



BULLETIN

Kitimat Smelter and Kemano Power Operations Workers

TAX TIME

2021 tax season is upon us, and your Union Hall is still operating under COVID-19 protocols. Therefore, we are still available to prepare all retired and active members' personal income taxes under the following conditions:

There will *not* be any scheduled appointments at the Hall. Instead, please put all of the necessary documentation into an envelope with your name, address and phone number on it, and **drop it off in our mail slot at the Union Hall at 235 Enterprise Avenue at any time.**

Taxes will be prepared in order they're received, and you will be contacted if any further information is required from you.

If you participate in the My Shares program, please refer to the *Instruction Sheet* to print-off the necessary documentation to be included with your tax papers. If you do not have access to a printer, or require assistance with this process, please include your login information with your tax documents for the Union to login on your behalf to retrieve the required information.

Upon completion of your taxes, everything will be returned to you via mail.

Please note the tax deadline is April 30, 2021, and has not been extended at this time.

We appreciate your understanding in keeping everyone safe and healthy.

YOUR UNION AT WORK!

“MY SHARE” PERSONAL INCOME TAX INSTRUCTION SHEET

Transaction History (For Purchases & Dividends)

- Click on Transaction History (Top Right)
- Click on Transaction Type
- Filter for Both **Dividend Reinvested & Purchases**
(You can click on the "Transaction type" and then click the boxes for "Dividend Reinvested" & "Purchases")
- Record Date and number of shares (this the number of shares bought with your contributions and the number of shares bought with your reinvested dividends).
- Record Information (can export to Spreadsheet or write down). You can click on "Export to Spreadsheet" on the right side of the screen and it'll put all of the information on a spreadsheet that you can print (make sure the date and the number of shares are both showing on the spreadsheet).
- This information for the Dividends can also be found under Correspondence - Statements (would need to open and print or record info from all statements).
- This is the Dividend Info we need to report on Line 121 & Schedule 4. Also need it to update our ACB (add to ACB spreadsheet in Date Order).

Contributions

- Click on Contributions (Top Middle)
- Record information: Can write down or click on Excel Tab to export the info to a spreadsheet. Need total contributions before each purchase date.

Example:

Purchase	January 17, 2018	
Payment	December 23, 2017	400 \$1200 total
	November 29, 2017	400
	October 22, 2017	400
Purchase	October 17, 2017	
Payment	September 24, 2017	400 \$1000 total
	August 27, 2017	600

These totals are what go on the ACB worksheet under Purchase Cost (CAD).

Correspondence

- Click on Correspondence (Top Right)
- Under Search (bottom left) is a drop box.
- Select Plan Contract Note
- Click on Submit (Bottom Right)
- Need all of these documents.
- Click on PDF icon for each date & print or write down info
 - Settlement Date
 - Number of Matching Shares Vested
 - Net Share Balance
 - Number of Shares Sold
 - Average Sale Price
 - Gross Sale Proceeds (need this to figure out gain/loss from sale)

Pay Stubs (Or Box # 38 on 2020 T4)

Need amount of Taxable Benefit from Pay stubs when Shares are Vested or the amount from Box 38 on your 2020 T4. All of this information goes onto a spreadsheet to figure the Adjusted Cost Base of your shares. You'll need this ACB to figure out how much to report for Gain/Loss every time shares are sold. Shares are sold every Quarter to cover the taxes on the Match Shares that are vested for you.