

Memo

To: All Daycare & Lunch Program parent users
From: Johanne Levac – Daycare Manager – Educational Services Department
c.c: M. Wahba – Ass. Director of Educational Services Department
Date: February 3rd, 2015
Re: Income Tax Information for 2014

The Daycares of the Lester B. Pearson School Board uses a software called Avant-Garde to produce Provincial and Federal Income Tax Receipts for both daycare and lunch program. As such, the Avant-Garde software is set to comply with Government rules and regulations. In order to process your tax receipts for 2014, please make sure of the following:

- Any 2014 fees owing for the daycare & lunch program not received before February 13th, 2015, will not be processed until the next distribution on April 13th, 2015.
- By law, tax receipts will be issued in the name of the person who signs the cheques, submits cash payments or online payments. **There will be no exceptions.** We must also have a complete valid address.
- Under the Provincial tax law, it is mandatory to provide your social insurance number. If you wish to withhold your social insurance number, you must identify on your registration form (**please ask your Daycare Technician** for more information).
- If you are filing your Income Tax Return on-line this year, please note the following identification number: **0000888***** (*****building code of your school, it will be identified on your income tax slips**).
- If you require more information, **please contact your Daycare Technician at your school.**

Regards,



Johanne Levac
Daycare Manager – Educational Services Department