



Module: Understanding Money Basics

This module covers knowledge and skills related to earning money, including how to earn income, read a pay stub, file taxes, open a bank account, and keep finances safe.

About CanWork BC

CanWork BC aims to make it easier for youth with disabilities ages 15 to 30 years old to find and keep employment. There are a series of tools and resources for youth, employers, service providers, educators, and caregivers.

CanAssist at the University of Victoria, with the support of the BC Ministry of Social Development and Poverty Reduction, wrote the Provincial Employment Strategy for Youth with Disabilities (ESYD). This strategy informed the tools and resources.

The Youth Tool

The CanWork BC youth tool is available as an interactive online platform at portal.canworkbc.ca and through PDF workbooks such as this one. There are five dimensions of content available.

For the full PDF workbook content and accompanying facilitator guides, as well as other CanWork BC tools and resources, go to canworkbc.ca.

Introduction

This module has three sections to help you build your basic understanding of money. You'll explore:

- Understanding earning and pay, including reading a paystub and filing taxes.
- Learning the basics of banking, including types of accounts and how to choose the best options for your needs.
- Building strategies to keep your money and financial information safe.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect money management to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Understanding and Earning Pay

One main reason many people work is to earn money! Earning money helps build independence and work toward goals, whether that's covering bills, saving up for something you want, or planning for the future. Knowing how to manage the money you make is important for making planned decisions with it.

In this section, we'll cover:

- Identifying and describing the different parts of a paystub.
- Understanding the basics of filing taxes.

By the end, you will have a better understanding of how to manage the money you earn. Let's get started!

Engage and Explore

Understanding Pay Stubs

Understanding where your money goes can be just as important as earning it. Reading a pay stub helps you see exactly how much money you've made and check that you're being paid correctly.

So, what is a pay stub?

A **pay stub** is a digital or physical document that shows details about your earnings and deductions each time you get paid. Check out the example pay stub below and about the different parts to

underneath to understand *what* they are and *why* they are important.

1

Business Name
Business Address

2

Employee Name
Employee ID Number

3

Net Pay
Pay Period
Pay Day
Cheque Number

4

Earnings	Hours	Rate	Current	YTD
Basic Pay				
Overtime Pay				
Vacation Pay				
Gross Pay				

5

Deductions	Current	YTD
Income Tax		
Employment Insurance		
Canadian Pension Plan Insurance		
Total Deductions		

1. Employer information

This section includes important details about the company or organization you work for. It will include:

- **Employer name:** The name of your workplace or business.

- **Employer address:** The mailing address of your employer.

2. Personal information

This section shows information about you, the employee. It will include things like:

- **Name:** Your name as the employee.
- **Employee ID or number:** A unique number your employer uses to identify you.
- **Role or job title:** A description of the type of work you do.
- **Position type:** Whether you are paid hourly, on a salary, or on a one-time basis. Hourly employees are paid for each hour they work. Salaried employees are paid a set amount each pay period, no matter how many hours they work.
- **Pay rate:** Your hourly wage or salary amount for each pay period.

3. Information about pay cheque

This section includes important information about your pay for this period. It will include:

- **Net pay:** The total amount of money you get after deductions. This is your “take-home” money that is deposited in your account.
- **Pay period:** Shows the start and end date of this pay period. Often, pay periods are two weeks long.
- **Pay day:** The date you receive the money.

- **Payment type:** How the money is paid to you, such as direct deposit or cheque.
- **Pay cheque number:** A unique number to identify this specific pay cheque.

4. Information about earnings

This section shows how much you worked and any extra money you earned during the pay period. You'll see "*current*" for what you earned in this pay period and "*YTD*" which means year to date and shows the totals for the whole year. It will include:

- **Regular pay:** The standard amount you are paid before any deductions.
- **Overtime pay:** Any extra pay for hours worked beyond standard work hours.

Learn more about overtime standards in BC:

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/hours/overtime-pay

- **Vacation pay:** Money you earn so you can still receive pay when you take time off work. Your employer sets aside at least 4% of what you earn for vacation. Some employers pay it out each pay cheque for you to save yourself, while others save it for when you take vacation days to ensure you are still paid.

Learn more about vacation pay in BC:

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/time-off/vacation

- **Gross pay:** The total amount of money you earned in this pay period before any deductions were made.

5. Information about deductions

This section shows the different amounts that are taken off your pay. It will include:

Taxes

- **Canadian Income Tax (CIT):** Federal (Canadian) and provincial (British Columbian) taxes you pay to support community services such as healthcare and roads.
- **Canadian Pension Plan (CPP):** A fund you pay into for retirement. When you retire, you will receive monthly pay if you qualify. If you are earning tax-exempt income or are under the age of 18, you may not be required to make CPP contributions.

Learn more about the Canadian Pension Plan (CPP):

canada.ca/en/services/benefits/publicpensions/cpp.html

- **Employment Insurance (EI):** A fund that provides financial help if you lose your job. You contribute to EI while working and can use this benefit if needed.

Learn more about Employment Insurance (EI):

canada.ca/en/services/benefits/ei/ei-regular-benefit.html

After-tax deductions and employer benefits

- **Optional extended health and dental plan:** Some employers may offer health and dental benefits in addition to what is provincially available. If you choose to

use them, you might pay a part of the cost, or your employer may pay it fully.

- **Optional life insurance:** Some employers may offer a life insurance plan that will provide a payment to someone you choose if you pass away. If you choose to use this benefit you might pay a part of it, or your employer may pay it.

Tips

- Track your hours! It's a good idea to keep track of the hours you work and compare them to your pay stub. If something doesn't match up, kindly ask your manager or HR about it as they should be able to explain any differences or help fix errors.
- If you're self-employed, you won't get a pay stub but tracking your earnings and expenses is still important, so you know how much tax you have to pay. Learn more about self-employment in BC on the Work BC website:
workbc.ca/plan-career/explore-careers/self-employment

Make it Personal

Understanding Taxes

When you look at your pay stub, you'll see that some of your money is deducted to pay taxes.

Taxes are an amount that everyone pays to help support things in our communities such as hospitals, schools, and roads. Each person pays the same types of taxes, but the amount depends on your situation.

It's important to file a tax return with the Canadian Revenue Agency (CRA) every year to track how much you made and how much tax you paid to make sure you have paid the right amount.

Filing taxes might seem confusing at first, but this section should make it a little easier. Plus, it's very important. It's the only way to check if you paid the right amount in taxes and sometimes you even get a tax refund and get some money back! Use the tax tip sheet below to create a plan for filing your taxes.

The Who, What, Where, When, How, and Why of Taxes

Who?

You are responsible for filing your taxes with the Canada Revenue Agency (CRA) each year to find out if you owe money or get a refund.

- If you have any questions about taxes, contact the Canadian Revenue Agency for help: canada.ca/en/revenue-agency/corporate/contact-information.html
- If you're an employee, your employer will take taxes off each paycheck. When you start a new job, you'll fill out a TD1 form to tell your employer how much tax to take off. Learn more about TD1 forms: canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/set-up-new-employee/filing-form-td1.html
- If you're self-employed, you must track your income and pay your taxes each year.

What?

Have these items ready to make filing taxes easier.

- **Income slips like:** T4 slips, record of self-employed income, record of other income, or T5 slips.

T4 slip (if you have worked): Showing your earnings and deductions from your employer for the year.

- **Where to get it:** Employers must give you a T4 by the end of February. You'll get a T4 from each employer if you have more than one job.
- **What if you don't get it:** Ask your employer or request a copy from the CRA.

Record of self-employed income: You will not get a T4 slip if you are self-employed. So, it's important to keep a record of your income and expenses for the year. Learn more about recording income from self-employment on the CRA website: <https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/personal-income/employment-self-employment-income.html>

Record of other income: Keep a record of any extra earnings you might make, such as tips, odd jobs, or influencer income.

T5 slips: For any social benefits received or contract payments.

- **Supporting documents:** Receipts for any credits or deductions you're claiming, such as medical expenses, tuition, or donations.
- **Previous tax information:** If you've filed taxes before, keep details like your NETFILE access code, carry-forward amounts, or Registered Retirement Savings Plan (RRSP) details.

Where?

File taxes with the Canadian Revenue Agency (CRA) by sending your completed tax form either online, by mail, or over the phone.

When?

Checkout the important dates to know.

- **Tax filing opens:** You can start filing your taxes mid-February each year for any income made in the previous calendar year.

- **Tax deadline:** April 30. File by this day to avoid late fees and pay any balances you owe to avoid interest.
- You can learn more about important tax dates here:
canada.ca/en/revenue-agency/services/tax/individuals/topics/important-dates-individuals.html

How?

There are several ways to file your taxes. These steps can help:

1. Choose a way to file your taxes, either:

- Online yourself using a NETFILE-certified tax software: canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/netfile-overview/certified-software-netfile-program.html#h_1
- By mail using CRA Tax Forms: apps.cra-arc.gc.ca/ebci/cjcf/fpos-scfp/pub/rdr?request locale=en_CA
- By phone using SimpleFile: canada.ca/en/revenue-agency/campaigns/simplefile-by-phone.html
- With support from a professional or trusted family member or friend using EFILE-certified tax software: canada.ca/en/revenue-agency/services/e-services/about-auto-fill-return.html

2. Get support if you need it:

- **Use a representative:** You can authorize a trusted family member, friend, or accountant to file your taxes.
- **Attend free tax clinics:** Find free CRA Tax Clinics canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program.html
- **Research information:** Check out the CRA's Step-by-Step Tax Guide canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/completing-basic-return.html

3. Submit your completed tax return:

Submit to the CRA online, electronically, by mail, or over the phone.

4. Get your Notice of Assessment (NOA):

After filing, the CRA will send you the outcome of your taxes and any next steps. Learn more about your notice of assessment canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/after-sending-tax-return.html

5. Follow-up with your next steps:

Pay any balances owed or set up a way to receive your refund. Learn more about:

- **Paying balances owed:** canada.ca/en/revenue-agency/services/payments/payments-cra/individual-payments/make-payment.html

- **Receiving refunds:**

canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/refunds.html

Why?

Filing taxes is important because it:

- **Checks if you paid the right amount:** Filing taxes confirms if you've paid too much and get a refund or if you've paid too little and have a balance owing.
- **Helps you avoid CRA penalties:** If you don't file your taxes by the due date, the Canada Revenue Agency (CRA) might file a tax return for you and take legal action to collect any unpaid taxes.
- **Gives you access to government benefits:** Filing taxes lets you access government benefits such as GST credits, Student Aid, or the Canada Child Benefit (CCB). If you don't file taxes, you might miss out on money that could help you with your expenses!

Tip

Beware of tax scams! Protect your money by remembering that the CRA will never:

- Send refunds by e-transfer or text message.
- Demand payment through e-transfer, cryptocurrency, or gift cards.
- Use aggressive language or threaten to arrest you.
- Charge a fee to talk to an agent.
- Set up in-person meetings in public places.

Learn more about avoiding tax scams from the CRA:

- <https://www.canada.ca/en/revenue-agency/corporate/scams-fraud/recognize-scam.html>

Creating Your Personal Tax Plan

Consider the following questions and write your answers below or in a notes app or another digital format that works for you to determine the best way for you to file your taxes.

Question: Why is it important for me to file my taxes?

- *Example: I need to file to keep getting government benefits like GST credits or Student Aid.*

Question: Where can I go if I need more information or have questions about taxes?

- *Example: I can visit the CRA website or ask a family member who files their taxes.*

Question: What personal information do I need to have ready to file my taxes? Where do I keep this information?

- *Example: I'll need my Social Insurance Number, which I keep in my desk at home.*

Question: What income do I have that I have to report on my taxes? What documents do I need for this?

- *Example: I need a T4 slip from my job that shows my earning for the year. I also need to keep a record of the tips I make in a year.*

Question: What can I do or where can I go if I am missing information I need to file my taxes?

- *Example: I lost my SIN, so I can contact Services Canada for a replacement.*

Question: How would I like to file my taxes?

- *Example: I'll probably use an online CRA-certified tax software like Wealthsimple or H&R Block.*

Question: Will I need help filing my taxes? Where can I go or who could help me?

- *Example: I could ask my parents who have filed taxes before or find a free tax clinic and get help there.*

Question: When will I start filing my taxes and when do they have to be done by? How will I remember to start filing my taxes?

- *Example: I'll set a reminder in my phone calendar to start at the beginning of March to make sure it's done well before April 30 in case I owe any money.*

Question: How will I make sure the information I submit is correct?

- *Example: I'll ask a trusted friend or my support worker if we can go through my taxes together and check for any errors before I send them.*

Question: How can I stay financially safe while filing my taxes?

- *Example: If someone calls saying they're from the CRA, I'll double check by calling the CRA directly using the phone number from their website.*

Great work! Taxes can feel overwhelming, but having a plan can make it more manageable. You can also check out these self-care tips below to help make it easier. Remember, take it one step at a

time, reach out if you need support, and good luck with filing your taxes this year!

Take care of yourself while doing your taxes

- **Break it down into steps**

Try not to tackle everything at once. Instead, break down the process into small steps, like gathering documents one day and filling out forms the next. Small steps make the task feel manageable!

- **Use a checklist or template**

Use a checklist to track everything you need to complete your taxes and everything you've already done. Knowing exactly what you need to do helps you stay organized and crossing off items can feel satisfying!

- **Ask for support if you need it**

If you feel lost or uncertain, don't hesitate to ask for help from someone you trust. You can also look for information on the CRA website or visit a free tax clinic. Sometimes, just knowing you don't have to do it alone can relieve a lot of stress!

- **Be kind to yourself**

Remind yourself that it's okay if you make a mistake or don't understand everything right away. You're learning, and taxes can be tricky for everyone. Self-compassion can reduce stress and make it easier to keep going if a challenge comes up!

- **Plan something fun when you're done**

Plan a treat or activity you enjoy as a reward for finishing your taxes. Having something to look forward to can motivate you to keep going and get it finished!

Section 2: Understanding Banking Basics

Now that you've explored the basics of earning and pay, the next step is deciding where to keep your money! Banks, credit unions, and other financial institutions are common choices, each offering different types of accounts and services that help you manage your money safely. Exploring the different types of institutions and accounts available can help you choose the best place to keep your money, making it easier to organize and work toward your goals.

In this section, we'll cover:

Understanding the different types of financial institutions and how they work.

- Understanding the different types of services financial institutions offer.
- Identifying which type of financial institutions and accounts fit your needs.

By the end of this section, you should have a better understanding of how to choose the right banking options for you. Let's get started!

Engage and Explore

Understanding Banking

Financial institutions like banks or credit unions are places where you can keep your money safe and access it when you need it. For example, if you get a paycheck from a job, you can go to a **financial institution**, like a bank, to deposit your money.

Check out the different types of financial institutions below:

Banks

Banks are places where you can safely store your money, borrow money, or get help managing it. Banks are often run by large companies and are easy to find in most cities and online. They offer many services, such as accounts for spending and saving and loans for big purchases.

RBC, TD, and Scotiabank are examples of banks, that do the following:

- Store your money in chequing and savings accounts.
- Have branches you can visit in person and also offer online banking.
- Issue credit cards and provide loans.
- Offer investment products.
- Provide financial advice.

Pros	Cons
<p>Offer different financial services.</p> <p>Have many branches and ATMs available.</p> <p>Have strong security to protect your money.</p>	<p>Fees can be higher than other options.</p> <p>Services may be less personalized because they are so large.</p>

Credit Unions

Credit unions are like a community-focused version of a bank. They are owned by the members who use them. Credit unions often have the same services as banks but try to focus more on helping their members than making profits. They might charge lower fees but are often not as widely available.

Vancity and First West Credit Union are examples of credit unions that do the following:

- Store your money in chequing and saving accounts.
- Have branches you can visit in person and also offer online banking.
- Issue credit cards and provide loans.
- Offer investment products.
- Provide financial advice, education, and community-focused programs.

Pros	Cons
<p>Offer different financial services, usually at a lower price than banks.</p> <p>Offer personalized and community-focused service.</p> <p>Have strong security to protect your money.</p>	<p>Not as many branches and ATMs.</p> <p>Limited international options if you are travelling.</p> <p>Fewer digital service options.</p>

Fintech Institutions

Fintech institutions are companies that use technology to offer financial services that make managing your money faster and easier, usually online or through apps. For example, they might make it easy to send money quickly, invest, or budget right from your phone. They're all about convenience and new ideas.

Wealthsimple, KOHO, and PayPal are examples of fintech institutions that do the following:

- Provide digital banking tools through apps or websites.
- Offer innovative financial services.
- Provide digital budgeting or financial tracking tools.

Pros	Cons
<p>Easy to access through apps and websites.</p> <p>Often have lower fees.</p> <p>Can offer traditional financial services in innovative ways.</p>	<p>Limited physical locations and customer service.</p> <p>May not offer all financial services.</p> <p>Don't always have the same level of security and data privacy as banks and credit unions.</p>

Financial institutions offer **financial services** to help make managing your money easier. These services can include keeping your money safe, helping you save for the future, giving you tools to pay for things, or lending you money. For example, the bank provides a **financial service**, such as a chequing account, where you'll securely store the money from your paycheck. This allows you to keep your money safe while giving you easy access for everyday use, like paying bills or buying things.

Chequing accounts

You can think of a chequing account like a wallet, but instead of carrying cash, you keep your money in this account. This type of account is meant for everyday spending and money management, like buying food or receiving your paycheque. Examples include Day to Day Banking Accounts and Student Everyday Banking Accounts.

Uses	Tips
<p>You can easily deposit money by bringing cash or a cheque to the bank or electronically through methods like direct deposit.</p> <p>You can easily take out money using a debit card, writing cheques, or sending transfers online.</p>	<p>Ideal for managing regular transactions, but you may also want a savings account for saving money.</p>

Savings accounts

You can think of a savings account like a piggy bank, it's a safe place to store your money for the future. It's designed to help you save, not spend the money frequently. With savings accounts, the bank will pay you a little extra money, called interest, for keeping your

money there. Examples include High-yield savings accounts and specialty savings accounts.

Uses	Tips
<p>You put your money in and save it there for something in the future.</p> <p>A savings account is designed for money you plan to set aside for a while, so it's not meant for everyday use. These accounts may limit how often you can withdraw funds to encourage saving, but your money is still easily accessible online or at an ATM.</p>	<p>Best to use this type of account in addition to a chequing account and store money you don't want to use every day here.</p>

Credit Cards

You can think of a credit card like a temporary money loan. The bank lets you borrow money to buy things now and pay them back by a later date. If you miss this date though and take too long to pay them back, you will have to pay extra money called interest. You can use a credit card for things that cost a bit more, like electronics, furniture or vacations. Credit cards offer a bit more security than

debit cards because the money is not directly linked to your bank account – this can be helpful for buying things online. Examples include Mastercard and Visa.

Uses	Tips
<p>You have a credit limit, which is the maximum amount of money you can borrow.</p> <p>Each month, you get a bill for what you have spent.</p> <p>If you pay it all back on time you don't pay extra. If you don't interest is added and you will have to pay more.</p>	<p>Using credit cards responsibly helps you build your credit score, which is a number that financial institutions use to decide if they should lend you money and it can also be checked by places like landlords to decide if they should rent you an apartment.</p>

Loans

A loan is a large amount of money you borrow from a bank or financial institution for significant expenses, like buying a car, paying for school, or starting your own business. You agree to pay it back over time, usually with interest, which is extra money you pay to the bank as a fee for borrowing money. Examples include personal loans, student loans, and mortgages.

Uses	Tips
<p>You borrow a specific amount of money which must be approved by the lender.</p> <p>You and the lender agree on a repayment plan, for example, if you borrow \$10,000 for a car, you might agree to pay \$300 monthly for a few years.</p>	<p>If you are taking out a loan, compare loan terms and interest rates to find the best option and make sure you have a realistic plan to make the payments.</p>

Investments

These accounts are used to grow your money over time. Instead of keeping your money in a regular savings account where it earns a small amount of interest, you can invest it in things such as stocks, bonds, or mutual funds to try and earn higher interest return. Examples include Tax Free Savings Accounts (TFSAs), Registered Education Savings Plans (RESPs), and Registered Retirement Savings Plans (RRSPs).

Uses	Tips
<p>You invest money in special accounts to grow it for the future.</p> <p>The money you invest is used to purchase things such as stocks, bonds, or mutual funds.</p> <p>It is not as easy to access because you have to sell the items to receive your money.</p>	<p>Investments can grow over time, but they also come with risks. Be cautious of high-risk investments that promise quick returns, and research your options before committing your money.</p>

There are different types of financial institutions and services, so it's important to find the ones that work best for you. Check out the information below to learn about them and help you make the right choice!

Some people like to keep all their finances at one institution, while others like to use services from a few different places. Both have pros and cons. Take a look at the list below and consider which option you would prefer.

Pros of keeping all your finances with one institution:

- You can access all your financial services in one place, which makes it easier to keep track of everything and avoid confusion.
- Your financial institution might understand your needs better and give you more personalized service.
- You could get special offers, discounts, or other benefits.

Cons of keeping all your finances with one institution:

- You might miss out on new or better services offered by other institutions.
- Some institutions might have lower fees or better interest rates for specific services.
- If your financial institution has problems, like a data breach, it could impact all your accounts.

Make it Personal

Exploring Your Financial Accounts

Whether it's handling daily expenses, saving for the future, or navigating unexpected challenges, the right financial institutions and services can make managing money smoother and give you more time to focus on what matters to you – like your family, job, or hobbies.

Use the steps below to:

- Reflect on the financial institutions and accounts you currently use.
- Identify additional accounts or institutions that align with your needs and goals.

Write your answers to the questions below or in a notes app or another digital format that works for you.

Step 1: Map your current financial picture

- Use the chart below, your computer, or a phone, write out the financial institutions you currently use and list the types of accounts you have with each.
- If you don't currently use any financial institutions, you can write down how you currently store your money.

Example 1:

Financial Institution	Type of Account(s)	How I Use It	Any Fees and Benefits I Know About
Name of Bank	Chequing, savings	Daily expenses, emergency fund	Fee: Monthly fee Benefit: Interest rate I earn

Credit Union	Personal loan	Car loan	Fee: Monthly payment & interest Benefit: Low interest rate
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Example 2:

Financial Institution	Type of Account(s)	How I Use It	Any Fees and Benefits I Know About
My piggy bank	Savings	Saving for a new pair of shoes I want	Benefit: It doesn't cost anything and it's easy to get to.

Record Your Own:

Financial Institution	Type of Account(s)	How I Use It	Any Fees and Benefits I Know About

Step 2: Reflect on your needs and goals

Consider these questions:

Question: Do the accounts I have or ways I manage my money meet my needs?

- *Example: My chequing account is good for paying bills and buying groceries, but I wish it had no monthly fee.*

Question: Are there better options I could explore for managing my finances or fees I could avoid?

- *Example: I heard some banks offer free chequing accounts for students, so I want to check that out.*

Question: Do I need any financial services I don't have yet?

- *Example: I'm starting a new job soon and I don't have a bank account. I need one to deposit my paycheques.*

Step 3: Research and plan next steps

Look up financial services or institutions that could better meet your needs and consider:

Question: What is the type of financial service you're considering?

- *Example: I'm considering opening a credit card for the first time. I want one with low interest rates and no annual fee since I'm new to using credits cards.*

Question: What are you looking for in a financial institution?

- *Example: I want to make sure that I use a bank with a good mobile app because I like doing my banking from my phone.*

Question: Are there any questions you need to ask before making a decision?

- *Example: What happens if I miss a credit card payment? Are there penalties? Do I have the option to set up an automatic payment?*

Step 4: Create a plan

Based on what you learned, create a short action plan.

- *Example: I will visit my bank's website and look at their TFSA options. I will research banks and try to find one that offers free chequing accounts for youth.*



Having the right financial tools can make managing your money easier and less stressful. Great job reflecting on your needs and exploring your options. You've taken an important step in your financial journey!

Remember, there's no one system that works for everyone. Like employment, managing your finances is an ongoing journey. Feel free to revisit this as needed to keep exploring and improving what works best for you.

Learn More

Here's some resources to help you keep going with your financial exploration:

- Compare different types of accounts with this tool: tools-ioutils.fcac-acfc.gc.ca/ACT-OCC/searchfilter-eng.aspx

- Compare different credit cards with this tool: ioutils.fcac-acfc.gc.ca/CCCT-OCCC/SearchFilter-eng.aspx

Section 3: Ensuring Financial Safety

Now that we've explored the basics of earning and storing money let's learn how to keep it safe. Unfortunately, there may be times when other people try to trick you and take your money without you realizing it – this is called **financial fraud or scams**. It's sneaky and it's wrong. The good news is you can learn how to spot these tricks and protect yourself.

In this section, we'll cover:

- Understanding common scams people might use.
- Using tips to keep your money and information safe.
- Identifying what to do if you've been scammed.

By the end of this section, you'll have a better understanding of some tools to protect yourself and feel more confident about keeping your money safe. Let's get started!

Engage and Explore

Understanding Financial Scams

What are scams? A scam is when someone tries to trick you into giving them something valuable, like your money or personal details, such as your full name, passwords, or bank account number. People might lie, pretend to be someone they're not, or use fake stories to trick you.

If someone scams you, they might:

- Steal your money.
- Use your personal information to pretend to be you. This is called identity theft.
- Make it harder or impossible for you to use your own money.

Scams can happen to anyone. Knowing about them will help you avoid losing money and save you stress!

Common Scams

Look through the following information to understand common scams.

Scam	Description	Examples
Investment scams	Scammers promise you a lot of money quickly for making	You get a message on social media about a way to double your

	fake or risky investments.	money in a couple days through cryptocurrency. They ask you to make an upfront “investment,” but when you send it you don’t hear back, and you lose your money.
Loan scams	Scammers offer quick loans but require you to pay money right away or want access to your personal information.	You apply for a personal loan, and the lender asks you to pay a \$50 fee to process your application and get your money. Once you pay, they disappear, and you lose your \$50.
Online shopping scams	Scammers create fake websites or listings to sell products that don’t exist or are poor quality.	You buy designer sneakers online, but when you get them, they turn out to be fake.

Rental scams	These scams target people looking for housing, usually by collecting deposits on places that don't exist.	You find a great apartment online and text the "landlord." They ask for a deposit to hold it since you can't find a time that works. They stop replying after you send the money and the apartment isn't real.
Phishing scams	These scams try to trick you into giving away personal information, like passwords, banking information, or your SIN (Social Insurance Number).	You receive a text message claiming to be from your bank that says, "Your account is locked, click this link to unlock it."
Social media and influencer scams	Scammers pose as influencers or use their media to make fake accounts or ads to trick you into sending money or	An "influencer" claims you've won a contest but asks you to pay a "shipping fee" to get your prize. After

	personal information.	paying, you never receive the prize.
Employment scams	Scammers target job seekers with fake job offers to steal money or personal information.	You're offered a remote job but asked to pay for training materials. Once you send the money, the "company" stops responding.
Fake bills or invoices	Scammers send fake bills or invoices to trick you into paying for services or products you never bought.	You get an email from a phone company saying your bill is overdue and you have to pay immediately, but you don't have a phone plan with that company.
Government scams	Scammers pretend to be government agencies and try to get you to pay them money or give them your personal information.	You get a call from someone claiming to be from the Canada Revenue Agency (CRA), saying you owe taxes and will be arrested if you don't pay them.

Prize or lottery scams	Scammers tell you you've won a prize or lottery but ask for payment or personal details to claim it.	You get an email saying you've won a vacation but need to pay a booking fee. After paying, you hear nothing further.
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As you can see there are all kinds of scams to try to steal money or personal information. They often target us through things we trust, like social media, online shopping, or even job offers. Knowing how these scams work can help you spot and avoid them to keep your information and money safe!

Learn More

Stay up to date on scams with this scam tracker:

- bbb.org/scamtracker/lookupscam

Make it Personal

Avoiding Scams

Scams can happen to anyone, but the good news is that the right tools and habits can help you avoid them. Use the steps below to

make a personal scam plan to protect yourself and handle anything that comes your way. Write your answers below or in a notes app or another digital format that works for you.

Step 1: Check-out these strategies for avoiding scams.

Strategy 1: Stay safe

- **Keep your details private:** Only share your Social Insurance Number (SIN), banking information, or passwords if it's absolutely necessary and with a trusted source.
- **Be careful online:** Think before sharing personal information on the internet or social media.
- **Don't pay before confirming:** Don't pay upfront or make a deposit on something you or a trusted source hasn't seen in person or received. If purchasing online, confirm the site is real.
- **Ignore suspicious requests:** Don't respond to unexpected calls or messages asking for personal information.
- **Use strong passwords:** Create passwords with numbers, letters, and symbols. Use two-factor authentication when possible.
- **Protect your devices:** Update your phone and computer regularly. Avoid clicking on strange links or attachments.
- **Check your accounts:** Look at your bank and credit statements often to catch anything unusual.

- **Learn more through the Canadian Anti-Fraud Centre:**
antifraudcentre-centreantifraude.ca/protect-protegez-eng.htm

Strategy 2: Spot scams

- **Stay informed:** Learn about common scams so you know what to watch for.
- **Too good to be true?** If something sounds amazing but unrealistic, it's likely a scam.
- **Don't rush:** Scammers pressure you to act fast. Take your time. Decisions can wait!
- **Pause and investigate:** If something feels off, take a moment to check it out. Look up existing scams on the scam tracker at bbb.org/scamtracker/lookupscam
- **Look for fake IDs and emails:** Caller IDs and emails can be faked. Contact companies or agencies using their official details, not ones from suspicious messages.
- **Ask for help:** Talk to trusted friends or family if you're unsure.

Strategy 3: Report a scam

- **Help protect others:** Reporting scams helps law enforcement and can prevent others from being victims.
- **Confide in someone you trust:** Share your experience with trusted friends or family.
- **Report online:** Use the Online Reporting System to file a report services.rcmp-grc.gc.ca/chooser-eng.html?ipeReferer=CAFCFRS
- **Call to report:** You can also report scams by calling 1-888-495-8501.
- **Learn More:** Learn more about reporting scams through the Canadian Anti-Fraud Centre at antifraudcentre-centreantifraude.ca/index-eng.htm

Strategy 4: Seek help if you are a victim

- **Stay calm:** Reach out to someone you trust for support.
- **Collect evidence:** Keep documents, receipts, emails, or texts related to the scam.
- **Notify your bank:** Contact your financial institution immediately to secure your accounts.
- **File a report:** If you have lost money or provided personal financial information in relation to a fraud or scam reach out to your local RCMP to file a report.

- **Watch for follow-up scams:** Be cautious of offers that promise to recover lost money—they are often scams too. Share updates with the Canadian Anti-fraud Centre, and possible your financial institution or the police to prevent future scams.
- **Tell friends and family:** Let your family and friends know about the fraud to help prevent others from becoming victims.
- **Learn more:** Learn about what to do if you're the victim of a scam through the Canadian Anti-Fraud Centre antifraudcentre-centreantifraude.ca/index-eng.htm

Step 2: Consider the questions.

Question: What personal information do you have that you need to keep safe?

Question: Have you experienced or come close to falling for a scam? What happened?

Question: What's one habit you can change to keep yourself safer from scams?

Step 3: Build your plan.

1. Spot risks

Think of some examples of where scams might target you.

- *Example: "I think I'm most at risk when I'm online shopping. I love deals and sometimes click on things that seem too good to be true."*

2. Protect yourself

Use the tips provided to brainstorm actions you'll take to protect yourself from scams.

- *Example: "If I get a text from a number I don't know asking for payment, I'll ignore it and report it as spam on my phone."*

3. Plan how you'll respond

Make some if/then statements! Think of how to respond to potential scams:

- *Example: “**If** I get an urgent call pressuring me to send money immediately, **then** I will ask them to send me the details in writing so I can review it with a friend or family member I trust.”*

4. Make an emergency plan

What will you do if you suspect you’ve been scammed?

- *Example: “If I think I’ve been scammed, I’ll reach out to someone I trust.”*

Reflect and Connect

We've covered a lot in this module, including:

- The basics of banking, including different types of accounts and their uses.
- Skills related to earning money, such as understanding a pay stub and filing taxes.
- Strategies for avoiding scams and protecting your financial information.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

Question: What's something new you learned about a pay stub?

Question: Why do you think it's important to check your pay stub every time you're paid?

Question: What's one thing you can do to get ready for filing taxes?

Question: What are some things you can consider to make sure your bank account is working well for you?

- *Example: Fees, interest rates, online banking options.*

Question: Have you ever come across something that seemed like it could be a scam?

Question: How will you use what you learned about avoiding scams to help keep your money safe?

Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **canworkbc.ca**.

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