

2024 Year-End Payroll Reminders

<p>October 3, 2024</p> <p>And</p> <p>After the final payroll of 2024</p> <p>Review Trial Tax Forms and other Year End Balancing Reports</p>	<p>Trial Tax Forms (T4/T4A/RL1) in TeamPay</p> <p>Go to Reports & Utilities >Manage Tax Forms</p> <p>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</p> <p>Find Report of Tax Form Balances (Trial Run) and Tax Form Run Control (Trail Run) under Report Type</p>
<p>Year to Date Adjustments on or before the last payroll of 2024</p>	<p>The best practice is submitting your adjustments with your regular payroll runs. In addition to being at no additional cost, 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 Adjustments (required for Box 52 on the T4). No action is required from pastoral charges.</p>
<p>The Canadian Dental Care Plan reporting requirement is mandatory. Leaving the Dental code (EDBO) blank will impact your entire tax forms submission being filed with CRA.</p>	<p>Code 1-for Employee without UCC benefit coverage as of December 31, 2024 (including former employees who ended their employment during 2024)</p> <p>Code 3-for employee with UCC benefit coverage as of December 31, 2024</p>
<p>Prior to the first payroll run of 2025</p>	<p>For pastoral charges with bi-weekly payroll frequency, verify the number of pays for 2025, 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 2025</p>	<p>All adjustments related to 2024 payroll that are submitted after last pay of 2024 are subject to ADP fees.</p> <p>You will also be responsible for remitting statutory deductions for the year-end adjustments to the appropriate government agencies.</p> <p>The production of 2024 Tax form is January 29, 2025.</p> <p>Any year-end adjustments related to 2024 must be done by 12:00 noon January 22, 2025.</p>
<p>February 2025</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 Employers</p>	<p>Employers in Quebec need to complete and submit the RL-1 Summary to RQ before the last business day in February 2025.</p>

1-800-268-3781 ext. 2029 OR pastoralchargepayroll@united-church.ca