



PAYROLL

2019 YEAR-END CHECKLIST

| Item | Action to be taken | DONE |
|--------------------------------|--|--------------------------|
| Start-up | Create a year-end reference file | <input type="checkbox"/> |
| | Determine which forms will be required (T4, T4A, RL-1, NR4) | <input type="checkbox"/> |
| | Download guides and forms from CRA | <input type="checkbox"/> |
| | Download guides and forms from RQ | <input type="checkbox"/> |
| | Hold a year-end meeting with stakeholders (IT, HR, Finance) | <input type="checkbox"/> |
| Balance & Reconcile | Review payroll set-up to make sure earnings, taxable benefits and deductions have been programmed accurately | <input type="checkbox"/> |
| | Update any manual or cancelled cheques to payroll | <input type="checkbox"/> |
| | Reconcile payroll bank account for uncashed or stale-dated cheques that need to be replaced or cancelled. | <input type="checkbox"/> |
| | Balance payroll tax account remittances to the payroll register | <input type="checkbox"/> |
| | Run test T4/RL-1 slip and summary report validate earnings and deductions are reporting in correct boxes and balance to the payroll register | <input type="checkbox"/> |
| | Conduct self-PIER audit of C/QPP, EI, and QPIP statutory deductions | <input type="checkbox"/> |
| | Remit outstanding C/QPP, EI and QPIP statutory deductions with or before final remittance for tax year | <input type="checkbox"/> |
| | Ensure accurate social insurance numbers are reported | <input type="checkbox"/> |
| | Update WCB/CNESST awards reimbursed to the employer | <input type="checkbox"/> |
| Taxable Benefits | Taxable benefits reported each pay period when received or as enjoyed | <input type="checkbox"/> |
| | Process taxable benefit adjustments e.g. company car benefits | <input type="checkbox"/> |
| | Validate benefits are reported in all required boxes on tax slips | <input type="checkbox"/> |
| Pension Adjustment | Validate pensionable earnings per company plan document | <input type="checkbox"/> |
| | Calculate pension adjustment | <input type="checkbox"/> |
| | RPP registration number reporting in Box 50 for all plan members | <input type="checkbox"/> |
| | Reporting of taxable refunds if necessary | <input type="checkbox"/> |



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| Filing Procedures | Choose filing method (paper, online, XML) | <input type="checkbox"/> |
| | Choose the method of delivery to employees (electronic or paper) | <input type="checkbox"/> |
| | Make note of filing deadlines and penalties for non-compliance | <input type="checkbox"/> |
| | Establish policies & procedures for amending or cancelling slips | <input type="checkbox"/> |
| | File slips and summaries with CRA | <input type="checkbox"/> |
| | File slips and summaries with RQ | <input type="checkbox"/> |
| Jurisdictional Reporting | Employer health tax returns | <input type="checkbox"/> |
| | Workers compensation annual reconciliation/return | <input type="checkbox"/> |
| | Northwest Territories / Nunavut Payroll Tax return | <input type="checkbox"/> |
| | RQ annual summary <ul style="list-style-type: none"> • Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) • Workforce Skills Development and Recognition Fund (WSDRF) • Complete Formulaire Declaration des activités de formation (Quebec employers who pay WSDRF are required to complete) | <input type="checkbox"/> |
| Year-end Accounting | Year-end accruals | <input type="checkbox"/> |
| | Reconcile all payroll related GL accounts | <input type="checkbox"/> |
| | Validate earnings and deductions are charged to correct GL cost center account | <input type="checkbox"/> |
| Set-up for new payroll year | Review payroll calendar for payroll processing/payday conflicts (statutory holidays etc.) | <input type="checkbox"/> |
| | Weekly or bi-weekly pay frequency watch for 53/27 pay year <ul style="list-style-type: none"> • how will C/QPP exemption be handled • are any taxable benefits or deductions affected | <input type="checkbox"/> |
| | Distribute new payroll cut-off schedule to HR, timekeepers, managers and supervisors and union if necessary | <input type="checkbox"/> |
| | Carry forward balances <ul style="list-style-type: none"> • vacation accruals • banked overtime • unused sick days (if carry forward allowed) • outstanding loans payable • garnishment balances | <input type="checkbox"/> |
| | Ensure your payroll software has been updated with the correct tax tables (if applicable). | <input type="checkbox"/> |
| | Update TD1/TP1015.3 basic annual exemption | <input type="checkbox"/> |
| | Remind employees to file new TD1/TP1015.3 for additional tax credits, if required | <input type="checkbox"/> |
| | Remind commission employees to file new TD1X/TP-1015.R.13.1-V | <input type="checkbox"/> |
| | Communicate C/QPP, EI, and QPIP statutory deductions rates and maximums for new payroll year | <input type="checkbox"/> |