

Catalogue No. 94-08

**QUESTIONNAIRE AND COLLECTION PROCEDURES
FOR SLID INCOME DATA COLLECTION - MAY 1994**

July 1994

Élaine Fournier, Household Surveys Division

Susan Poulin, Household Surveys Division

The SLID Research Paper Series is intended to document detailed studies and important decisions for the Survey of Labour and Income Dynamics. These research papers are available in English and French. To obtain a summary description of available documents or to obtain a copy of any, please contact Philip Giles, Manager, SLID Research Paper Series, by mail at 11-D8 Jean Talon Building, Statistics Canada, Ottawa, Ontario, CANADA K1A 0T6, by INTERNET (GILES@STATCAN.CA), by telephone (613) 951-2891, or by fax (613) 951-3253.

EXECUTIVE SUMMARY

May 1994 marked the initial Survey of Labour and Income Dynamics (SLID) income interview on our first panel of respondents.

A questionnaire was sent to respondents in advance to enable them to consult their files and to prepare for the interview. A few days later, an interviewer telephoned them to collect the information, using computer-assisted interviewing..

This document describes the survey procedures and explains the interview process.

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1. INTRODUCTION

In May 1994, the Survey of Labour and Income Dynamics collected data on income. The information was collected using computer-assisted interviewing. Most of the interviews were conducted by telephone. The persons in the sample had previously received the list of questions on income which they would be asked, in order to consult their records in preparation for the income interview.

The purpose of this document is to provide a description of the data collection procedures and income question wordings, as well as some rationale for the decisions that were made. Other related documents describe the collection procedures for the other components of SLID:

- 93-04 SLID Income Interview - May 1993: Questionnaire and Data Collection Procedures
- 94-05 SLID Labour Interview Questionnaire - February 1994
- 94-09 SLID Questionnaire for Demographics and Contact: 1994
- 94-10 1994 Preliminary Interview Questionnaire

2. DATA COLLECTION METHOD

In mid-April, households that participated in the February 1994 labour interview as well as non-response households received a package containing a letter, a 1993 income questionnaire for each eligible household member (except hard refusals) and a guide with explanations of the questions. The letter stated that the person to whom the kit was addressed should give a questionnaire to each household member whose name was shown at the top. These persons could consult their records to complete the questionnaire and prepare for the income interview. Once the questionnaires were completed, the respondents waited for the interviewer to call.

During the collection period (May 1994), the interviewers contacted those persons eligible for the income interview. Where the respondent had completed the income questionnaire, the interview was respondent-driven. The respondent simply reported the number of the item for which he had received income and stated the amount. Where the questionnaire was not completed and the respondent did not want to take the time to complete it, the interviewer read the items one by one and the respondent gave the amounts he/she had received from the various sources.

Following the collection period, tracers attempted to trace those persons who had moved since February 1994 and those whom they had been unable to trace for the labour interview.

3. 1993 INCOME QUESTIONNAIRE

The purpose of the income questionnaire was to provide respondents with a list of the income sources which would be collected and instructions as to how to report the amounts. Since it was easier for respondents to answer the income questions if they consulted documents such as their tax returns and employment records, they could take the time to prepare for the interview.

For test 3B, the SLID team had chosen a non-bureaucratic questionnaire, the Notebook, in an attempt to "lighten" the subject matter and encourage respondents to complete the questionnaire before the interview. Because only a third of the respondents had used this approach, the costs associated with the Notebook were high and some participants had felt that too much money had been spent on the questionnaire, its appearance was changed in May 1994.

The 1993 income questionnaire was an 8 1/2" X 14" sheet with the English questionnaire printed on one side and the French on the other. The questionnaire

content was developed jointly with the Survey of Consumer Finances team. The questionnaire was printed using the SLID colours (green and purple) to reflect the continuity of the survey. The respondent's name was printed at the top of the questionnaire. Some information on completing the questionnaire appeared on the questionnaire itself, but most of the instructions were contained in the guide. The questionnaire was divided into two columns; the first described the source and the second left space for the amount (in dollars and cents).

A guide for each household, also printed using the SLID colours, was sent with the income questionnaires. The cartoon figures that had been drawn for the test 3B Notebook were also used in the guide.

4. COMPUTER-ASSISTED INTERVIEWS

4.1 OVERVIEW

Statistics Canada interviewers contacted each household in the sample. The information was collected over the telephone and entered directly into a portable computer. Certain edits were performed to eliminate major typing errors such as adding a zero to an amount or forgetting to insert the decimal point to indicate cents. As well, the information collected in the February labour interview was used to remind respondents that they had mentioned having a job or receiving unemployment insurance, social assistance or workers' compensation benefits.

The interviewers attempted to collect the information on all household members during the same telephone conversation. If a member wished to respond in private, the interviewer could either collect the information separately or make an appointment and call back. If the questionnaires were completed, it was relatively easy to collect the income sources and amounts received. Where the respondents

had not completed the questionnaire, the interviewer attempted to collect the information by proxy if the respondent was unavailable.

The format used in the following sections is the same as that used in SLID Research Paper 93-04 "SLID Income Interview - May 1993: Questionnaire and Data Collection Procedures".

Question number: For each section, the question number refers to the actual number that is used in the software and appears on the interviewer's computer screen.

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.

Options - gives the interviewer access to a list of other functions or information.

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 - gives the interviewer the opportunity to add information in a note for that question. These comments are used during data processing.

Don't know - allows the interviewer to indicate that the respondent does not know the answer to the question.

Refusal - allows the interviewer to indicate that the respondent refuses to answer the question.

End - allows the interviewer to interrupt or terminate the interview.

No major changes were made to the flow pattern or question wordings in the front-end portion of the May 1994 interview. However, the question on the relationship between household members was not asked because the information collected in February was complicated to prepare and integrate into the income interview. As well, the questions on respondents' demographic characteristics (sex, date of birth and marital status) were asked only of joiners and persons who had not completed the labour interview. For further information on this part of the interview, please refer to SLID Research Paper 94-09. Only the income interview and the questions that pertain to it will be covered here.

SLID collects demographic data on all longitudinal respondents (persons living in the selected households when the panel was introduced) and persons living with longitudinal respondents (cohabitants). However, the income interview is

completed only by persons aged 16 or over on January 1, 1994. In May 1994, only cohabitants identified in the February 1994 interview as joiners were interviewed about their 1993 income (if they were 16 or over). Cohabitants who joined the household after the February interview will not be interviewed about their work experience and income until 1995. Research Paper 94-01 covers follow-up rules for SLID.

4.2 INCOME INTERVIEW

Before answering the first question in the income component, the interviewer selected the person for whom the income information would be collected, in screen COMP1. The first question enabled us to determine whether the interview was conducted by proxy or whether the person for whom the information was collected answered directly.

INC-Q1

Interviewer: Select the person you are talking to.

The list of persons in the household appeared in this screen. Persons who belonged to the household when the labour interview was conducted but had left for some reason (death, move, divorce or separation) had NA (not applicable) beside their name and were not available to answer questions for the other household members. Persons who had joined the household were included in the list. If the person who answered the questions was not a member of the household (such as a baby sitter), the interviewer pressed <F6> (don't know). The important thing was not who had answered for the other household members, but whether or not the interview had been conducted by proxy.

INC-Q2

IN APRIL, WE SENT INCOME QUESTIONNAIRES TO YOUR HOUSEHOLD. DO YOU HAVE THE INCOME QUESTIONNAIRE COMPLETED AND AVAILABLE FOR [respondent]?

The second question told us whether or not the questionnaire had been completed in advance. It indicated to the interviewer whether he/she had to read each item individually or whether the respondent would give the amounts indicated on the questionnaire. It was also important for the SLID team to know whether the questionnaire was used or whether it was pointless to send out the questionnaire in advance.

If the interviewer answered YES to the question, the following question was INC-Q3. Otherwise, the next question was INC-Q4.

INC-Q3

PLEASE GO THROUGH THE QUESTIONNAIRE AND READ THE LINE NUMBER AND THE AMOUNTS ENTERED.

INC-Q4

DURING THE TWELVE MONTHS ENDING DECEMBER 31, 1993, WHAT WAS [respondent]'S INCOME FROM THE FOLLOWING SOURCES?

If the response to INC-Q2 was YES, question INC-Q4 did not have to be asked for every item, except total income and tax paid, if the respondent had not completed these two items.

Where the respondent had not completed the questionnaire (INC-Q2=NO), the interviewer had to ask whether he/she had received income for each of the sources on the questionnaire. Question INC-Q4 covered two pages (see Appendix 3). The interviewer could switch easily from one screen to the other. The top of the screen displayed the items in long form and the respondent's name. On the left-hand side of the screen, items 1 to 14 (in short form) appeared on the first page of the questionnaire and items 15 to 27 on the second page. The message window was on the right-hand side of the screen and displayed the name of the person to whom the interviewer was speaking. All error messages appeared in this window, as well as help (<F1>) for each item and the calculator. The list of items was as follows:

- 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 deposits, savings certificates, Canada Savings Bonds and other bonds
- 5- Dividends (total amount received, not taxable amount)
- 6- Net capital gains
- 7- Other investment income, including net rental income, interest received from loans or mortgages, cash dividends from life insurance policies
- 8- Child Tax Benefit, including Quebec Family Allowance and Quebec Allowance for Newborn Children
- 9- Old Age Security Pension, Guaranteed Income Supplement, Spouse's Allowance from federal government only
- 10- Canada or Quebec Pension Plan benefits

- 11- Unemployment Insurance benefits (before deductions)
- 12- Social Assistance and Provincial Income Supplements
- 13- Workers' Compensation benefits
- 14- Goods and Services Tax Credit
- 15- Provincial tax credits, including Quebec Real Estate Tax Refund
- 16- Veterans' Pensions and Civilian War Pensions and Allowances
- 17- Other income from government sources - Specify
- 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 household expenses
- 23-25 Other money income - Specify source and give amount of any other money received, including retiring allowances, severance pay, income maintenance plan payments, scholarships, bursaries, life insurance settlements, lottery/gambling winnings, cash inheritances, income from outside Canada.
- 26- Total 1993 income
- 27- 1993 income tax (federal plus provincial)

For questions 17, 23, 24 and 25, the respondent had to specify the source of the income. Even if the respondent did not know or refused to give the amount received, the interviewer asked him/her to specify the source of the income.

INC-Q5

WE ARE LOOKING FOR WAYS TO REDUCE COSTS, AS WELL AS YOUR TIME AND EFFORT IN RESPONDING TO THIS SURVEY.

AS YOU MIGHT HAVE NOTICED, THE INCOME TAX RETURN HAS MUCH OF THE SAME INFORMATION AS WE ARE ASKING YOU IN THIS INTERVIEW. WITH YOUR PERMISSION, WE COULD OBTAIN THIS INFORMATION FROM REVENUE CANADA.

NEXT YEAR, IF WE OFFERED THE CHOICE, WOULD [respondent] GIVE US PERMISSION TO GET HIS/HER INFORMATION DIRECTLY FROM REVENUE CANADA?

The purpose of the final question in the income interview was to compile respondents' opinions on the accessibility of their Revenue Canada tax file, to determine whether any particular group was more receptive to this idea.

Following the income questions, there was a question designed to facilitate tracing of respondents in the event they moved. The respondent was asked to confirm or provide the name of a contact person who could be reached if the interviewer had difficulty in reaching the respondent for the following interview. If a contact person's name had already been collected in a previous interview, the following question appeared:

END-INC-Q1

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

IN AN EARLIER INTERVIEW, WE COLLECTED THE NAME OF A FRIEND OR RELATIVE WE COULD CALL IN CASE OF DIFFICULTIES IN REACHING [respondent]. I WOULD LIKE TO VERIFY THAT THIS INFORMATION IS UP-TO-DATE.

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

END-INC-Q2

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

IN CASE OF DIFFICULTIES IN REACHING [respondent], WE WOULD LIKE THE NAME OF A FRIEND OR RELATIVE WE COULD CALL. THIS WOULD ONLY BE TO HELP US CONTACT [respondent].

The next screen (END-INC-Q3) enabled the interviewer to enter the name, city and telephone number of a contact person or to verify this information for respondents who had already provided a name (the information collected appeared in the screen).

4.3 EDITS

Four 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 February and May interviews.

4.3.1 Amount check

The first type of edit consisted 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 were outside the predetermined range, an error message popped up. The message was for the interviewer alone and was worded as follows: "THIS AMOUNT APPEARS TO

BE RATHER UNUSUAL. ARE YOU SURE?". The message appeared when the amounts entered were outside the range shown below, which was determined using data from the Survey of Consumer Finances (SCF). 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	300	100,000
3	Non-farm self-employment net income	200	150,000
4	Interest	25	50,000
5	Dividends	10	50,000
6	Net capital gains	25	50,000
7	Other investment income	50	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	Unemployment Insurance benefits	500	22,000
12	Social Assistance and Provincial Income Supplements	300	25,000
13	Workers' Compensation benefits	300	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

	Description	Minimum	Maximum
18	Retirement pensions, superannuation and annuities	500	50,000
19	RRSP annuities received and RRIF withdrawals	100	40,000
20	RRSP withdrawals	700	20,000
21	Alimony, separation allowance, child support	1,000	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 (see 4.3.3)		
27	Income tax (see 4.3.4)		

4.3.2 Comparison with information collected in February

The second type of edit was a comparison of the information collected during the February 1994 labour interview with the information collected in May 1994. Information collected in February indicated that the respondent had received amounts from one of the sources mentioned and should report income in May. By reminding the respondent that he/she had reported receiving unemployment insurance benefits during the previous interview, for example, the interviewer increased the probability that the respondent would report an amount.

If no amount was reported for wages and salaries, unemployment insurance benefits, workers' compensation benefits or social assistance but the respondent had reported receiving such income, the following error messages appeared:

BASED ON OUR FEBRUARY INTERVIEW, WE THOUGHT WE WOULD GET AN AMOUNT FOR [type of income]. DID WE MISS IT?

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

Another error message for the interviewer popped up when a respondent under the age of 60 (born on or after December 1, 1933) reported an amount for item 9 (Old Age Security Pension, Guaranteed Income Supplement or Spouse's Allowance).

The message was worded as follows:

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

4.3.3 Total income check

The third type of edit was a check on total income. Its purpose was to verify the amounts entered by the interviewer. If the total income entered and the total income calculated by the computer (the sum of the amounts reported for items 1 to 25) were not the same, an error message popped up in the message window, whether or not the respondent had answered "don't know" or given refusals for some items.

1- **If the respondent reported total income for item 26**

The amount reported was compared to the total income calculated by the computer. The data from test 3B and the SCF were used to determine acceptable differences. The error message was to appear in no more than 5% of cases so as not to irritate the interviewers and respondents. The message was designed to "clean up" the data during collection.

The error message appeared if at least one of the following three conditions was met:

- 1- the difference between the reported total and the calculated total was greater than 1%
- 2- income reported was less than \$15,000 and the absolute difference between the reported total and the calculated total was greater than or equal to \$100
- 3- income reported was greater than or equal to \$15,000 and the absolute difference between the reported total and the calculated total was greater than or equal to \$1,000.

The error message was worded as follows:

"THE COMPUTER CALCULATED THE TOTAL AS BEING \$[total income calculated by the computer]. PERHAPS I MADE A MISTAKE ENTERING THE NUMBERS. COULD WE REVIEW THEM?"

When the respondent had answered "don't know" or refused to answer for an income source and reported total income higher than the total calculated by the computer, a second message for the interviewer appeared under the previous one and was worded as follows:

"Note that the total the respondent has reported may include values for refusals and "don't knows"".

2- **If the respondent did not report total income**

The computer calculated a total and the interviewer asked the respondent whether the amount seemed correct. The message was worded as follows:

"BASED ON THE AMOUNTS REPORTED, THE COMPUTER HAS CALCULATED THE TOTAL INCOME AS [total income calculated by the computer]. DOES THIS SOUND ABOUT RIGHT?"

The interviewer was to answer YES or NO.

- a) If the interviewer answered YES, the amount calculated was transferred to item 26 (total income).
- b) If the interviewer answered NO, the following message appeared:

"PERHAPS I MADE A MISTAKE ENTERING THE NUMBERS IN THE COMPUTER. COULD WE REVIEW THEM?"

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

3- **If the respondent reported total income of \$0**

The following message appeared for the interviewer only:

"Please confirm that [respondent] had no income."

4.3.4 Edit of amount of income tax reported

It is difficult to calculate the amount of tax paid when a respondent does not give any indication. The deductions to which respondents are entitled are very difficult to estimate. It is therefore important to question the respondent when he/she does not report the amount of income tax paid. When the respondent had reported total income greater than or equal to \$30,000 and had not given an amount for item 27 (tax paid), the interviewer asked the respondent if he/she had forgotten to report tax paid. A different message popped up if the amount of tax reported was more than 50% of the total income reported. The messages were worded as follows:

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

"THE AMOUNT REPORTED FOR INCOME TAX IS RATHER HIGH COMPARED TO YOUR TOTAL INCOME. I ENTERED \$[amount entered by the interviewer] AT THE INCOME TAX ITEM. DID I GET IT RIGHT?"

APPENDIX 1

1993 INCOME QUESTIONNAIRE

Name of respondent

Collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.

Confidential when completed

Français au verso



I.C.



1993 Income Questionnaire

Id. 28

Complete this form and keep it until your interviewer calls

- Use the accompanying Guide and your 1993 tax forms to assist you.
- If you don't know the amount, enter "DK".
- For an income LOSS, write "LOSS" above the amount.

During the twelve months ending December 31, 1993, what was your income from the following sources?

	Dollars	Cents
1. Wages and Salaries before deductions, including military pay and allowances	1	
2. Farm self-employment net income , including farm program payments and rebates, Canadian Wheat Board payments, crop insurance, etc.	2	
3. Non-farm self-employment net income , including business, professional, commission, fishing and net income from roomers and boarders	3	
4. Interest on bank accounts and other deposits, savings certificates, Canada Savings Bonds and other bonds	4	
5. Dividends (total amount received, not taxable amount)	5	
6. Net Capital Gains	6	
7. Other investment income , including net rental income, interest received from loans or mortgages, cash dividends from life insurance policies	7	
8. Child Tax Benefit , including Quebec Family Allowance and Quebec Allowance for Newborn Children	8	
9. Old Age Security Pension, Guaranteed Income Supplement, Spouse's Allowance from federal government only. Enter provincial supplements in item 12.	9	
10. Canada or Quebec Pension Plan benefits	10	
11. Unemployment Insurance benefits (before deductions)	11	
12. Social Assistance and Provincial Income Supplements	12	
13. Workers' Compensation benefits	13	
14. Goods and Services Tax Credit	14	
15. Provincial Tax Credits , including Quebec Real Estate Tax Refund	15	
16. Veterans' Pensions and Civilian War Pensions and Allowances	16	
17. Other income from government sources <i>Specify</i> <input type="text"/>	17	
18. Retirement pensions, superannuation and annuities (excluding RRSP)	18	
19. RRSP annuities received and RRIF withdrawals	19	
20. RRSP withdrawals	20	
21. Alimony, separation allowance, child support	21	
22. Money from persons outside this household to help with household expenses	22	
23. Other money income — Specify source and 24. give amount of any other money received, including 25. retiring allowances, severance pay, income maintenance plan payments, scholarships, bursaries, life insurance settlements, lottery/gambling winnings, cash inheritances, income from outside Canada.	23 <i>Specify</i> <input type="text"/>	23
	24 <i>Specify</i> <input type="text"/>	24
	25 <i>Specify</i> <input type="text"/>	25
26. Total 1993 Income – Add the entries in items 1 to 25. If no income in 1993, enter "0".	26	
27. What was your Income Tax on 1993 Income? (federal plus provincial)	27	

Thank You For Your Cooperation

8-5100-13: 1993-11-29 STC/HLD-055-60060



Statistics Canada / Statistique Canada

Canada

APPENDIX 2

GUIDE

SURVEY OF

Labour

AND

**Income
Dynamics**

Guide

Thank you for participating in the Survey of Labour and Income Dynamics. An interviewer will contact you soon to complete the income part of the survey.

Take a few minutes to fill out the questionnaire in advance and the interview will be quicker. In fact, most people will have only a few items to report. By law, your information will be kept strictly confidential.

Why this information is important

As a society we need good information to make important decisions. Your answers combined with other people's will help answer questions such as:

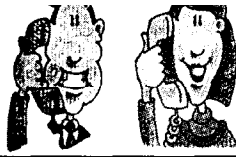
- ▶ How stable is family income from year to year? What happens to income when a family undergoes change?
- ▶ How many children live in families with low income? Is it the same children from year to year?
- ▶ How does the income picture change as people move into retirement? Among seniors, what is the impact of such programs as Old Age Security?

How to complete the questionnaire . . .

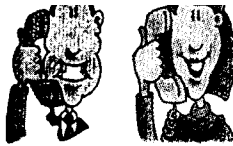
- ▶ Answer as best you can. We would like you to be accurate but if you do not have exact numbers give us your best estimate.
- ▶ Refer to your 1993 tax form and tax slips. For many questions, the Guide gives line numbers matching the blue income tax form (T1 General or T1 Special). For these items, just copy the amounts from your tax form to the questionnaire.
- ▶ If you immigrated to Canada in 1993, report only the income earned since your arrival.

We appreciate your help and will send you a newsletter later in the year with some highlights from the survey.

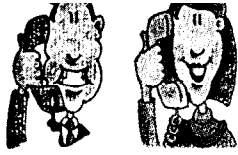




- 1 **Wages and salaries:** Report cash wages and salaries from all jobs before all deductions such as income tax and pension fund contributions. Exclude fringe benefits [*T4 slips, "Box 14" less "Boxes 30 to 40"*]. Include commissions received as an employee, tips, gratuities and earnings from casual work for which no T4 slips have been provided. Include any pay received as a member of the Armed Forces or a reserve unit.
 - Retiring allowances, severance pay, wage loss replacement benefits and supplementary unemployment benefits should be reported in items 23, 24 or 25.
- 2 **Farm self-employment net income:** Report net income from farming (gross income less operating expenses, depreciation allowances and capital cost allowances). Include farm program payments and rebates, Canadian Wheat Board payments, crop insurance, etc. [*Line 141 on T1 General*]. If partnership, report your share only.
 - If the farm is incorporated, the income should be reported in item 1, and/or item 5, as determined for taxation purposes. Net rent from farms rented out to others should be reported in item 7. Exclude the value of food and fuel produced and consumed on your own farm.
- 3 **Non-farm self-employment net income:** Report net income from an unincorporated business, self-employed commission income, professional income and fishing. Net income is gross income less operating expenses, depreciation allowances and capital cost allowances [*Sum of lines 135, 137, 139 and 143 on T1 General*]. Include fishing moratorium income maintenance payments (eg. NCARP) for self-employed fishermen. If partnership, report your share only. Include gross income less expenses from roomers and boarders (excluding payments from relatives).
 - If the business is incorporated, the income should be reported in item 1, and/or item 5, as determined for taxation purposes.
- 4 **Interest:** Report interest received on deposits in banks, credit unions, trust companies, etc., on savings or guaranteed investment certificates (GICs), on all kinds of bonds (Canada Savings Bonds, other government bonds and corporate bonds) and on any other investment for which one receives interest (eg. mutual funds, Treasury Bills). Include interest from outside Canada [*amounts available from T600, T5 and T5008 slips*].
 - Report interest only, not the principal. For a joint savings account, report your share only.
- 5 **Dividends:** Report the actual amount received, not the taxable amount, from domestic and foreign corporate stocks and mutual funds [*amounts available from T4PS, T3 and T5 slips*].
 - Cash dividends on life insurance policies should be reported in item 7.
- 6 **Net Capital Gains:** Include 1993 capital gains minus 1993 capital losses as reported for tax purposes [*T1 Schedule 3, line 533*].
- 7 **Other investment income:** Report any other investment income not reported above. Include net rental income, rents for leased farm land, interest from loans and mortgages, regular income from an estate or trust fund, cash dividends from life insurance policies, etc.
- 8 **Child Tax Benefit:** To be reported by the parent who receives the Child Tax Benefit cheque from the federal government. Also include payments from Québec Family Allowances and Québec Allowance for Newborn Children.
 - Manitoba "CRISP" payment should be reported in item 12.
- 9 **Old Age Security Pension, Guaranteed Income Supplement and Spouse's Allowance:** Include payments from federal government: (i) to persons aged 65 years and over (OAS/GIS), and (ii) to eligible persons 60 to 64 years of age (SPA and extended SPA) [*T4A (OAS) slip "Box 18" plus "Box 21"*].
 - Income supplements from provincial governments should be reported in item 12 and/or 17.



- 10 **Canada or Québec Pension Plan benefits:** Include the following benefits from Canada or Québec plans: (i) Retirement Pension; (ii) Disability Pension including benefits for dependent children; (iii) Surviving Spouse's Pension; (iv) Combined Pension (Retirement or Disability, combined with Surviving Spouse's Pension); (v) Orphan's Benefit [T4A(P) slip "Box 20"].
- Retirement pensions from company or union-sponsored plans should be reported in item 18 or, if received from outside Canada, in items 23, 24 or 25.
- 11 **Unemployment Insurance benefits:** Report benefits, before any income tax deductions or repayments, from the federal Unemployment Insurance program. Include benefits for sickness, maternity, paternity, adoption, job creation, work sharing, retraining and benefits to self-employed fishermen [T4U slips "Box 14"].
- 12 **Social Assistance and Provincial Income Supplements:** Report payments from provincial or municipal programs for persons whose own financial resources are not adequate to meet their basic needs. Include benefits for food, fuel, shelter, clothing, benefits for special needs and payments from work incentive programs [Line 145 on T1 or T5007 slip "Box 11"].
- 13 **Workers' Compensation benefits:** Report cash benefits received from any worker compensation plans covering work-related injury or disability [Line 144 on T1 or T5007 slip "Box 10"].
- Benefits from any non-government plans should be reported in items 23, 24 or 25.
- 14 **Goods and Services Tax Credit:** Report the amount from all GST credit cheques received in 1993 from the federal government.
- 15 **Provincial Tax Credits**
All provinces except Québec: Report the amount from your T1 General/T1 Special, line 479 (and 480 in Alberta).
- Québec residents only:** Report the total amount from lines 458, 459, 460 and 461, Québec 1993 Income Tax Return (Long Form or Short Form).
- 16 **Veterans' Pensions and Civilian War Pensions and Allowances:** Report cash benefits received from the Department of Veterans Affairs. Include Disability Pension, Special Allowances (Attendance and Clothing Allowance), Additional Pension for spouse and children, Survivor Benefits (Surviving Spouse and Surviving Dependants), Civilian War Pensions and Allowances, Prisoner-of-War Compensation and Gallantry Awards.
- Regular retirement pensions from the Canadian Armed Forces should be reported in item 18.
- 17 **Other income from government sources:** Include all other cash payments received from government sources not reported above, such as:
- Payment received from training programs sponsored by the federal and provincial governments
 - Cash property tax reductions and rebates
 - Regular payments from provincial automobile insurance plans (exclude lump sum payments)
 - NCARP payments for employees in the fishing industry
 - Québec Maternity Allowance
- Please specify the source of this income.**
- 18 **Retirement pensions, superannuation and annuities, excluding RRSP:** 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 that do not come from matured registered retirement savings plans, including those received from Canadian Government Annuities Fund, an insurance company etc. [amounts available from T4A, T3 and T5 slips].
- Exclude return of contributions from a pension plan. Annuities from matured registered retirement savings plan (RRSPs) and income from registered retirement income funds (RRIFs) should be reported in item 19. Withdrawals from unmatured RRSPs should be reported in item 20. Severance pay and retiring allowances should be reported in items 23, 24 or 25.



- 19 **RRSP annuities received and RRIF withdrawals:** Report annuity receipts (including survivor's benefits) from a matured registered retirement savings plan (RRSP) as well as withdrawals from a registered retirement income fund (RRIF) [amounts available on T4RSP, T4RIF slips].
- 20 **RRSP withdrawals:** Report withdrawal of funds from RRSP accounts (unmatured RRSPs) [amounts available on T4RSP slips].
- Exclude tax-free withdrawals used for purchasing a home. Annuities received from matured RRSPs should be reported in item 19.
- 21 **Alimony, separation allowance, child support:** Include benefits under a court order or written agreement that were received by you, or by someone else on your behalf, to maintain you, your children, or both [Line 128 on T1 General].
- 22 **Money from persons outside this household to help with household expenses:** Include money intended to help with your regular household expenses such as rent and food.
- Exclude value of non-cash gifts.
- 23 **Other money income:** Include any other cash
24 income not reported above such as retiring
25 allowances and severance pay received on termination of employment; wage loss replacement benefits, income maintenance payments and employer or union supplementary unemployment benefits received as compensation for lost earnings due to illness, layoff, etc.; 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 elsewhere).
- 26 **Total 1993 income:** Sum amounts reported in items 1 to 25. Indicate a loss by writing "LOSS" above the amount. If there are items for which amounts received are unknown, sum the remaining amounts. (The total is useful as a check against amounts reported, to prevent reporting errors).
- 27 **Income Tax on 1993 income:** Report federal and provincial tax payable on your 1993 income. This excludes any repayment of social benefits and CPP/QPP contributions on self-employment earnings.
- All provinces except Québec:** Report the total of line 420, "net federal tax" plus line 428, "provincial tax" from your 1993 Individual Tax Return (*T1 General/T1 Special*).
- Québec residents only:** Report the total of line 420, "net federal tax" from your 1993 Individual Tax Return (*T1 General/T1 Special*) plus Québec provincial tax, line 450 from the Ministère du Revenu du Québec 1993 Income Tax Return (Long Form/Short Form). Exclude from line 450 of the Québec return, any QPP contributions and health tax reported on lines 445 and 446.
- If you filed your federal return using a T1S-A, a T1S-B or filed electronically, you may not have calculated your taxes on your tax return. Report your best estimate of your tax payable (plus Québec tax, if applicable). If you cannot estimate an amount, indicate whether or not you have a tax payable (enter "DK" if you think you have tax payable but you don't know how much, or "0" if you think it is zero).

Please specify the source of this income.

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, gambling losses.

APPENDIX 3

CAI SCREENS

INC_Q4

Test Version 2.3

PETER THOMPSON'S

...OLD AGE SECURITY PENSION, GUARANTEED INCOME

SUPPLEMENT, SPOUSE'S ALLOWANCE FROM FEDERAL

GOVERNMENT ONLY. ENTER PROVINCIAL SUPPLEMENTS IN

ITEM 12.

1	Wages and Salaries	0.00
2	Farm self-employment	43990.32
3	Non-farm self-emp.	0.00
4	Interest	0.00
5	Dividends	0.00
6	Net Capital Gains	0.00
7	Other Investment Income	0.00
8	Child Tax Benefit	0.00
9	OAS/GIS/Spouse All.	4509.00
10	CPP / QPP	0.00
11	Unemployment Insurance	0.00
12	Social ass., prov supp	0.00
13	Workers' Compensation	0.00
14	GST Credit	0.00

Message Centre

Person being spoken to:
MARY THOMPSON

F1	F2	F3	F4	F5	F6	F7	F9	F10	F12
Help	Language	Opt	Comment	Refuse	DKnow	PrevQ	FastFwd	Exit	Continue

PETER THOMPSON'S

...RETIREMENT PENSIONS, SUPERANNUATION AND ANNUITIES (EXCLUDING RRSP)

15	Provincial Tax Credits	0.00
16	Veterans' Pension	0.00
17	Other Government Income	0.00
18	Retirement Pensions	0.00
19	RRSP annuities and RRIF	0.00
20	RRSP withdrawals	0.00
21	Alimony, Child Support	0.00
22	Money from other person	0.00
23	Other money - source 1	0.00
24	Other money - source 2	0.00
25	Other money - source 3	0.00
26	Total Income for 1993	0.00
27	Income Tax for 1993	0.00

Message Centre

Person being spoken to:
MARY THOMPSON

F1 F2 F3 F4 F5 F6 F7 F9 F10 F12
Help Language Opt Comment Refuse DKnow PrevQ FastFwd Exit Continue

EXPLANATION OF THE CAI SCREENS

1. The first line "INC-Q4" refers to the question being asked at that point in the interview. The first questions in the INC module identify the person who is speaking and whether the mailed questionnaires had been completed. As the two screens where the income data are entered are considered as ONE question, both screens have INC-Q4 at the top. "Test Version 2.3" refers to the version of the software being used. Version 2.3 is the one used in the field for data collection, but previous versions were used during the development of the application.

2. The second line "Peter Thompson's" refers to the person for whom the data are being collected. In the first INC-Q4 screen, when the cursor is positioned on "Wages and salaries", the complete question appears on the screen, as follows:

DURING THE TWELVE MONTHS ENDING DECEMBER 31, 1993 WHAT
WAS PETER THOMPSON'S INCOME FROM THE FOLLOWING SOURCES?
WAGES AND SALARIES BEFORE DEDUCTIONS, INCLUDING MILITARY
PAY AND ALLOWANCES.

This is the portion of the screen called the complete question area (or long form) appears. For the income source "Wages and salaries", the question and the person's name (i.e., Peter Thompson) are included. As soon as the cursor is positioned at any other income source, it is no longer necessary to repeat the entire question. The person's name "Peter Thompson's" is left on the screen for the interviewer's reference. An abbreviated (or partial long form) of the question is also on the screen. The question is complete in the sense that it contains all the elements required for that particular income source.

3. The next part is the block where the interviewer enters the data. The revenue sources are listed in a very abbreviated manner (short form). When the cursor is positioned on an item, that item is highlighted. In this example, the cursor is on Item 9. Note that the partial form changes also as the cursor is moved. When the cursor is on item 14, the interviewer can hit **9** or "PgDn" to move to the remainder of the income sources (items 15 to 27).

4. The message centre has several purposes. All messages, whether they are for the interviewer only or for the interviewer to read to the respondent appear here. The following types of messages appear: error messages, messages indicating that the value entered is uncommon, interviewer help messages, a calculator. For the interviewer's reference, the name of the person to whom the interviewer is talking appears at the bottom of the message centre box.

5. All the F-keys at the bottom of the screen provide additional functions for the interviewer. These are described in detail in Section 4.1 of this report. A very short description of the function is provided as a useful reminder to the interviewer.