



Memorandum

Date: August 20, 2024
To: School Council Members
From: Andrea McIntyre, Director, Finance, Systems & Administration
Department of Education
Subject: Social Insurance Number Collection / Taxable Payments

Honoraria/wages are considered by Canada Revenue Agency to be a taxable benefit, and therefore Department of Education requires the following information:

Name: _____
Address: _____
(include postal code) _____
Social Insurance Number _____-_____-_____
Email Address _____

Collection and Use of Information: This information is being collected under the authority of the (Federal) Income Tax Act and the (Yukon) Access to Information and Protection of Privacy Act s.15(c)(i) and 22(a) and the for the sole purposes of issuing Honoraria/wages and T4A slips and ensuring accurate and correct information. Please contact the undersigned with any questions.

Note: If the total amount received during the calendar year from Yukon Government does not exceed \$500, except for Employment Income (Line 101), a Statement of Other Income (T4A) will not be issued. You are still required by Canada Revenue Agency to report all income received whether a T4A has been issued.

Thank you,

Andrea McIntyre
Director, Finance, Systems & Administration
Department of Education
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