

2023 Year-End Payroll Reminders

<p>November 2023 and December after the final payroll of 2023</p> <p>Review Trial Tax Forms and other Year End Balancing Reports</p>	<p>Trial Tax Forms (T4/T4A/RL1) in TeamPay Go to Reports & Utilities > Manage Tax Forms Choose: Type (Trial Tax Form), Tax Form (All), Taxation Year applicable and search date.</p> <p>Other Year End Balancing Reports, go to Reports & Utilities >Year End Reports. Select dates applicable, click filter, and choose Report of Tax Form Balances (Trial Run) and Tax Form Run Control (Trail Run).</p>
<p>Year to Date Adjustments on or before the last payroll of 2023</p>	<p>The Best Practice of submitting your adjustments with your regular payroll runs, in addition to being at no additional cost, means you also avoid the risk of late remittances to government agencies.</p>
<p>Pension Adjustment (PA)</p>	<p>The General Council Office will calculate and provide ADP with the Pension Adjustment (required for Box 52 on the T4). No action is required from pastoral charges' end.</p>
<p>New! The Canadian Dental Care Plan reporting requirement will be mandatory beginning with the 2023 tax year reporting cycle and will continue to be required on an annual basis.</p>	<p>The General Council Office will provide ADP with the codes required for Box 45 on the T4. No action is required from pastoral charges' end at 2023 Year End.</p> <p><u>The process will be revisited and communicated for 2024.</u></p>
<p>Prior to the first pay run of 2024</p>	<p>For pastoral charges with bi-weekly payroll frequency, verify the number of pays for 2024 and advise ADP accordingly if there is any change in number of pays (i.e., from 26 to 27 or vice-versa).</p>
<p>January 2024</p>	<p>All adjustments related to 2023 payroll that are submitted after the last pay of 2023 are subject to ADP fees.</p> <p>You will also be responsible for remitting statutory deductions for the adjustments to the appropriate government agencies.</p> <p>The production of the 2023 Tax form is January 24, 2024.</p> <p>Any year-end adjustments related to 2023 must be done by 12:00 noon January 19, 2024.</p>
<p>February 2024</p>	<p>If you need to make corrections after the Final Tax forms have been produced, please contact ADP Client Services.</p>
<p>Special note to Quebec</p>	<p>Employers in Quebec need to complete and submit the RL1 Summary to RQ before the last business day in February 2024.</p>

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