

T4 Income Data Collection

The Registered Plans Directorate of Canada Revenue Agency (CRA) has a new procedure to verify T4 data before issuing registration status to all new IPP applications. It is therefore very important to ensure your client or prospect has accurate data before implementing a plan, as incorrect data will lead to delays and additional costs.

When completing Westcoast Actuaries' IPP Implementation Request Form Section 2, Part 2 – T4 Income History for Employee, the amounts entered should be the *exact* amount paid from the Employer to the Employee for each year, **not** an estimate. If exact and verifiable T4 income amounts from past years are not available, they will need to be obtained from CRA. If this is the case, the lead time required should be taken into account.

- Data from the past 10 years are usually available from CRA's General Inquiry Info Phone Service, the easiest and quickest way to obtain this information. Request as follows:
 1. Telephone **1-800-959-8281** for CRA General Inquiry Info Phone Service.
 - Press "1" for general tax info for individual
 - Press "*" to speak with an agent
 2. The client may be asked to provide personal information from their recent tax returns for verification.
 3. The phone service will disclose which years' data are on the system (usually, the most recent 10 years).
 4. Data on the system can be requested via the phone service; the time frame for this is 5 to 10 business days. It is important to request T4-type income data breakdown by employer, to make sure that only T4 income from the Employer sponsoring the Plan is used.
- For earlier data, or data not in the system, requests should be made in writing to the T1 Specialty Services Department of the client's local tax centre. Click [here](#) for a sample request letter for this purpose. No specific timeline is available for this, as information is retrieved from their archives.

The initial actuarial valuation report prepared by Westcoast Actuaries Inc. is based on T4 data from you and/or your client. It is imperative that the T4 data supplied to Westcoast Actuaries Inc. for IPP implementation purposes are perfectly accurate. This will ensure accuracy of our report and pension deduction claimed for tax purposes as well as cost savings for the client.