

Policy Number	046-M-2010
Policy Group	Membership
Policy Name	Financial Obligations of Locals & SDCs
Date of Origin	May 2010
Date Amended	
Date Reviewed	November 2013, September 2014, October 2015, November 2016, November 2017, November 2018

PURPOSE To administer payroll and honorariums for SUN Locals and SDCs that do not have an Account Number established with Canada Revenue Agency.

SCOPE Locals and SDCs

POLICY STATEMENT SUN recognizes our obligation to facilitate payment of SUN members on behalf of Locals and SDCs in accordance with Canada Revenue Agency.

PROCEDURE

- Fill in the attached form providing the name of the Local or SDC making the request, the signatures of the two Local or SDC signing officers authorizing the request, the name and address of the individual to receive payment, and the amount of the honorarium or the number of hours and exact rate of pay for the identified individual.
- Each individual receiving payment must fill out and sign a TD1 Form. Ensure that the TD1 is complete with the individual's Social Insurance Number and signature where indicated. The TD1 Form can also be downloaded from this website: www.cra-arc.gc.ca
- Once all the information is received, SUN's accounting department will calculate the costs and invoice the Local or SDC for the amount of payment including; the employee EI and CPP deduction, plus the employer portion of the EI and CPP contribution, and a reasonable administration fee. After SUN receives payment for this invoice, payment will be sent to the member(s).



- Requests should be made annually or semi-annually to reduce the administration costs for the Local or SDC, but in any event all requests with completed information must be received prior to November 15, to ensure payment can be made prior to December 31, in order to meet payroll deadlines and year end calculations for T4 information. This deadline will be strictly enforced.

Mail the completed form(s) for each request, plus the signed and completed TD1(s) to the following address:

Accounting Department
SUN Provincial Office
2330 2nd Avenue
Regina, Saskatchewan
S4R 1A6

Form can also be faxed to 1-306-522-0288, Attention Accounting Department (please call SUN Accounting Department to verify receipt of the fax).

Form can also be scanned and emailed to accounting@sun-nurses.sk.ca.

SUN has been advised by CRA that EI and CPP must be deducted for all direct payments to members. Exceptions are payments of allowable amounts for expenses such as meals, mileage and accommodation. Preparation of a T4 at year-end will also be required.

Locals and SDCs may consider calculating direct payments for time and honorariums into paid union leave with their employers, as provided for in the Collective Agreements: SUN/SAHO Article 17.14 (a), and (b), SUN/Extencicare Article 17.14 (a) and (b), All Nations Healing Hospital 17.14 a) and b) and in SUN/CBS Article 39.11. In such instances the employers should bill the Local or SDC directly.

Local or SUN District Council Request for Payment to Member
MUST BE SUBMITTED PRIOR TO NOVEMBER 15

Requested by: _____
Local Name and Number or SUN District Council Name

Signatures of Local or SUN District Council Signing Officers:

Name Position

Name Position

Date: _____

Request Payments To:

Name: _____

Address: _____

Payment Information:

Honorarium Amount: \$ _____

Or

Hourly Rate of: \$ _____ for _____ Hours

