see on your screen; however, the instructions for navigating the site remain the same.

## Step 2 – Our home page

This is what our home page will look like when you enter our Web site.



Along the top of the page, there is a series of links to other Web pages, both inside and outside our Web site. There is also a “Home” button, which will always take you back to the home page.

In the centre of the page, we now have quick links to the most popular topics. These topics are subject to change.

We have also added highlights, which are topics that are relevant to the day. Click on them, and you will go to the topics described.

Along the left side of the page are general interest topics on various subjects.

Here is where you can find more information on our featured electronic services.

### Step 3 – What type of information are you looking for?

Our home page provides information for our many different client groups.

In the centre of this page, you can click on the word or phrase that best describes the type of information you are looking for.

For example, if you wanted information about your personal income tax return or another subject relating to individuals, you would go to the “Individuals” column, and choose the topic that relates to you or choose “More topics for Individuals” to see more options.

If you wanted to find out about filing your corporate return or another subject relating to business, you would go to the “Business” column, and choose the topic that relates to you or choose “More topics for Business” to see more options.

### Step 4 – Exploring within our Web site.

There are many ways for you to explore our Web site. Our goal is to bring you to the information you require as quickly and easily as possible.

In the centre of the page, you can select a letter from the alphabetical index. For each letter of the alphabet, we have a list of topics both in technical terms and in common language.

You can also choose one of our most popular topics, which appear in blue underlined text. Clicking on the topic will take you to a page that explains the topic in more detail.

You can choose from the left-hand menu to return to our home page or to go to specific pages in our Web site.

The alphabetical index is an efficient way to navigate our Web site.

The screenshot shows the Canada Revenue Agency website header with the Canadian flag and the text "Canada Revenue Agency" and "Agence des Revenus du Canada". Below the header is a navigation menu with links for "Français", "Contact us", "Help", "Search", and "Canada site". A red banner contains the text "What's new", "Media room", "Economic outlook", "Business resources", and "Forms and publications".

Below the banner, there is a section titled "Topics for letter S (Individuals)". A sub-header reads "To get a list of topics organized in alphabetical order, select or type a letter:" followed by a search box containing "S" and a "Go" button.

A list of topics follows, including:

- [Salary deposit forms](#)
- [Salary Employment Insurance](#)
- [Salary expenses for an Ameliorat](#)
- [Sales tax credit - Saskatchewan](#)
- [Saskatchewan Child Benefit](#)
- [Saskatchewan Pension Plan deduction](#)
- [Saskatchewan Pension Plan payments \(Other kinds of income\)](#)
- [Saskatchewan Sales Tax Credit](#)
- [Schedule 1 - Federal Tax](#)
- [Schedule 2 - Federal Amounts Transferred From Your Spouse or Common-law Partner](#)
- [Schedule 3 - Capital Gains \(or Losses\)](#)
- [Schedule 3 - Statement of Investment Income](#)
- [Schedule 5 - Details of Dependant](#)
- [Schedule 7 - RRSP Unmet Contributions, Transfers, and RRP or LLP Activities](#)
- [Schedule 8 - CPP Contributions on Self-Employment and Other Earnings](#)
- [Schedule 9 - Donations and Gifts](#)
- [Schedule 11 - Federal, Territorial, and Education Amounts](#)
- [Scholarships, bursaries, bonuses \(study grants\), and artist's project grants](#)
- [Self-employment income](#)
- [Selling](#)
- [Spouse's Benefit - Newfoundland and Labrador](#)
- [Survivor's annuity/retiring allowance](#)
- [TSE - Social Insurance Number](#)

Simply select the first letter of a topic you are interested in and click on "Go."

A list of topics that begin with the letter you selected will be displayed.

Click on the topic that interests you, and you will be taken to the page that explains the topic in more detail.

If you are looking for a form or publication, click on the "Forms and publications" button located in the menu bar at the top of any of our Web pages.

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Below the banner, there is a section titled "Forms and publications". A sub-header reads "Tax packages" with the text "Each package includes the guide, the T1 return, and related forms and schedules." Below this is a link "All forms listed by form number" with the text "A comprehensive list of all CRA forms by form number. Forms are listed as typed documents with blank spaces for inserting required information. Please note that all form numbers start with a letter (e.g., T1-M)." Below this is a link "All publications listed by publication number" with the text "A comprehensive list of all CRA publications by publication number. Publications provide information on a topic and/or instructions for filing out forms." Below this is a link "Document types" with the text "A comprehensive list of all CRA documents by document type: Forms, guides, and pamphlets, schedules, interpretation bulletins, information circulars, legislative, delegation instruments, more..." Below this is a link "Topic" with the text "Selected forms and publications listed by topic: Capital gains, day care, registered plans, housing, more..." Below this is a link "Client group" with the text "Selected forms and publications listed by client group: People with disabilities, farmers, sailors, non-residents, seniors, students, visitors to Canada, more..."

On the left side of the page, there is a vertical menu with the following items:

- Form finder
- Publication finder
- Document type
- Tax
- Client group
- Priority support
- Recently added
- Previous years
- **Forms and publications**
- Other
- Forms available only in paper format
- ITSA
- IIR
- Trade forms
- Multilingual forms
- Multiple formats
- **Current legislation**
- Historical and obsolete
- A-Z: All legislation

The forms and publications are grouped by number, by document type, by topic, and by client group.

To see a comprehensive list of the forms or publications, select one of the groups listed.

To view the guide, return, or related forms or schedules for the current or a previous year, select the Tax packages topic.

We also have pages that provide specific information designed to meet the needs of certain groups. Below we have provided an example for "Seniors 55 and up".

The screenshot shows the CRA website interface for 'Seniors 55 and up'. At the top, there is a navigation bar with links for 'Home', 'Contact us', 'Help', 'Search', and 'Canada site'. Below this is a table with columns for 'What's new', 'What's new', 'Guides, Forms and Publications', and 'Government Partners'. The 'What's new' section includes links for 'Service for Seniors', 'Old Age Security and Canada Pension Plan recipients', and 'The new Canada-Federal Republic of Germany Tax Agreement'. The 'Guides, Forms and Publications' section includes a link for 'Seniors'. The 'Government Partners' section includes a link for 'Seniors Canada Online'.

If you go to one of these customized pages and you realize that the information is not for you, you can go back to any previous page either by clicking on one of the topics on the left side of the page or by clicking on your "Back" button in your Web browser.

At the bottom of the page, you will find links to Web sites for other government departments and agencies. These pages are set up by the Government as part of the Government On-Line Initiative.

You also have the option of searching for information on our Web site using the search Web page. The search button is located in the menu bar at the top of each page. This allows you to access the search option on any page in our Web site.

The screenshot shows the CRA website search page. At the top, there is a navigation bar with links for 'Home', 'Contact us', 'Help', 'Search', and 'Canada site'. Below this is a search bar with the text 'Search by topic and keyword'. There are two sections for 'Topics for individuals' and 'Topics for business', each with a 'Select a letter' dropdown menu and a 'Go' button. Below these is a section for 'Search for a form or publication by its title or number', which includes a text input field for 'Enter the title or number:' and a 'Search' button. At the bottom, there is a section for 'Search the entire CRA Web site', which includes a text input field for 'Search for:' and a 'Search' button. There are also links for 'Help' and 'Home'.

You can search by topic. Simply select a letter from the alphabetical index. For each letter of the alphabet, we have a list of topics both in technical terms and in common language.

If you are looking for a form or publication for the current or a previous year, you can search for it by title or document number.

There is also a simple search option, which allows you to search for key words in a document.

Now that you know how to get around in our Web site, sit back, navigate, and learn!