



LEARNING ABOUT TAXES WITH  
INTUIT PROFILE: 2016 TY  
Education Program Booklet & Introduction

**intuit.**  
EDUCATION PROGRAM



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## About the author

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President & CEO of The Ford Group Professional Corporation, Michael has a knack for taking the worry out of the tax filing process. Starting in 2000, and with offices in the GTA and Ottawa, Michael and his team have been providing income tax preparation, accounting, and QuickBooks consulting services to a variety of clients. Michael practices accounting in the Province of Ontario, and he is always up to date with the latest tax law changes.

Michael joined Intuit's Professional Accountants Trainer/Writer Network in 2009, and he has published manuals for Intuit's ProFile Tax Software. In addition, he is also a Certified QuickBooks ProAdvisor and supports clients on QuickBooks Pro, Premier, Online, Enterprise, and add-on software.

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## Learning About Taxes with Intuit ProFile

### ProFile in the Classroom 2016 TY



## Course introduction

### Topics

- Introduction
- Background
- Who is this course designed for?
- Course benefits
- What will you need?
- Course content
- Navigation icons

## Introduction

Welcome to our online course Learning About Taxes with Intuit Profile: 2016 TY.

During this course you will learn:

- the basics of Canada's tax system, its history, and how it works;
- why you pay taxes and how these taxes are spent;
- how to complete and file a basic income tax and benefit return using Intuit ProFile tax software; and
- how to get help when you have questions about income tax or about completing your return.

## Background

The Department of Finance initiates tax policy, Parliament passes laws, and the Canada Revenue Agency (CRA) administers these laws.

The CRA is the federal agency responsible for collecting taxes and administering credit and benefit programs for the federal, provincial (except in Quebec), and territorial governments.

The CRA also promotes compliance with Canada's tax legislation and is committed to helping taxpayers understand how the tax system works, and learn their roles and responsibilities within it.

Since taxes will affect you and your family now and in the future, a basic knowledge and understanding of Canada's tax system is important. You should be aware of the tax laws and of the benefits you are entitled to.

## Who is this course designed for?

This course is designed for:

- individuals who are not familiar with the income tax system or who want to know more about the Canadian tax system;
- individuals who will be filing an income tax and benefit return for the first time; and
- individuals who will be filing a T1 return using ProFile tax software for the first time.

If you are filing a tax return for the first time, you will probably have many questions about the tax system. You might want to know how to file a tax return and how to pay your taxes. This course will answer many of your questions. You will develop an understanding of Canada's income tax system, learn how to complete a basic tax return, and find out how to get tax-related help when you need it.

## Course benefits

The benefits of taking this course are:

- you will learn the history and administration of our tax system;
- you will learn how to complete a basic tax return;
- you will understand the tax system and your role in it; and
- you will gain the experience you need for using Intuit ProFile tax software.

## What will you need?

- paper and pen, or electronic device, to take notes;
- a calculator for some of the exercises; and
- a printer, if you want to print any of the course content or the quizzes
- Intuit ProFile tax software (student trial version supplied)

## Course content

Here is a list of the main topics we will cover in the course:

### **Chapter 1 - Basics of taxation**

- what taxes are and why we pay them
- how your tax dollars are spent
- what the characteristics of a tax system are
- about Canada's tax system, including a brief history of taxation and the types of taxes we pay in Canada

### **Chapter 2 - The tax-filing process**

- what the Canada Revenue Agency (CRA) does
- how to get information to help you file a tax return
- about refunds, credits, and benefits
- how and when to file your tax return
- how to access and use CRA electronic services

### **Chapter 3 - Roles and responsibilities**

- your responsibilities as a taxpayer
- your rights as a taxpayer
- making changes to your tax return
- compliance with tax laws

### **Chapter 4 - How to complete a basic income tax and benefit return**

- how to get started on your tax return
- where to get help completing your return
- how to complete a basic tax return
- what documents you have to include with your return
- what records to keep

### **Chapter 5 - How to complete a basic T1 return using ProFile**

- how to get started on a ProFile tax return
- using the Personal information worksheet

- how to complete a ProFile basic tax return
- reviewing the T1 Summary

### Chapter 6 – Exploring ProFile

- Navigate in ProFile
- Work in Profile

### Chapter 7 – T1 Practice exercises

- Basic Data Entry in Forms and Worksheets
- Various T1 scenarios
- Business statements

### Chapter 8 – Exploring ProFile cont'd

- Manage ProFile
- Continue to Learn with ProFile

## Navigation icons

Throughout the course, we use the following icons to show that we offer more features or information.



Estimated time to complete chapter.



This icon means that the information being presented is a tip that could help you.



This icon shows you an example of a tax form.



This icon denotes a practice exercise to be completed.

You are now ready to start the course.