

Information Needed From Members to complete Taxes re: My Share 2019 Tax Year - If all history was already entered last year

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 & # of shares (this the # of shares bought with your contributions & the # 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 info on a spreadsheet that you can print

(Note: 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, 2019	
	Payment	12/22/18	400 \$1200 total
		11/24/18	400
		10/21/18	400
	Purchase	10/17/18	
	Payment	9/23/18	400 \$1000 total
		8/26/18	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)

Will need all of these. There will be four, unless shares were sold personally during the year.

If you did sell shares, will also need to know the amount in CAD that was actually received (or we can just base it on the exchange rate for that day, it's just that sometimes what you actually receive is different depending on your bank's exchange rate, charges, etc)

Pay Stubs (Or Box # 38 on 2019 T4)

Need amount of Taxable Benefit from Pay stubs when Shares are Vested

Shares are sold every Quarter to cover the taxes on the Match Shares that are vested for you