
2011 Year-End Customer Guide

Payflex



Payflex Year-End Customer Guide

Welcome to the 2011 year-end customer guide. Use this guide as a reference to lead you through the year-end process. The information contained in this customer guide is as up to date as possible as of **September 1, 2011**. As new information becomes available, it is distributed via the following media:

- Banner pages included with your payroll
- Ceridian web site at www.ceridian.ca → **Resources & Tools**
- Ceridian's electronic newsletter, **Ceridian HR Specialist**. To receive the newsletter, submit your e-mail address at www.ceridian.ca.
- Please visit the online PHRIG (Payroll HR Information Guide) for up-to-date payroll and legislative information at <http://www.ceridian.ca/guide/index.html>.

Contact your Service Delivery Team for year-end related questions.

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The Year-End Payroll Process at a Glance

The year-end process spans multiple months, and completing the tasks can become quite involved. The information contained on this page is a high level month-by-month overview of the year-end tasks you need to complete.

Month	Tasks
November	<ul style="list-style-type: none">• Request preliminary year-end reports (proof listings) by coding TRVW in the Special Reports field of your Pay Request• Verify employee information and update where necessary (e.g. Address, SIN)• Verify information on your Control Header (e.g. Business Numbers, Address, Pension Registration numbers)• Review your Vacation Accrual dates if using Ceridian's Vac Accrual Plan
December	<ul style="list-style-type: none">• Reconcile government remittance amounts• Review December input dates to ensure sufficient lead time for EFT processing during the holiday season• Process your final pay of the year• Request and verify your year-end balancing reports• Create year-end setup using your Payflex software PRIOR to keying in any data for first pay of the new year• Complete and fax any year-end forms if changes are required• Notify Ceridian of any special reports needed in the year-end stream (e.g. G/L reports such as H1H1)• To prepare for Tax Form Initiation, ensure you have your IVR Branch ID, Payroll ID and PIN number. See, <i>How to Initiate the Production of Your Tax Forms</i>, page 43 for details.

Month	Tasks
January/ February	<ul style="list-style-type: none"> • Review year-end reports for accuracy • Submit year-end runs if necessary • Request WCB report with your year-end processing by placing a “W” in Special Reports of the Pay Request • Request tax forms to be processed
February	<ul style="list-style-type: none"> • Distribute tax forms to employees • Submit T4, T4A Summaries and government copies of forms to CRA if you are a <i>NON-tape filer</i> • Submit government copies of RL1s and RL2s to MRQ if you are a <i>NON-tape filer</i> • Submit RL Summaries regardless of your <i>filing</i> status. • File applicable provincial and territorial WCB reports and remittances • Submit any remittance amounts to the appropriate government agencies as a result of adjustments made after the final pay of December. Ceridian is not responsible for these remittances.
March	<ul style="list-style-type: none"> • Submit forms and remittances for provincial health care levies (<i>except Quebec</i>) • File CSST report (<i>if you have Quebec employees</i>)



Important Information to Note for 2011

- **Net Claim:**
 - Ceridian will increase employees Federal and Provincial Net Claims with your transmission submitted for the first pay of 2012 or by January 9, 2012 (whichever comes first).
 - If you transmit your payroll for the first pay of 2012 prior to January 9, 2012, use the 2011 old Net Claim amounts for any Net Claim changes or new hires.
 - If you transmit your payroll for the first pay of 2012 after January 9, 2012, use the 2012 new Net Claim amounts for any Net Claim changes or new hires.
 - YAYA Report is generated to record the NEW Federal and Provincial Net Claim amounts on this first pay of the year.
- **NR4/T4A-NRs** – can be processed by Ceridian. Contact your Ceridian Service Team for details.
- **Tax Form Mail Out by Canada Post** – Tax forms can be mailed out by Ceridian via Canada Post anywhere in Canada.
- **Tax Form Initiation Using IVR (Interactive Voice Response)** – Once you are confident that you have processed all required year-end adjustments, and you have validated the most recent copy of your year-end reports, you are ready to initiate the production of your tax forms. Do this by telephone using our IVR (Interactive Voice Response) System. See *IVR – Interactive Voice Response*, page 43 for details.
- **Negative Amounts – Employee Master File (YYYY)** - If any employees have negative figures in any of the tax form boxes, a master file is produced with the T4 Proof Listing to be used for correcting the negative information. Please ensure these negative amounts are corrected prior to initiating the production of your tax forms.
- **Y/E Maintenance Run** – Maintenance run and delivery charges apply to all Y/E maintenance runs.
- **Terminated Employees:**
 - All clients will be forced into the year-end stream effective January 9, 2012 (if they have not processed a payroll with a pay date of 2012).
 - All employees with a status code of “TM” AND A TERMINATION DATE will be purged unless the status code is changed and processed prior to your first pay of 2012 or January 9, 2012.
 - A maintenance run prior to your first pay of 2012 or prior to January 9, 2012 may be required to accomplish this.

- **If you need to terminate an employee on your first pay of the new year, terminate the employee on the timecard.**

Checklist of 2011-2012 Year-End Activities

Please adhere strictly to the due dates indicated in the chart below to ensure your year-end processing is completed in a timely manner. Forms that are not received by the due dates may result in the late processing of your request.

<input checked="" type="checkbox"/> Action	Deadline
<input type="checkbox"/> Watch for Ceridian's schedule of Year-End Seminars. A Bulletin is sent out in early fall with your payroll output.	Sept/Oct 2011
<input type="checkbox"/> To sign-up for electronic tax forms (epost™), contact your Service Delivery Team for setup.	Early Nov 2011
 <input type="checkbox"/> To prepare for Tax Form Initiation, ensure you have your IVR Branch ID, Payroll ID and PIN number. See <i>How to Initiate the Production of Your Tax Forms</i> , page 43 for details.	
<input type="checkbox"/> Review your Flex Calculations for annual maximums and contact your Service Delivery Team to make any updates for the new year.	November
 <input type="checkbox"/> Review your form counts for all payrolls under the same business registration number and ensure your filing method is set appropriately for mandatory electronic filing. See <i>Mandatory Electronic Filing and Multiple Payrolls</i> , page 39 and <i>Validating Your Filing Status</i> , page 21.	Prior to processing tax forms
<input type="checkbox"/> Request reports required to review Tax Form allocations and balance your payroll. For details, see <i>Reports and Reporting</i> , page 16.	Ceridian recommends you request these reports on a quarterly basis and with your last pay of the year
<input type="checkbox"/> Complete the <i>ONTARIO EMPLOYER HEALTH TAX (EHT) form</i> , page 60 ONLY if changes are required.	7 Business days prior to your 1st pay run of 2012

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	Review your Control Header to ensure the following numbers are correct. <ul style="list-style-type: none"> • Federal Business Number(s) (BN's) • Revenu Quebec Number • Pension Number(s) / DPSP • EI and QPIP Rate(s) • All Provincial numbers 	Dec 1, 2011
<input type="checkbox"/>	If you have employees in Quebec, inform your Ceridian office of any changes to your CSST rates.	
<input type="checkbox"/>	If you have employees in Quebec, complete the <i>QUEBEC HEALTH SERVICES FUND (HSF)</i>, form page 61 ONLY if changes are required.	7 Business days prior to your 1st pay of 2012
<input type="checkbox"/>	Complete the <i>NEWFOUNDLAND HEALTH & POST-SECONDARY EDUCATION TAX</i>, form page 62 ONLY if changes are required.	7 Business days prior to your 1st pay of 2012
<input type="checkbox"/>	Complete and submit the <i>REMITTANCE FREQUENCY, EI RATE & WCB RATE CHANGES</i>, form on page 63.	7 business days prior to your 1st pay of 2012
<input type="checkbox"/>	If Ceridian remits statutory deductions for your company, submit all statutory adjustments to Ceridian by the last Business Day of the year. Ceridian will not remit any statutory adjustments processed after the last Business Day of the year.	Dec 31, 2011
<input type="checkbox"/>	After you refresh the last pay run of the year and before you key any data in for the first pay run of the new year, set up your "year-end" in Payflex. See <i>Year-End Setup for Ceridian Payflex (32 Bit App.) and Payflex for Windows (16 Bit App.)</i>, page 25, and <i>Year-End Setup for Payflex Paylink (DOS)</i>, page 35.	After last pay run of the year and prior to any input for the new year
<input type="checkbox"/>	Final adjustments to be received from a Pension and/or Benefits Administrator (eg. P.A.s) impact the processing of tax forms. Request these figures as soon as possible.	
<input type="checkbox"/>	Complete the <i>WEEKLY AND BI-WEEKLY PAYROLLS CHANGE IN NUMBER OF PAYS PROCESSED</i>, form page 64 ONLY if changes are required.	7 Business days prior to your 1st pay of 2012

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	Complete the <i>TAPE-FILING / TAX FORMS ON CD / POSTAGE REQUEST</i> , form page 65 ONLY if changes are required.	January 3, 2012
<input type="checkbox"/>	Determine if you need to change the sort order of the tax forms compared to last year. Contact your Service Delivery Team if a change is required.	7 business days prior to requesting your tax forms to print
<input type="checkbox"/>	Initiate your tax form production via IVR. See, <i>How to Initiate the Production of Your Tax Forms</i> , page 43. Ceridian will file electronically to CRA and/or MRQ on your behalf, and must have your tax forms processed by February 24th in order to meet the deadline set by CRA and Revenu Quebec. Any tax forms processed after February 24 th will need to be filed by the client.	February 24, 2012
<input type="checkbox"/>	After verifying that the T4s/RL-1s are correct, distribute them to your employees.	February 29
<p>Note: Failure to distribute tax forms to employees before this deadline may result in penalties (fines) being levied by CRA/Revenu Quebec.</p>		
<input type="checkbox"/>	Employers are responsible for filing all Provincial returns (e.g. EHT, WSIB, HSF, etc.).	Consult the individual Provincial agencies for due dates

Ceridian Bulletin Board

The bulletin board is the section of the year-end guide where Ceridian has provided you with suggested topics for review, resource information, and an introduction to some of the tools Ceridian offers to enhance your year-end processing. Review this section carefully and if you have any questions, contact your Service Delivery Team.

Important Topics to Review

During the year-end process, please take the time to review the following sections of the year-end guide:

- *Mandatory Electronic Filing*, page 39
- *Validating Your Filing Status*, page 21
- *Important Dates and Deadlines*, page 22.

Resources for Year-End Information



In addition to this guide, refer to the following for more information on year-end:

- For further details concerning payroll deductions, consult CRA's Employer's Guide - Payroll Deductions and Remittances ([T4001](#)), or go to CRA's web site: www.cra-arc.gc.ca. Sample tax forms are available at this site.
- For Revenu Quebec information, see their Guide for Employers (http://www.revenu.gouv.qc.ca/en/sepf/formulaires/tp/tp-1015_g.aspx) or go to www.revenu.gouv.qc.ca. Sample tax forms are available at this site.

Self Serve Tax Form Initiation

Ceridian would like to remind you that **all** initial tax form requests must be made by you, via Ceridian's self serve IVR (Interactive Voice Response) Service.

Using IVR provides fast, convenient self service and **by passes phone queue wait times!** IVR is available 24 hours a day, seven days a week.

Please be prepared by ensuring that you have your IVR Branch ID, Payroll ID and PIN number on hand. If you do not have this information, please contact your Service Delivery Team for assistance.

For more information on how to use IVR and when it is available, see *How to Initiate the Production of Your Tax Forms*, page 43.

Online Tax Forms powered by epost™



Ceridian's online service offering provides you with the ability to have employee pay statements and tax forms delivered directly to your employees via epost™, the online mail delivery service powered by Canada Post. This secure web-based service is available to your employees free of charge, 24 hours a day, 7 days a week, in English and French.

Features of this service include:

- Electronic Postmark™ and RCMP-audited data security system
- Email Notification. At your employees discretion, epost™ will send an email notification to your employees notifying them of new mail.
- Online storage of important documents for seven years

Note: Online tax forms via epost™, are available from **December 1, 2011 – March 30, 2012**. Tax forms processed outside of this time frame will produce paper forms.

Subscription (2011 Tax Forms)

Employer registration must occur prior to, or with, the final payroll processing of the year. Please allow yourself additional time to complete the Ceridian agreement and for Ceridian to enter the required system option.

Employee subscription to epost™ and adding 'Ceridian' as a mailer, must be completed 24 hours before tax forms are processed. Please keep in mind that if an employee misses the opportunity to subscribe, they will receive paper tax forms and must wait until the following year-end to receive online tax forms.

Tax Form Holding Period and Release

Default Holding Period

It is important to note that online tax forms are held by Ceridian for a default of 7 calendar days before being released to epost™ for delivery (pay statements are available on cheque date). The purpose of the 7 day holding period is:

1. To allow for delivery of employer forms, client review and verification of accuracy.
 2. To provide the opportunity to re-run tax forms, in situations where changes or updates are required.
- If tax forms are re-run within the 7 day holding period, the original tax forms will be **overwritten** with the new tax forms
 - If the 7 day holding period has expired, subscribed employees will receive **2 copies** of their tax form(s) in their epost™ mailbox (the date stamp will identify which form is the most current)

Holding Period Override

Once tax forms have been processed, you may, on a per request basis, contact your Service Delivery Team to override the default setting to:

- Waive the 7 day waiting period, releasing tax forms to epost™ for delivery, or
- Defer the release to epost™ beyond the default 7 day holding period until further notice. You are required to contact Ceridian a second time when you are ready to have forms released to epost™.

Imposed Release

Irrespective of the holding period, in order to ensure all employees receive their tax forms prior to CRA's and MRQ's deadline of **Wednesday February 29, 2012**, all pending employee tax forms will be released to epost™ for delivery on **Monday February 27, 2012**.

Contact your Service Delivery Team for further information.

Registered Employees

The E2E2 report details which employees have subscribed to epost™ pay statements, tax forms or both. The report is broken into two sections, Employees Subscribed and Employees Not Subscribed.

Tax Forms on CD

Ceridian can provide you with a copy of your 2011 tax forms on CD-ROM in .pdf format, viewable with Adobe Acrobat Reader.

Refer to the WL transaction on your Control Header (WLFD99 line) to determine if you are set up to receive your tax forms on CD. A 'Y' indicates that you are set up to receive your tax forms on CD. The number displayed next to the 'Y' indicates how many copies you will receive.

Features of this Product include:



- Tax forms are the same in appearance as actual paper forms.
- Password protection. In order to ensure the security and confidentiality of data, each CD is password protected. Contact your Service Delivery Team to receive your password.
- Replace lost or damaged employee forms. Please be sure to blank out your Business Number, clearly mark the form as 'Duplicate Copy' and sign and date the form.
- Search Engine. Each CD is indexed by Employer Number, Last Name, First Name, Full Name, SIN#, and Form Type, and provides you with the ability

to search your tax forms using the built-in search functionality available with Adobe Reader or using the SOLfinder plug-in (comes with the CD).

- You can create a report, view, print, or e-mail any of the details you require without the need for paper or to backup and restore files.

The default of this offering provides, both, paper copies of tax forms and a CD. Ceridian has made a step towards being green and can now suppress the print of the employer forms.

The deadline to request a 2011 CD is **Friday March 30, 2012**.

Additional charges apply.

To receive your tax forms on CD, complete and submit the *TAPE-FILING / TAX FORMS ON CD /POSTAGE REQUEST form*, page 65.

Note: All tax forms are available on CD except the T4A-NR.

Reports and Reporting

During September and October, Ceridian recommends that you begin reviewing your **Tax Form allocations** and **balancing** your payroll. These reports help you quickly find any differences and make any necessary corrections. These reports are available at no additional cost. To request any of the reports, enter "TRV" in the **Special Report** field of your pay request. If your company is set up to receive **Workers Compensation Reports**, also include a "W" in the **Special Reports** field.



- **IqIq Matrix Report** is broken into two matrices (one for Earnings and the other for Deductions & Benefits) with similar but not identical layouts, which detail all earnings, benefits and deductions with their descriptions and the tax form box(es) to which the year-to-date amounts will be directed based on company HED set up (A8, J4 and Ws).
- **9F9F Report** highlights the employee year-to-date out of balance figures. You receive this report each pay, after the Combined Register.
- **'etet' Report** highlights Tax Body differences.
- **'YFYF' Report** lists employees with negative values on tax forms, invalid Business numbers and missing pension numbers. A tax form WILL NOT be produced for employees on this report unless the information is corrected.
- **'YYYY' Report** identifies employees with negative information in the boxes of the Tax Form.
- **J41-J47 Reports** identify differences between earnings/deductions and what is being reported on the tax forms.
- **Proof Listings** identify tax form allocations. It also identifies employee level Federal/Provincial Business Numbers and Pension Numbers.

- **Masterfile and Combined Register Reports do NOT accompany tax forms again this year-end. It is very important that you keep the last payroll register from your company's very last payroll or adjustment run.**

Note: Are there any optional reports, such as G/L Reports H1H1 and R1R1, that you need to process in the year-end stream? If so, send Ceridian your written request for these report generators to be brought over with the year-end files at least one week before your first year-end adjustment run.

Processing

Ceridian accepts **Payflex for Windows** and **Payflex Paylink (DOS)** year-end adjustments up to 3:00 p.m. (Eastern Standard Time) **every business day** (excluding holidays). Company level changes **must** be received by Ceridian 5 business days prior to the adjustment run. Allow 4 - 5 business days for processing and delivery. Ceridian accepts **Paper** input for year-end adjustments 2 days prior to processing.

Beginning early January, **tax forms** are processed every business day (excluding holidays). Allow 7 business days for processing and delivery. Please keep in mind that if your account is set up for Indicia, forms are mailed directly to your employees via Canada Post.

Changes to employee numbers, pay frequencies and transfers require 2 maintenance runs, which **must both** be completed prior to the first pay of the new year.

Manual Adjustments for the new year must be processed after your first pay of the new year, unless your first pay of 2012 is processed after the force year-end on January 9, 2012.

Helpful Hints

- Post **manual and cancelled cheques** regularly to avoid the rush for year-end adjustments. If you have negative adjustments to statutory remittances and payments have already been remitted to the government, **Ceridian cannot refund overpayments** or Remit Statutory Adjustments after the last Business Day of the year.
- Invalid Postal Codes and Addresses create delays. Encourage your employees to provide you with updates on a regular basis.

Scheduling

Processing Bonus Runs, Vacation Pay Runs and First Pay of the New Year

Since high volumes can impact processing times in December, advise Ceridian early of any unscheduled bonus runs or vacation pay runs. **Do not transmit a Bonus or Vacation run for your first pay of the new year.**

Important Dates for Employers with Direct Deposits (EFTs)

Please review a December calendar to ensure your December and January payrolls are processed early enough to guarantee deposits are made on time. The following input schedule is recommended for releasing EFT payments so that all employees receive payment on the due date.

EFT Payment Date	Input to Ceridian
December 28, 2011	December 21, 2011
December 29, 2011	December 22, 2011
December 30, 2011	December 23, 2011
January 3, 2012 Except Quebec - banks in Quebec are closed	December 28, 2011
January 4, 2012	December 29, 2011 (December 28, in Quebec)
January 5, 2012	December 30, 2011 (December 29, in Quebec)
January 6, 2012	January 3, 2012

Any payrolls processed outside of these recommended guidelines are done on a best-effort basis by the receiving banking institutions. Ceridian is unable to speed up the processing of deposits with the banks once the EFT information has been released to them. Due to bank closures, no EFT files are processed on Monday December 26 and Tuesday December 27, 2011, or Monday January 2, 2012 (and Tuesday January 3, 2012 in Quebec).

2011-2012 Bank Holiday Schedule

The 2012 Banking Institution closures were not available at the time this document was revised. Therefore, Ceridian is not able to provide a 2012 bank holiday schedule.

Ceridian is able to convey that the Canadian Bankers Association has advised that; federally regulated banking institutions are obligated under federal law to observe the statutory holidays stipulated in the *Canada Labour Code*. The observance of provincially legislated holidays is a discretionary business decision made by each bank.

It is recommended that you contact your banking institution directly regarding their holiday schedule or regarding any days of interest.

Validating Your Filing Status

Your filing status determines whether or not Ceridian is providing your tax information directly to CRA and Revenu Quebec electronically on your behalf, or if you are provided with paper government copies, that you the employer must file with CRA and/or Revenu Quebec.

Your filing status can be found on your Control Header (WLFD99 line):

- A “Y” indicates that you are a **tape filer**.
- An “N” indicates that you are a **non tape filer**.

Tape Filer Ceridian **submits** your employee tax information to CRA and Revenu Quebec electronically on your behalf. Government copies are not printed or provided. You receive 2 copies of tax forms, one for your employees and one for you, the employer.

Non Tape Filer Ceridian **does not submit** your employee tax information electronically. Ceridian provides you with three copies of the tax forms; employee, employer and government forms, which you, the employer, must file with CRA and Revenu Quebec.

Employers who file more than **50** (per form type) information returns (tax forms) must submit their forms electronically to CRA by Wednesday, February 29, 2012, or penalties/fines may be levied. The count of **50** forms includes originals, additions and is reduced by cancellations but excludes amendments (additions meaning, original forms that were **not** part of your original tax form filing to CRA). See, *Mandatory Electronic Filing*, page 39.

In order for Ceridian to file electronically on your behalf, you must process as tape filer by **February 24, 2012**.



Please note that Ceridian will **not** automatically force employers to file electronically or modify your filing method to ensure you are a tape filer. It is your responsibility to ensure you process prior to Ceridian’s filing deadline and as a tape filer.

If you process more than one payroll with Ceridian under the same business registration number, please ensure all payrolls are set up with the appropriate filing status based on the total form count (more than **50** forms). See, *Mandatory Electronic Filing and Multiple Payrolls*, page 39.



If you are a tape filer and you plan for Ceridian to submit your forms electronically, it is imperative that your tax forms are processed by Ceridian’s **tape deadline of Friday February 24, 2012**. Failure to meet this deadline could result in you, the employer, being responsible for filing your company’s tax information to CRA and/or Revenu Quebec electronically using an alternate method.

Important Dates and Deadlines

Activity	Deadline
Paper input for adjustments	February 22, 2012
Company level changes	5 business days prior to adjustment run
Maintenance run submission	February 22 2012
Tax form initiation (tape filer and non tape filer)	February 24, 2012

Missed Tax Form Processing Deadline

With the introduction of mandatory electronic filing, it is extremely important to note that if you miss Ceridian's tax form processing deadline of **Friday February 24, 2012**, Ceridian will have no other option than to process your tax forms as NON-tape or you, the employer, will be responsible for filing your companies tax form information electronically.

- **NON Tape:** Ceridian **does not submit** your employee tax information electronically. Ceridian provides you with three copies of the tax forms; employee, employer and government forms, which you, the employer, must file with CRA and/or Revenu Quebec.

Either of the above scenarios; Ceridian filing your tax forms as NON tape or you, the employer filing your tax form information electronically; could result in you facing penalties issued by CRA for non-compliance mandatory electronic filing or for late filing.

In order to eliminate the risk of non-compliance mandatory electronic filing penalties from CRA, it is recommended that you process your tax forms prior to Ceridian's deadline of February 24, 2012 and resolve any issues with amended tax forms closely thereafter.

Important: Please note, there will be no penalties on AMENDED forms that were included in your **original** electronic file to CRA. Any **NEW** forms created after the fact may be considered late by CRA and you may still be subject CRA penalties. If you discover that you have missed a form after your electronic file has been submitted, please contact CRA and advise them immediately.

Issuing of penalties regarding tax filing is at the discretion of CRA and there may be situations where an assessment is issued (by CRA) due to circumstances not related to tax form activities handled by Ceridian.

If you miss Ceridian's February 24th deadline you will be responsible for filing your tax forms via the Internet. If you have less than 70 slips to file, please review the following electronic filing options made available to you by CRA:

- 1 – 50 original or amended T4 slips – file by web
- 1 – 70 original or amended T4 slips – file by T4 desktop application
- 1 – 50 original or amended slips – file by electronic media (please visit CRA's website for a list of applicable forms at <http://www.cra-arc.gc.ca/esrvc-srvce/ef/menu-eng.html>)

For more information on filing electronically directly to CRA, please visit their site at <http://www.cra-arc.gc.ca/esrvc-srvce/ef/menu-eng.html>

For more information on CRA's late filing penalties, please refer to question #9 of CRA's FAQ on filing information returns electronically at <http://www.cra-arc.gc.ca/esrvc-srvce/ef/fq-eng.html>

Postage Request

On the BR transaction located in the middle part of your Control Header (refer to Column "PST MRK", code 1 or 3), identify if your company is setup for your tax forms to be mailed out by Ceridian.

Complete the *TAPE-FILING / TAX FORMS ON CD / POSTAGE REQUEST form*, page 65, if applicable. If postage was requested last year, it will be produced again for this year.

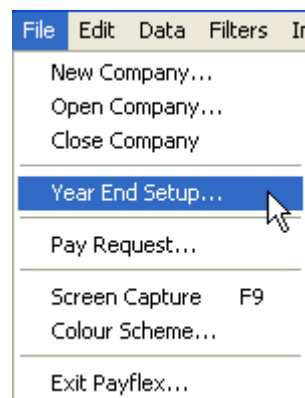
Year-End Setup for Ceridian Payflex (32 Bit App.) and Payflex for Windows (16 Bit App.)

32 Bit Application-Version 2.2x, 2.3x, 2.4x, 2.5x

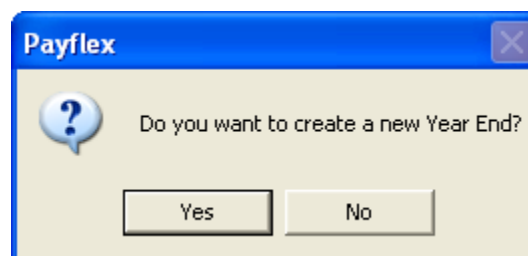
Note: If the Payflex database is installed on local MSDE, you are required to follow steps 1 through 4. If the database is installed on a SQL Server or an instance of MSDE, Payflex needs a **DBA** (database administrator) to be present to assist with required steps to complete the year-end setup, and you must follow all steps within this section.

To perform year-end setup for Payflex:

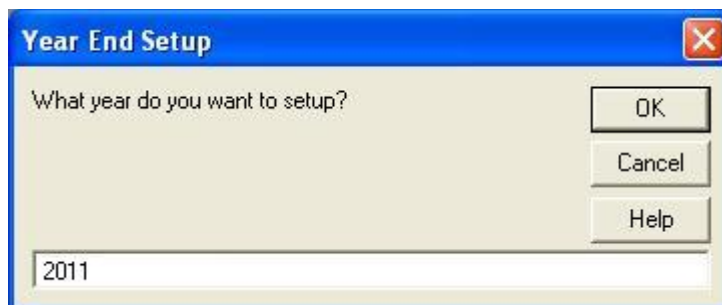
1. Select **File** → **Year End Setup...**



A **Payflex** dialog box opens.



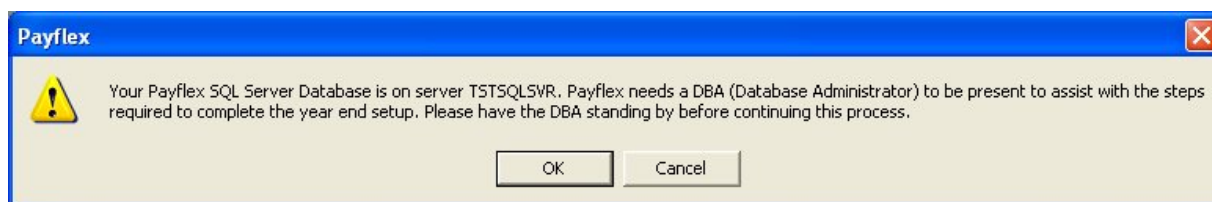
2. Click **Yes** to create year-end, or click **No** to stop year-end setup.
The **Year End Setup** dialog box opens.



3. Type in the year that you want to create the year-end setup for.
4. Click **OK**.

The system opens the company in year-end once setup is complete for users with Payflex installed on local MSDE.

The following dialog box opens for users with Payflex installed on an SQL server or an instance of MSDE.

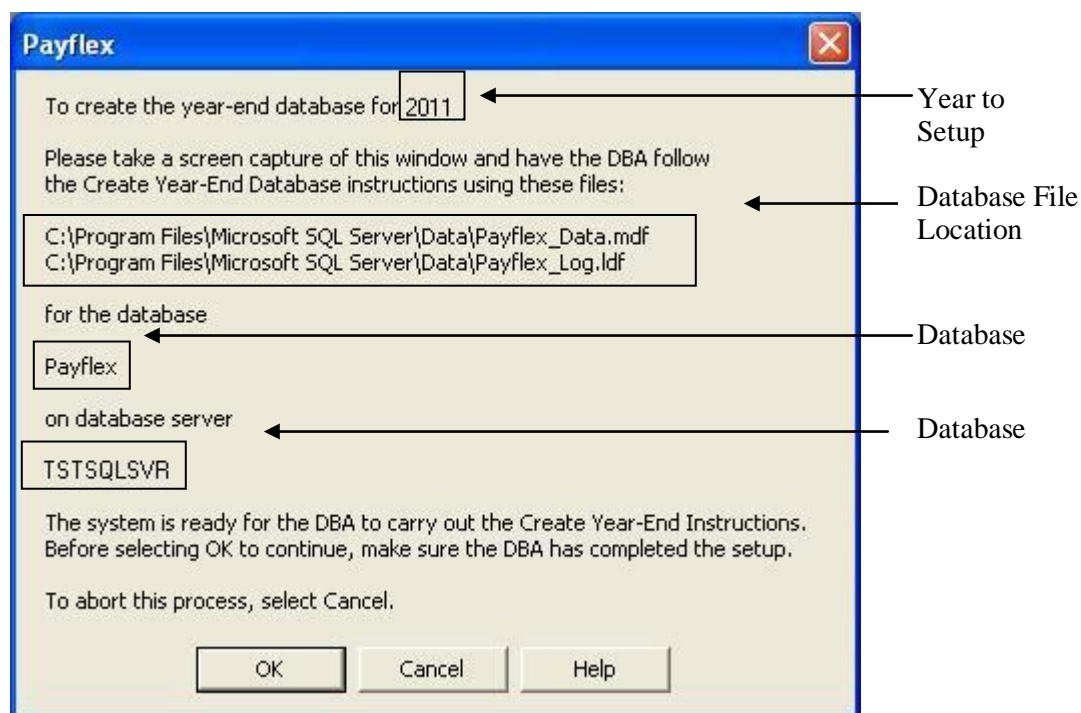


5. Click **OK** to confirm that the DBA is standing by to perform the following steps, or click **Cancel** to stop year-end setup.

The following dialog box opens with information on physical data files and the server name.

6. Relay the information on this window to the DBA. Wait for the DBA to complete the required steps before clicking **OK**.

Note: It is very important that you record all of the information on this window, or the DBA may not be able to complete several required steps later on in the year-end processing.



Note: If you do not have Enterprise Manager / Query Analyzer, refer to *Year-End Setup for Payflex Paylink (DOS) (Appendix A)*, page 35.

7. The DBA must perform the following tasks on the Database Server:

Step 1: Detach Current Database:

- a. Open Query Analyzer.
- b. With the default database master selected, type in the following command in the Query window:

```
sp_detach_db 'DatabaseName', True
```

Note: Replace **DatabaseName** with the name of your Payflex database.

- c. Execute the query to detach the database.

Step 2: Create Year-End Database Files:

- d. Copy DatabaseName_Data.mdf file and rename it to DatabaseName_####YE_Data.mdf (#### represents the year-end year that client wants to create).
- e. Copy DatabaseName_Log.ldf file and rename it to DatabaseName_####YE_Log.ldf (#### represents the year-end year that client wants to create)

Step 3: Reattach Current Database

- f. After copying the current database files to create year-end database files, reattach the current database. Type in the following command in Query window in Query Analyzer:

```
sp_attach_db @dbname='DatabaseName',  
@filename1='Path\DatabaseName_Data.mdf',  
@filename2=' \Path\DatabaseName_Log.ldf'
```

- g. Execute the query to reattach the current database.

Step 4: Attach Year-End Database

- h. Type in the following command in Query window in Query Analyzer:

```
sp_attach_db @dbname='DatabaseName_####YE',  
@filename1='Path\DatabaseName_####YE_Data.mdf',  
@filename2=' \Path\DatabaseName_####YE_Log.ldf'
```

- i. Execute the query to attach year-end database.

Note: Make sure current and year-end databases are successfully attached.

Step 5: Convey Success or Failure of Task.

- j. Inform the payroll user if all of the steps were carried out and the database successfully attached.
- k. If the DBA reports that all steps were successful, click **OK** to continue setting up the year-end; otherwise, click **Cancel**.

The System opens the company in year-end once setup is complete.

32 Bit Application-Version 2.1x

To access year-end setup, a user must login to Payflex as a supervisor. If you have multiple companies within the same database, Payflex only creates one year-end database for all companies. Naming convention for year-end database is DatabaseName_####YE (where #### represents the year)

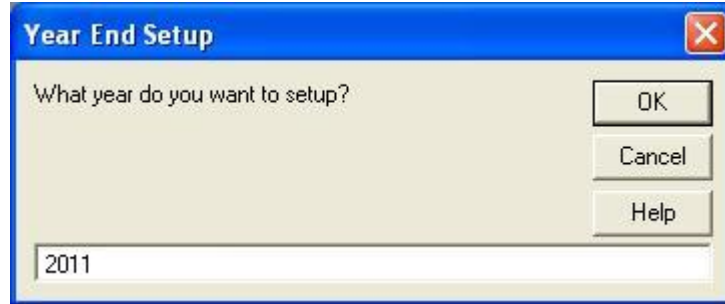
If the database is on a SQL server then Payflex requires that a database administrator (DBA) is present when doing the year-end setup.

Year-End Setup on Local Database

Year-end setup on local database involves only few steps. All payroll transactions must be cleared from the system prior to creating year-end. All other users (if this database is shared among more than one user) must log out of Payflex before starting the year-end process.

To setup year-end on local database:

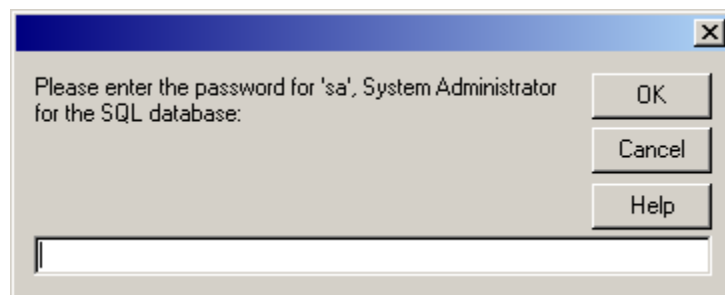
1. With a company open, select **File** → **Year End Setup**. The message: **Do you want to create a new Year-End?** opens.
2. Click **Yes**.
3. Payflex defaults the year based on current PC date. If PC date is less than December 15, Payflex defaults to the previous year. Otherwise it defaults to the current year. Key in the year that you want to setup the year-end for.



4. Click **OK**.
5. Click **OK** to continue. Payflex copies the current database, renames it to **DatabaseName_####YE** and opens the year-end.

Database file is named as **DatabaseName_####YE_Data.mdf** and Log file is named as **DatabaseName_####YE_Log.ldf**. These files are placed in the same folder where the current Payflex database data file resides.

Note: If password for 'sa' (System Administrator) is not blank, Payflex prompts for you to key in the password.



Year-End Setup for Multiple Companies on Local Database

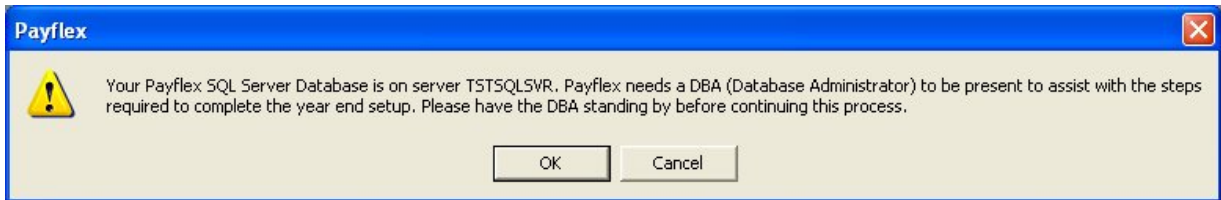
Setting up year-end for multiple companies is no different than setting it up for one company. When you do the year-end for the first company, Payflex copies the current database and system settings to create the year-end database and leaves only the data belonging to that company. When the year-end for the second company is being setup, Payflex copies all data to the year-end database to create the year-end for the selected company.

Year-End Setup on Server Database

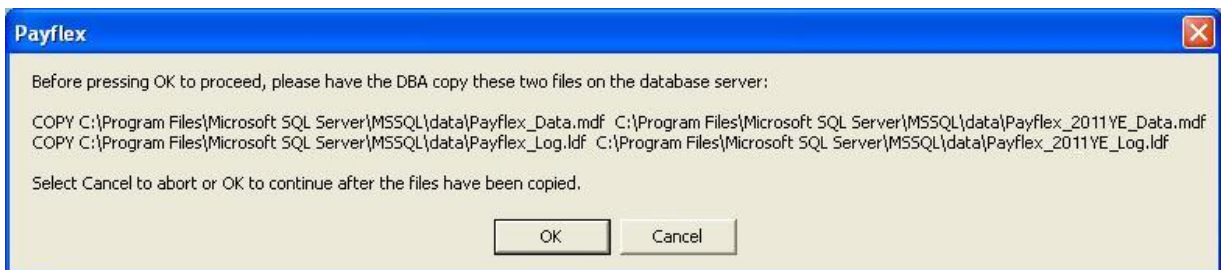
Year-end setup on Client/Server environment involves Payflex admin user and SQL Server System Administrator.

To setup year-end on server database:

1. With a company open, select **File** → **Year End Setup**. The following message displays informing you that you need a DBA to do the year-end.



2. Click **OK**. A message "Do you want to create a new Year-End?" displays.
3. Click **Yes**.
4. Type in the year to setup the year-end for.
5. Click **OK**.
6. A message with the year-end file names and path displays. Wait for your DBA to view the information on the window to continue your year-end.



7. The DBA must copy the current database files and rename them to "Payflex_2011YE_Data.mdf" and "Payflex_2011YE_Log.ldf" as displayed in the message.
8. Once the files have successfully been copied, click **OK**. Payflex creates the year-end for the selected company.

Year-End Setup for Multiple Companies on Server Database

If you are creating year-end for the second company for the same year, you do not need a DBA to be present. Follow steps 1 to 5 in *Year-End Setup on Server Database*, page 30.

16 Bit Application

After processing and refreshing your last pay of 2011 and before keying any changes for your 1st pay of the new year:

1. Open your company in Payflex for Windows.
2. Click File → Year-End setup.
3. A message displays asking if you wish to create a NEW year-end. Click **YES**. Ensure that you set up year 2011 as the year.
4. Begin entering your year-end information.

Sending/Receiving Year-End Files

Using Payflex for Windows 16 Bit Application with Telenium File Transfer Software

The following guideline is a step-by-step procedure in Sending and Receiving Year-end files.

Sending Year-End Files

To send year-end files:

1. Open your year-end directory in Payflex.
2. After year-end data has been keyed in and you are ready to send your transmission file, complete the Pay Request and create your transmission file. Do not transmit your year-end transmission file using Payflex.
3. Launch Telenium File Transfer software and click **Send-Deliver**.
4. Click on the payroll number to send and click **Browse**. Locate your year-end upload Payflex directory (EG. C:/TDPFW/Upload/2011). Select the year-end transmission file (CxxTran1.dat) and click **Open**.
5. Select the checkbox next to your payroll number and click **Send**.

Receiving Year-End Files

To receive year-end files:

1. Launch the Telenium File Transfer software and select **Receive-Pickup**.
2. Select the Payroll number to receive files for from the drop-down list and click **Connect**. Your year-end files have a "Y" to identify them.
3. Select the files to receive and click **Download**. The software requests the year to place the files into. Select the year you are working with (2011) and continue.
4. After the files are downloaded, launch Payflex and open the 2011 year-end database. If a refresh file was downloaded, select **File/Refresh Masterfile** and select **Refresh File**. Change the **List Files of Type** to **All Files**. Browse for the year-end refresh file (eg. Payroll#_File2.YE) and refresh.

Using Payflex for Windows 32 Bit Application

There are no changes for sending and receiving files. Only ensure the correct year is open when creating, sending and receiving your year-end files.

Year-End Setup for Payflex Paylink (DOS)

DOS users, have you considered converting to our Ceridian Payflex product? Training schedules are available at any time. Contact your Service Delivery Team for details.

A **Year-end diskette** is required in order to process your year-end transactions. The diskette issued for your year-end (dated December 1999) can be used again this year. If you did not receive this diskette or if you require another copy of this diskette, contact your Service Delivery Team by December 1st. *(If you are working on an NT workstation, please be sure to advise your Service Delivery Team when requesting a diskette).*

Ensure that you install the Year-End diskette after processing and refreshing your last pay of 2011 and before keying any changes for your first pay of the new year.

Before you Install the Year-End Diskette

Previous Year-End	Use a new subdirectory/folder for the 2011 year-end. Do not install the December 1999 Year-End diskette into any previous year-end folders.
Memory	The usual 580K or greater free conventional memory is required. Two megabytes of extended memory is still required.
Hard Disk Space	Verify that disk space available is at least equivalent to the size of the current Paylink subdirectory/folder.

Note: If your company has multiple numbers, there should be a separate Paylink sub-directory/ folder for each company number.

Installation Instructions for Payflex Paylink (DOS) Year-End Diskette

1. Insert the installation disk into your floppy drive (A:).
2. For installations directly from **MS DOS**, type **A:\INSTALL** from the root directory and press **ENTER**. For example, **C:\>A:\INSTALL**.

For installations from **Windows 3.1** or **3.11**, from Program Manager, select **Run** from the **File** menu and type **A:\INSTALL** (assuming the disk is in drive A:) and press **ENTER**.

For installations from **Windows 95 or higher**, select **Start → Run** and type **A:\INSTALL** (assuming the disk is in drive A:), and press **ENTER**.

3. Follow the on-screen instructions to install then select the disk drive on which Paylink 6.3 is installed.
4. The installation program prompts you to key in the name of the current Paylink sub-directory/folder. In most cases, this folder is called **PAYLINK** (or your company number).
5. The system prompts you for the name of the year-end sub-directory/folder. **Ceridian recommends you use the following naming convention: YEyymm###** (where yy is the last two digits of the year being stored and ### is the last 3 digits of your company number). For example, company 123456 will use **YE05456** as their Year-End subdirectory/folder name. The installation copies the files and when the message “**YEAR-END PROCESS INSTALLED**” displays, the process is complete.

How to Access Payflex Paylink (DOS) Year-End

To access Payflex Paylink (DOS) year-end:

If you access Payflex from a shortcut on your desktop, you can create a second Payflex shortcut called **PAYFLEX YEAREND**. In Windows Explorer or File Manager, locate your **Paylink.bat** file in your Payflex Paylink directory and create your shortcut from here.

If you access Payflex from MS DOS, type **PAYLINK** to run year-end as shown: **C:\>YE07###>PAYLINK** (where ### is the last 3 digits of your company number).

About Year-End

Once the year-end installation is complete, you can start the year-end Paylink program. A “year-end” warning message that appears when you sign onto the system; however, it is possible to inadvertently send transactions from this sub-directory/folder to the current payroll system. The following is true for both the Current and the year-end folders:

- ALL entries keyed in Option 2 – “Enter Transactions”, from the main menu are ALWAYS processed in the current year.
- ALL entries keyed in option Y – “Year-end transactions”, from the main menu are processed in the year-end files for the time that the year-end window is open.

Note: If the year-end sub-directory/folder is used, you should only select **OPTION “Y- YEAR-END”**, while in the year-end file. Do not use option 2 - enter transactions while in the year-end file.

Year-End and Telenium (DOS)

There are two factors in Telenium that necessitate the use of the year-end diskette for clients who refresh between the first pay of the new year and the end of February when tax forms are produced. Telenium automatically sends and receives files once connected to the mailbox and you can no longer select the files that are received prior to refresh.

Implication: When the year-end diskette is used to create the year-end sub-directory/folder, year-end and current files are directed to the root directory of the respective Paylink sub-directory/folders. There is a program which directs the year-end files to the year-end sub-directory/folder and the current files to the current sub-directory/folder. *Without the install, all refresh files are copied to the sub-directory/folder in which the client is connected.*

Mandatory Electronic Filing

As previously announced by CRA, filers submitting more than **50** (per form type) information returns (tax forms) will be required to file electronically. More than **50** forms includes originals, additions and is reduced by cancellations but excludes amendments (additions meaning, original forms that were **not** part of your original tax form filing to CRA).

In order for Ceridian to file electronically on your behalf, your tax forms must process with a tape filer status by the due date of Friday February 24, 2012.

Please note that Ceridian will **not** automatically force employers to file electronically or modify your filing status to ensure you are a tape filer. It is your responsibility to ensure you process prior to Ceridian's filing deadline and as a tape filer.

For further information on your filing status, see *Validating Your Filing Status*, page 21, and for Ceridian's filing deadlines, see *Important Dates and Deadlines*, page 22.

Failure to meet Ceridian's filing deadline could result in you, the employer, being responsible for filing your company's tax information to CRA and/or Revenu Quebec electronically using an alternate method.

Note: Failure to file electronically where required by CRA and/or MRQ may result in penalties/fines being levied.

For more information on filing tax forms electronically, go to the CRA Web site at <http://www.cra-arc.gc.ca/iref/>

Mandatory Electronic Filing and Multiple Payrolls



It is important to note that to determine if an employer has more than **50** tax forms (per form type), CRA refers to each business registration number (BN) held by an employer.

More than **50** forms applies to the total form count of that business registration number and **not** to the individual payroll number form count. If you process multiple payrolls with the same business registration number, you will need to:

1. Add the number of forms (per form type) from each payroll and by business registration number to determine if the total forms is greater than 50.

- Where the total of any one form count is greater than 50, ensure you are set up as a **tape filer** and you process your tax forms by the deadline of Friday February 24, 2012.

Please review the following for examples of where electronic filing is at the discretion of the employer and where it is mandatory.

Example 1 - Discretionary

The total T4A form count by business number is **less than 50 forms**, therefore electronic filing is discretionary:

Payroll Number	Business Registration Number (BN)	T4A Form Count
1000	111222333RP0001	10
1001	111222333RP0001	12
1002	111222333RP0001	6
Total Form Count 28		

Example 2 - Mandatory

The total T4 form count by business number is **more than 50 forms**, therefore mandatory electronic filing applies. Both payrolls must process as tape filers:

Payroll Number	Business Registration Number (BN)	T4 Form Count
2998	777888999RP0001	45
2999	777888999RP0001	40
Total Form Count 85		

Example 3 – Mandatory for one form type

The total T4 form count (by business number) is **more than 50 forms**. The T4A form count (by business number) is **less than 50 forms**. Although in this circumstance, CRA would permit you to manually file paper T4As (or any other form type with less than 50 forms), Ceridian cannot support different filing methods (non tape/tape) by form type and recommends tape filing for all 3 payrolls.

Payroll Number	Business Registration Number (BN)	T4 Form Count	T4A Form Count
6050	444555666RP0001	101	10
6051	444555666RP0001	56	12
6052	444555666RP0001	15	6
Total Form Count: 200		T4 = 172	T4A = 28

If you fall under example 2 or 3, it is your responsibility to verify that all payrolls are set up with a filing status of *tape filer* and your tax forms are processed prior to Ceridian's deadline in order to ensure you are compliant with CRA's mandatory electronic filing.

Mandatory Electronic Filing and Revenu Quebec

Revenu Quebec has announced that they have plans to introduce mandatory electronic filing similar to that of CRA. Details and next steps will be communicated as they become available.

How to Initiate the Production of Your Tax Forms

Once you are confident that you have processed all required year-end adjustments, and you have validated the most recent copy of your year-end reports, you are ready to initiate the production of your tax forms (T4s, T4As, RL-1s, RL-2s). This is done by telephone using Ceridian's IVR (Interactive Voice Response) Service.

Please note that for the production of **NR4s and/or T4A-NRs**, you must contact your Service Delivery Team directly. These forms are produced by exception process and the IVR system will not trigger the production of these forms.

IVR – Interactive Voice Response

The initiation of your tax forms (T4s, T4As, RL-1s, RL-2s) is easy and convenient with Ceridian's IVR (Interactive Voice Response) Service.



You are able to dial in to request your T4s/RL-1s and later call again to check on the *status* of your request.

Important Information On When To Access IVR:

TAPE FILER:	Tax form initiation is available via IVR from January 9, 2012 to February 24, 2012 .
NON TAPE FILER:	Tax form initiation is available via IVR from January 9, 2012 to February 24, 2012 .

Note: To determine your filing status, see *Validating Your Filing Status*, page 21.

To access the IVR service:

1. Dial 1-800-667-7867.
2. Select your language of choice.
3. Select Account Management.
4. Identify yourself with branch 277 and your payroll id along with your PIN. If you do not know your PIN id, contact your Service Delivery Team.

5. Follow the voice prompts for **Tax Form Processing**.

Note: IVR can be utilized for initial requests only. To initiate a re-run or re-print, contact your Service Delivery Team.

Submission of Tax Forms

When you receive your tax forms, ensure you review and validate your reports one last time. Once you ensure that all information is accurate, distribute the employee copies to your employees, and review the following sections in relation to submitting your tax forms to CRA and Revenu Québec.

T4/RL Filing Deadline for 2011

CRA's and MRQ's deadline for filing returns and distributing forms is **Wednesday February 29, 2012**.

As per CRA, all employers who file more than **50** (per form type) information returns (tax forms) *must* submit them to CRA electronically, meaning via the Internet or penalties may be levied effective January 2012. The count of **50** forms includes originals, additions and is reduced by cancellations but excludes amendments (additions meaning, original forms that were **not** part of your original tax form filing to CRA).

See *Mandatory Electronic Filing*, page 39 and *Important Dates and Deadlines*, page 22 for more information.

Note: All employee forms must be distributed by the above deadline, regardless of your filing method.

Tape Filer

Refer to the WL transaction on your Control Header (WLFD99 line) to verify your status. A "Y" indicates that you are a **tape filer** (Ceridian submits your employee tax form information to CRA and Revenu Québec electronically on your behalf; government copies are not printed or provided). Review/complete the following:

- | | |
|----------------------|--|
| CRA | Do not send a T4/T4A Summary to CRA if Ceridian has sent your T4/T4A information electronically. |
| Revenu Québec | The Government-supplied RL Summary must be completed by you and sent even if Ceridian has sent your RL-1 information electronically. Employers filing with the Government of Québec must submit the RL Summary to the address shown on the form. The Québec provincial government does not supply Ceridian with RL-1 Summaries. The summary that is sent directly to you, the employer, from the Government of Québec must be used for filing purposes |



For the purpose of completing the RL Summary, Ceridian's

MRQ tax filing number is **NP000013**. Please note that this number is for Ceridian customers filing purposes only, and should NOT be used or distributed to anyone other than MRQ.

ACTION REQUIRED: Submit RL Summaries regardless of your filing status.

Non Tape Filer

Refer to the WL transaction on your Control Header (WLFD99 line) to verify your status. An “N” indicates that you are a **non tape filer** (Ceridian does not submit your employee tax information electronically; government copies are provided, which you, the employer, must file with CRA and Revenu Québec). Review/complete the following:

CRA Complete the fillable T4/T4A Summary found at www.cra.gc.ca/fillable or request paper forms from CRA at <http://www.cra-arc.gc.ca/formspubs/rqst-eng.html> <http://www.cra-arc.gc.ca/formspubs/rqst-eng.html>. CRA no longer sends paper summaries to employers via the mail.

Note: The summaries and government copies of the forms must be filed by **Wednesday February 29, 2012**.

Revenu Québec Complete government-supplied RL Summaries.

Note: The summaries and government copies of the forms must be filed by **Wednesday February 29, 2012**.

Making Amendments After T4s and RL-1s Have Been Processed

After your tax forms are processed, you may discover that additional changes are required. You can amend the documents manually or contact Ceridian for assistance. For Ceridian to produce the updated information an additional year-end run is required and an amended tax form run would have to be initiated. Additional service fees may apply.

Tax Form Cancellations

On occasion individual tax forms are produced in error. Often when this occurs tax forms are re-run. Occasionally this can occur for just a handful of forms that are simply discarded, but it is important to advise you that if these forms have been filed with CRA or MRQ, and you will NOT be re-filing these forms, it is your responsibility to initiate a cancellation request.

As an example, 2011 tax forms have been processed and filed with CRA (100 - T4s and 5 - T4As). It is discovered that the 5 T4As have been produced in error

and are not required (the earnings and deductions should be on the T4). You complete the following steps to correct the error:

1. You make the necessary adjustments to your year to dates to move the earnings and deductions from the T4A to the T4. This results in a zero T4A balance.
2. Your tax forms are re-run (as amended) producing 100 - T4s and 0 - T4As.
3. You MUST initiate a cancellation request for the 5 invalid T4As.

If Ceridian filed these form(s) on your behalf, please contact your Service Delivery Team to initiate a cancellation. If you have filed the form(s) directly to CRA/MRQ, please contact them with your request.

If you do not initiate a cancellation request your totals will be overstated and will not match your annual remittances. This may result in CRA/MRQ contacting you for clarification.

Issuing an Amended T4/T4A

Follow these steps if your forms have been released to employees and you are unable to retrieve the affected forms and/or have filed with CRA.

- Manually prepare the form(s) using the corrected information. Ensure they are completed in their entirety. If you are requesting Ceridian to process the amended tax forms, please make the request through your Service team.
- Clearly identify the new form(s) as **AMENDED**.
- Send Copy 1 of the amended form(s) and a letter explaining the reason for the amendments to the Taxation Centre that serves your region. Include your business number in this letter and indicate how your original form(s) were filed (electronic or paper). (The addresses of CRA's tax centres are listed in both the *Employer's Guide - Filing the T4 Slip & Summary* (RC4120) and the *Employers' Guide - Payroll Deductions and Remittances* publications (T4001)).
- Do not submit an amended T4 Summary.
- Distribute the amended forms to the employees.
- Keep the amended employer copies on file for reference.

For further information, see the *Employers' Guide - Filing the T4 Slip and Summary*.

Issuing an Amended RL-1/RL-2

Follow these steps if your forms have been released to employees and you are unable to retrieve the affected forms and/or have been filed with Revenu Quebec.

- Manually prepare the form(s) using the corrected information. Ensure they are completed in their entirety. If you are requesting Ceridian to process the amended tax forms, please make the request through your Service team.
- Clearly identify the new form(s) as **AMENDED**.
- Indicate on the amended form(s) the number appearing on the upper right-hand corner of the original slip.
- **IMPORTANT:** If you have submitted your RL data electronically, send a paper copy of the original form(s) along with the form(s) amending them.
- Send Copy 1 of the amended form(s) with a new RL Summary along with a letter explaining the reason for the amendments to Revenu Quebec. Include your MRQ Business Number in this letter and indicate how your original form(s) were filed (electronic or paper). The address is shown on the RL Summary form.
- Distribute the amended forms to the employees.
- Keep the amended employer copies on file for reference.

For further information, see Revenu Quebec's *Guide to Filing the RL-1 Slip - Employment and Other Income (RL-1.G-V)*.

Filing NR4 Tax Forms

An NR4 return must be filed if you are responsible for reporting and withholding Part XIII tax according to the *Income Tax Act*. This is a withholding tax imposed on certain amounts paid or credited to non-residents of Canada. NR4 slips are used to report income such as pensions, annuities or investments.

Ceridian can produce self-sealed NR4 forms for issuance to employees, and electronically file them with CRA on your behalf if you process as a tape filer. Contact your Service Delivery Team for instructions regarding the setup of the payroll codes and the employee information necessary to produce NR4s.

Filing T4A-NR Tax Forms

T4A-NR, Statement of fees, commissions or other amounts paid to non-residents for services rendered in Canada can be produced by Ceridian. Please note that the T4A-NR's are not self sealers, nor can Ceridian electronically file these forms with CRA on your behalf, even if you process as a tape filer.

You must file your T4A-NR's manually. Contact your Service Delivery Team for instructions regarding the setup of the payroll codes and the employee information necessary to produce T4A-NRs.

CRA Summaries

If you require CRA summaries, fillable summaries can be completed at www.cra.gc.ca/fillable or paper forms can be requested at <http://www.cra-arc.gc.ca/formspubs/rqst-eng.html> or by calling 1-800-959-2221.

CRA provides employers with active Payroll Account Numbers (PAC) with a Web Access Code (WAC) inviting them to file electronically.

If you require a Web Access Code (WAC), but have not received one, please contact E-Services at 1-877-322-7849 (English/French) or visit the website at <http://www.cra-arc.gc.ca/esrvc-srvce/ef/cd-eng.html>.

Note: If you are a tape filer (Ceridian is filing electronically on your behalf) you do not require a Web Access Code and no action is required on your part. If you are a NON tape filer, you are responsible for completing and submitting the T4 Summary with your tax forms.

Provincial Health Care Levies & WCB

Ontario Employer Health Tax (EHT)

Each Ontario employer must file an annual return for each calendar year. The annual return for 2011 is due on March 15, 2012. The purpose of the annual return is to reconcile the annual tax due with the instalments paid. For monthly remitters the instalments paid are calculated on the *previous month's* payroll and are attributed to the month in which the instalment is paid. An employer is required to pay monthly instalments if their annual "Total Ontario Gross Remuneration" exceeds \$600,000.

An Annual EHT return must be filed by:

- All employers who received their EHT Annual Return
- Eligible employers whose "Total Ontario Gross Remuneration" is greater than their available exemption for 2011
- Eligible employers with annual "Total Ontario Gross Remuneration" that does not exceed their available exemption amount if the employer:
 - was a member of an associated group on December 31, 2011; or
 - made EHT instalment payments in 2011
- New eligible employers whose annual "Total Ontario Gross Remuneration" is greater than their allowable prorated exemption amount.

Note: The annual exemption amount is \$400,000. If your exemption amount has changed from 2011, advise Ceridian at least 7 business days prior to processing your first payroll in January.

If Ceridian is remitting on your behalf, the balancing of payments and the filing of the annual return is still your responsibility. Refer to the General Client Information section of your Year-end Balancing Reports for information to assist you in completing the Annual Ontario EHT Return.

Debit or Credit Balance

If your completed EHT return reflects a balance owing, you must submit a payment to the Ministry of Revenue with your Annual EHT return.

If your completed EHT return reflects a credit balance, and Ceridian is currently remitting on your behalf, you may now request Ceridian to reduce your next payment by the credit amount. In order to do so, please provide Ceridian with a copy of a recent EHT statement displaying the credit and

confirm that you have not already requested a refund cheque from the Ministry of Revenue (via the filing of your Annual return).

- If the credit is for a previous tax year, before Ceridian can make a reduction in payment, a request must be made to the Ministry of Revenue to transfer the credit to the current tax year.
- Please note that the Ministry of Revenue has advised that it reserves the 'right to offset' any EHT credit balance with a debit balance on a related Ontario tax account. Therefore, the EHT tax office may refuse to transfer the credit or allow the refund.

Change to Ontario EHT Numbers

The Ontario Ministry of Finance has converted the 9 digit EHT account numbers to mirror the 15-digit federal Business Number (BN). The new account numbers have a "TE" extension rather than the "RP" extension used by the Canada Revenue Agency (CRA).

The new account numbers are issued to Employer Health Tax clients by the Ministry. Once the Ministry has converted your account to the new 15-digit federal Business Number, please notify your Service Delivery Team

EHT Annual Year-End Return - Annual Remitters

Employers whose "Total Ontario Gross Remuneration" for the year is \$600,000 or less are not required to pay instalments. They remit any tax owing only once a year.

EHT Annual Year-End Return - Monthly Remitters

For employers making *monthly* instalments, the amount owing for a year is based on the payroll from January 1 to December 31.

ACTION REQUIRED: If your payroll includes employees in the province of Ontario, **SUBMIT** your Annual EHT Return for March 15, 2012 (deadline).

Balancing EHT Payments - An Example

Month Gross Paid	Actual Monthly Gross for Calendar Year	Gross Pay Used to Determine Monthly Remittance	Accumulative Gross Pay	EHT Remitted in 2011 @1.95%	Date EHT Remittance Made
January 2011	\$76,000	\$76,000	\$76,000		
February 2011	\$58,000	\$58,000	\$134,000		
March 2011	\$52,000	\$52,000	\$186,000		

Month Gross Paid	Actual Monthly Gross for Calendar Year	Gross Pay Used to Determine Monthly Remittance	Accumulative Gross Pay	EHT Remitted in 2011 @1.95%	Date EHT Remittance Made
April 2011	\$60,000	\$60,000	\$246,000		
May 2011	\$55,000	\$55,000	\$301,000		
June 2011	\$54,000	\$54,000	\$355,000		
July 2011	\$52,000	\$52,000	\$407,000	\$136.50	Aug. 15/11
August 2011	\$50,000	\$50,000	\$457,000	\$975.00	Sept. 15/11
September 2011	\$56,000	\$56,000	\$513,000	\$1092.00	Oct. 15/11
October 2011	\$60,000	\$60,000	\$573,000	\$1170.00	Nov. 15/11
November 2011	\$52,000	\$52,000	\$625,000	\$1014.00	Dec. 15/11
December 2011	\$80,000	\$80,000	\$705,000	\$1560.00	Jan.15/12
Totals	\$705,000	\$705,000	\$705,000	\$5947.50	

* Annual exemption of \$400,000 exceeded in July - EHT remittances begin August 15/11

Gross pay Jan. 1 - Dec. 31, 2011	\$705,000	
Less EHT exemption	400,000	
Amount owing	305,000 x 1.95%	\$5947.50
	=	
Amount paid Jan. - Dec. 2011		<u>\$5947.50</u>
Balance due		\$0.00

All enquiries regarding EHT changes should be directed to:

Ministry of Revenue
 Tax Advisory Services Branch
 Income Tax Related Programs Section
 Employer Health Tax
 Ministry of Revenue
 33 King Street West
 Oshawa, Ontario
 L1H 8H5

Phone: 866-668-8297
Fax: 866-888-3850

Hours of Service: 8:30 am to 5:00 pm (EST) Monday to Friday
Closed Statutory Holidays

Web: <http://www.rev.gov.on.ca/en/guides/eh/>

Manitoba Health and Post-Secondary Education Tax

If you have employees in Manitoba and you pay Manitoba Health and Education Tax, in addition to other forms, you are required to report your year-to-date Manitoba gross earnings on your 2011 T4-T4A Summary(s) and submit this form by March 31, 2012 to:

Manitoba Finance
Taxation Division
101 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8

Note: Complete the fillable T4/T4A Summary found at www.cra.gc.ca/fillable or request paper forms from CRA at <http://www.cra-arc.gc.ca/formspubs/rqst-eng.html> or by calling 1-800-959-2221. CRA no longer sends paper summaries to employers via the mail.

The rates are:

Total Yearly Payroll	Tax Rate
Less than \$1,250,000	exempt
\$1,250,000 - 2,500,000	4.3% on the amount in excess of \$1,250,000
Over \$2,500,000	2.15% of the total payroll

ACTION REQUIRED: If your payroll includes employees in the province of Manitoba*, **SUBMIT** your T4 Summary (for Health & Education Tax) for March 31, 2012 (deadline).

* 2011 gross earnings > \$1,250,000

Quebec Health Services Fund (HSF)

The following rates apply to the Quebec Health Services Fund for 2012:

- If your total worldwide payroll for 2011 is equal to or less than \$1 million, your rate is 2.70%

- If your total worldwide payroll for 2011 is greater than \$1 million but less than \$5 million, your rate is based on the following formula:

$$W (\%) = 2.31\% + (0.39\% \times S), \text{ where}$$

W represents the rate and **S** the quotient obtained by dividing your total payroll for 2011 by 1,000,000.

The rate calculation must be rounded to the second decimal. If the third decimal is equal to or greater than 5, the second decimal must be rounded to the nearest second decimal. For example, if your total worldwide payroll is \$1,500,000, **S** = 1.5. As a result, your rate would be 2.895%, which is rounded to 2.90%.

- If your total worldwide payroll for 2011 is over \$5 million, your rate is 4.26%.

For example, the following rates would apply to the following payroll amounts:

\$1,000,000	2.70%
\$2,000,000	3.09%
\$3,000,000	3.48%
\$4,000,000	3.87%
Over \$5,000,000	4.26%

Note: Your actual contribution rate is determined by using your **TOTAL** worldwide payroll amount for 2011. The Health Services Fund contributions reconciliation at year-end may indicate that remuneration, subject to HSF, is more than was originally estimated for the purpose of establishing the correct contribution rate. Employers are then expected to modify their HSF rate, and make any required adjustments, before the last remittance of the year. Employers should not wait until they file the Summary of Source Deductions and Employer Contributions –RLZ-1.S-V or interest will be added to the amount payable and a penalty may be imposed. For further details, see the back of the RL-1 Summary.

ACTION REQUIRED: If your payroll includes employees in the province of Quebec, **SUBMIT your Total Worldwide 2011 Wages Quebec Health Services Fund (HSF)**, page 54 to your Ceridian Branch, 5 days prior to the first pay of 2012 (deadline).

Quebec CSST (Commission de la santé et de la sécurité du travail)



In 2010 Revenu Quebec announced that employers paying employees in the province of Quebec will be required to pay their CSST insurance premiums to Revenu Quebec instead of to the CSST. These payments are based on **actual wages** paid to employees.

If you are an employer paying Quebec employees, you will be required to file CSST payments with your MRQ (Revenu Quebec) source deductions and employer contributions (weekly, twice monthly, monthly or quarterly as per your existing remitting schedule). Even if you are not subject to source deductions or employer contributions, you will still need to file your CSST payments to MRQ.

Ceridian can remit your CSST premium payments on the same remittance frequency in place today for your source deductions and employer contributions to Revenu Quebec.

Reminder, it remains the employers responsibility to balance and submit an annual CSST return to the Commission de la santé et de la sécurité du travail.

The CSST reconciles the total premiums paid during the year to the premium amount due, based on actual wages reported. If there is a balance owing, the Workers' Compensation Board invoices the employer directly and will issue an assessment notice. Employers will also receive an assessment notice for the payment of the annual Administration fee.

If you are paying employees in Quebec and you would like Ceridian to calculate CSST or calculate and remit your CSST payments to Revenu Quebec on your behalf, please contact you Service Delivery Team.

For more information in English please visit Revenu Quebec at http://www.revenuquebec.ca/en/entreprise/retenues/versement_csst/default.aspx or visit the *Commission de la santé et de la sécurité du travail* at <http://www.csst.qc.ca/en/>.

Newfoundland and Labrador Health and Post-Secondary Education Tax (HAPSET)

It is recommended that all Newfoundland and Labrador employers file an Annual Declaration Return form along with your T4 and/or T4A Summaries for the relevant year. The Department of Finance may levy penalties for payments or returns that are filed late.

The 2011 Newfoundland and Labrador Budget of April 19, 2011, announced that retroactive to January 1, 2011, the payroll tax exemption threshold has been increased by \$200,000, rising from \$1 million to \$1.2 million.

The Department of Finance has advised that employers whose cumulative payroll for 2011 that will not exceed \$1.2 million are not required to pay payroll tax.

For those employers whose reported cumulative payroll for 2011 has already exceeded the old threshold, an adjustment to reflect the new threshold will be required. The Department is currently reviewing those accounts and making the required adjustments. If you have a credit balance as a result of these

adjustments and Ceridian is currently remitting on your behalf, you may now request Ceridian to reduce your next remittance by the credit amount. Please contact your Service Delivery Team for details.

Employers who are associated with other corporations or who are in partnership with other employers are required to file an allocation agreement for the purposes of allocating the exemption threshold. For these employers, the department will allocate the revised exemption threshold based on the most recently filed allocation agreement. If employers would like to change those thresholds a new allocation form will have to be submitted.

ACTION REQUIRED: If your payroll includes employees in the province of Newfoundland and Labrador**, submit your Annual Declaration Return.

*2011 gross earnings >\$1,200,000

WCB Reports

If you are registered with WCB and are paying premiums, you are required to submit a report to the Workers Compensation Board for each province/territory in which you have employees. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing. The information for completing these reports may be found in the WCB Assessable Earnings Report in your year-end reports package.

Workers Compensation Maximum Assessable Amounts for 2011

Province	Maximum Assessable Amounts for 2011
BC	\$71,700
AB	\$82,800
SK	\$55,000
MB	\$96,000
ON	\$79,600
QC	\$64,000
NB	\$56,700
NS	\$52,000
PE	\$47,800
NL	\$51,595
YT	\$77,920
NT/NU	\$82,720

Forms

The following forms are attached for you to complete (as required). Please note the due dates on the forms. Please fax to Ceridian at the following numbers or scan and email to your Service Delivery Team.

Corporate Accounts – Fax # 1-866-207-2824

cps_customercare@ceridian.ca

Enterprise 1 – Fax # 1-866-322-2679

enterprise1@ceridian.ca

Enterprise 3 – Fax # 1-866-748-9725

enterprise3@ceridian.ca

Enterprise 5 – Fax # 1-877-864-5768

enterprise5@ceridian.ca

- Ontario Employer Health Tax
- Quebec Health Services Fund (HSF)
- Newfoundland Health & Post Secondary Education Tax (HAPSET)
- Remittance Frequency, EI Rate & WCB Changes
- Weekly and Bi-Weekly Payrolls – Change In Number of Pays Processed
- Tape-Filing / Tax Forms on CD / Postage Request

<p style="text-align: center;">PAYFLEX YEAR-END ONTARIO EMPLOYER HEALTH TAX (EHT)</p>
--

*This form **MUST** be received by Ceridian
7 business days prior to your first transmission with a 2012 pay date*

*****ONLY IF CHANGES ARE REQUIRED*****

PLEASE FAX TO:

Enterprise 1 – Fax # 905-947-7593

or

Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

Associated employers in Ontario are entitled to only one \$400,000.00 exemption. Ceridian applies the amount currently on file unless a change is indicated below. The exemption should be applied from the first pay date of January 2012.

THE \$400,000.00 EXEMPTION IS TO BE APPLIED TO THIS COMPANY

YES NO

If NO, apply exemption of \$ _____

Transmission Date: _____

(for 1st pay date of January 2012)

Company # _____ Company Name: _____

Signature: _____ Date: _____

Print Name: _____ Telephone #: _____

PAYFLEX YEAR-END
QUEBEC HEALTH SERVICES FUND (HSF)
FOR CLIENTS WITH QUEBEC EMPLOYEES

*This form **MUST** be received by Ceridian
7 business days prior to your first transmission of 2012*

*****ONLY IF CHANGES ARE REQUIRED*****

PLEASE FAX TO:

Enterprise 1 – Fax # 905-947-7593

Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

Please enter your rate for the Quebec Health Services Funds (HSF): _____%

Transmission Date: _____

(for 1st pay date of January 2012)

Company # _____ Company Name: _____

Signature: _____ Date: _____

Print Name: _____ Telephone #: _____



**PAYFLEX YEAR-END
NEWFOUNDLAND HEALTH & POST-SECONDARY EDUCATION
TAX (HAPSET)**

*This form MUST be received by Ceridian
7 business days prior to your first transmission of 2012*

*****ONLY IF CHANGES ARE REQUIRED*****

PLEASE FAX TO:
Enterprise 1– Fax # 905-947-7593
or
Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

The annual exemption threshold is \$1,000,000.

THE \$1,200,000 EXEMPTION IS TO BE APPLIED TO THIS COMPANY

YES NO

If NO, apply exemption of \$ _____

Transmission Date: _____

(for 1st pay date of January 2012)

Company # _____ Company Name: _____

Signature: _____ Date: _____

Print Name: _____ Telephone #: _____

PAYFLEX YEAR-END
REMITTANCE FREQUENCY, EI RATE & WCB RATE CHANGES

This form MUST be received by Ceridian 7 business days prior to your first transmission of 2012

PLEASE FAX TO: Enterprise 1 – Fax # 905-947-7593
or Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

CRA

Frequency Change: Business # _____ RP _____
 Regular Threshold 1 Threshold 2

Company EI Rate Change: Business # _____ RP _____ EI Rate _____
 Business # _____ RP _____ EI Rate _____
 Business # _____ RP _____ EI Rate _____

REVENU QUEBEC

Frequency Change: Business # _____ RS _____
 Monthly Twice Monthly Weekly

ONTARIO EMPLOYER HEALTH TAX (EHT)

Frequency Change: EHT #: _____
 Monthly Quarterly Annually

MANITOBA HEALTH & POST-SECONDARY EDUCATION TAX LEVY

Frequency Change: Business # _____ RP _____
 Notch Provision Regular
 Est. MHE Gross For Current year _____

NEWFOUNDLAND HEALTH & POST SECONDARY EDUCATION TAX

Newfoundland Health Tax # _____ Rate _____ Oracle # _____

WCB/CSST Rate Changes

Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____
 Province _____ WCB Rate _____

Signature: _____ Date: _____ Telephone _____
 Company # _____ Company Name: _____



<p>PAYFLEX YEAR-END</p> <p>WEEKLY AND BI-WEEKLY PAYROLLS</p> <p>CHANGE IN NUMBER OF PAYS PROCESSED</p>

*This form **MUST** be received by Ceridian
7 business days prior to your first transmission of the new year*

*****ONLY IF CHANGES ARE REQUIRED*****

PLEASE FAX TO:

Enterprise 1 – Fax # 905-947-7593

Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

Please submit only if there is a change to the number of Regular Pays processed for the upcoming year. (Eg. going to 53/27 pays or back to 52/26 pays) To locate the number of pays processed in the current year, check your “AJ” line on the Control Header.

Company Number	Pay Frequency	# of Pays in the New Tax Year	Last Transmission Date of Current Tax Year	First Transmission Date of New Tax Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

****Please Note: Pay cheque date determines the taxation year. The number of pays refers to regularly scheduled pays only, exclude bonus or special pay runs.***

_____	_____	_____	_____
Authorized Signature	Print Name	Date	Telephone Number

**PAYFLEX YEAR-END
TAPE-FILING / TAX FORMS ON CD /POSTAGE REQUEST**

*This form MUST be received by Ceridian
By January 1, 2012*

*****ONLY IF CHANGES ARE REQUIRED*****

PLEASE FAX TO:
Enterprise 1 – Fax # 905-947-7593
Enterprise 3 – Fax # 905-947-7594 or 1-866-207-2824

	TAPE FILER	TAX FORMS ON CD Y/N
1	26	29
W L F D 9 9 T A X F O R M S M A G T A P E S	Y	

REQUEST POSTAGE (for Tax Forms to be mailed out by Ceridian)

Y/N
BR

Company # _____ Company Name: _____
 Signature: _____ Date: _____
 Print Name: _____ Telephone #: _____

OSQL Instructions

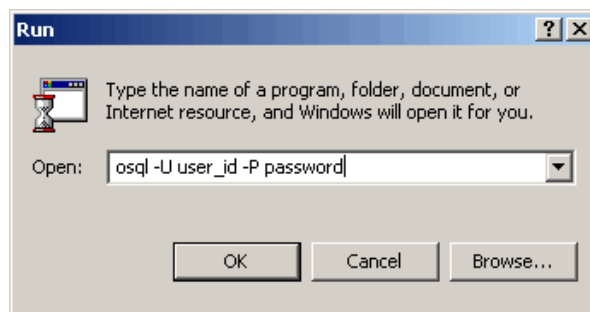
Perform the following steps on the Database Server:

1. Detach the current database:

- a. Click **Start** → **Run**.

The **Run** window opens.

- b. In the **Open** textbox, type: `osql -U <user_id> -P <password>`. (Replace <user_id> and <password> with your actual user ID and password).



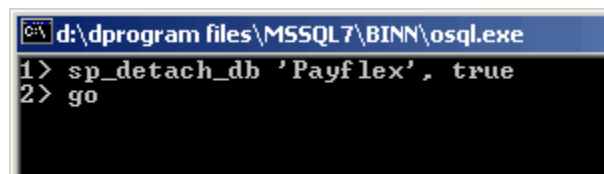
- c. Click **OK**, and login to OSQL.

- d. Type the following command in the **OSQL Query** window. (Replace DatabaseName with the name of your Payflex database).

```
sp_detach_db 'DatabaseName', True
```

- e. Press **Enter**.

- f. On the next line, type **go** and press **Enter** to execute the command.



2. Create year-end database files:

- a. Copy the **DatabaseName_Data.mdf** file and rename it to **DatabaseName_####YE_Data.mdf** (#### represents the year-end year the client wants to create).

- b. Copy the **DatabaseName_Log.ldf** file and rename it to **DatabaseName_####YE_Log.ldf** (#### represents the year-end year the client wants to create).

3. Reattach the current database:

After copying the current database files to create year-end database files, reattach the current database.

- a. Type the following command in the **OSQL Query** window:

- ```
sp_attach_db @dbname='DatabaseName',
@filename1='Path\DatabaseName_Data.mdf',
@filename2='Path\DatabaseName_Log.ldf'
```
- b. Press Enter.
  - c. Type go.
  - d. Press Enter to execute the query to reattach the current database.

```
C:\d:\dprogram files\MSSQL7\BINN\osql.exe
1> sp_attach_db @dbname='Payflex',
2> @filename1='d:\mssql7\data\Payflex_Data.mdf',
3> @filename2='d:\mssql7\data\Payflex_Log.ldf'
4> go
```

4. Attach the year-end database:
  - a. Type the following command in the OSQL Query window:

```
sp_attach_db @dbname='DatabaseName_####YE',
@filename1='Path\DatabaseName_####YE_Data.mdf',
@filename2='Path\DatabaseName_####YE_Log.ldf'
```
  - b. Press Enter.
  - c. Type go.
  - d. Press Enter to execute the query to attach the year-end database.

```
C:\d:\dprogram files\MSSQL7\BINN\osql.exe
1> sp_attach_db @dbname='Payflex_2011YE',
2> @filename1='d:\mssql7\data\Payflex_2011YE_Data.mdf',
3> @filename2='d:\mssql7\data\Payflex_2011YE_Log.ldf'
4> go
```

**Note:** Make sure that the current and year-end databases are successfully attached.

5. Convey success or failure of task:
  - a. Inform the payroll user if all of the steps were carried out and the database attached successfully.
  - b. If the DBA reports that all steps were successful, click **OK** to continue setting up the year-end. Otherwise, click **Cancel**.
  - c. The system opens the company in year-end once it finished setup.

# Appendix A

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## Glossary

|                             |                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IVR                         | Interactive Voice Response – This is a toll-free 1-800 number for Ceridian customers to initiate the production of their tax forms, check on the status of their tax forms, place stop payments on direct deposits and confirm the transmission of their payroll data.                                                                     |
| Mandatory Electronic Filing | Filers submitting more than <b>50</b> (per form type) information returns (tax forms) are required to file electronically. Ceridian has been electronically filing using CRA’s PKI secure file transfer protocol since year end 2008.                                                                                                      |
| Non Tape Filer              | Ceridian <b>does not submit</b> your employee tax information electronically. Ceridian provides you with three copies of the tax forms; employee, employer and government forms, which you, the employer, must file with CRA and Revenu Quebec.                                                                                            |
| Tape Filer                  | Ceridian <b>submits</b> your employee tax information to CRA and Revenu Quebec electronically on your behalf. Government copies are not printed or provided. You receive 2 copies of tax forms, one for your employees and one for you, the employer.                                                                                      |
| Tax Forms                   | Government Issued T4, T4A, RL-1 and RL-2                                                                                                                                                                                                                                                                                                   |
| Y/E Maintenance Run         | Maintenance runs are used to process year-end adjustments (to employee year-to-date totals) and to make year-end modifications to name, address and S.I.N. numbers, after the last pay of the year has been processed and before the first payroll of the new year.<br><br>T4s/RL-1s are not produced when a Maintenance run is processed. |