



October 13, 2021

## *Sample Letter of Employment*

RE: John Doe

To whom it may concern.

Please accept this letter as confirmation of employment for John Doe, who joined our company on June 1, 2015 and completed his probationary period on September 1, 2015.

### *Sample text for salaried employee*

His employment as Financial Controller is a salaried, full time and permanent position. John's current annual salary is \$85,000.00.

### *Sample text for hourly employee*

His employment as Bookkeeper is a full time and permanent position. John is paid on an hourly basis at \$20.00 per hour. As a full time employee, he is guaranteed at least 40 hours per week.

Please feel free to contact me directly if you require any further clarification.

Sincerely,

A handwritten signature in black ink that reads 'Jane Doe' in a cursive style.

Jane Doe

Human Resources Manager

Direct Ph: 604-555-5678

ABC Industries  
123 Main Street  
Regina SK S4S 4S4

# SAMPLE PAY STUB

Pay Stub Detail  
PAY DATE: 15-01-2022  
NET PAY: \$2,154.55

**EMPLOYER**

ABC Industries  
123 Main Street  
Regina SK S4S 4S4

**PAY PERIOD**

Period Beginning: 01-01-2022  
Period Ending: 15-01-2022  
Pay Date: 15-01-2022  
Total Hours: 67.52

**EMPLOYEE**

**BENEFITS**

	Used	Available
Vacation	0.00	3.90

**NET PAY:**

**\$2,154.55**

**MEMO:**

<u>PAY</u>	<u>Hours</u>	<u>Rate</u>	<u>Current</u>	<u>YTD</u>
Stat Holiday Pay	5.27	44.00	231.88	231.88
Regular Pay	62.25	44.00	2,739.00	2,739.00
Vacation Pay	-	44.00	0.00	0.00

DEDUCTIONS

Current      YTD

*Shows year to date numbers*

**TAXES**

	<u>Current</u>	<u>YTD</u>
Income Tax	608.36	608.36
Employment Insurance	46.94	46.94
Canada Pension Plan	161.03	161.03

<u>SUMMARY</u>	<u>Current</u>	<u>YTD</u>
Total Pay	\$2,970.88	\$2,970.88
Taxes	\$816.33	\$816.33
Deductions	\$0.00	\$0.00

**Net Pay**

**\$2,154.55**

WINNIPEG MB R3C 3M2

000114876

### Notice details

Social insurance number	[REDACTED]
Tax year	2019
Date issued	May 28, 2020
	NB4BM3C7

# SAMPLE NOA - Notice of Assessment

## Notice of assessment

We assessed your 2019 income tax and benefit return and calculated your balance.

You need to pay [REDACTED] minus any amounts you paid that we have not processed yet.

To avoid additional interest charges please pay by **September 1, 2020**.

Thank you,

Bob Hamilton  
Commissioner of Revenue

### Account summary

You have an amount due. If you already paid the full amount, please ignore this request.

**Amount due:** [REDACTED]

**Pay by:** September 1, 2020

### Payment options

You can:

- pay online
- pay at your financial institution

For more information, see page 4.

## Notice details

Social insurance number	
Tax year	2019

## Tax assessment

We calculated your taxes using the amounts below. The following summary is based on the information we have or you gave us.

We may review your return later to verify income you reported or deductions or credits you claimed. For more information, go to [canada.ca/taxes-reviews](https://canada.ca/taxes-reviews). Keep all your slips, receipts, and other supporting documents in case we ask to see them.

## Summary

Line	Description	\$ Final amount	CR/DR
15000	Total income		
	Deductions from total income		
23600	Net income		
26000	Taxable income		
35000	Total federal non-refundable tax credits		
61500	Total Saskatchewan non-refundable tax credits		
42000	Net federal tax		
42800	Net Saskatchewan tax		
43500	Total payable		
43700	Total income tax deducted		
45110	Climate action incentive		
48200	Total credits		
	Total payable minus Total credits		DR
	Balance from this assessment		DR
	<b>Balance due</b>		<b>DR</b>

\*\*\*NOTE - If a balance is showing due please provide proof this amount is paid\*\*\*

### Explanation of changes and other important information

We assessed your return and you have a balance due. If you paid this balance and your payment is not appearing on this notice, please note it may take up to 10 business days for your payment to be reflected in our system. You can view your account balance and statement of account online using My Account.

You can also use the CRA's Individual Tax Account Balance Automated Service by calling 1-866-474-8272. This service is available seven days a week and allows you to quickly get your account balance and information about your last payment. You will be asked to provide your social insurance number, your date of birth, and the amount reported at line 15000 on your tax return.

## Notice details

Social insurance number [REDACTED]

Tax year

2019

Your Canada training credit limit for next year is \$250.00. This credit will expire at the end of the year you turn 65 or the year of death.

If you have any questions about your assessment, please call our Individual Tax and Enquiries line at 1-800-959-8281.

### RRSP deduction limit statement

For more information about the details listed below or how employer contributions to a PRPP or group RRSP will affect your contribution room for the year, go to [canada.ca/rrsp](https://canada.ca/rrsp) or refer to Guide T4040, RRSPs and Other Registered Plans for Retirement.

Description	\$ Amount
RRSP deduction limit for 2019	[REDACTED]
<b>Minus:</b> Employer's PRPP contributions for 2019	0
<b>Minus:</b> Allowable RRSP contributions deducted for 2019	0
<b>Plus:</b> 18% of 2019 earned income, up to a maximum of [REDACTED]	[REDACTED]
<b>Minus:</b> 2019 pension adjustment	0
<b>Minus:</b> 2020 net past service pension adjustment	0
<b>Plus:</b> 2020 pension adjustment reversal	0
<b>RRSP deduction limit for 2020</b>	[REDACTED]
<b>Minus:</b> Unused RRSP contributions previously reported and available to deduct for 2020	300
<b>Available contribution room for 2020</b>	[REDACTED]

**Note:** If your available contribution room is a negative amount (shown in brackets), you have no contribution room available for 2020 and may have over contributed to your RRSP. If this is the case, you may have to pay a 1% monthly tax on any excess contributions.

## More information

If you need more information about your income tax and benefit return, go to [canada.ca/taxes](https://canada.ca/taxes), go to My Account at [canada.ca/guide-my-cra-account](https://canada.ca/guide-my-cra-account), or call 1-800-959-8281.

To find your tax centre, go to [canada.ca/cra-offices](https://canada.ca/cra-offices).

### If you move

Let us know your new address as soon as possible. For more information on changing your address, go to [canada.ca/cra-change-address](https://canada.ca/cra-change-address).

### If you have new or additional information and want to change your return:

- go to [canada.ca/change-tax-return](https://canada.ca/change-tax-return) for faster service; or
- write to the tax centre address shown on this notice, and include your social insurance number and any documents supporting the change.

### If you want to register a formal dispute:

- go to [canada.ca/cra-complaints-disputes](https://canada.ca/cra-complaints-disputes); you have 90 days from the date of this notice to register your dispute.

## Definitions

**DR** (debit) is the amount you owe us and **CR** (credit) is the amount we owe you.

## Help for persons with hearing, speech, or visual impairments

You can get this notice in braille, large print, or audio format. For more information about other formats, go to [canada.ca/cra-multiple-formats](https://canada.ca/cra-multiple-formats).

If you use a teletypewriter, you can get tax information by calling **1-800-665-0354**.

## How do you pay?

- online or by phone using a Canadian financial institution's services
- online at [canada.ca/cra-my-payment](https://canada.ca/cra-my-payment)
- online by setting up a pre-authorized debit agreement at [canada.ca/guide-my-cra-account](https://canada.ca/guide-my-cra-account)
- in person with your remittance voucher at your Canadian financial institution or, for a fee, at Canada Post

For more information on how to make a payment, go to [canada.ca/payments](https://canada.ca/payments).

## Need more time to pay?

If you cannot pay in full and you would like more information, go to [canada.ca/cra-collections](https://canada.ca/cra-collections).

To discuss a payment arrangement, call the CRA at **1-888-863-8657**, Monday to Friday (except holidays) from 7:00 a.m. to 11:00 p.m. Eastern time.

## My Account

Use My Account to see and manage your tax information online. Make changes to your return, check your RRSP information, set up direct deposit, and more. To register for My Account, go to [canada.ca/guide-my-cra-account](https://canada.ca/guide-my-cra-account).

## Fraudulent communications (scams)

The CRA is committed to protecting the personal information of taxpayers and benefit recipients. We will never ask you to give us personal information of any kind by email, text message, or by clicking on a link. Nor will we ask you to pay your balance through the use of a pre-paid credit card. For more information about how to recognize scams and protect yourself, go to [canada.ca/taxes-security](https://canada.ca/taxes-security).