



MEMORANDUM

To: Ministers and Treasurers Serving Canadian Churches, Agencies, and Other Employers

From: Marjorie Csomor, Pension Administrator

Date: October 18, 2021

Subject: Tax Related Reporting for 2021

According to the provisions of the Income Tax Act, your church or other employer will be required to file a Statement of Remuneration Paid (form T-4) for each person employed in 2021. This form requires employers to report the amount of the "Pension Adjustment" (P.A.) for the year, and you should furnish a copy of this memorandum to the person responsible for preparing your T-4 for 2021.

Disclosure of the P.A. amount in the T-4 is intended, among other things, to assist you and Canada Revenue Agency in determining the amount of contribution that may be made by you to a Registered Retirement Savings Plan (RRSP), if you so decide. For your information, the amount of the P.A. is determined annually based on information received from the actuary for the Ministers' Pension Plan. Whoever prepares your T-4 must report the P.A. amount. The registration number of the plan, **0458596**, must also be shown on the T-4.

For those ministers who were in our pension plan the entire year, the P.A. is **\$6,528**. If you were in the plan for less than the entire year, you should multiply the number of months by \$544.00 and then round to the nearest dollar. For example, if you were in the Plan for only six months, then your P.A. would be \$3,264. Remember there is no need for an employer to report a P.A. for a person who died during the year.

If you have any questions, please contact Terry Veldboom or Maureen Beattie in our Burlington office at 905-336-2920.

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Ministers' Pension Office
pension@crcna.org
616-224-0722
616-726-1160 fax

1700 28th Street SE
Grand Rapids MI 49508-1407
616-241-1691
616-224-5895 fax

3475 Mainway
PO Box 5070 STN LCD I
Burlington ON L7R 3Y8
905-336-2920
905-336-8344 fax

 www.crcna.org