

YEAR-END PROCESSING REQUEST FORM

PAGE 1 OF 2

Please complete this two-page form and e-mail directly to your client service representative (CSR) **no later than Thursday, February 6, 2025.**

Company: Saltire Contracting Ltd Customer ID: B11379
Payworks Client Service Representative: Gilda Pereira

CANADA REVENUE AGENCY (CRA) ELECTRONIC FILING

As a Payworks client, when you authorize us to process your year-end, we automatically file your company's year-end information with CRA on your behalf, ensuring your company meets its legislative reporting requirements. If you do not want Payworks to e-file your company's tax forms, you must contact your CSR.

Print Options

Employer year-end reports and employee tax forms are stored online within the Payworks application. To access these reports and forms from the Payworks main menu, navigate to Reports > Year-End Reports. From this screen you will be able to view and/or print the Year-End Box Report and Employee Tax Forms. For customers without application access, this service can be accessed by contacting your CSR.

Employee Tax Forms (Includes only employee copy of year-end tax forms)

Please indicate your preference:

- ☒ I would like Payworks to print my employee tax forms on self-sealed forms (recommended option) for a cost of \$0.50 per form (in addition to applicable processing fee per tax form).
- ☐ I DO NOT want Payworks to print my employee tax forms, as they are available online. I will print the employee tax forms myself.

Year-End Delivery Address

If you have elected to receive printed year-end materials based on your selections above, you are required to confirm that we have the correct delivery address on file prior to authorizing. Please review the details below.

Address:

Street 2555 Legget Drive
City ~~Am~~ Anmore
Province BC Postal Code V3H 4W9
Country Canada
Contact Name Scott Fraser
Phone Number 604-783-3313

Special Delivery Instructions (Optional)



I confirm the address listed above is correct and I authorize Payworks to deliver all year-end printed materials to the above address.

Archive Options

In addition to storing your pay period and finalized year-end reports online in the Payworks Application for a minimum of seven years (and in print, if selected above), you also have the option of receiving a DVD for archiving purposes. This provides you with additional backup of your reports, if ever necessary.

Please indicate your preference:

- ☐ I would like my 2024 pay period reports and year-end reports on DVD for \$99.95.
☒ I DO NOT wish to receive a DVD.

Employee Self Service

If your employees currently have access to Employee Self Service (ESS), you can also make their tax forms available to them online for viewing and printing.

Please indicate your preference:

- ☒ I would like Payworks to provide my employees with access to their tax forms via ESS.
☐ DO NOT post my employees' tax forms to ESS.

Please process my year-end as indicated.

Authorized Contact: Navjit Sangha
Please print name

NSangha
Sign here
Jan 21, 2025
Date

PAYWORKS USE ONLY: Received: _____ Processed: _____ CSR: _____