

Instructions for Handling T4A Information

Note:

The Dept. of Finance has provided the following instruction on handling T4A information. The process will be:

- 1) The School Councils will track the information when they pay honoraria to council/board members, including honoraria donated to School Councils or schools. Information includes: Name, Address, and amount paid during the year.
- 2) S.I.N. numbers are requested at the time the candidate is sworn in. These documents are handled by the School Council Liaison and the Financial and Budgetary Assistant only. If the S.I.N. information is missing, these two individuals will contact the candidate directly.
- 3) The School Councils will forward the list of members, their address, honoraria amount and tax receipt forms (for donated honoraria) to the Financial & Budgetary Assistant, Dept of Education.
- 4) The list should be sent to Education no later than the 14th of January each calendar year. The honoraria will cover all payments for honoraria only for the previous calendar year, i.e. Jan 14, 2013 will be for the period January 2012 to December 2012.
- 5) The Manager of Accounting Services will collect the information and forward to the Director, Finance in the Dept. of Finance as per their T4A call letter.
- 6) Finance will include the data with the regular T4A info that they send out to CCRA, including our payroll tax number and summary sheets.

It is important that the School Councils cancel any existing Payroll Tax numbers that they have with Canada Customs and Revenue Agency. School Councils can use the Director of Finance as a contact for CCRA to confirm or ask questions regarding this change.

Cyndy Dekuysscher
Director, Finance, Systems & Administration
Dept. of Education
Phone: 867-667-5701 or Fax: 867-393-6254

Note:

The wording in the Training Manual Section 5 page 3 paragraph 2 should be changed to read:

"Each School council will forward their list of council/board members paid honoraria during the previous year to the Dept of Education, c/o Director, Finance, Systems and Administration. It is worthy of note that, with the amount of honoraria being paid to individuals, the school council will not be making any payments to Revenue Canada but merely reporting to YTG Dept. of Finance that an honoraria has been paid and how much. Please ensure that all of the information is captured: Name, Address, and amount paid to each individual member for the calendar year."