



# Employer year-end procedures and pension contribution limits

## Contribution deadline

The contribution deadline is the last business day of the year. The unit prices of the Plan's investment funds are updated daily and if contributions are not received by year-end, there will be a slight difference between the member's CSS Pension annual statement and the member's T4 slip. Any pension contributions received after the year-end will be reflected on the member's following year's annual statement.

## CSS Pension Plan registration number and T4 information

The CSS Pension Plan's RPP registration number is **0345868**. This number must be indicated in "Box 50 – RPP or DPSP Registration Number" on all employee T4 slips.

- ▶ "Box 20 – RPP Contributions" must include the combined total of the employee's required plus any additional employee voluntary pension contributions made to the Plan. Amounts contributed by the employer are not included in Box 20.
- ▶ "Box 52 – Pension Adjustment" must include the combined total of all required matched pension contributions (employee

and employer), plus any additional employee voluntary pension contributions, plus any employer unmatched pension contributions. Box 52 – PA includes all pension contributions made by employee and employer for the year.

- ▶ Canada Revenue Agency (CRA) uses the current year's PA amounts when calculating an employee's following year RRSP contribution limit, which is indicated on the employee's Notice of Assessment.

## Pension contribution limits

The CRA maximum pension plan contribution limit for employee members of defined contribution pension plans, such as CSS Pension Plan, is scheduled to be the lesser of:

- ▶ 18% of the employee's compensation for the year
- ▶ [CRA money purchase limit](#)

The CSS Pension Plan does not know an individual employee's compensation for the year. Therefore, it's the responsibility of the employer to ensure that the total combined employee and employer contributions to the Plan are within each employee's own pension plan contribution limit for the year.

