DO NOT DISCARD

Attention: Finance Manager

NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑯᓴᓇᔨᑦᑯᑯ ᐃᑲᔪᓯᐊᖅᑖᕈᑎᒋᕙᒃᑕᖏᓐᓄᑦ ᐱᔨᑦᓯᕋᖅᑏᑦ

MEMO

The NEBS 2022 Summary Billing reports will be uploaded to the online portal within the next week. Registered portal users will receive a notification email when they are available.

Please note that the date range at the top of the page reflects BILLING dates, not premium dates.

This summary can be useful when reconciling your payroll at year end. It is important to note that the summary provided is only as accurate as the information we had on hand during the year. In other words, any adjustments to your 2022 payroll that were received after November 15, 2022 would NOT be included. Adjustments to those premiums would be indicated in the adjustment section of your January 2023 Invoice. Also keep in mind that any adjustments to 2021 salaries (retroactive adjustments) might be included in the 2022 summaries if they were processed after November 15, 2021.

Any premiums charged via a miscellaneous charge will not be included in the summaries. It is also important to note that a rounding exception when the reports are generated can cause small one cent discrepancies in an employee's total.

Life, Dependant Life, and ADD&D premiums paid by the Employer on behalf of the employee should be included on your employees' T4's as a taxable benefit. Please verify that the amounts listed on your billing summary match your payroll records. The benefits should then be added and included in Box 14 and listed in Box 40 as "Group Life Insurance Premiums". Pension contributions paid by the Employee should also be included on your employees' T4's in box 20.

Pension Adjustments (PA) will be calculated and uploaded to the NEBS Website Employer Portal. You will receive an email (if you're an authorized user) when these documents have been uploaded. If you are not an authorized user, please request access by emailing info@nebsnorth.com.

This summary should be used for reconciliation purposes only it is not intended to provide you with data for you T4's. T4 data should be extracted from your payroll records.