NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑯᓴᓇᔨᑦᑯᑯ ᐃᑲᔪᓯᖅᑖᕈᑎᒋᖅᑕᖅᒋᓐᓄᑦ ᐱᔨᓴᕐᖅᑏᑦ

IMPORTANT NOTICE

Do Not Discard

****Please ensure this memo is seen by your finance department****

NEBS PENSION PLAN
2024 Pension Adjustment (PA) for T4 Purposes

In early February 2025 you will receive a list of pension adjustments from our office via upload to the invoice portal. Pension adjustments are an integral part of your employees' T4, and it is a CRA requirement that this information be included on each individual employee's T4.

If your T4s are issued by a 3rd party, you will need to forward the list to them as soon as possible.

In order to receive your pension adjustment list, your account with NEBS must be current and all 2024 premiums paid in full. That is, all invoices dated November 15, 2024 or earlier must be paid in full. While we make every effort to ensure you receive your pension adjustments as early in the year as possible, we cannot issue them if premiums are outstanding.

Please advise your finance department that payment for ALL 2024 pension premiums must be received prior to the figures being released. In order to avoid delaying the release of the pension adjustments, we will accept a scanned or faxed copy of a **SIGNED cheque** of an amount that brings the account current, along with a tracking number from Canada Post or a courier service. We apologize in advance, but there will be no exceptions to this policy.

As always, please do not hesitate to contact our office should you have any questions.

Thank you,

Lunkuse

Ritah Lunkuse
Finance Officer
finance@nebsnorth.com