



BULLETIN

Kitimat Smelter and Kemano Power Operations Workers

TAX TIME

The 2024 tax season is upon us. Your Union is still available to prepare all retired and active Members' personal income taxes, if you so choose. This year's process will be as follows:

There will not be any scheduled appointments. Instead, please bring the necessary documentation to the Union Hall during business hours and you will be contacted when your taxes are ready for pick-up.

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.

YOUR UNION AT WORK!

Information Needed From Members to complete Taxes re: My Share For 2023 Taxes

Equateplus.com
Sign IN

Contributions & Purchases

On Overview Page (first page you go to when you sign in)

Scroll down and click on button called "Plan Details" - near the end of the page

Purchase Cycles show the Contributions and Purchases

Print or write down all information for all of the years

Note: There will be a number of pages. You will need to click on the numbers on the bottom right hand side to get all of the information

To Print:

Right Click on the screen

Click on Print

Change the Layout to **LANDSCAPE**

Make sure ALL OF THE COLUMNS ARE VISIBLE - If they are not you will need to either change the scale or write in the missing information

Click Print

Do this for **ALL 2023 transactions (There should be 3 or 4 pages)**

Plan Contract Notes & Dividends

At top of page click on "Library" then "Documents"

Print all "Order Confirmation" sheets for 2023

Print the "Dividend Confirmation" from April & also from Sept for 2023

They will need to be printed separately

(Order Confirmation are the old Plan Contract Notes - there will be 4 or more if you personally sold any shares in 2023)

Box 38 of T4

Will need to provide the number in Box 38 of your 2023 T4