

Limestone District School Board

Financial Services



Peter Lynch -Manager
Rosanne Black -Financial Supervisor – Accounting
Paula Carson -Financial Supervisor – Payroll

220 Portsmouth Avenue
Kingston, Ontario K7L 4X4
Mailing Address: Postal Bag 610
Tel: (613) 544-6925 Fax 544-1633

MEMORANDUM

To: All Limestone District School Board Employees
From: Paula Carson, CGA, Financial Supervisor, Payroll
Re: 2010 T4's to be sent electronically
Date: January 21, 2011

We will be sending your 2010 T4 slips to you electronically. This will follow the same practice we currently use for your electronic pay advice. The same security features that we have with electronic pay advices will apply here as well (requires both your First Class Password and your personal pin number in order to open up the T4).

The 2010 T4's will be sent to you on or before February 18, 2011. It will arrive as an attachment, in an Adobe format, to your First Class email. You can then print a hard copy and save it to a file. The email is sent in the name of "Payroll" and the subject reads 2010 T4: followed by the name of your Pay Group, for example if you are an Elementary Teacher it will say "2010 T4: Teachers – Elementary", if you are a Caretaker, it will say "2010 T4: CUPE Caretaking/Maintenance".

If you do not want to receive your T4 electronically, please send either an email or a letter to my attention no later than February 4, 2011. The email can be sent to carsonp@limestone.on.ca or letter mailed to:

Paula Carson
Financial Supervisor - Payroll
Limestone District School Board
Postal Bag 610, 220 Portsmouth Avenue
Kingston, ON K7L 4X4

If you have lost your password, you can retrieve it by following this procedure:

Go to the following website: <https://sdsweb.limestone.on.ca/sds/>

Click forgot my password

Enter your User Name (the first part of your email address before the @limestone.on.ca)

Click Retrieve

It will be emailed directly to you

Should you have any questions, please do not hesitate to contact me at 544-6925 extension 257.