### Co-op Education and Apprenticeship Tax Credits
in accordance with Section 10.1 of The Income Tax Act, Manitoba

### Co-op Students Hiring Incentive
Proof of Completed Work Placement

---

**PART I: TO BE COMPLETED BY THE EMPLOYER**

**Employer identification**

- **Employer Name**: *(Registered corporate name or individual’s name used for income tax purposes)*
- **Operating Name**: 
- **Business Number**: *(9 digit number)*
- **Fiscal Year End**: *(yyyy/mm/dd)*
- **Mailing Address**: *(street, city, province, postal code)*
- **Name of Contact**: *(tax or accounting department)*
- **Contact’s Position**: 
- **Contact’s Phone**: 
- **E-mail**: 

**Student and employment information**

- **Student Name (last):** *(first):* 
- **Student Social Insurance Number**: 
- **Duration of work placement**: *(yyyy/mm/dd)* From _____________ to _____________

**Was the work performed by the student primarily carried out in Manitoba? Yes or No If no, explain:**

---

**Certification by authorized representative of the employer** *(Please return this application to the issuing program co-ordinator once completed and signed.)*

I certify that I am an authorized representative of the employer and that the information given in this declaration on page 1 and 2 is, to the best of my knowledge, true, correct and complete. I also confirm that I will furnish upon request such additional information as required to process this application and provide statistical data. I hereby authorize using and sharing this information as required to administer the Co-op Education and Apprenticeship Tax Credits program.

- **Name (print):** __________________________
- **Position:______________________________**
- **Signature:______________________________**
- **Date:_______________________________**

---

*Office use only (Rev. Dec/2011)*
### Calculation of the co-op education and apprenticeship tax credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross salaries paid to the student for this work placement:</td>
<td>$</td>
</tr>
<tr>
<td>LESS: Career Focus Funding or any other government assistance received or receivable in respect of the work placement. Please explain:</td>
<td>$</td>
</tr>
<tr>
<td>I have applied for government assistance but have not received approval to date. Yes or No If Yes, explain.</td>
<td>$</td>
</tr>
<tr>
<td>Eligible salary: (a) minus (b)</td>
<td>$</td>
</tr>
<tr>
<td>Co-op Education and Apprenticeship Tax Credits:</td>
<td>$</td>
</tr>
<tr>
<td>Amount (c) x 10%: (maximum $1,000)</td>
<td>$</td>
</tr>
</tbody>
</table>

### Part II: To be completed by the program co-ordinator

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Placement Permit Certificate #:</td>
<td></td>
</tr>
<tr>
<td>Name of Authorizing Institution:</td>
<td></td>
</tr>
<tr>
<td>Name of the Co-operative Education Program:</td>
<td></td>
</tr>
</tbody>
</table>

### Certification by program co-ordinator

This certifies that all requirements by the Institution and by the Program for completion of the work placement have been fully satisfied and that as a result of the completion of this work placement, credit will be granted toward the degree, certificate, or diploma of the student identified above. I certify that I am an authorized representative of the above-named Co-operative Education Program and that the information given in this declaration is, to the best of my knowledge, true, correct and complete. I also confirm that I will furnish upon request such additional information as may be deemed necessary to facilitate the processing of this application.

Forward completed application to: Manitoba Tax Assistance Office
809-386 Broadway, Winnipeg, MB R3C 3R6
Phone: 204-948-2115 or 1-800-782-0771 outside Winnipeg
Fax: 204-948-2263

Name (print): __________________________________________  Position: __________________________________________

Signature: __________________________________________    Date: __________________________________________

Upon approval of this application, the Manitoba Tax Assistance Office will provide a Proof of Credit Certificate for income tax purposes.