

Catalogue No. 97-13

**QUESTIONNAIRE AND COLLECTION PROCEDURES
FOR SLID INCOME DATA COLLECTION - MAY 1997**

Product Registration Number 75F0002M

June 1997

Ruth Dibbs, Household Surveys Division
Debbie Lutz, Household Surveys Division
Anne Palmer, Household Surveys Division
Bob Kaminski, Household Surveys Division

The Income and Labour Dynamics Working Paper Series is intended to document detailed studies and important decisions for the Income and Labour Dynamics program. It is a continuation of the SLID Research Paper Series. These working papers are available in English and French. To obtain a summary description of available documents or to obtain a copy of any, please contact the Dissemination Unit, at 7-C6 Jean Talon Building, Statistics Canada, Ottawa, Ontario, CANADA K1A 0T6, by INTERNET (DYNAMICS@STATCAN.CA), by telephone (613) 951-4633, or by fax (613) 951-3012.

EXECUTIVE SUMMARY

In May 1997 the Survey of Labour and Income Dynamics (SLID) collected data on income from both its first and second panels. Respondents have the option of answering income questions in an interview, or of giving permission to Statistics Canada to allow SLID to use the information on their income tax return. By May 1997, about 80 % of eligible persons of panel 1 and 64% of eligible persons of panel 2 had given permission for SLID to access their Revenue Canada tax files. This left about 13,000 households that were contacted for the May income interview.

This paper describes the collection method and content of the 1997 income interview.

TABLE OF CONTENTS

	Page
1. INTRODUCTION	1
2. HOW TO READ THIS DOCUMENT	2
3. DATA COLLECTION METHOD	4
4. THE INCOME INTERVIEW	5
4.1 OVERVIEW	5
4.2 INCOME QUESTIONS	6
5. EDITS	14
APPENDICES	21
1. Respondent newsletter (including list of 1997 income sources)	
2. On-line income help (F1 Help)	

1. INTRODUCTION

In May 1997, the Survey of Labour Income and Dynamics collected data on income for the fourth consecutive year. Respondents had the option of answering the questions on income in an interview, or giving permission to Statistics Canada to allow SLID to use the information from their income tax return. By May 1997, about 80 % of persons from panel 1 and 64% of persons from panel 2 had given permission for SLID to access their Revenue Canada tax files. This left 13,000 households that were contacted for an income interview. This research paper describes the data collection procedures and the wording for the May income interview.

As part of the May collection procedures, contact questions are asked and household composition updated. SLID collects demographic information for all longitudinal persons (those who lived in selected households when the panel was chosen) and those who live with longitudinal persons (cohabitants). Income information is collected in May for the previous year (1996). The 1997 income interview was conducted only for persons aged 16 years or over on January 1, 1997. Cohabitants identified in the January interview (new members in January 1997) were questioned about their 1996 income (if they were 16 or over). New cohabitants who were identified during the May 1997 interview will be questioned in 1998 about their income for reference year 1997.

In May, the questions on respondents' demographic characteristics (sex, date of birth, and marital status), and relationships were asked only for new cohabitants or people for whom this information was missing. To obtain more details about this part of the interview, refer to SLID Research Paper 97-01: *SLID Questionnaire*

for Demographics and Contact: 1997. The documents that describe the collection procedures and questions for the other components of the January interview are:

97-08 *SLID Labour Interview Questionnaire - January 1997*

97-05 *1997 Preliminary Interview Questionnaire*

2. HOW TO READ THIS DOCUMENT

Question number: For each section, the question number refers to the actual number that is used in the programmed application and appears on the interviewer's computer screen. Text in capital letters is read, as worded, by the interviewer. The questions in lower case with 'Interviewer': at the beginning are questions to be answered directly by the interviewer without asking the respondent.

Pre-fill items: These are items specific to each interview. The software adds the relevant information into the question, making the interviewer's job easier.

[respondent] - This is the first and last name of the person to whom the question refers. This is not necessarily the person who is talking to the interviewer.

Functions: The interviewers have a number of function keys on the computer which provide them with the following options:

Help - provides instructions related to the question on the screen or the specific income source.

Lang. - enables the interviewer to change the questions on the screen from English to French or vice versa.

Income F3 Options - gives the interviewer access to a list of other functions or information.(a specific set of options available in the income interview)

Calculator - enables the interviewer to make calculations on the computer. The result is transferred to the amounts column.

View - complete questionnaire - provides access to the questionnaire for the other family members.

View - current item - provides access to a specific source for all other household members who have already responded.

Calculate weeks - enables the interviewer to calculate the number of weeks during which the respondent could receive unemployment insurance benefits, for example, and then multiply this number by the amount received each week.

Demographic variables - provides the name and demographic characteristics of each household member.

Comment (F4) - gives the interviewer the opportunity to add additional information in a note for that question. These comments are often used during data processing.

Refusal (F5) - allows the interviewer to indicate that the respondent refuses to answer the question. This answer is shown in this paper as R.

Don't know (F6) - allows the interviewer to indicate that the respondent does not know the answer to the question. This answer is shown in this paper as DK.

PrevQ (F7) - takes you back to the previous question.

Qlist (F8) - displays all the questions completed so far in this part of the interview.

Forward (F9) - fast forward to the current question from an earlier question viewed by Qlist.

End (F10) - allows the interviewer to interrupt or terminate the interview.

3. DATA COLLECTION METHOD

The data were collected by decentralized computer-assisted interviewing (CAI) mainly by telephone from interviewers' homes. The households surveyed received a newsletter in April that included a regional director's letter that provided information on the special value of longitudinal information and a reminder that respondents have the choice of an interview or of giving permission to access their tax records. Several pages in the newsletter provided information on the income sources on which data would be collected as well as instructions on how to report the amounts if respondents decided to be interviewed. Since it is easier to answer the questions on income by referring to the income tax return, the text showed the 1996 tax form line numbers. For those who wished to prepare for the interview in advance, there was space for three household members to jot down their income figures.

During the collection period (May 1997), interviewers contacted the households eligible for the income survey. These were households where one or more member had not been asked the permission question, had refused or reported they did not file a tax return. To reduce respondent burden, the household was not contacted if the only member who had not given permission was a member aged 16 or 17.

Results from the previous year showed most of this age group had no income.

The May sample consisted of about 13,000 households out of the total SLID 1997 sample of 33,000 households.

For two previous collections, about 15 % of these households had not been traced or were deemed ineligible so their members had never been asked the tax permission question.

The 1997 income questions had very few changes from the content of the previous interviews that were developed jointly with the Survey of Consumer Finances (SCF) team.

4. THE INCOME INTERVIEW

4.1 OVERVIEW

Statistics Canada interviewers contacted each household eligible for an income interview. Some of these households had a mixture of respondents who had previously given or refused permission. Income information was not collected for the members who had given permission previously or did so during the May 1997 contact. Some households have agreed to do labour but refused to do an income interview; these households are not in the May sample.

Within households, interviewers asked members who refused permission or did not file a tax return about their sources of income. If possible, the information for all eligible members was collected during the same telephone conversation. If a member of the household wished to answer for himself, the interviewer could collect the information separately or make an appointment to call back. If respondents gave permission for Statistics Canada to access their tax returns, the interview ended for that person.

When respondents were interviewed, some edits were programmed to eliminate serious input errors such as typing an additional zero in an amount or the failure to enter the decimal point for cents. The information collected in the January labour survey was also used, to remind respondents that they had reported being

employed or receiving unemployment insurance, social assistance or workers' compensation.

4.2 INCOME QUESTIONS

Before asking the first question of the income component, a list displayed the names of members eligible for income. (The names of members who have given permission and joiners were not displayed on the component screen.). The interviewer selected the person for whom the information on income would be collected and the first question allowed us to determine whether the interview was given by a proxy or whether the person on whom the information was collected spoke directly with the interviewer.

INC-Q1

Interviewer: Select the person you are talking to.

List of all members in the household appears on the screen.

Internal logic:

If taxperm = 0 to 3 go to INC-Q2, otherwise go to INC-Q3

Taxperm = 0 was not asked the permission question

Taxperm = 2 refused permission

Taxperm = 3 does not file a tax return

Taxperm = 4 withdrew permission

A list of all members in the household appears on the screen. The people in the household at the time of the previous interview who had since moved for whatever reason, (deceased, moved, divorced or separated), were identified by the notation N/A (not applicable) next to their name. Interviewers could not select these people as respondents to the interview for other members of the household. The

people who had joined the household in May were also included on this list. If the person answering the questions did not belong to the household (child care worker, for example), the interviewer pressed F6 (don't know).

It was not important to know who had answered for the other members of the household, only whether the interview had been given by a proxy.

INC-Q2:

Interviewer: In January respondent <prefill of value> .

DOES [respondent] GIVE PERMISSION FOR SLID TO USE HIS/HER TAX RECORDS INSTEAD OF ASKING INCOME QUESTIONS?

Prefills were:

<was not asked the permission question>

<refused permission>

<does not file a tax return>

Yes go to INC-Q2A

No/does not file a tax return go to INC-Q3

INC_Q2A

End of interview for this person.

Interviewer: Press <Enter> to continue.

INC_Q3:

DURING 1996, WHAT WAS YOUR INCOME FROM THE FOLLOWING SOURCES [prefill of each source]

- 1- Wages and salaries before deductions, including military pay and allowances

- 2- Farm self-employment net income, including farm program payments and rebates, Canadian Wheat Board payments, crop insurance, etc.
- 3- Non-farm self-employment net income, including business, professional, commission, fishing and net income from roomers and boarders
- 4- Interest on bank accounts and other depositions, saving certificates, Canada Savings Bonds and other bonds
- 5- Dividends (taxable amount)
- 6- Taxable capital gains ... net capitable gains
- 7- Other investment income, including net rental income, etc.
- 8- Child Tax Benefit, including BC family bonus, Quebec allowances for families and newborn children
- 9- Old Age Security pension, Guaranteed Income Supplement, Spouse's Allowance from federal government only. Enter provincial supplements in Item 12
- 10- CPP/QPP
- 11- Employment Insurance Benefits (before deductions)
- 12- Social Assistance and Provincial Income Supplements
- 13- Workers' Compensation Benefits
- 14- GST (credit)
- 15- Provincial tax credits, including Quebec Real Estate Tax Refund
- 16- Veterans' Pensions and Civilian War Pensions and Allowances
- 17- Other government income, (enter amount and choose type of income from list)
- 18- Retirement pensions, superannuation and annuities (excluding RRSP)
- 19- RRSP annuities received and RRIF withdrawals

- 20- RRSP withdrawals
- 21- Alimony, separation allowance, child support
- 22- Money from persons outside this household to help with living expenses
- 23-25 Other money, source 1, Specify source and give amount of any other money received, including severance pay, retiring allowances, wage loss replacement benefits, employer or union supplementary unemployment benefits for lost earnings, interest from loans or mortgages, lottery winnings and inheritances. (enter amount and choose type of income from list)

Total 1996 income

Income tax for 1996

If the newsletter had been filled out, each item in question INC_Q3 did not have to be asked except the confirmation of total income and the amount of total income tax paid. If there was no advance preparation, the interviewer usually suggested the respondent refer to tax forms and report the items entered there. Otherwise she had to ask whether income had been received from each source.

Question INC_Q3 was presented on two screens. (See figure) The interviewer could easily switch from screen to screen. The top of the screen displayed the respondent's name and a long description of the income sources. In the left portion of the screen, items 1 to 14 (with a short wording) appeared on the first screen and items 15 to 25 as well as total income and tax paid appeared on the second screen. In the right portion of the screen, there was a message window containing the name of the person to whom the interviewer was speaking and the cumulative total of amounts already reported. All error messages appeared in this window as well

as the calculator(F3) and the text from the help function (<F1>) for each item. The figure on the next page shows the screen as if the interviewer entered an amount triggering a range edit for Child tax credit.

For questions 17, 23, 24 and 25, the respondent had to specify the source of income. Even if the respondent did not know the amount or refused to give the amount received, the interviewer asked him to specify the source of this income. When the interviewer entered an amount for one of these items, a list of possible sources appeared. The interviewer simply had to select one of the sources or type in the answer if it did not appear on the list. This feature helps the interview progress more quickly, reduces typing mistakes, and results in fewer responses that need coding during processing.

The list for other income from government sources (item 17) is the following:

- TAGS - payments for employees in the fishing industry
- Training allowance from federal or provincial governments
- Cash property tax reductions and rebates
- Payments under the Quebec Program for Older Worker Adjustment (POWA)
- Regular payments from provincial automobile insurance plans
- Québec Maternity Allowance
- Don't know or refuses to give sources
- Other (specify)

use F1 help to see complete list

The list for other money income (items 23, 24 et 25) is the following:

- scholarships, bursaries, fellowships, research grants
- settlements of life or other insurance policies
- retiring allowance and severance pay received from employer
- income from outside Canada
- lottery and gambling winnings
- wage loss replacement benefits and income maintenance payments
- inheritance
- employer or union supplementary unemployment benefits
- payments from Children's Aid
- interest from loans and mortgages
- regular income from an estate or trust fund
- Don't know refuses to give source
- Other (specify)

use F1 help to see complete list

Figure: Example of screens

INC_Q3									
STEVEN NELLIGAN									
... CHILD TAX BENEFIT INCLUDING QUEBEC FAMILY ALLOWANCE AND QUEBEC ALLOWANCE FOR NEWBORN CHILDREN									
1. Wages and salaries					25000.00	<p style="text-align: center;">Message Centre</p> <p>Interviewer:</p> <p>This amount appears to be rather unusual. Are you sure?</p> <p>Press <Enter> to confirm or enter a new value.</p> <p>RUNNING TOTAL = 25600.00</p> <p>Person being spoken to:</p> <p>IRENE NELLIGAN</p>			
2. Farm self-employment					00.00				
3. Non-farm self-empl					00.00				
4. Interest					450.00				
5. Dividends					00.00				
6. Taxable capital gains					00.00				
7. Other investment income					00.00				
8. Child tax benefit					150.00				
9. OAS, GIS, Spouse's					00.00				
10. CPP or QPP					00.00				
11. Unemployment					00.00				
12. Social Assist					00.00				
13. Workers' Comp					00.00				
14. GST Credit					00.00				
F1	F2	F3	F4	F5	F6	F7	F9	F10	F12
Help	Language	Opt	Comment	Refuse	Dknow	PrevQ	Fast Fwd	Exit	Continue

Special situation:

If no income sources were reported and the answer was “No” to Total income, the interviewer went to the following screen and chose an answer:

No income reported but income received in 96

No income in 1996

Don't know if respondent received income or not in 1996

Respondent refuses to give income information

Before going to END-INC this message appears in the message centre:

Interviewer:

Press F12 to continue, once you hit F12, you will not be able to go back to the income form.

END_INC_Q1:

THIS INTERVIEW IS PART OF A LONGER TERM STUDY. WE NEED TO CALL AGAIN NEXT YEAR.

Interviewer: Press Enter to continue.

If no name had been collected previously, the following question appeared:

END_INC_Q2:

IN CASE WE CAN'T CONTACT [respondent] NEXT YEAR, CAN YOU GIVE ME THE NAME OF A FRIEND OR RELATIVE WE COULD CALL TO REACH HIM/HER.

Interviewer: this name is used to trace the respondent only.

If the name of a contact person had been collected, the following question appeared:

END_INC_Q3:

WE COLLECTED THE NAME OF A FRIEND OR RELATIVE IN CASE WE COULDN'T REACH [respondent]. IS THIS INFORMATION STILL CORRECT?

Enter/verify contact name (first and last)

Enter/verify contact person's... city and telephone number

END OF INTERVIEW.

5. EDITS

Five types of edits were used during data collection. Their purpose was to clean up the data during the interview. In some cases, the edits served to correct the amount the interviewer had entered in the computer. In other cases, they verified the consistency of the data between the January and May interviews.

5.1 Amount check

The first type of edit consists of checking the amount entered by the interviewer. The edit range was soft, meaning that the interviewer could leave the amount as entered.

When the amounts entered in the computer are outside a predetermined range, an error message pops up: **"THIS AMOUNT APPEARS TO BE RATHER UNUSUAL. ARE YOU SURE?"**.

Press Enter to confirm or enter a new value.

The message appears when the amounts entered are outside the range shown below, which is determined using data collected in last year's SLID income interview. This range excludes approximately 5% of amounts below or above the selected limits:

	Description	Minimum	Maximum
1	Wages and salaries	1,000	100,000
2	Farm self-employment net income	-5,000	100,000
3	Non-farm self-employment net income	-5,000	150,000
4	Interest	25	50,000
5	Dividends	10	50,000
6	Taxable capital gains	25	50,000
7	Other investment income	-1,000	50,000
8	Child Tax Benefit	200	4,500
9	Old Age Security Pension, Guaranteed Income Supplement, Spouse's Allowance	2,300	12,000
10	Canada or Quebec Pension Plan benefits	500	15,000
11	Employment Insurance benefits	500	22,500
12	Social Assistance and Provincial Income Supplements	300	25,000

	Description	Minimum	Maximum
13	Workers' Compensation benefits	200	50,000
14	Goods and Services Tax Credit	100	1,500
15	Provincial tax credits	25	3,000
16	Veterans' Pensions and Civilian War Pensions and Allowances	300	50,000
17	Other income from government sources	100	25,000
18	Retirement pensions, superannuation and annuities (excluding RRSP)	500	50,000
19	RRSP annuities received and RRIF withdrawals	100	50,000
20	RRSP withdrawals	700	25,000
21	Alimony, separation allowance, child support	1000	25,000
22	Money from persons outside the household	500	15,000
23	Other money income	10	25,000
24	Other money income	10	25,000
25	Other money income	10	25,000
26	Total income		150,000
27	Income tax		75,000

5.2 Comparison with information collected in January

The second type of edit is a comparison of the information collected during the January 1997 interview with information collected in May 1997. If no amount is reported for wages and salaries, unemployment insurance benefits, workers'

compensation benefits or social assistance in May but the respondent had reported receiving such income in January, the following error message appears:

“BASED ON OUR JANUARY INTERVIEW, WE EXPECTED AN AMOUNT FOR [type of income]. DID WE MISS IT?”

By reminding the respondent that he/she had reported receiving unemployment insurance benefits, for example, during the previous interview the interviewer increased the probability that the respondent would report an amount.

5.3 Old Age Security Pension, Guaranteed Income Supplement, Spouse's Allowance

An error message for the interviewer pops up when a respondent under the age of 60 as of December 31 of the reference year reports an amount for item 9 (Old Age Security Pension, Guaranteed Income Supplement or Spouse's Allowance). The message is worded as follows:

"NORMALLY THIS TYPE OF INCOME IS PAID ONLY TO PERSONS AGED 60 OR OVER. COULD THIS BE INCOME FROM ANOTHER SOURCE?"

A different error message pops up when the respondent is over 65 years old and does not report Old Age Security Pension, Guaranteed Income Supplement or Spouse's Allowance.

“NORMALLY PERSONS AGED 65 OR OVER RECEIVE THIS TYPE OF INCOME. DID WE MISS IT?”

5.4 Total income edit

The fourth type of edit relates to total income. This edit verifies the amounts entered by the interviewer. These edits fail only if you enter an amount greater than the amount calculated by the program.

1- If the respondent reports at least one amount

The computer calculates a total and the interviewer asks the respondent whether the amount seems correct. The message is worded as follows:

**“BASED ON THE AMOUNTS REPORTED, THE COMPUTER HAS
CALCULATED THE TOTAL INCOME AS [total income as calculated].
DOES THIS SOUND ABOUT RIGHT?”**

The interviewer must enter “Yes” or “No”.

- a) If the interviewer enters “Yes”, the calculated amount is transferred to the “Total income” line.

- b) If the interviewer enters “No”, the following message appears:
**“PERHAPS I MADE A MISTAKE ENTERING THE NUMBERS.
COULD WE REVIEW THEM?”**

The interviewer could revise the amounts, enter a new amount in total income or press F5 (refusal) or F6 (don’t know).

2 - **When the respondent has answered “don’t know” or refused to state a source of income**

A message, for the interviewer only, appears under the previous message, worded as follows:

**“NOTE THAT THE TOTAL GIVEN BY THE RESPONDENT
MAY INCLUDE VALUES FOR REFUSALS AND DON’T
KNOW.”**

3- **If the respondent reports no amount to an item, answers “do not know”, refuses to answer or reports no income for all items:**

The following message appears, intended for the respondent:

“CAN YOU GIVE AN ESTIMATE OF TOTAL INCOME?”

The interviewer must enter “Yes” or “No”.

- a) If the respondent gives an estimate, the interviewer enters the amount in the “Total income” line.
- b) If the interviewer enters “No”, the following list appears and the interviewer chooses the appropriate option:

- C no income reported but income received in 1996
- C no income in 1996
- C don't know if respondent received income or not in 1996
- C respondent refuses to give income information

5.5 Edit of amount of income tax reported

When the respondent reports total income greater than or equal to \$30,000 and has not given an amount for item 27 (tax paid), the interviewer asks the respondent if he/she has forgotten to report tax paid.

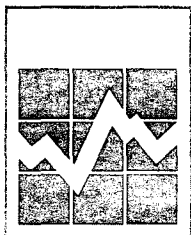
“[Respondent] HAS REPORTED A TOTAL INCOME OF [total income calculated by computer] AND HAS NOT REPORTED PAYING INCOME TAX. DID WE FORGET IT?”

A different message pops up if the amount of tax reported is more than 50% of the total income reported. The messages is worded as follows:

“THE AMOUNT REPORTED FOR INCOME TAX IS RATHER HIGH COMPARED TO YOUR TOTAL INCOME. I ENTERED [amount entered by interviewer). DID I GET IT RIGHT?”

APPENDIX 1

RESPONDENT NEWSLETTER



Labour AND Income Dynamics

NEWSLETTER

Dear Respondent:

I would like to thank you for taking part in the Survey of Labour and Income Dynamics (SLID). The information you give us each year becomes more valuable. Many of you have been answering our questions for a few years which is giving great insight into how people's lives are changing through the 1990's. Your continued help is the reason the survey is such a success.

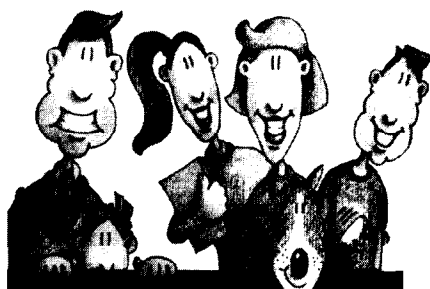
The great advantage of information gained from SLID is it tracks changes happening to the same people over time. From your answers to questions about your own and your family's situation, we can build up a picture of how society is changing and how these changes affect particular groups of people.

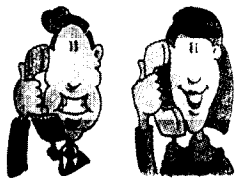
For this part of the survey, an interviewer from Statistics Canada will contact your household early in May to ask income questions. At this time you can give permission for SLID to access your tax file or you can complete an interview. The choice is yours.

Thanks again for your continued participation.

Sincerely,

*Director, Quebec Region
Statistics Canada*





Facts and Figures

Try this quiz on findings from SLID

1. People may get income from more than one source, for example, a pension and interest from a bank account.

About 65% of SLID respondents reported income from wages and salaries. What is the second most common source reported?

- a) Investment income
- b) Employment insurance
- c) GST credits
- d) Old Age Security

2. Which group has the higher average family income?

- a) Couples with children
- b) Couples without children

3. The average family income for couples aged 55 or over with at least one partner working is about \$62,000.

About how much less is it for retired couples?

- a) \$10,000
- b) \$20,000
- c) \$30,000
- d) \$40,000

4. On average which type of worker in 1993 got the highest earnings?

- a) Employed at 1 job, working full time all year
- b) Employed at more than 1 job, also working full-time all year.

Answers*

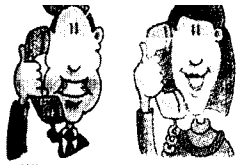
1. c) GST credits, reported by 36% of respondents.
2. a) Couples with children, have on average a higher family income. The reasons may be partly because they are older and in their peak earning years and partly because older children may work and contribute to family income.

3. b) About \$20,000 or close to 35% less.
4. a) People with only 1 job earned more, on average about \$32,000.

Workers with more than one job in a year earned \$28,000 on average. Reasons may be that some of these jobs were shorter term which usually means lower pay, or a person has moved to a new job and it will take time to work up to a higher salary.

* Data collected in 1994

Although we can explain some of the reasons for these results they lead to more questions; we can explore and answer these questions as we get more information over time.



CHOICES

In the past, we asked about using your tax records in order to obtain your income information. Three-quarters of respondents who have been in the survey since 1994 have given us permission to use their tax data.

You are receiving this newsletter because someone in your household either preferred to be interviewed, or does not file a tax return. These individuals will be contacted in May for their income information. The option of allowing us to access tax records is still available. Should anyone wish to go this route, please inform the interviewer when he/she calls.

It's confidential



We want to assure you that your information is always safe with Statistics Canada. No one will ever identify you or your family from the data. We follow strict rules and procedures to ensure your data remains confidential. Here are some of the steps we take to protect your identity:

✎ With your permission, we will obtain your tax record information from Revenue Canada, but Revenue Canada will **not** be able to get the information you give us.

✎ We receive from Revenue Canada a computer file only. We do not get your receipts or your original tax return.

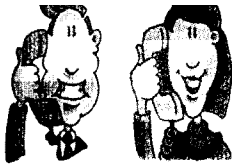
✎ The Revenue Canada computer file is matched to the SLID file using name and address. A new file is created once the matching is done.

✎ Your name and address is removed from the newly created file and replaced with an anonymous ID number.

TO HELP YOU WITH THE INTERVIEW



We will ask about 1996 income. If you would like to prepare in advance to speed up the interview there is space provided to jot down your information. Most people will have only a few items to report. We have also given the 1996 tax form line numbers if you would rather refer to your tax form when the interviewer calls.



INCOME FROM WORK

Name

Name

Name

1 Wages and Salaries from all jobs before deductions. Include commissions, tips, military pay and allowances.

- *Line 101.*
- *Report retiring allowances, severance pay, wage loss replacement and supplementary unemployment benefits in item 23.*

_____	_____	_____
\$ _____	\$ _____	\$ _____

2 Farm self-employment net income: that is gross income less operating expenses, depreciation and capital cost allowances.

- *Line 141.*
- *If partnership, report your share only.*
- *Report rent from farms leased to others in item 7.*
- *If incorporated, report in item 1 and/or 5, as done for tax.*

\$ _____	\$ _____	\$ _____
----------	----------	----------

3 Non-Farm self-employment net income: that is gross income less operating expenses, depreciation and capital cost allowances.

- *Lines 135, 137, 139 and 143.*
- *If partnership, report your share only.*
- *Report TAGS in item 17.*
- *If incorporated, report in item 1 and/or 5, as done for tax.*

\$ _____	\$ _____	\$ _____
----------	----------	----------

INVESTMENT INCOME

4 Interest from accounts in banks, credit unions, trust companies, etc., on guaranteed investment certificates (GICs), Canada Savings Bonds, other government bonds, mutual funds, Treasury Bills and life insurance policies. Include interest and dividends from outside Canada.

- *Line 121.*
- *Report interest only, not the principal.*
- *For joint accounts, report each person's share separately.*

\$ _____	\$ _____	\$ _____
----------	----------	----------

5 Dividends: taxable amount from Canadian corporations.

- *Line 120.*

\$ _____	\$ _____	\$ _____
----------	----------	----------

6 Taxable Capital Gains

- *Line 127.*

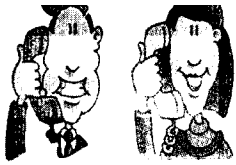
\$ _____	\$ _____	\$ _____
----------	----------	----------

7 Other investment income not reported above such as net rents for real estate and leased farm land, etc.

- *Line 126, 122.*

\$ _____	\$ _____	\$ _____
----------	----------	----------

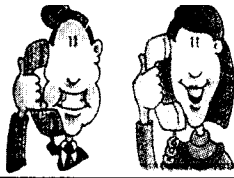
DO NOT MAIL THIS FORM



**INCOME FROM
GOVERNMENT SOURCES**

	Name	Name	Name
	_____	_____	_____
<p>8 Child Tax Benefit: To be reported by the parent who receives cheque. Include BC Family Bonus, Quebec Family Allowances and Quebec Allowance for Newborn Children.</p>	\$ _____	\$ _____	\$ _____
<p>9 Old Age Security Pension, Guaranteed Income Supplement and Spouse's Allowance: ● Line 113 and 146 (or line 146 only for form T1S-B/TIS-C).</p>	\$ _____	\$ _____	\$ _____
<p>10 Canada or Quebec Pension Plan benefits received for:</p> <ul style="list-style-type: none"> ● retirement, disability including benefits for dependent children, surviving spouse, orphan's benefit ● Line 114. ● Report retirement pensions from company or union-sponsored plans in item 18 or, if received from outside Canada, in item 23. 	\$ _____	\$ _____	\$ _____
<p>11 Employment Insurance benefits for job loss, sickness, maternity, paternity, adoption, job creation, work sharing, retraining and benefits to self-employed fishermen. ● Line 119.</p>	\$ _____	\$ _____	\$ _____
<p>12 Social Assistance and Provincial Income Supplements from any provincial or municipal programs. Include benefits for food, fuel, shelter, clothing, special needs and payments from work incentive programs. ● Line 145.</p>	\$ _____	\$ _____	\$ _____
<p>13 Workers' Compensation benefits from any provincial government plan covering work related injury or disability. ● Line 144. ● Report benefits from any non-government plans in item 23.</p>	\$ _____	\$ _____	\$ _____
<p>14 Goods & Services Tax Credit: Report the amount from all GST cheques received in 1996.</p>	\$ _____	\$ _____	\$ _____
<p>15 Provincial Tax Credits ● Line 479. Quebec residents only: ● Sum of lines 455, 458 to 462 on Quebec 1996 Income Tax Return.</p>	\$ _____	\$ _____	\$ _____

KEEP UNTIL THE INTERVIEWER CALLS



Name

Name

Name

16 Veterans' Pensions and Civilian War Pensions and Allowances from Veterans Affairs.

- Report regular retirement pensions from the Canadian Armed Forces in item 18.

\$ _____ \$ _____ \$ _____

17 Other income from government sources not reported above, such as:

- payments from training programs
- property tax reductions and rebates
- regular payments from provincial automobile insurance plans (exclude lump sum payments)
- payments under the Quebec Program for Older Worker Adjustment (POWA)
- payments for employees in fishing industry (TAGS)
- Quebec Maternity Benefit

\$ _____ \$ _____ \$ _____

Please specify the source of this income

INCOME FROM PENSIONS, RRSPPS, RRIFs

18 Retirement pensions, superannuation and annuities, excluding RRSPPS: Include survivors' benefits from an employment pension plan and annuity benefits that do not come from a matured RRSP.

- T4A slip boxes 16 and 24, T3 slip box 31, T5 slip box 19.
- Exclude return of contributions from a pension plan.
- Report severance pay and retiring allowances in item 23.

\$ _____ \$ _____ \$ _____

19 RRSP annuities from a matured Registered Retirement Savings Plan and **withdrawals** from a Registered Retirement Income Fund (RRIF).

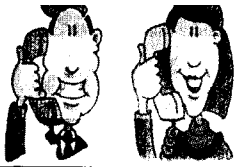
- T4RSP slip box 16 and T4RIF slip boxes 16 and 20.

\$ _____ \$ _____ \$ _____

20 RRSP withdrawals:

- T4RSP slip box 22, 26.
- Exclude tax-free withdrawals for purchasing a home.

\$ _____ \$ _____ \$ _____



OTHER INCOME

Name

Name

Name

21 Alimony, separation allowance, child support: Include benefits received under a court order or written agreement.

● *Line 128.*

\$ _____ \$ _____ \$ _____

22 Money, from persons outside this household to help with living expenses.

\$ _____ \$ _____ \$ _____

23 Other income not reported above such as severance pay, retiring allowances, wage loss replacement benefits, employer or union supplementary unemployment benefits for lost earnings due to illness, layoff, etc., payments from Children's Aid, interest from loans or mortgages, regular income from an estate or trust fund, scholarships, etc.

● *Line 104 and line 130.*

● *Exclude proceeds from the sale of property, businesses, financial assets or personal belongings, income tax refunds, loans received, loans repaid to you as the lender, refunds of contributions to work-related pension plans.*

Please specify the source of this income

\$ _____ \$ _____ \$ _____

INCOME TAX

What was your Income Tax on your 1996 income?

Report federal and provincial tax payable on your 1996 income.

\$ _____ \$ _____ \$ _____

All provinces except Quebec:

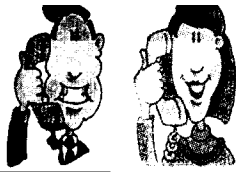
● *Sum of line 420 and 428 (or line 435 only for form T1S-A/T1S-B).*

Quebec residents only:

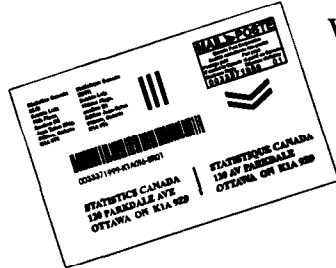
● *Sum of line 420 from federal tax return and line 450 Quebec Return.*

● *Subtract sum of lines 445 and 446 from line 450.*

KEEP UNTIL THE INTERVIEWER CALLS



WE NEED YOUR FEEDBACK



We would appreciate your ideas on how we could improve our newsletter. Could you please take a few minutes to put your comments or suggestions on the enclosed self-addressed card. Also if you move, please send us your new address.

Did you know
it only costs
about 28¢ to
mail this
newsletter.

If you have any questions about the survey, please ask your interviewer or call your Statistics Canada regional office for more information.

Atlantic Region
North American Life Centre
1770 Market Street, 3rd Floor
Halifax, Nova Scotia, B3J 3M3

Local calls:(902) 426-6212
Toll-free service:1-800-554-6086

Quebec Region
Guy-Favreau Complex, East Tower
200 René-Lévesque Blvd. West
4th Floor
Montréal, Quebec, H2Z 1X4

Local calls:(514) 283-1011
Toll-free service:1-800-363-6720

Northern and Eastern Ontario Region
Civic Administration Centre
225 Holditch Street, 2nd Floor
Sturgeon Falls, Ontario, P0H 2G0

Local calls:(705) 753-4888
Toll-free service:1-800-461-1662-Ext 230

South-Western Ontario Region
Arthur Meighen Building
25 St. Clair Avenue East, 10th Floor
Toronto, Ontario, M4T 1M4

Local calls:(416) 973-6544
Toll-free service:1-800-387-0714

Prairie Region
Avord Tower
9th Floor
2002 Victoria Avenue
Regina, Saskatchewan, S4P 0R7

Local calls:(306) 780-6089
Toll-free service:1-800-263-1136

Pacific Region
Library Square
600-300 West Georgia Street
Vancouver, British Columbia, V6B 6C7

Local calls:(604) 666-3553
Toll-free service:1-800-663-0172



APPENDIX 2

ON-LINE HELP (F1)

This appendix provides the text which the interviewers can use to help answer questions from respondents on where certain amounts should be reported.

1) Wages and salaries from ALL jobs BEFORE ALL deductions .

REF: Line 101.

INCLUDE

- * include commissions and tips
- * earnings from casual work with no T4
- * pay as member of armed forces or reserve unit

NOTE: Report retiring allowances, severance pay, wage loss replacement benefits and employer or union suppl. unemployment benefits in items 23 to 25.

2) Farm self-employment NET income

REF: Line 141.

INCLUDE

- * farm program payments/rebates
- * Can. Wheat Board payments
- * crop insurance

EXCLUDE

- * operating expenses
- * depreciation allowances
- * capital cost allowances
- * value of food and fuel produced and consumed on own farm

If partnership, report YOUR SHARE

NOTE: If farm is incorporated, report in item 1, and/or item 5 as done for tax purposes. Report net rent from farms rented out to others in item 7.

3) Non-farm self-employment NET income from unincorporated BUSINESS, COMMISSION, PROFESSIONAL, FISHING

REF: Lines 135, 137, 139 and 143.

INCLUDE

* gross inc. less expenses from roomers and boarders

EXCLUDE

* operating expenses

* depreciation allowances

* capital cost allowances

If partnership, report YOUR SHARE

NOTE: If business is incorporated report in item 1, and/or 5, as done for tax purposes.

TAGS fishing income compensation payments should be reported in item 17.

4) Interest

REF: Line 121.

INCLUDE interest on

- * deposits
- * savings
- * guaranteed investment certificates (GICs)
- * Canada Savings Bonds
- * other government bonds
- * corporate bonds
- * mutual funds
- * Treasury Bills
- * life insurance policies
- * interest and dividends from OUTSIDE Canada

EXCLUDE the principal.

NOTE: For joint accounts, report YOUR SHARE.

5) Dividends

REF: Line 120.

TAXABLE amount from Canadian corporations.

6) Taxable Capital Gains as reported for tax purposes.

REF: Line 127.

7) Other investment income

REF: Line 126.

EXAMPLES INCLUDE:

- * net rental income
- * rents for leased farm land

8) Child Tax Benefit To be reported by parent who receives cheque from federal gov.

INCLUDE

- * Québec Family Allowances
- * Québec Allowance for Newborn Children
- * BC Family Bonus

NOTE: Report Manitoba "CRISP" payment in item 12.

9) Old Age Security Pension, Guaranteed Income Supplement, Spouse's Allowance

REF: Line 113 and 146 (or line 146 only for form T1S-B/T1S-C).

INCLUDE payments from fed. gov.

- * to persons 65 years and over (OAS/GIS),
- * to eligible persons 60 to 64 old (SPA and extended SPA)

NOTE: Report provincial income supplements in item 12 and/or 17.

10) Canada or Québec Pension Plan benefits

REF: Line 114.

INCLUDE

- * Retirement Pension
- * Disability Pension including benefits for dependent children
- * Surviving Spouse's Pension
- * Combined Pension (Retirement or Disability, combined with Surviving spouse's Pension)
- * Orphan's Benefit

NOTE: Report retirement pensions from company or union-sponsored plans in item 18 or, if received from outside Canada, in items 23 to 25.

11) Employment Insurance benefits BEFORE deductions or repayments from FEDERAL EI program

REF: Line 119.

INCLUDE benefits for:

- * job loss
- * sickness
- * maternity, paternity, adoption
- * job creation
- * work sharing
- * retraining
- * benefits to self-employed fishermen

NOTE: TAGS fishing income compensation payments should be reported in item 17.

12) Social Assistance and Provincial Income Supplements from PROV. or MUNICIPAL programs

INCLUDE benefits for food, fuel, shelter, clothing, special needs and work incentive programs.

REF: Line 145.

EXAMPLES INCLUDE

Newfoundland

- * Income Support Program
- * Special Age Related Assistance
- * Child Welfare Program
- * Day Care Subsidy Program

Prince Edward Island

- * Social Assistance
- * Child Welfare Assistance
- * Assistance for Day Care
- * Assistance for Residential Care

Nova Scotia

- * Family Benefits Program
- * Municipal Social Assistance Program
- * Special Social Assistance (SSA) Program (Seniors)

- * Rental Assistance Program (Seniors)
- * Income Assistance Program

New Brunswick

- * Social Assistance
- * Transitional Assistance Program (TAP)
- * Extended Benefits Program (EBP)
- * Fuel Supplement Program
- * Interim Assistance Program (IA)
- * Income Supplement Benefit Program
- * Day Care Subsidy
- * Health Services Program

Quebec

- * Financial Support Program (FSP)
- * Work and Employment Incentives Program (WEIP)
- * Parental Wage Assistance Program (PWA)
- * Housing Allowance Program for Persons 57 years and over (LOGIRENTE)

Ontario

- * General Welfare Assistance(GWA)
- * Family Benefits Program (FBA)
- * GAINS (Seniors)
- * GAINS-D (for the disabled)
- * Handicapped Children's Benefits

Manitoba

- * Provincial Social Allowances Program

- * Municipal Assistance Program
- * Child Related Income Support Program (CRISP)
- * 55 Plus, A Manitoba Income Supplement
- * Shelter Allowances for Elderly Renters (SAFER, SAFFR)
- * Income Assistance for the Disabled

Saskatchewan

- * Family Income Plan (FIP)
- * Saskatchewan Assistance Plan (SAP)
- * Saskatchewan Income Plan (SIP) (Seniors)

Alberta

- * Supports for Independence (Social Assistance) (SFI)
- * Alberta Seniors Benefit (ASB)
- * Child Welfare
- * Special Needs Assistance (Seniors)
- * Assured Income for the Severely Handicapped (AISH)
- * Services to Persons with Disabilities (SPD)
- * Alberta Widows' Pension Program

British Columbia

- * BC Income Assistance Benefits
- * Youth Works Program
- * Welfare to Work Program
- * Healthy Kids Program
- * Protecting Children at Risk Program
- * Access to Independence Program
- * Support for persons with Disabilities

- * Protection for Seniors 60-64 years old,
- * Income assistance for unemployed adults 55-64 years old
- * Seniors Supplement (65 and over)

13) Workers' Compensation benefits from any provincial government compensation plan covering work-related injury or disability

REF: Line 144.

NOTE: Report benefits from any non-government plans in items 23 to 25.

14) Goods and Services Tax Credit Report amount from ALL GST credit cheques received in 1996 from the federal government.

15) Provincial Tax Credits All provinces except Quebec:

REF: Line 479.

Québec residents only:

REF: Sum of lines 458 to 462 on Québec 1996 Income Tax Return.

INCLUDE: Real Estate Tax Refund for Forest Producers and Refundable Tax Credit for Adoption Expenses on Québec Income Tax Return.

For 1996 do not include Refundable Tax Credit for on-the-job training and Refundable 'First Home Tax Credit'.

16) Veterans' Pensions and Civilian War Pensions and Allowances from
Department of Veterans Affairs.

INCLUDE

- * Disability Pension
- * Special Allowances (Attendance and Clothing All)
- * Additional Pension for spouse and children
- * Survivor Benefits (Surviving Spouse and Surviving Dependants)
- * Civilian War Pensions and All
- * Prisoner-of-War Compensation
- * Gallantry Awards

NOTE: Report regular retirement pensions from the Canadian Armed Forces in item 18.

17) Other income from government sources not reported

INCLUDE

- * payments from federal or provincial governments for training programs
- * property tax reductions and rebates
- * regular payments from provincial automobile insurance plans (exclude lump sum payments)
- * payments under the Québec Program for Older Worker Adjustment (POWA)
- * TAGS payments for employees in the fishing industry
- * Quebec Maternity Benefit

18) Retirement pensions, superannuation and annuities

REF: T4A-boxes 16 and 24, T3- box 31 and T5-box 19.

INCLUDE

- * pension income and survivors' benefits from a pension plan of ONE OR MORE employers
- * pensions of retired civil servants, armed forces personnel and RCMP officers
- * annuity benefits received from Canadian Government Annuities Fund, an insurance company, etc.

EXCLUDE

- * RRSP annuities
- * return of contributions from a pension plan

NOTE: Report annuities from matured RRSPs and income from RRIFs in item 19. Report withdrawals from unmatured RRSPs in item 20. Report severance pay and retiring allowances in items 23 to 25.

19) RRSP annuities received and RRIF withdrawals

REF: T4RSP-box 16 and T4RIF-boxes 16 and 20.

INCLUDE

- * annuity receipts (including survivor's benefits) from a matured RRSP
- * withdrawals from a RRIF

20) RRSP withdrawals

REF: T4RSP slip - box 22, 26.

INCLUDE

* withdrawal of funds from RRSP accounts (unmatured RRSPs)

EXCLUDE

* tax-free withdrawals used for purchasing a home

NOTE: Report annuities received from matured RRSPs in item 19.

21) Alimony, separation allowance, child support

REF: Line 128.

INCLUDE

* benefits under a court order or written agreement

* received by YOU, or by SOMEONE ELSE on your behalf to maintain YOU,
your CHILDREN, or BOTH

22) MONEY from persons outside this household to help with living expenses

EXAMPLES INCLUDE

* money for rent and food

EXCLUDE

* value of non-cash gifts

23) Other money income OTHER CASH inc. not reported

REF: Lines 104 and 130.

EXAMPLES INCLUDE:

- * retiring allowances and severance pay received on termination of employment
- * wage loss replacement benefits
- * income maintenance payments
- * supp. employment benefits from employer or union
- * payments from Children's Aid
- * non-refundable scholarships, bursaries, fellowships, research grants
- * settlements of life or other insurance policies
- * lottery and gambling winnings
- * money inherited
- * income from outside Canada (if not already reported)
- * interest from loans or mortgages
- * regular income from an estate or trust fund, scholarships
- * etc.

Exclude from above:

proceeds from the sale of property, businesses, financial assets or personal belongings; income tax refunds; loans received; loans repaid to you as the lender; refunds of contributions to work-related pension plans; and gambling losses.

24) Other money income OTHER CASH inc. not reported

REF: Lines 104 and 130.

EXAMPLES INCLUDE:

- * retiring allowances and severance pay received on termination of employment

- * wage loss replacement benefits
- * income maintenance payments
- * supp. unemployment benefits from employer or union
- * payments from Children's Aid
- * non-refundable scholarships, bursaries, fellowships, research grants
- * settlements of life or other insurance policies
- * lottery and gambling winnings
- * money inherited
- * income from outside Canada (if not already reported)
- * interest from loans or mortgages
- * regular income from an estate or trust fund, scholarships
- * etc.

Exclude from above:

proceeds from the sale of property, businesses, financial assets or personal belongings; income tax refunds; loans received; loans repaid to you as the lender; refunds of contributions to work-related pension plans; and gambling losses.

25) Other money income OTHER CASH inc. not reported

REF: Lines 104 and 130.

EXAMPLES INCLUDE:

- * retiring allowances and severance pay received on termination of employment
- * wage loss replacement benefits
- * income maintenance payments
- * supp. unemployment benefits from employer or union
- * payments from Children's Aid
- * non-refundable scholarships, bursaries, fellowships, research grants

- * settlements of life or other insurance policies
- * lottery and gambling winnings
- * money inherited
- * income from outside Canada (if not already reported)
- * interest from loans or mortgages
- * regular income from an estate or trust fund, scholarships
- * etc.

Exclude from above:

proceeds from the sale of property, businesses, financial assets or personal belongings; income tax refunds; loans received; loans repaid to you as the lender; refunds of contributions to work-related pension plans; and gambling losses.

26) Total 1996 income

27) Income Tax on 1996 income

FEDERAL and PROV. tax payable on 1996 income

All provinces except Québec:

Sum of line 420 and 428 (or 435 only for form T1S-A/T1S-B).

Québec residents only:

Sum of line 420 from federal tax return and line 450 from the Quebec Tax Return. Subtract sum of lines 445 & 446 from line 450.

EXCLUDE QPP contributions and health tax reported on lines 445 and 446 of the Québec return.

If they filed their federal return using a T1S-A, T1S-B, T1S-C or filed electronically, they may not have calculated their taxes. They should report their best estimate of their tax payable (plus Québec tax, if applicable).

If they cannot estimate an amount, indicate whether or not they have a tax payable (enter "DK" if they think they have tax payable but they don't know how much, or "0" if they think it is zero).