

# MEMORANDUM

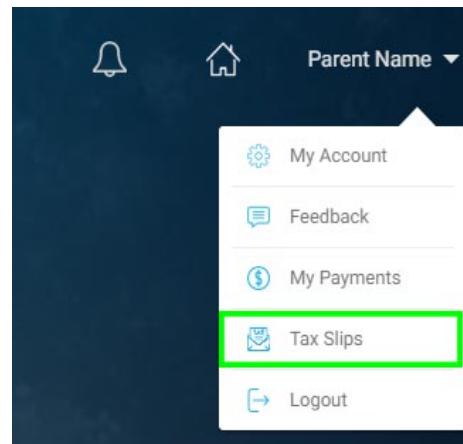
To:	Daycare & Lunch program parent users	Date:	February 12 <sup>th</sup> , 2020
From:	Johanne Levac – Daycare Manager – Educational Services c.c.: M. Canavan - Assistant Director of Educational Services	Subject:	Income Tax Information 2019

The Daycares of the Lester B. Pearson School Board uses a software called Avant-Garde to produce Provincial (**Relevé 24-RL-24**) 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 2019, please make sure of the following:

- Any 2019 fees owing for the daycare & lunch program not received before February 17<sup>th</sup>, 2020, will not be processed until the next distribution mid-April, 2020.
- 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 through Fusion (portal) (**please ask your Daycare Technician** for more information).
- If you are filing your Income Tax Return on-line, please note the following identification number: **0000888\*\*\*** (**\*\*\*building code of your school, it will be identified on your income tax slips**).
- If you are entitled to receive a Provincial (**Relevé 24-RL-24**) and/or Federal Income Tax Receipt for either Daycare or Lunch program, the information is available on Fusion (portal) account.
- Please note, the payer must be the person with the Fusion (portal) account. Here is the link if you need to create an account: <https://fusion.lbpsb.qc.ca/how-to-register>
- If you require more information, **please contact your Daycare Technician at your school.** Tax receipts will be available before or on February 28<sup>th</sup>, 2020.

**Here is how to access the tax receipt(s) on Fusion:**

- Log into your portal Fusion account;
- Select – Tax Slips on drop down -



Regards,



Johanne Levac

Daycare Manager – Educational Services Department