



# BULLETIN

*Kitimat Smelter and Kemano Power Operations Workers*

## TAX TIME

The 2026 tax season is upon us. Your Union will be using the services of The Tax Lady Income Tax Services to prepare personal basic income taxes for the 2025 tax year for Unifor Local 2301 retirees and their spouses only, who reside in Kitimat or Terrace and active Members and their spouses only, if you so choose. This year's process will be as follows:

Drop-off your tax information to:

**The Tax Lady (Tanya)**

**Office Phone: 250-632-2701**

**E-Mail: [TheTaxLady2025@gmail.com](mailto:TheTaxLady2025@gmail.com)**

**Address: 2 Cranberry Street  
Kitimat, BC V8C 2S4**

***\*\*Please note that no documentation will be accepted at the Union Hall.  
You are responsible for taking your return to the above address if you  
wish to file there.\*\****

If you participate in the My Shares program, please refer to the *Instruction Sheet* below 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 Tax Lady to login on your behalf to retrieve the required information.

## **Instruction Sheet for Printing MyShare Information for 2025 Taxes**

Once logged in to [www.equateplus.com](http://www.equateplus.com):

### **Contributions & Purchases**

- On Overview page (first page when you sign-in):

### **Plan Details**

- Scroll down and click on **Plan Details** (near end of the page). Purchase Cycles show the Contributions and Purchases.
- Print or record all of the 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 screen.
  - Click print.
  - Change layout to landscape (horizontal), making sure all columns are visible. If they are not, you will need to either change the scale or write in the missing information.
  - Print.
  - Do this for **all 2025 transactions (there should be 3-4 pages)**.

### **Plan Contract Notes & Dividends**

- At top of page click on “Library”, then “Documents”.
- Print all “**Order Confirmation**” (*old plan Contract Notes – there will be four or more if you personally sold any shares in 2024*) sheets for **2025**.
- Print the “**Dividend Confirmation**” from **April** and from **September** for **2024** separately.

**Box 38 on T4 – Will need to provide the number in Box 38 of your 2025 T4.**

# **YOUR UNION AT WORK!**