2026 YEAR-END AND NEW YEAR PAYROLL REMINDERS

Trial Tax Forms

Available: October 1, 2026, and after the Final Payroll of 2026

- **Locate Trial Tax Forms (T4/T4A/RL-1) in TeamPay**

  Reports & Utilities > Manage Tax Forms

  Type: **Trial Tax Form**

  Tax Form: **All**

  Select the applicable taxation year and expand the" Produced On" dates and click search.

- **Locate Year-End Balancing Reports**

  Reports & Utilities > Year End Reports Under **Report Type**, select:

  Tax Form Balances (Trial Run)

  Tax Form Run Control (Trial Run)

Year-to-Date Adjustments

Submit all payroll adjustments **on or before the final payroll of 2026**.

Best practice: Submit adjustments with your regular payroll run to avoid additional fees and reduce the risk of late remittances to government agencies.

Pension Adjustment (PA)

The General Council Office will calculate and provide ADP the Pension Adjustments required for **Box 52 of the T4**.

No action is required from pastoral charges.

Canadian Dental Care Plan (CDCP) Reporting

Review the following code on tax forms.

- **Code 1**: Employee without UCC benefit coverage as of December 31, 2026 (including former employees whose employment were terminated during 2026).
- **Code 3**: Employee with UCC benefit coverage as of December 31, 2026.

2026 YEAR-END AND NEW YEAR PAYROLL REMINDERS

Final Payroll of 2026 – DO NOT DELAY!

Review your payroll schedule and reports to ensure the final payroll is processed on time.

- **December 24, 2026**: Deadline to process payroll with a **December 31, 2026 pay date**.
- Payroll submitted on **December 29, 2026** will have a **January 4, 2027 pay date**.
- Payroll submitted on **December 29, 2026** with a requested **December 31, 2026 pay date** will incur an administrative fee of **$180 plus applicable taxes**.

Before the First Payroll of 2027

- For pastoral charges with a **bi-weekly payroll frequency**, verify the number of pays for 2027 and notify ADP of any changes (e.g., 26 to 27 pays, or vice versa).
- Submit the **Reduced EI Rate Complete Tax Profile Change Form** through **TeamPay > Service Connect**.

ADP Service Connect:
https://support.adp.com/secure/region/USCTeamPay/Application.aspx?appID=39

First Payroll of 2027

Update compensation for ministry personnel.

1. Review 2027 COL Group Assignment

https://united-church.ca/sites/default/files/2026-10/col-group-assignments-2027.pdf

2. Review Increment Category

Confirm the applicable increment category with ministry personnel.

3. Determine 2027 Salary

Use the **Minimum Salaries & Reimbursements for Ministry Personnel (2027)**:

https://united-church.ca/sites/default/files/2026-10/salary-schedule-ministry_2027.pdf

4. Update Taxable Benefits (TB LIF F) in TeamPay

Calculate and update taxable benefits based on the new salary for benefit plan members using:
https://united-church.ca/sites/default/files/2026-10/2027_premiums_and_taxable_benefits_calculator.xlsx

---

2026 YEAR-END AND NEW YEAR PAYROLL REMINDERS

2026 Year-End Adjustments & Tax Form Production

- Adjustments related to 2026 payroll submitted after the final payroll of 2026 are subject to ADP processing fees.
- Employers are responsible for remitting any related year-end adjustment statutory deductions directly to the applicable government agencies.
- **2026 tax forms will be produced on January 27, 2027.**
- **All 2026 year-end adjustments must be completed by 12:00 p.m. January 21, 2027.**

February 2027

If corrections are required after final tax forms have been produced, please contact **ADP Client Services**.

Special Note for Quebec Employers

Employers in Quebec must complete and submit the **RL-1 Summary** to **Revenu Québec** before the **last business day of February 2027**.