

Introducing Ceridian Online Pay Statements/Tax Forms powered by *epost*[™] for EAF Employees

Extend-A-Family Waterloo Region is pleased to announce a **new service offering for our employees** through our payroll service provider, Ceridian. Ceridian is the first payroll service provider in Canada to enable companies to offer their employees **Online Pay Statements & Tax Forms (T4, T4A, R2, NR4, T4/R1)**. Reduced paper; any time, anywhere access; and a convenient, long-term compensation history are just some of the benefits you'll enjoy from Online Pay Statements/Tax Forms. And the choice is yours – choose one service or the other, or both!

Online Pay Statements/Tax Forms are conveniently delivered through *epost*[™] - the online mail delivery service for Canada Post. With *epost*, you can receive, pay and organize your bills, statements and more electronically, in one centralized location.

Safe, secure and free: 3 reasons to sign up for *epost*

1. **Security** - When you sign up, you receive a **private** and **secure** electronic mailbox (**epost box**[™]) where you can receive, pay and organize your bills and other documents (including your Pay Statements, Tax Forms, bills etc.) online.
2. **Convenience** - With *epost*, you can manage and store your mail in a variety of ways, anytime - using any computer with Internet access. What's more, your *epost box* can store your bills, pay statements, tax forms and other mail for up to seven years. No more paper to sort through or file!
3. **Choice** - With more than 100 leading Canadian companies (Mailers) available at *epost*, and more joining all the time, *epost* has a variety of Mailers from which you can sign up to receive your bills and other documents.

In addition to offering a variety of Mailers, epost has partnered with QuickTax! This means you can conveniently and electronically complete your tax returns by inputting the information directly into the personal software, without any paper documents to complete or file.

Choosing Online Pay Statements/Tax Forms is easy...

1. **Sign up for a FREE *epost box*** by visiting www.epost.ca and clicking the "New to *epost*?" or "Sign up now" link. The sign up process contains only three steps and doesn't take long to complete. If you already have an *epost box*, go directly to step two.
2. **Next, add Ceridian as a Mailer to start receiving your Online Pay Statement or Tax Form in your *epost box*.** Simply log in to your *epost box*, click the ADD A MAILER NOW button, and select Ceridian Canada Ltd. from the list of Mailers. Be sure to have your SIN and a paper pay statement on hand, as you will be prompted to enter certain information contained therein.
3. **Receive an email notification** whenever you receive a delivery to your *epost box*, this will help keep better track of your mail. To add this feature, click **SETUP**, then select **NOTIFICATIONS** located on the left navigation bar.

That's it! Look for your next Pay Statement/Tax Form to arrive in your *epost box*.

NOTE: If you do not receive your next Pay Statement online, please wait one more pay cycle, as you may have been late in subscribing for the current pay cycle. Should you decide at a later date that you

would prefer to receive paper Pay Statements or Tax Forms, simply unsubscribe by clicking the 'Delete' icon next to your Ceridian Canada Ltd. subscription on your Mailer List.

IMPORTANT NOTES:

- A) When you sign up to receive your Pay Statements/Tax Forms online, **you will NOT receive a paper copy**. You may however, cancel your subscription at any time to revert to paper Pay Statements or Tax Forms.
- B) In order to receive the current year's Tax Forms you must subscribe no later than **November 30** of the current year. If you subscribe after this date, you will receive next year's Tax Forms via *epost* and this year's Tax Forms in paper format.
- C) If you need any support with respect to this offering, please contact your HR department. If you have any questions regarding receipt or contents of your pay statement or tax form, please contact your HR department. If you have trouble accessing the *epost* website, please contact *epost* (contact information available at www.epost.ca)
- D) **Printing your online documents:** For best results when printing when from the *epost* website, select **Print Plug-in** located under **SETUP** on the left navigation bar and follow the download process.

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