



## 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.

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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](http://CDNPayroll.com)  
E-Mail: [support@CDNPayroll.com](mailto: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 \$ \_\_\_\_\_

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### Historical Payroll Data

Gross Wages \$ \_\_\_\_\_ CPP Deducted \$ \_\_\_\_\_ EI Deducted \$ \_\_\_\_\_

Tax Deducted \$ \_\_\_\_\_ Net Pay \$ \_\_\_\_\_

Employee E-Mail Address:

For Federal/Provincial TD1 Info and forms: [CDNPayroll.com/TD1](http://CDNPayroll.com/TD1)

File: CDNPayroll-Payroll Information.docx

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