



MEMORANDUM

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

From: Marjorie Csomor, Pension Administrator

Date: October 23, 2023

Subject: Tax Related Reporting for 2023

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 2023. 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 2023.

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 **\$6,690**. If you were in the plan for less than the entire year, you should multiply the number of months by \$557.50 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 \$3,345. Remember there is no need for an employer to report a P.A. for a person who died during the year.

If any questions, please contact Terry Veldboom in our Burlington office at 905-336-2920.

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