



Payroll Information

Welcome to our payroll services. This service allows you to easily manage your companies' payroll and associated government reporting.

Enclosed we have attached a payroll setup/change document. Please remit this form to our office with any new employee's or changes to existing employees.

You will receive the paystub for the employee payroll run within 48 hours of supplying the payroll information to our office. You can supply this information to us by facsimile, email or telephone. Your paystubs will be delivered by either facsimile or regular mail.

When you receive the paystub, detach and retain the bottom portion of each stub for your records and provide the cheque stub portion along with the company cheque for the net payroll amount.

Monthly, you will receive a Canada Customs and Revenue Agency payroll remittance (Green colored remittance form). When you receive this document, contact our office and we will in turn provide the associated remittance information. When you receive this information, simply remit the required payment to CCRA prior to the 15th day following the end of the month.

You will also periodically receive your Workers Compensation remittance (Blue and White form). When you receive this document, contact our office and we will in turn provide the associated remittance information. When you receive this information, simply remit the required payment to WCB prior to the due date noted on the document.

At the end of the year, you will receive annual T4 remittance information and we ask that you forward this information to our office. Our office will generate the required employee's T4's prior to the February 28th deadline.

- Please contact our office for more information.

Box 123
Christina Lake BC Canada
V0H 1E0

Telephone: 604-463-8202
Toll-Free: 1-800-667-9254
Facsimile: 1-888-315-5688
Web Site: CDNPayroll.com
E-Mail: support@CDNPayroll.com



Canadian Payroll

New Employee

Update Employee

PAYROLL SETUP/CHANGE

Client Company Name: _____ Client Code: _____

Date: _____ New Employee [] Update Existing Employee []

First Name _____ Last Name _____

Address _____

City _____ Province _____ Postal Code _____ Telephone _____

Social Insurance No _____ Date of Birth _____

Start Date _____ Termination Date _____ Reason _____

Province of Employment _____ Federal Claim \$ _____ Provincial Claim \$ _____

WCB Rate _____ % Deduct EI [] Yes [] No Additional Tax Deduction \$ _____ each chq

Regular Hourly Rate \$ _____ Overtime Rate 1 \$ _____ Overtime Rate 2 \$ _____

Salary per pay period \$ _____ Benefits (Taxable) per pay period \$ _____

Pay periods per year _____ Retain Vacation Pay [] Yes [] Pay Each Cheque Vacation Rate _____ %

Deductions 1 Desc: _____ Deduction per cheque \$ _____

Deductions 1 Desc: _____ Deduction per cheque \$ _____

Deductions 1 Desc: _____ Deduction per cheque \$ _____

Deductions 1 Desc: _____ Deduction per cheque \$ _____

Historical Payroll Data

Gross Wages \$ _____ CPP Deducted \$ _____ EI Deducted \$ _____

Tax Deducted \$ _____ Net Pay \$ _____

Employee E-Mail Address:

Clicking Federal/Provincial Claim within Red Box will open TD1 Info

File: CDNPAYROLL-PAYROLL INFORMATION.DOCX

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