2011 Year-End Customer Guide

PRISM

CERIDIAN

2011 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's 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

Please be advised that the Year-End Customer Guide is a national document distributed to Ceridian customers across Canada. Differences may occur with respect to provincial and/or regional processes and procedures.

If you are a customer of Ceridian Professional Services, there may be year-end procedures that apply to you that are not documented in this guide. Contact Professional Services for direction.

If you have questions about how or if, something applies to you, contact your Service Delivery Team.

The information provided in this guide is provided by Ceridian Canada Ltd. as a convenience to you. Ceridian does not warrant the accuracy or completeness of the information. Contents may be subject to change. Always check with the proper authority for the most current information available.

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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	• Receive preliminary year-end reports package • Verify employee information and update where necessary • Verify Earning and Deduction/ Benefit Matrix information and update where necessary
December	• Reconcile government remittance amounts and verify BN #'s • Review December input dates to ensure sufficient lead time for EFT processing during the holiday season • Process your final pay of the year including the year-end signal • Verify your year-end balancing reports • Contact your Service Delivery Team if any deduction/benefit code year to dates should not be reset to zero for the new year
January/ February	• Review Ceridian's important dates and deadlines detailing when adjustments and year-end adjustment runs (y-runs) must be received and processed, and when tax form initiation must occur. • Review year-end reports for accuracy • Submit y-run for adjustments, if necessary • Verify y-run output reports for accuracy • Initiate the processing of your tax forms if y-run output is accurate • Receive tax forms
February	• Distribute tax forms to employees • Submit the T4 & T4A Summaries and government copies of forms to CRA if you are a *NON- tape-filer* • Submit government copies of RL1s and RL2s to MRQ if you are a *NON-tape-filer* • Submit the RL Summaries to MRQ, regardless of your

Month	Tasks
	filing 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	• Submit forms and remittances for provincial health care levies *(except Quebec)* • File CSST report *(if you have Quebec employees)*

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.

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 51
- Validating Your Filing Status, page 25
- Important Dates and Deadlines, page 55
- How to Initiate the Production of Your Tax Forms, page 71
- Troubleshooting, page 87.

Resources for Year-End Information

In addition to this guide, please refer to the following for more information on year-end and processing tax forms:

- For further details concerning payroll deductions, consult Canada Revenue Agency's (CRA's) Employer's Guide - Payroll Deductions and Remittances (T4001)
- For Revenu Quebec information, see their Guide for Employers (http://www.revenu.gouv.qc.ca/en/sepf/formulaires/tp/tp-1015_g.aspx)
- Access the above and other sites such as federal, provincial, and territorial governments, international payroll & HR related sites, and payroll and HR associations directly from Ceridian's website. From www.ceridian.ca, click **Resources & Tools → Top HR and Payroll Resource Websites**

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 71.

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.

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**.

Contact your Account Executive or your Service Delivery Team for further information.

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**: 2011 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 year end balancing report identifies when an employee will receive online tax forms. On the Employee Totals report, an 'E' will display between the province code and employee status.

For epost™ pay statements, please refer to your Payroll Register and Payroll EFT Summary. An '(E)' will display on the Payroll Register at the end of the banking information and on the Payroll EFT Summary before the sequence number.

Checklist of 2011-2012 Year-End Activities

This checklist is your primary tool for processing your year-end with Ceridian. All tasks are sequentially ordered, and references to other sections of this guide are provided. Use this checklist to ensure that all necessary tasks are completed in order and on time.

November 2011

☑	Action	Deadline
☐	If you plan to attend Ceridian's Year-end Seminar, ensure you have registered. Visit www.ceridian.ca, **Resources & Tools → Year-End Information for Ceridian Customers** for details.	
☐	To prepare for tax form initiation, ensure you have your IVR Branch ID, Payroll ID and PIN number. See *How to Initiate the Production of Your Tax Forms*, page 71 for details.	
☐	When you receive your preliminary year-end reports package, follow the instructions for each report to ensure that the information it contains is correct as of the pay period ending date, shown in the upper right corner of each report. For each of the following items, verify that they are correct by checking the relevant reports. For further information see *Year-End Reports*, page 23.	
	☐ For each employee, verify the correct name, address and SIN number. Ensure that CPP/QPP, EI and QPIP (Quebec Parental Insurance Plan) deficiencies are reviewed.	
	☐ Verify Business Number(s) and/or Quebec Remittance Account Number(s)	
	☐ Verify your filing status (Tape Filer/Non Tape Filer). For more information, see *Validating Your*	

☑	Action	Deadline
	Filing Status, page 25. Ensure the information reflected on the Earnings Matrix and Deduction/Benefit Matrix is accurate and that codes are being directed to the correct tax form boxes. ☐ If your payroll includes employees in any of the following provinces, verify: • Manitoba Health and Education Tax Number • Ontario Employer Health Tax Number • Newfoundland and Labrador Health and Post-Secondary Education Tax Number • Northwest Territories/Nunavut Payroll Tax Number • Nova Scotia WCB account number and rate • CSST employer number and rate, Revenu Quebec Identification No. ☐ If applicable verify: • Deferred Profit Sharing Plan Number(s) • Registered Pension Plan Number(s) (plan # must be 7 numeric digits)	
☐	**If your payroll has employees in any of the provinces or territories that have medical/payroll tax plans (NL, ON, MB, QC, NT, NU)** and the projected earnings for these jurisdictions for the new year may result in a change in the way that Ceridian calculates your provincial health care levy, contact your Service Delivery Team.	
☐	Plan for the first pay of 2012, and for any special bonus or vacation runs, if required. For date and schedule information, see *Important Holiday, Bank, and Direct Deposit Dates*, page 21.	December 1

December 2011

☑	Action	Deadline
☐	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, *Mandatory Electronic Filing and Multiple Payrolls*, page 76 and *Validating Your Filing Status*, page .	Prior to processing tax forms
☐	Verify the remittance amounts made by Ceridian on your behalf during the year by comparing them with the reports from the appropriate government agency.	
☐	Notify Ceridian, in writing, of any changes to your company's EI and QPIP reduced rates, Receiver General remittance frequency, CSST assessment rate (Quebec employers) and/or WCB assessment rate effective for 2012.	Minimum 7 business days prior to your first payroll of 2012
☐	**If you have a weekly or biweekly payroll and your cheque date would normally fall on January 2, 2012,** see *Dating Your Final Pay of the Year*, page 28.	
☐	**If pension adjustments (PAs) are being calculated by an actuary**, ensure that they are available prior to processing your tax forms. See *Calculating Pension Adjustments (PAs)*, page 24.	
☐	**If you have employees in Ontario,** forward your annual EHT Exemption amount for 2012 to your Ceridian branch. For further information, see *Ontario Employer Health Tax (EHT)*, page 79.	Minimum 7 business days prior to your first payroll of 2012
☐	**If you have employees in Nova Scotia,** forward your 2012 WCB rates to Ceridian.	Minimum 7 business days prior to your first payroll of 2012

☑	Action	Deadline
☐	**If you have employees in Quebec,** inform your Ceridian office of your total worldwide payroll amount for 2011 by completing and faxing the *Formulaire d'information pour le Fonds des services de santé du Quebec / Quebec Health Services Fund Information Form*, on page 99 to your Service Delivery Team.	Minimum 7 business days prior to processing your first pay of 2012
☐	Using the appropriate method for your input format, signal which payroll run will be the last one dated in 2011. For information about signalling, see *Signalling Your Final Pay Run of the Year*, page 27.	
☐	 **If you have employees in Quebec**, inform your Ceridian office of any changes to your CSST rates.	
☐	**Prism users:** Perform year-end processing (see *PRISM at Year-End*, page 31).	
☐	Confirm that your payroll output from the final pay of the year (where the year-end signal was processed) contains your new set of year-end balancing reports for verification.	

January 2012

☑	Action	Deadline
☐	**To terminate employees in the first pay period of 2012**, see *The First Pay of the New Year*, page 49.	
☐	**If you have a company pension plan under Code GE** and each employee is set in the previous year with a YTD maximum amount, these amounts must be re-entered in the new year. Contact your Service Delivery Team for assistance.	
☐	Ensure that tax exemption amounts for employees other than basic single or basic married are updated with your first payroll of the year.	

☑	Action	Deadline
☐	Deduction codes 1E-8E or 10E-89E allow for a target feature where the deduction automatically stops once the deduction reaches zero. If you are using this feature and the target amounts for the employees reached zero earlier in the year, you must enter new target amounts to activate the deduction at some point in the new year (e.g., United Way).	
☐	Ensure that any exception tax (YD, YQ , TA or QA) amounts for employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or TK3 or PK3 amounts for federal/provincial tax credits are reviewed and re-set to zero on the first pay of the new year, or adjusted as required.	
☐	Ensure that any commissioned employees tax amounts (YD, YQ and YE) are re-entered on the first pay of the new year based on new TD1X form information.	

January - February 2012

☑	Action	Deadline
☐	Review Ceridian's important dates and deadlines detailing when adjustments and y-runs must be received and processed, and when tax form initiation must occur. See *Important Dates and Deadlines*, page 55.	
☐	After processing and validating all required adjustments, initiate the production of your tax forms. See, *How to Initiate the Production of Your Tax Forms*, page 71.	
☐	**If Ceridian is not filing your tax information with CRA and/or Revenu Quebec,** follow the instructions for *Non Tape Filers*, page 74.	
☐	**If you submitted adjustments to be processed for your tax forms after your last pay of 2011**, you are responsible for remitting to the appropriate agencies any remittances (Tax, CPP/QPP, EI, QPIP etc.) caused by the adjustments by the specified deadline imposed by those agencies.	

☑	Action	Deadline
☐	Along with your T4s/RL-1s, you receive a new set of year-end balancing reports. **Note:** These year-end balancing reports are the same as those received with your last pay of the year, **unless** you made any year-end adjustments between your last pay of 2011 and the processing of your tax forms. These changes are reflected in these reports. Ensure that you have received: • your new set of year-end balancing reports • the correct number of tax forms Verify that the information reported on your tax forms is correct. If there are any discrepancies, contact your Service Delivery Team immediately.	
☐	**If you have employees in British Columbia,** you are responsible for filing your B.C. WCB reports and remittances (if applicable) for 2011. Your provincial WCB should communicate the rates at which to calculate your premiums owing.	By the due date displayed on your form.
☐	After verifying that the T4s/RL-1s are correct, distribute them to your employees. **Note:** Failure to distribute tax forms to employees before this deadline may result in penalties (fines) being levied by CRA/Revenu Quebec. For further information see *Submission of Tax Forms*, page 73.	February 29
☐	**If you have employees in Newfoundland and Labrador** and the Newfoundland and Labrador gross earnings for 2011 are $1,200,000 (April 19, 2011 budget retroactive to January 1, 2011) or greater, it is recommended that you file an Annual Declaration Return form along with your T4 and/or T4A Summaries for the year to the Department of Finance. See *Newfoundland and Labrador Health and Post-Secondary Education Tax (HAPSET)*, page 83.	

☑	Action	Deadline
☐	**If you have employees in Quebec**, you are responsible for submitting the RL Summaries to Revenu Quebec regardless of your filing status. See *Tape Filers*, page 73 and *Non Tape Filers*, page 74.	February 29
☐	**If you have employees in Quebec,** you are responsible for filing your CNT levy with Revenu Quebec (preferably along with your RL-1 Summary).	February 29
☐	**If you have employees in provinces other than Quebec and Ontario,** you are responsible for filing your provincial WCB reports and remittances (if applicable) for 2011. Your provincial WCB should have communicated to you the rates at which to calculate your premiums owing.	Please check with your WCB board for due dates

March 2012

☑	Action	Deadline
☐	**If you have employees in Ontario,** you are responsible for completing and returning an annual Ontario EHT form, to reconcile the annual tax due against the instalments made. This is the employer's responsibility, even if Ceridian remits your EHT premiums on your behalf. See *Ontario Employer Health Tax (EHT)*, page 79.	March 15
☐	**If you have employees in Quebec,** you are responsible for completing and filing your annual Quebec CSST report to reconcile the annual premiums due against the instalments made in 2011.	March 15
☐	**If you have employees in Ontario,** you are responsible for filing your Ontario WSIB reports and remittances (if applicable) for 2011. The WSIB should communicate to you the rates at which to calculate your premiums owing.	March 31
☐	**If you have employees in Manitoba** and the Manitoba gross earnings for 2011 are $1,250,000 or greater, you are required to report this amount on a T4 Summary and forward it to the Manitoba Minister of Finance. See *Manitoba Health and Post-Secondary Education Tax*, page 82.	March 31

Important Holiday, Bank, and Direct Deposit Dates

Year-end is a process that requires much consideration to important dates and deadlines, especially around the holiday season, near the end of December and beginning of January. This section lists all of the important holiday dates, bank dates, and direct deposit dates that you should consider during the year-end season.

Processing the First Pay of the New Year

If you plan to submit your first pay of the new year (2012 cheque date) prior to Thursday December 15, 2011, please ***contact*** your Service Delivery Team in advance, to ensure the new **2012** CRA/Revenu Quebec taxation tables are in place.

ACTION REQUIRED: Contact your Service Delivery Team to determine if it is possible to process your 2012 payroll.

Important Dates for Employers with Direct Deposits (EFTs)

In November, 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 (Electronic Funds Transfer) 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.

Year-End Reports

Because the year-end process can be very involved, it is important to start looking at, and adjusting your employee information as early as possible. Where possible, you should make your adjustments in November, to ensure that all information is accurate and complete for your final pay submission at the end of the year.

With your first payroll with a cheque date in November, you will receive your year-end preliminary reports package, which includes the following reports:

- Tax Returns Exception Report
- General Client Information
- Earnings and Deduction/Benefit Matrix Reports
- Name, Address and S.I.N. Report
- CPP/QPP Deficiency Report
- EI Premium Deficiency Report
- QPIP Premium Deficiency Report
- T4/T4A Employee Totals Report
- T4/T4A Recap Reports
- Relevé 1 and 2 Employee Totals Report (if applicable)
- Relevé 1 and 2 Recap Report (if applicable)

Follow the instructions accompanying each report to ensure that the information it contains is correct as of the Pay Period Ending date shown in the upper right corner.

With your last pay of the year, you receive the same set of reports, with the following differences:

- The Name, Address and S.I.N. Report are not included
- The WCB Assessable Earnings Report is included

Note: To commence your review earlier in the year, the above package of reports can be requested off cycle throughout the year. Contact your Service Delivery Team to request a package. (Additional service fees apply.)

Reviewing Important Information Required by Ceridian

It is necessary to have the following information on file, where applicable. Review the relevant reports to ensure that all information listed below appears correctly. If any item(s) are missing or incorrect, forward them as soon as possible to your Ceridian office.

Required Employee Information

- Current address, including 2-character province/territory symbol and postal code (see *Canada Post Province and Territory Symbols*, page 91)
- Social Insurance Number

Note: An invalid or missing Social Insurance Number may result in a penalty imposed by CRA.

Required Employer Information

- Business Numbers (BNs) - Confirm these numbers are correct by comparing them to your CRA PD7A form.

Note: If your BN number(s) are missing or invalid, tax forms are not produced.

- Province of Quebec Remittance Account Number - Confirm this number is correct by comparing it to your Revenu Quebec form TPZ-1015.R.14.#-V.
- EI and QPIP reduced rates, with associated BNs, for 2012
- Remittance Frequency changes
- Manitoba Remittance Number for Health and Education Tax
- Ontario Employer Health Tax Number
- Newfoundland and Labrador Health and Post Secondary Education Tax Number
- Northwest Territories/Nunavut Payroll Tax Number
- Nova Scotia WCB account number and rate
- WCB/CSST rate changes
- Deferred Profit Sharing Plan Number(s)
- Registered Pension Plan Number(s) - must be 7 numeric digits. Confirm the accuracy of these numbers by comparing them to your policy plans.

Calculating Pension Adjustments (PAs)

Refer to CRA's *Pension Adjustment Guide* (Publication No. T4084) for a detailed explanation of the PA calculation for each different type of plan (i.e., money purchase, deferred profit sharing, defined benefit). The maximum reportable pension adjustments for 2011 are:

- $22,970 for Money Purchase plans
- $11,485 for Deferred Profit Sharing plans
- $21,370 for Defined Benefit plans [($2,552.11 x 9) - $600]

Note: If you have pension adjustments to report and an actuary is providing the details for you, ensure they are aware that you must have the information prior to processing your tax forms - especially if you wish to have your tax forms electronically filed by Ceridian. Refer to the Deduction/Benefit Matrix included with your year-end report package to confirm that a code exists to report the PA amounts.

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 is displayed in two primary places in your year-end reports package. To establish and validate your filing status, review the following:

1. Item 2, under **Actions to be taken** on the **General Tax form Information and Earnings and Deduction/Benefit Reference Tables**
2. The upper left corner of each page of the **T4/T4A Employee Totals**

The filing status displays as one of the following:

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 51.*

In order for Ceridian to file electronically on your behalf, you MUST process as a **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 51.

If you are a tape filer and you plan for Ceridian to submit your forms electronically, please ensure you review *Important Dates and Deadlines*, page 55 to ensure your tax form production occurs in sufficient time to meet Ceridian's deadline. 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.

Note: To ensure you are filing in accordance with CRA and Revenu Quebec regulations, ensure you review and validate your filing status on each set of year-end reports you receive. (Preliminary reports in November, year-end signal in December, y-runs and actual tax form production).

Processing Your Final Pay of the Year

Signalling Your Final Pay Run of the Year

An essential part of the year-end process is identifying which payroll run is the last for the tax year. There are two opportunities to enter this signal, the last payroll processed in the current year, or the first payroll processed in the new year. This signal performs four very important tasks:

1. Resets year-to-date totals to zero for the first pay of the new year (January 2012)
2. Takes a copy or snapshot of the 2011 year-to-date totals to be used for 2011 tax form production
3. Produces a new and complete set of 2011 year-end balancing reports for verification
4. Causes the statutory deduction calculations for 2012 to apply to the first run of the new year (a cheque date of 2012).

Coding Your Final Pay Run of the Year

Select one of the following year-end codes to indicate that the payroll you are transmitting is the *final* payroll of the tax year (see the appropriate section of this guide for detailed instructions on where and how to enter the code according to your input method or product type):

Note: It is very important that any year-end signal (A,B, C or M, N, O) is transmitted and processed ONLY on the pay(s) for which you intend to reset the year-to-dates to zero (this can be on a regular run and/or an extra run).

Code	Description
Code A:	Resets all YTD earnings, deductions, company portions, taxable benefits and any prepaid CPP/QPP/EI/QPIP to zero before the first pay of the new year is processed.
Code B:	Same as Code A except that the CE YTD column is not set to zero. An example would be if you were using the CE column for loan deductions or for tax-paid vacation pay.
Code C:	Same as Code A except the CE and CR YTDs are not set to zero.

Note: Vacation pay (VA), Holiday pay (WA), Sick time (SE) accumulators, and garnishees are not zeroed out, nor are any target values on file and/or commencement dates associated with targets. If you have any deduction/benefit codes that should NOT be set to zero in the new year, contact your Service Delivery Team for assistance.

If the year-end signal is missed on the final pay of the year, you still have the ability to clear out the YTD totals on the first run of the new year, by entering one of the following codes in the appropriate field:

Code	Description
Code M:	Same as Code A, however zeroing is done prior to the processing of the current payroll run.
Code N:	Same as Code B, however zeroing is done prior to the processing of the current payroll run.
Code O:	Same as Code C, however zeroing is done prior to the processing of the current payroll run.

Note: For Ceridian Prism users remember to remove the M, N or O before the next payroll run to avoid clearing the Year to Date totals again.

Dating Your Final Pay of the Year

CRA's legislation requires that earnings belong to the year in which they were paid. This is determined by the cheque date. For example, if pay period December 30, 2011 is paid on January 5, 2012, this is considered earnings for 2012, and therefore included on the 2012 tax form.

If the cheque date for your final pay of 2011 would normally fall on January 2, 2012, you must decide if you are paying your employees on the banking day before (December 30, 2011) or after (January 3, 2011 or January 4, 2012 in Quebec) that date. If you pay them before, this could create an additional pay period in 2011 for weekly and biweekly payrolls. If this affects you, follow the instructions in *Preventing CPP/QPP Deficiencies (When Processing a 27th or 53rd Pay of the Year)* , page 28.

Preventing CPP/QPP Deficiencies (When Processing a 27th or 53rd Pay of the Year)

Biweekly and weekly payrolls only

Every 7th year for weekly pay frequencies, and 11th year for bi-weekly pay frequencies, employers process an extra pay of the year (27th or 53rd). In these instances, the CPP/QPP exempt earnings should *not* be applied. The following table provides you with the required Ceridian code that must be processed and where to enter that code. Please adjust your pay cycles accordingly.

Product	Description
PRISM	On the **New Pay** window, enter the pay period as 53 (weekly) or 27 (biweekly). In the **Pay Cycle for Last Pay of the Year (Setup → Pay Cycle)**, enter **P** in the **Special Pay** field. **Note:** This signal needs to be removed after the payroll is processed, as it is not valid for the subsequent year-end processing.

What is a Masterfile and What does it Have to do With Year-End?

No matter what type of payroll you have, Ceridian maintains a *masterfile* for your payroll containing all the basic information required for your payroll processing, including employee names, addresses and SIN numbers. This information is printed on your T4s/RL-1s. Your masterfile can be updated at any time, although it is particularly important to ensure that any changes, which apply to your 2011 payroll, are input on or before your last pay of the year.

Changes on or Before the Final Pay of the Year

To have the correct information appear on the T4s/RL-1s:

- When you receive your preliminary year-end reports package, verify the information in the reports and submit any changes with your payroll on or before the final pay of the year.
- Name, address, and SIN number changes should be updated through your regular data entry. Remember to use the official 2-letter province/territory symbols – see *Canada Post Province and Territory Symbols*, page 91. This ensures that your masterfile information is kept current with the masterfile information on Ceridian's system.

Note: If this is not done prior to or with your final pay of the year, you need to enter this information as a year-end adjustment AND then re-enter it with the first regular run of the new year.

Changes After the Final Pay of the Year

If you have additional 2011 changes after the final pay of the year has been processed, a year-end adjustment run(s) (y-run) must be submitted for processing in January or February to update your tax forms. See Year-End Adjustments, page 55.

If you have additional 2011 changes after the final pay of the year has been processed and this is determined **prior to December 30**, an extra run (E run) may be initiated with a cheque date no later than *December 30th*.

Should you wish to exercise this option (E Run):

- The year-end signal used with your final run *must* be repeated to ensure the information is included in the correct taxation year.
- The payment date *must* be December 30th to ensure that statutory deductions are allocated to the correct taxation year with CRA/Revenu Quebec.
- EFT payments *must* be suppressed if processed after December 24th.
- Follow the guidelines for processing an E run.

Note: If you have any questions regarding processing an E run to perform these adjustments, contact your Service Delivery Team.

PRISM at Year-End

Setting up your Final Payroll Run of 2011

In addition to following the same processing steps you would for any other run of the year, you must also complete some additional steps to close off your payroll for the year.

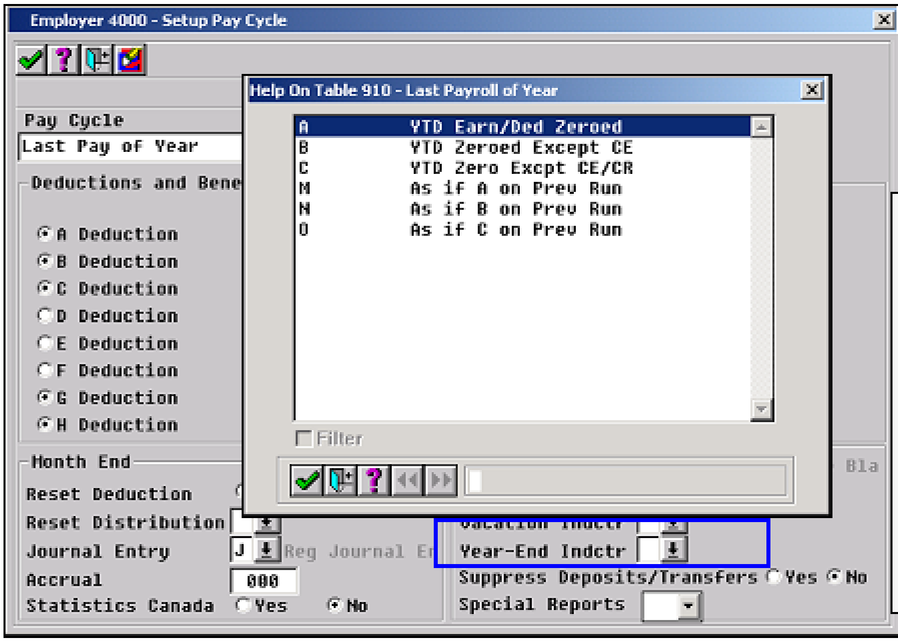
Setting up a Pay Cycle for Your Final Payroll Run of 2011

Your final run must contain your year-end signal as well as any deduction and month-end signals. Only one pay cycle can be attached to a particular transaction file.

For the purposes of your final run of 2011 the pay cycle table already includes a blank template for **Last Payroll of the Year**, which can be adjusted with your appropriate pay cycle information. The pay cycle for the **Last Payroll of the Year** must contain your year-end signal as well as all other pertinent information that would normally be entered for that particular run. For example, if on your final payroll run of 2011 you would normally use the pay cycle '2nd Pay of the Month' (which signals your deductions A, B, D, F and a Journal Entry), you must also have this deduction and month-end criteria on the pay cycle for the **Last Payroll of the Year**.

There is a **Copy** feature within PRISM to assist you. If you normally use the pay cycle **2nd Pay of the Month**, you can copy the template information to the **Last Payroll of the Year**; then all that is necessary is to add the appropriate year-end signal to the **Last Payroll of the Year** template.

Note: The following screen shot is just a SAMPLE. Please do not use these dates or detail for actual input.



In the Year-End Indicator field enter code A, B or C to indicate the transmission of the final payroll of the tax year.

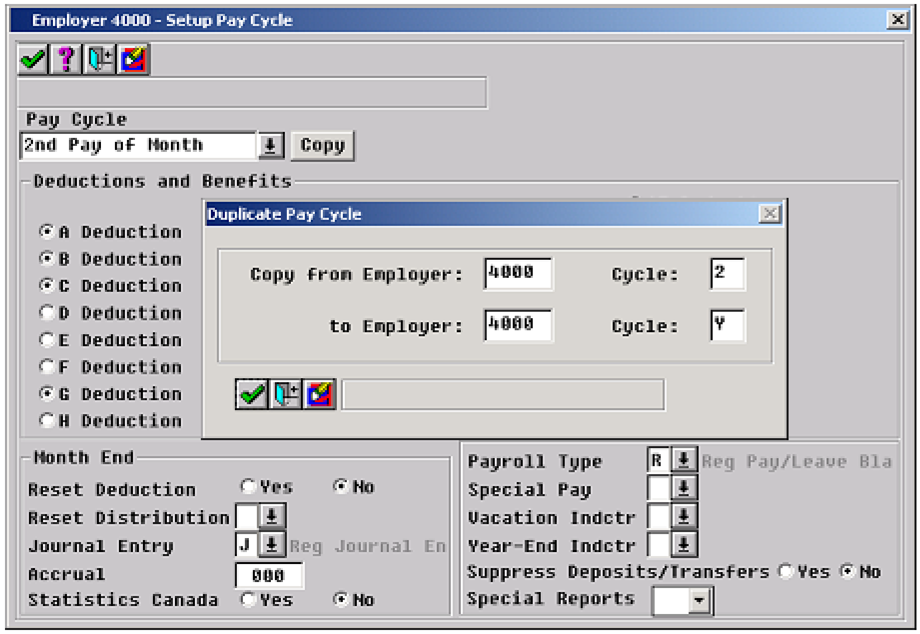
The codes set specific year-to-date amounts to zero.

Steps for Setting up the Pay Cycle Window

To set up the Pay Cycle window:

1. From PRISM Manager, select **Setup → Pay Cycle**.
2. Click **Copy**.
3. Enter the Employer Number in the **Copy from Employer** field and the **Pay Cycle** to copy from.
4. In the **to Employer** field, enter the Employer Number again and the **Pay Cycle Y** in the **Cycle** field. The example below copies the information from the template for **2 - 2nd Pay of the Month** to the template for **Last Payroll of the Year**.
5. Click  to save.

Note: The following screen shot is just a SAMPLE. Please do not use these dates or detail for actual input.

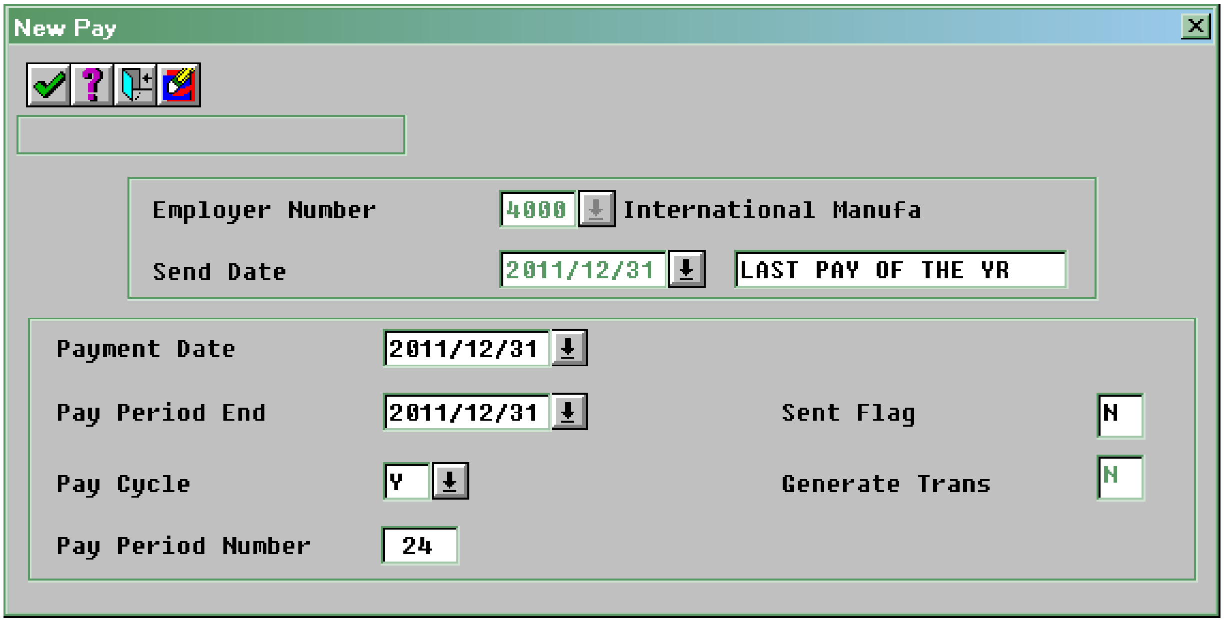


6. Select the pay cycle for **Last Payroll of the Year** (which now contains the signals for deductions, benefits and month-end).
7. Enter the appropriate year-end code in the **Year-End Indicator** field near the bottom right of the window (see *Coding Your Final Pay Run of the Year*, page 27).
8. Click Update  to save.

Processing a Year-End

Use the **New Pay** window to create a new Transaction File for your final payroll run of 2011.

Note: The following screen shot is just a SAMPLE. Please do not use these dates or detail for actual input.



Choose **Y** as the Pay Cycle, as it now contains the appropriate signals.

Proceed with entering your payroll information as usual. However, when you transmit this file, Ceridian knows it is your final payroll run of 2011.

Note: When setting up Pay Period 1 for 2012, ensure that the Send Date is in the new year.

Year-End Adjustment Runs (Y-Runs)

To make changes to employee information *after* year-end has been processed *and* the first pay of the new year has been processed, you must perform a year-end adjustment run (y-run).

Note: Multiple adjustment runs can be processed, however charges do apply to each adjustment run. Where possible, it is recommended that you gather all adjustments and process them at one time.

Setting up a Pay Cycle for Your Y-Runs

For purposes of a year-end adjustment run, the pay cycle table must first be set up before you are able to choose it as an option on the **Pay Cycle** window. The **Pay Cycle** window itself must then be set up to identify the transaction file as a year-end adjustment run. Following are the steps for both.

Steps for Setting up the Pay Cycle Table

To set up the Pay Cycle Table:

1. From PRISM Manager, select **Tables → All Tables**.
2. Enter **354**. This enables you to create an option for processing a year-end adjustment run if you have not done so before. (If you already have an entry set up in the Pay Cycle Table for a Year-end Adjustment Run, proceed to *Steps for Setting up the Pay Cycle Window*, page 35).
3. Type **YE** in the **Key** field and press **ENTER**.

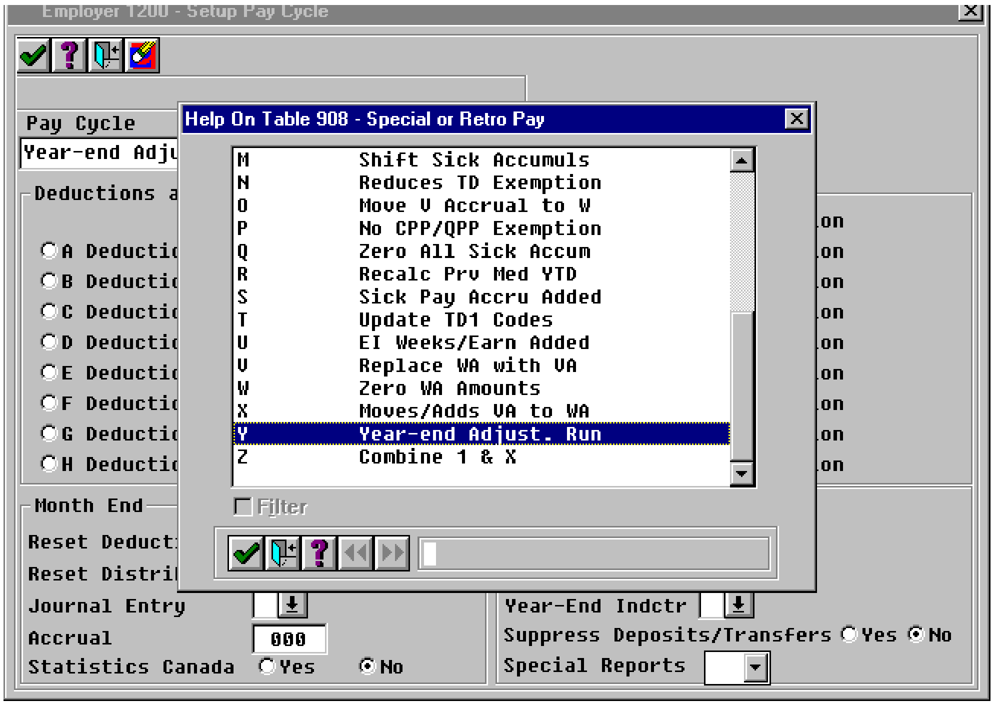
4. Press **ENTER** when you receive the following message:

5. In the **English** field, type **Year-end Adjustment Run**.
6. Click **Update**  to save.
7. Exit this menu.

Steps for Setting up the Pay Cycle Window

To set up the Pay Cycle window:

1. From PRISM Manager, select **Setup → Pay Cycle**.
2. In the **Pay Cycle** field, click on the down-arrow button to display the **Pay Cycle Description** table.
3. From the table, select **Year-end Adjustment Run**. It is not necessary to select any deductions as these sections are ignored anyway.
4. In the **Special Pay** field, choose the option **Y Year-end Adjust. Run** as shown here.



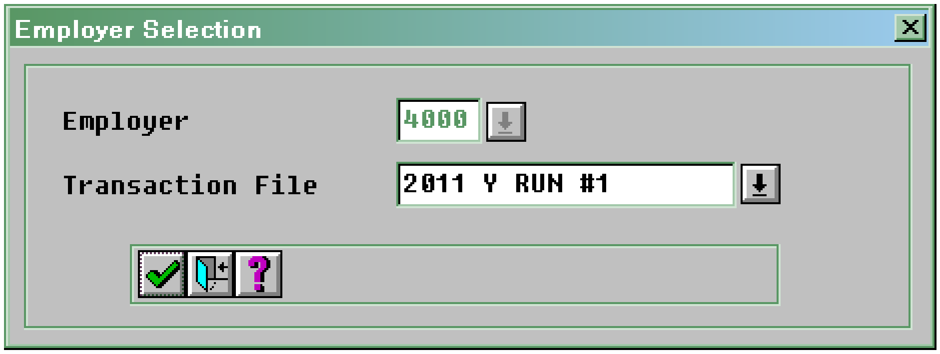
5. Click **Update** to save.

Creating a Transaction File for Your Y-Run

Use the **New Pay** window to create the new transaction file. Enter the following values.

Send Date	Enter a send date after January 1, 2012, but prior to the send date of your first regular payroll of January 2012 and has **not** previously been used as a send date. If a future date is entered as the Send Date, the data is not processed. The description for the file should identify it as a y-run for 2011. A suggestion is to name it '**2011 y-run #1**', and number any subsequent adjustment runs correspondingly.
Cheque Date	Enter the same cheque date used for the final payroll that processed in December 2011 (the cheque date MUST be a 2011 date or the y-run will reject). Keep in mind that a y-run generates no payments.
Pay Period End	Enter the pay period end date used for the final payroll processed in 2011.
Pay Cycle	Choose the pay cycle you created named **Year-end Adjustment Run**.
Pay Period Number	Enter the same **Pay Period Number** used for the final payroll processed in 2011.

Opening Your Year-End Adjustment Run



The **Employer Selection** window is where you enter the Employer number of the payroll to access, and select the pre-defined transaction file where your y-run data is stored until you send it to Ceridian for processing.

To open your Year-end Adjustment Run:

1. Select **File → Open Pay**.
2. Enter your 4-digit Employer number in the **Employer Number** field.
3. Select your appropriate y-run file as named previously in the **Transaction File** field.
4. Proceed with entering your adjustments.

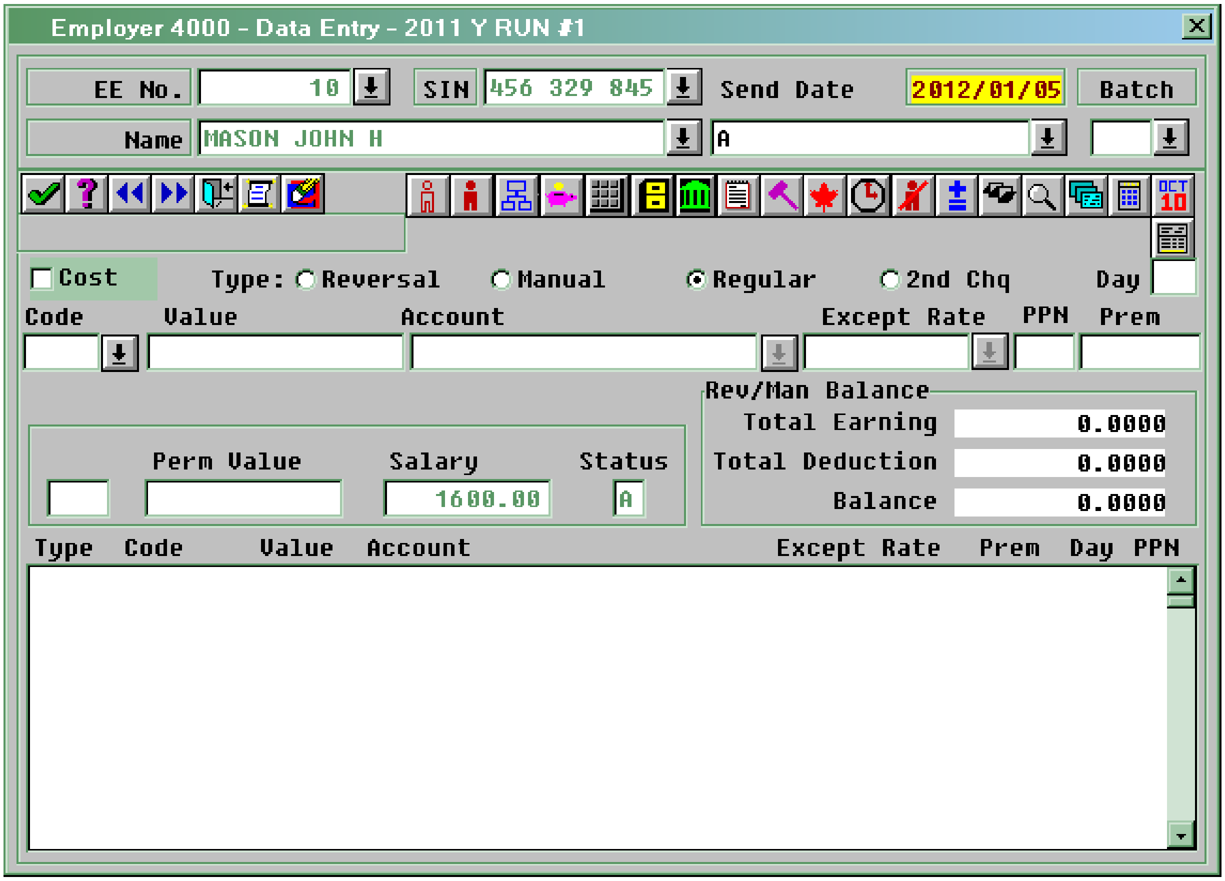
If you receive a message stating that this y-run is a Future Dated Transaction File, **do not key to or send this file** as the Send Date is not in the past and data is not processed if you continue. Delete this transaction file and set up another New Pay for a y-run with a Send Date in the past.

To delete this transaction file:

1. Select **File → New Pay** and open the transaction file you just created.
2. Edit the description to read **Y-run - wrong send date**.
3. Click **Update**.
4. When prompted with the **Database Action Request**, select **Delete**.

Entering Y-Run Data

IMPORTANT: Enter all year-end adjustments for earnings and deductions in the **Data Entry** window according to the instructions in *Year-End Adjustments*, page 55.



When adjustments are complete:

- balance your totals
- verify your data
- transmit the file to Ceridian as usual.

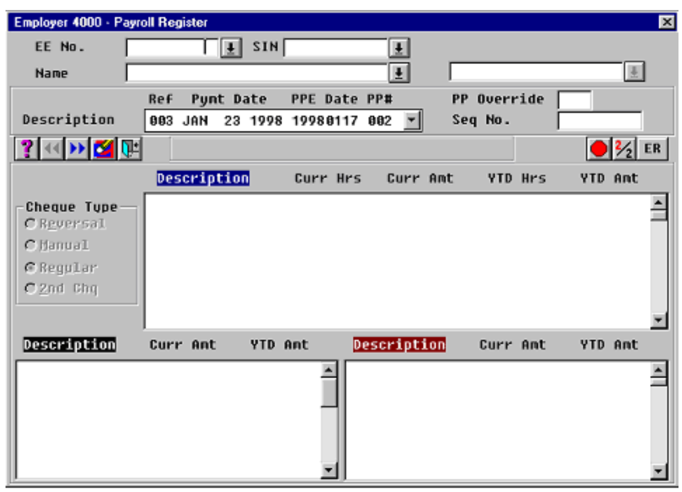
Points to Note

- It may be necessary to modify your filter options so that all employees appear. From the main menu, click **Setup → Defaults → User**.
- When keying your changes in either **Reversal** or **Manual** mode you are prompted for a **PO value**, which is an EI/QPIP PPN (Pay Period Number) override. Either delete this PO code or continue to key it as a reference for the corrections you are making. Remember that Record of Employment EI history and QPIP history is not updated for a y-run. You need to key any EI history and QPIP history (if applicable) corrections to a Regular pay file in 2012.

- If multiple y-runs are processed, repeat the same cheque date, pay period end date, pay cycle and pay period number(the cheque date MUST be a 2011 date or the y-run will reject); however, remember to identify multiple y-runs with different descriptions - use a new Send date following the instructions in *Creating a Transaction File for Your Y-Run*, page 36.

- The order of the processed y-runs can be identified based on the run date and run number printed in the lower right corner of your reports.
- Process as many y-runs as required before initiating the production of your Tax Forms.
- If additional y-runs are required, ensure that you are using a new file each time. Do not send previously processed y-run files as this only serves to have the previous transactions processed again. Note the exception of special codes Z31-Z50. See *Coding the 'Other Information' Area of the T4*, page 64.
- If multiple y-runs are required, adjustments keyed should reflect the additional change required since the last y-run was processed.
- Terminated employees added for the purposes of year-end processing only are not deleted from your database. If required, code them with a last day of work less than your final pay period ending date of the year. These employees are then removed when you run your **Clear Terminated** process.

Accessing Payroll Registers



The Payroll Register displays, for each employee, the current and year-to-date information on hours and earnings, statutory, non-statutory, miscellaneous deductions, EI/ and QPIP information. It is important to note that T4/RL forms and reports are produced at year-end based on the year-to-date information that appears on the last register of the year (unless a y-run is processed).

Register files are transmitted to you electronically so that you can view the current register information on your PC, and enables you to generate reports by accessing information from these files. The files are retrieved from Ceridian using the **Communications Receive** process, and stored in the PRISM98\REG directory.

To convert the y-run register into a format readable by PRISM:

1. Delete the original y-run register. See *Deleting the Original Y-Run Register* , page 40.
2. Rename and re-import the y-run register. See *Renaming and Re-importing the Register File*, page 40.

Deleting the Original Y-Run Register

To delete the original y-run register:

1. From PRISM Manager, click **File → Delete → Custom**.
2. Choose your **Employer Number** at the top of the window.
3. Select the **Register** radio button.
4. Select the y-run register in the list box and click **Purge Selected**.

Renaming and Re-importing the Register File

To rename and re-import the register file:

1. In order for PRISM to view this register, you must rename the file. In the \PRISM98\REG directory, rename the y-run register file. For example, if the register file name is **W5000Y46.RE#** after it has been imported (5000 = employer number), rename it to **W5000946.REG**. Do not allow this new filename to overwrite any existing files, or you may lose previous register files - e.g., if **W5000946.REG** exists, select another smaller unused “900” number.

> **Note:** If you process more than one y-run, you need to repeat this process for each register file

2. In PRISM, click **File → Import → Register** and import the **W5000946.REG** file.

Clearing Terminated Employees

This mandatory process is performed as part of PRISM’s year-end procedures. This procedure moves terminated employees from the active Employer number to payroll 9999 where they remain (on your database only) unless an employee is reactivated using the **Setup → Reactivate EE** function.

If you are processing a y-run, it is best not to run **Clear Terminated** until after your final y-run for 2011. This allows adjustments to the employees who are terminated. After your last y-run has been processed, **Clear Terminated** should be run, but only for employees who were terminated prior to the last Pay Period Ending Date of 2011.

When you send your final payroll of 2011 for processing, Ceridian deletes all of your Terminated (status 'T') employees upon receipt of your Year-End Signal. This occurs automatically at Ceridian regardless of when you choose to run **Clear Terminated** at your office. It is important to run **Clear Terminated** to ensure that your database matches the current masterfile Ceridian has on file. Failure to do so causes errors in processing should you rehire an employee from the previous year. The employees will show as No Employee Name.

Once all changes have been processed to your 2011 masterfile and you are confident that there are no further adjustments required, you are ready to perform this process. If no y-runs are required AND this determination is made before you process your first run, use the steps in Option 1. Otherwise, proceed to Option 2.

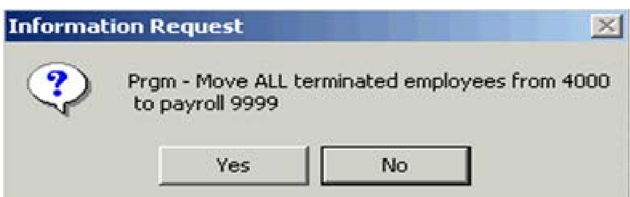
Note: It is **VERY IMPORTANT** to run the Clear Terminated process to ensure that your Prism database matches the current masterfile Ceridian has on file. Failure to do so causes errors in processing should you rehire an employee from the previous year.

It is recommended that you make a backup of your current database prior to performing this function. (Ceridian does not maintain a backup of your database.)

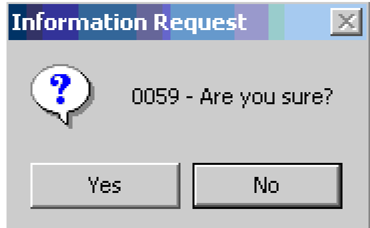
OPTION 1 - No year-end adjustment run is submitted. Process is completed prior to any data entry to Pay Period 1.

To clear terminated employees:

1. From PRISM Manager, select **Setup → Clear Terminated**. The following message appears.



2. If you are running Clear Terminated simultaneous with Ceridian running Clear Terminated (between your final run of 2011 and your first run of 2012), click **Yes**. A confirmation message appears.



3. Click **Yes**. Once the procedure has completed, the following message appears.

4. Click **OK**.

> **Note:** This process must be done for each Employer number in your PRISM database.

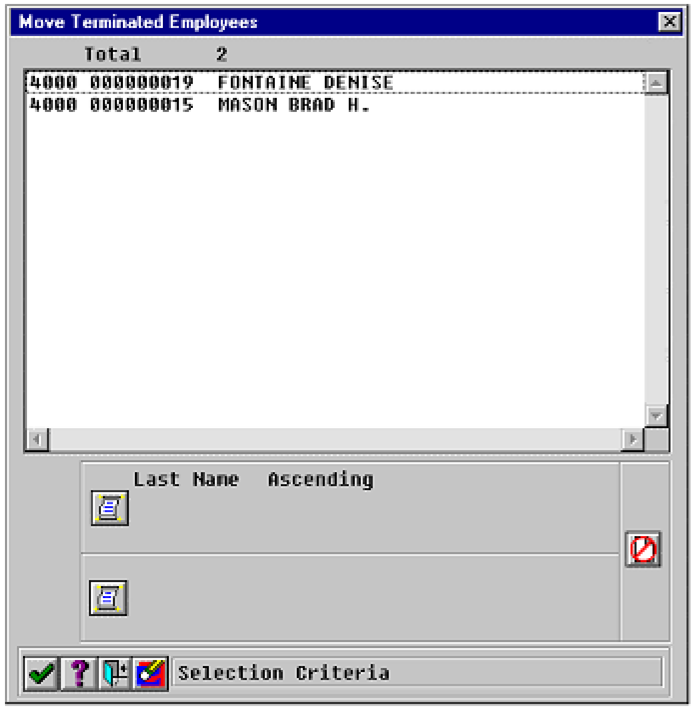
OPTION 2 - Year-end adjustment run has been submitted and/or Pay Period 1 has already been processed

This option is used so that 2012 terminations remain in your current database.

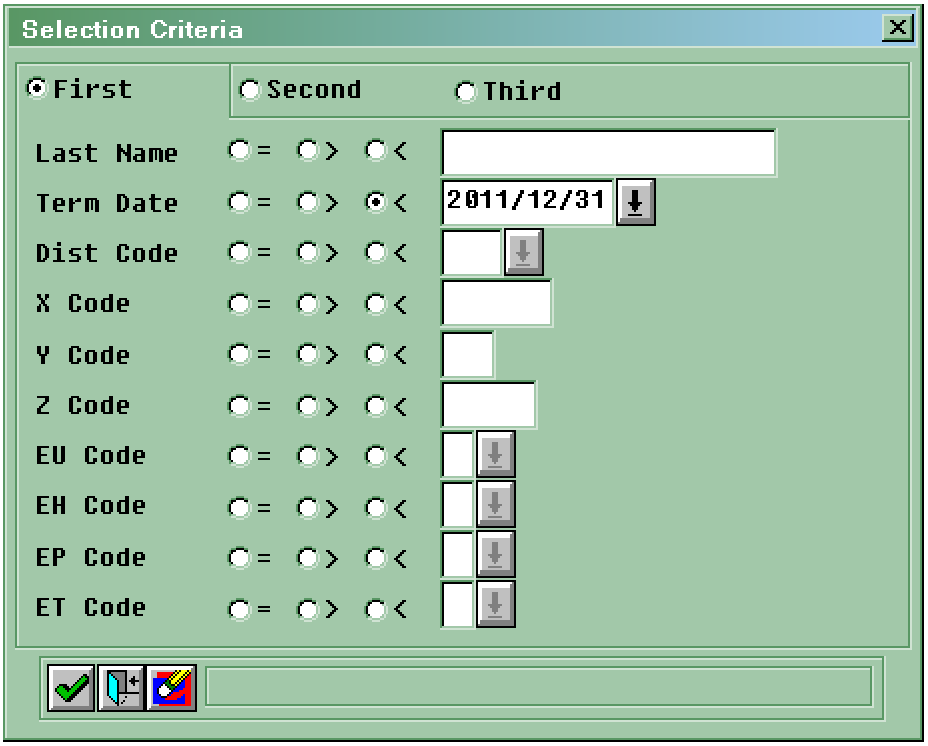
To clear terminated employees:

1. From PRISM Manager, select **Setup → Clear Terminated**. The following message appears.

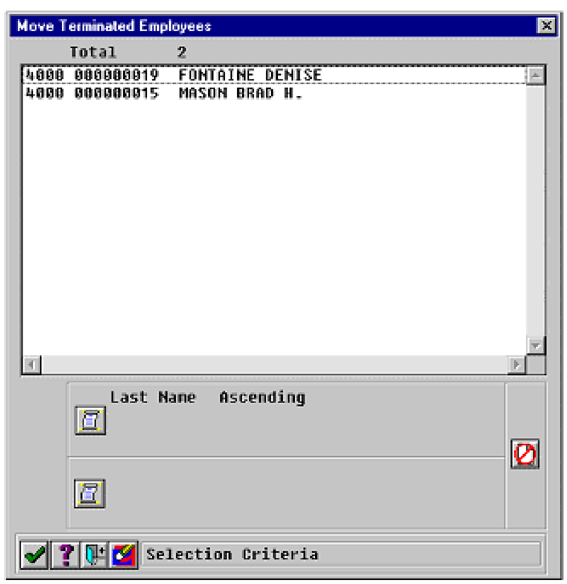
2. If you have processed a y-run and are clearing only employees who terminated in 2011, click **No**. The following screen appears.



3. Click the **Selection Criteria** at the bottom of the window. This function allows you to choose selection criteria defining all employees who have a termination date less than or equal to that of your final Pay Period Ending date of 2011. For example, if your final Pay Period Ending date is **2011/12/15**then you need to select the criteria to clear employees with a termination date less than **2011/12/16**. (In other words, the Pay Period Ending date plus one day.)



4. Click **Update** . PRISM displays the total number of employees as well as the names of the employees that will be moved to payroll 9999.
5. Once you are satisfied that all employees shown on this window are correct, click **Update** (green checkmark).
6. Click the icon to the right of the window with the red slash through it. This moves only the selected employees.



Note: This process has to be done for each Employer number in your PRISM database.

Q: What should I do if I have already run "Clear Terminated" and I want to do a y-run?

A: If you have already run **Clear Terminated**, you can simply reactivate the employees who need year-end adjustments on the y-run.

To reactivate the employees who need year-end adjustments on the y-run:

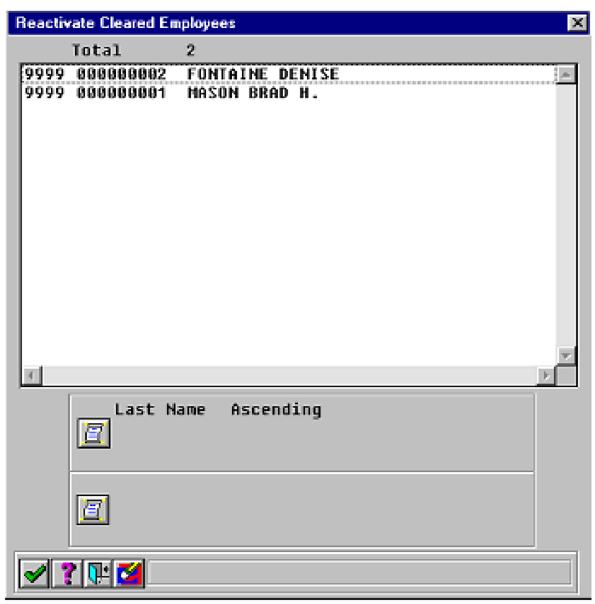
1. Click **Setup → Reactivate EE** (see *Reactivating Employees*, page 45).
2. Key their adjustments.
3. On the y-un, put the employees back to 'T' status on the **Employee** window.
4. After the y-run is completed, follow the instructions in *Clearing Terminated Employees*, page 40 to once again clear the terminated employees back to payroll 9999 based on the termination date.

Reactivating Employees

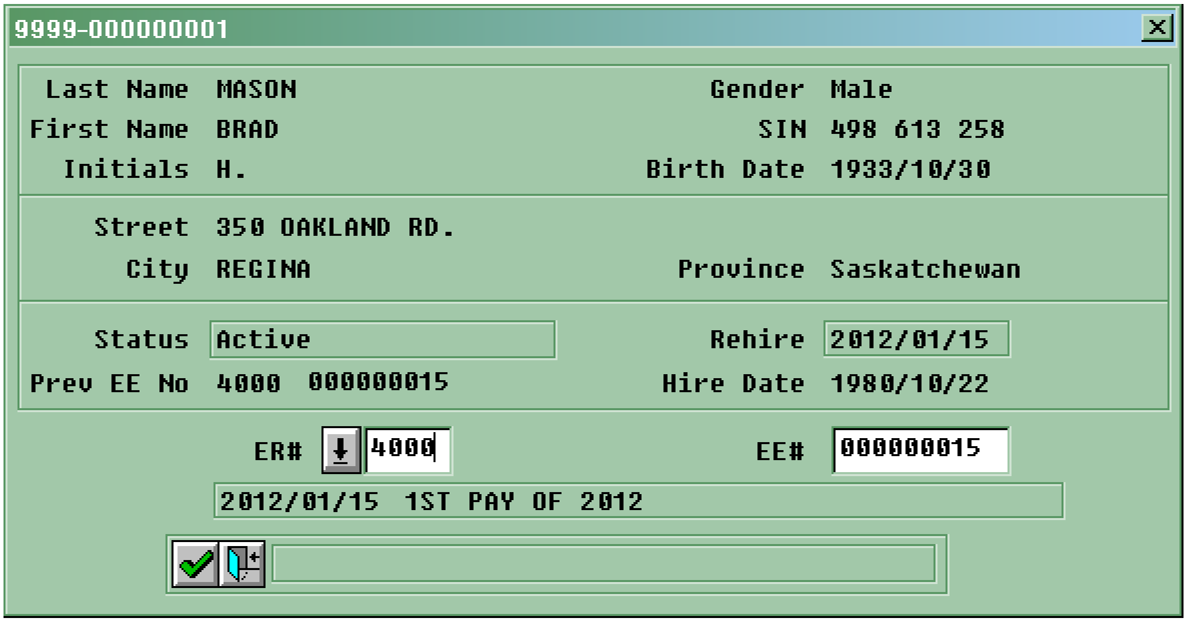
This procedure allows you to move a terminated employee from payroll 9999 back to the active Employer number. It is primarily used to rehire employees who were terminated during a previous calendar year.

To reactivate employees:

1. From PRISM Manager, click **Setup → Reactivate EE**. A list of cleared terminated employees appears.



2. Double-click on the employee to reactivate. The following window appears, containing the *basic masterfile* information last on file for this employee.

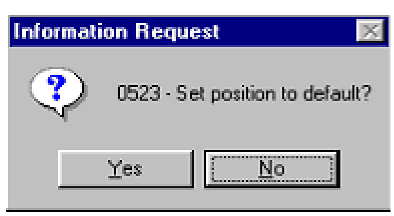


3. In the lower section of the window, key in the Employer number (ER#) and employee number (EE#) to use (be sure not to reuse an employee number that has already been assigned in the current year).

   The displayed information for this employee is sent with the transaction file indicated at the bottom of the window to Ceridian, where the employee is processed as a new hire (remember, Ceridian has already removed this employee from their database at the end of 2011).

Note: Only the information shown above is restored. All other previous masterfile information that you would like reinstated must be re-keyed. This includes the employee's rate of pay, banking information and permanent amounts. Any of the information shown above can be changed in regular data entry windows, if required.

4. Click . The following message may appear (if you have the HR modules turned on).

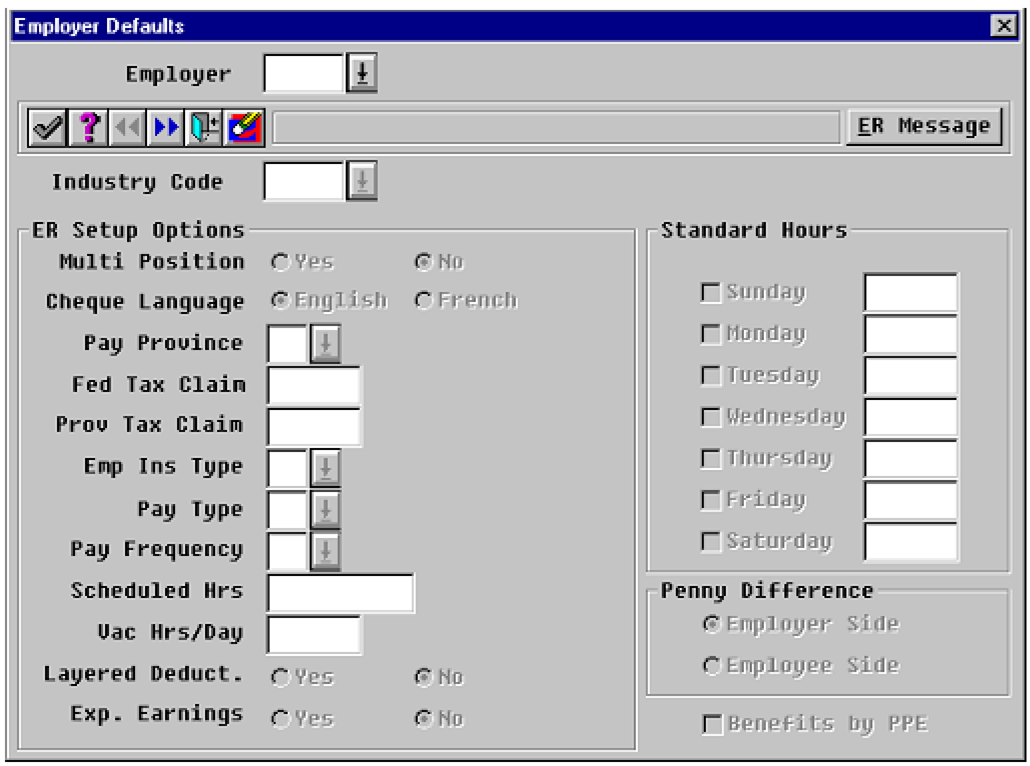


5. Click **No**. The following message appears.

6. Click **OK**.

Setting Employer Defaults (Tax Exemptions)

The **Employer Defaults** window is used to set up defaults that are specific to your payroll. If the amount for the basic Federal Tax Exemption or Provincial Tax Exemption has changed for the new year, change it here, so that any new employees keyed after this change has been made are hired with the correct amount.



The First Pay of the New Year

Terminations

Terminating employees on the first pay of the new year requires special status codes. The codes are dependant on whether or not you intend to keep the employee on the company masterfile.

To retain Ceridian masterfile information for employees terminating in the first pay of 2012, Status codes **U**, **R** or **F** should be used for those employees.

Status code **T** should **not** be used at this time, as it immediately deletes the employee information from the Ceridian 2012 masterfile, which may be required at next year-end for T4/RL reporting. Any adjustments keyed on the first run of the new year to a status **T** employee are ignored and dropped, and therefore do not exist if required at year-end for T4/RL reporting.

Note: "ROE only" runs cannot be processed prior to pay period 1 being transmitted and processed. An extra run must be initiated to prepare your masterfile for the new year. Contact your Service Delivery Team for further details.

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 25, and for Ceridian's filing deadlines, see *Important Dates and Deadlines*, page 55.

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.

2. 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

Payroll Number	Business Registration Number (BN)	T4 Form Count	T4A Form Count
	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.

Year-End Adjustments

It is recommended that all changes required to be included in the T4s/RLs are updated to your masterfile on or before the final run of the year. However, this is not always possible, as some information may not be available to you until early in the new year.

It is your responsibility to ensure that all year-end adjustments are properly submitted using the correct system codes for the input method that you use. In order to ensure that these corrections amend your 2011 year to dates and not 2012, a special processing run must be created. This is called a *year-end adjustment run* or *y-run*.

Note: Additional charges apply for this service.

Important Dates and Deadlines

It is important to remember that with the year-end process and legislative requirements (for both, you the employer, and Ceridian), there are a number of important dates and deadlines to keep in mind. Review the following information and keep it easily available throughout the tax season.

As previously announced by CRA, filers submitting more than **50** (per form type) information returns (tax forms) will be required to file electronically. See *Mandatory Electronic Filing*, page 51. The count of **50** forms includes originals, additions and cancellations but excludes amendments (additions meaning, original forms that were ***not*** part of your original tax form filing to CRA).

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) for all payrolls combined. See, *Mandatory Electronic Filing and Multiple Payrolls*, page 76.

Follow the tape filer deadline and ensure you are set up to be a tape filer to have Ceridian file on your behalf.

Tape Filers

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.

Activity	Deadline
Y-run adjustments to be **keyed by Ceridian** *Additional service charges may apply.*	February 17, 2012. Ensure you provide Ceridian with notification of these adjustments and allow for a minimum of 7 business days for Ceridian to enter data.
Y-run submission	February 17, 2012
Tax form initiation	February 24, 2012

Non Tape Filer

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.

Activity	Deadline
Y-run adjustments to be **keyed by Ceridian** *Additional service charges may apply.*	February 17, 2012. Ensure you provide Ceridian with notification of these adjustments and allow for a minimum of 7 business days for Ceridian to enter data.
Y-run submission	February 17, 2012
Tax form initiation	February 24, 2012

Missed Tax Form Processing Deadline

NEW!

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/rf/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/rf/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/rf/fq-eng.html

Processing Year-End Adjustment Runs (Y-Runs)

If you have already processed the first pay of the new year, year-end adjustment runs enable you to submit adjustments that affect your employees' 2011 year to dates and tax forms. Ceridian's system then processes this information and sends back to you a complete set of updated payroll and year-end reports. Other reports may be available; simply make your request known to your Service Delivery Team - they will be able to tell you the cost and timeframe involved in getting them for you.

Note: Multiple adjustment runs can be processed, however charges do apply to each adjustment run. Where possible, it is recommended that you gather all adjustments and process them at one time.

Mandatory Y-Run Information

- If you have adjustments to process, submit your year-end adjustment run **after** you have processed the **first** payroll of the new year.

> **Note:** If you are a semi-monthly or monthly customer, and you are required to process a y-run prior to processing a 2012 payroll, contact your Service Delivery Team for assistance.

- The year-end adjustment transaction must have the same cheque date, pay period ending date, and pay period number that was used on the last pay of 2011. If the cheque date is not a 2011 date, the y-run will reject.
- Year-end adjustment runs cannot be submitted with a regular payroll run. Keep in mind that you should transmit only one transmission, per payroll, per Ceridian production run.

Coding Your Y-Run

- Adjustments submitted are not replacement entries. Enter changes to increase or decrease the existing YTD total to the desired amount.
- Entries should be made in **Reversal** or **Manual** mode. Entries cannot be made in **2nd cheque** mode.
- Adjustments done in **Reversal** or **Manual** mode do not have to balance since payments are not generated (as would normally occur with out-of-balance manuals/reversals). If you leave them out of balance, an offsetting Excess Deduction (XD) code is generated. These XD values do not carry forward into your current year's masterfile. Should you wish to act on them in 2012, additional coding in 2012 is required.
- All entries must be made using **one-time override codes** for deductions and earnings:

Deductions	AX-HX, 1X-8X, 10X-89X, AZ-IZ
	T (Federal and Provincial Tax), TQ (Quebec, NWT and Nunavut Tax)
	P (CPP/QPP), U (EI), K (QPIP)
	Tax, CPP/QPP, EI, and QPIP must be entered as overrides. They are not automatically calculated.
Benefits	CY-HY, 1Y-8Y, 10Y-89Y
Earnings	SO, OE, PE, XE, VE, WE, O1-O9, O10-O99, X1-X5
Hours	RT(or R), OT(or 1), DT(or 2), XT(or X),YT(or Y), L, W, T, Q, Codes 3-9 (hours)
	X1-X5, O1-O9, or O10-O99 if used as hours codes

- Permanent codes are not paid - e.g. SA, OP, Q1-Q9, Q10-Q99, Y1-Y5

- Any signalled deductions are ignored. These amounts, if they do apply, must be entered as one-time override amounts - e.g., AX 12.00, HX 8.50, CX 15.00, CY 15.00.

T4A Coding Requirements

- Adjustments to move existing federal tax from a T4 to a T4A can be done by coding T negative and TS positive. Contact your Service Delivery Team if you are trying to adjust ET = A or ET = B employees.

Note: Due to the 2010 legislative move of **Retiring Allowance** from the T4A to the T4, you are no longer required to move tax associated with **Retiring Allowance** to the T4A using T negative and TS positive.

- Adjustments to post new federal tax onto a T4A can be done by coding TS positive. Contact your Service Delivery Team if you are trying to adjust ET = A or ET = B employees.

Characteristics and Features of Year-End Adjustment Runs

- The Payroll Funds Summary and the Executive Summary identify the output as belonging to a year-end adjustment run.
- T4s/RL-1s are not produced when a y-run is processed.
- T4s/RL-1s do <u>not</u> automatically follow a y-run, these must still be requested via IVR
- All year-end adjustments can be keyed by PC customers with four **exceptions**:
  1) Matrix updates (earnings and deduction code changes)
  2) Moving earnings between Business Numbers
  3) Box 29 – Employment Codes
  4) Moving partial year to-dates between provinces.

  These types of adjustments must be submitted to Ceridian on the *Year-End Adjustment Spreadsheet*, which can be found on the Ceridian web site (www.ceridian.ca → **Resources & Tools→ Year-End Information for Ceridian Customers**). Please see the *SAMPLE Year-End Adjustment Spreadsheet* for examples of year-end adjustment entries.

  If this affects you, clear communication and sufficient lead time (7 business days) is required for keying prior to the submission of your y-run.

- Y-run adjustments made have no effect on your ROEs. If corrections are required to amend your ROEs, then ROE entries must be made to your 2012 input. Contact your Service Delivery Team if you need assistance.
- Y-run adjustments made have no effect on QPIP history. If corrections are required to amend your QPIP history, then QPIP entries must be made to

your 2012 input. Contact your Service Delivery Team if you need assistance.

- All entries are processed against your year-end masterfile and have *no effect* on your 2012 masterfile or totals. (E.g., vacation and sick leave adjustments posted on a y-run do not affect your current accruals. You must adjust your accrual in a current pay run.)
- More than one year-end adjustment run can be processed. Identify the order of the processed y-runs based on the run date and run number printed on the lower right side of your reports.
- Only one y-run can be transmitted per day per payroll number.
- If multiple y-runs are required, adjustments keyed should reflect the additional change required since the last y-run was processed, with the exception of special codes Z31-Z50. See *Coding the 'Other Information' Area of the T4*, page 64.
- No employee payments are created. All entries are forced to balance to zero net pay.
- **IMPORTANT** - No remittances are made for adjustments that affect any Government agencies. Any amounts owing requires you to make the payment. No deduction cheques for third parties are produced.
- All entries for Terminated, Inactive and Leave employees are processed without having to change their status to A (Active).
- Name and Address changes can be made. To incorporate the changes into your 2012 masterfile, ensure that the data is also included in a 2012 payroll transmission to Ceridian.
- New employees can be set up on y-runs for the purpose of producing a 2011 tax form. However, new employees set up on 2011 y-runs will not exist in the 2012 Ceridian masterfile. If the employee is to be paid in 2012, re-enter the new employee information on your next regular payroll run.

Making Adjustments When Earnings are stored by Province

If you have employees who worked in different provinces during the year, their earnings have been stored in the Ceridian system according to their province code (PC) at the time of processing. To make a correction to your employee's YTDs stored by province, the method of correction is dependent on whether you are moving part of the earnings and deductions to an alternate province or if you are moving all of the YTDs.

Moving all Earnings and Deductions

Adjustments to move *all* earnings and deductions between provinces can be processed with a y-run by submitting a unique coding combination. If the employee is presently in the incorrect province code and all earnings and deductions are to be transferred to the correct province, two entries are required:

- PC and the correct province
- PR and the incorrect province

Note: PC entries must precede PR entries

For example: If an employee was set up in Ontario (PC 5) and should have been set up in Manitoba (PC 6), enter PC6 then PR5 to move all of the accumulated earnings and deductions from Ontario to the correct home province of Manitoba.

Moving Part of the Earnings and Deductions

Adjustments to move *part of* the earnings and deductions between provinces can be processed with a y-run; however, they *cannot* be keyed by the customer. They must be entered on the Year-End Adjustment Spreadsheet. For more information, see *Submitting Year-End Adjustments*, page 61. Advise your Service Delivery Team if you are submitting this type of adjustment so that sufficient time is available to have them keyed.

Submitting Year-End Adjustments (Spreadsheet and Form Entries)

There are four types of adjustments that Ceridian customers cannot key:

1) Matrix updates (earnings and deduction code changes)

2) Moving earnings between Business Numbers

3) Box 29 – Employment Codes

4) Moving partial year to-dates between provinces.

These types of adjustments must be submitted to Ceridian via the *Year-End Adjustment Spreadsheet*, which can be found on the Ceridian web site (www.ceridian.ca → **Resources & Tools** → **Year-End Information for Ceridian Customers**). Please see the *SAMPLE Year-End Adjustment Spreadsheet* for examples of year-end adjustment entries.

It is essential for balancing purposes that you provide separate totals for each code to which you are making adjustments. These adjustment amounts are edited and balanced to the totals that you have submitted. Ceridian will not be able to balance your adjustments if totals are not submitted.

Note: If you are a PC input customer, advise your Service Delivery Team that you are submitting this type of adjustment so that sufficient time can be scheduled to have the keying completed prior to the transmission of your y-run.

Completing the Year-End Adjustment Spreadsheet

These instructions and codes are to assist you in recording year-to-date adjustments for the purpose of T4s/RL-1s. You need only indicate adjustments for items that affect T4s/RL-1s. All amounts (other than the special **Z31-Z50** codes for the Other Information area) add to or subtract from the existing year-to-date amounts shown on your year-end reports. For negative values, enter a leading minus sign.

1. **Adjusting YTD Gross, statutory deductions and Quebec provincial deductions.**

   Indicate the code to be adjusted as well as the amount. Total all columns at the bottom of the form.

Description	Standard Codes	+ If EU = P	or If EU = 2
Gross	G	GP	G2
Income Tax	T	TP	T2
E.I.	U	UP	U2
Q.P.I.P.	K	KP	K2
Canada Pension	P	PP	P2
Quebec Pension	M		
Quebec Tax	L		

   The codes in the columns **If EU = P** and **If EU = 2** only distribute the YTD values, they do not add to existing amounts. Examples of how to make YTD adjustments between 2 BNs can be found in the *SAMPLE Year-End Adjustment Spreadsheet*, examples 5 – 7, located on (www.ceridian.ca → **Resources & Tools → Year-End Information for Ceridian Customers**).

   TS Amounts shown in the tax field of the T4A will subtract the amount from T4 tax. If the amount is not in the T4 tax, add a corresponding **T** amount.

   RS Amounts shown in the tax field of the RL-2 will subtract the amount from RL-1 tax. If the amount is not in the RL-1 tax, add a corresponding **L** amount.

2. **Deductions and Benefits**

   Refer to your Deduction/Benefit Matrix which identifies the codes, their descriptions and the tax form box(es) to which the year-to-date amount is routed. Through co-ordination with your Ceridian office, codes not currently in use on your payroll can be used to record your taxable benefits, Pension Adjustment amounts and any new items required for T4/RL-1 purposes.

Code	Column	Employer Side
A	Column A	N/A
B	Column B	N/A
CE-HE	Columns CE/CR to HE/HR	CR-HR
1E-8E	Columns 1E/1R to 8E/8R	1R-8R
10E-89E	Columns 10E/10R to 89E/89R	10R-89R
AZ-1Z	Columns AF-1F	N/A

3. Earnings

The following codes distribute earnings only and do not affect gross pay totals. If gross pay is to be adjusted as well, code equal amounts as **G** (Gross). Refer to your Earnings Matrix, which shows the codes, descriptions and the tax form box(es) to which the year-to-date amount is routed.

OE	Other Earnings	**VE**	Vacation Pay Paid
PE	Premium Earnings	**WE**	Holiday Pay Paid
XE	Extra Earnings	**O1-O9**	Additional other Earnings Codes (alpha O)
OT	Overtime Dollars	**O10-O99**	Additional Expanded Earnings Codes (alpha O)
X1-X5	Addt. Extra Earnings	**DT**	Double Time Earnings

Through co-ordination with your Ceridian office, codes not currently in place can be set up to route specific amounts to the appropriate boxes on the tax forms.

4. Reallocation of earnings and deductions between provinces

Only enter the province code if this employee has moved from one province to another during the calendar year, and the adjustment applies to the *previous* province. Any adjustments with a province code in Column 79, affects the employee's totals in their current province. These adjustments only distribute the YTD values - they do not add to the employee's totals. Examples of such adjustments can be found in the *SAMPLE Year-End Adjustment Spreadsheet*, example 4, located on (www.ceridian.ca → **Resources & Tools→ Year-End Information for Ceridian Customers**).

5. Special codes for Other Information area of the T4

In some cases, CRA requires more information to be reported in the Other Information area at the bottom of the employee's T4. The following Ceridian system codes in *Coding the 'Other Information' Area of the T4,* page 64 and respective amounts allow for the correct reporting of these items in this area.

Note: These codes *replace* any previous values that may have been entered.

Coding the 'Other Information' Area of the T4

The "**Other information**" area at the bottom of the T4 slip has boxes for you to enter codes and amounts that relate to employment commissions, taxable allowances and benefits, deductible amounts, and other entries if they apply. The boxes are not pre-numbered as in the top part of the slip.

The *CRA Codes* table on page 65 lists all the CRA codes, which can be listed in the "Other Information" area of the T4, along with the associated Ceridian system codes.

In the column **Ceridian Code**, if the word "**Permanent**" appears, it means it is possible to have a permanent option in your masterfile that automatically records the YTD values of that payroll code on the T4 slip with the appropriate CRA code. Refer to your year-end balancing reports to identify the payroll code that has been set up for this purpose. If you have to make year-end adjustments, use the payroll code that is specific to your payroll.

If there is not a permanent code set up on your masterfile and you need to report these amounts, advise your Service Delivery Team that you require a code to do so. *Remember that you must enter dollar values as well, as they will not have accumulated throughout the year.*

In the **Ceridian Code** column, if a '**Z**' code is listed, you should use this 3-digit Z code along with a value to report the amount in the "**Other Information**" area of the T4. In most cases, these amounts are part of a value already appearing in another box on the T4, and their amounts cannot be determined until year-end.

Special Comments:

- Ceridian Z codes (i.e. Z39 Stock Option) are processed only on y-runs. They cannot be processed throughout the year on regular pay runs.
- These Z codes **replace**, they do not add together. If an employee has multiple entries made to the same Z code, the system accepts the *last* entry only (regular payroll codes add to year to date values)
- Z codes are entered without decimal points. For example: to enter $500.00 for Medical travel - key or code **Z33 50000**
- To report Deferred Stock Options, the amount must first be recognized as a stock option by the payroll system. Therefore, the value that you want coded to Z46 must first be allocated to Box 38. Once the Z46 code is recognized, Boxes 14 and 38 are reduced by the Z46 amount, provided there are sufficient dollars in Box 38 to reduce them.

Where to enter your data:

1. **PRISM** users - Make Z code entries **less then** $999,999.99 on the Data Entry screen, in **Regular** mode.

   Z code values **exceeding** $999,999.99 must be submitted to Ceridian for processing via the Year-end Adjustment Spreadsheet. For more information, see *Submitting Year-End Adjustments*, on page 61.

For further information, refer to CRA's *Employers' Guide - Payroll Deductions and Remittances(T4001)*. A direct link to this publication can be obtained by clicking www.ceridian.ca → **Resources & Tools → Top HR and Payroll Resource Websites**. Scroll down to the CRA section.

The following table lists all the CRA codes, which can be listed in the **Other Information** area of the T4, along with the associated Ceridian system codes.

CRA Codes

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Housing, board and lodging	Code 30	Box 14	Enter amount as required	Permanent
Special work site	Code 31	None	Enter amount as required	Z31
Travel in a prescribed zone	Code 32	Box 14	Enter amount as required	Permanent
Medical travel assistance	Code 33	None	Enter the portion of Code 32 that applies	Z33
Personal use of employer's automobile	Code 34	Box 14	Enter amount as required	Permanent
Interest-free and low-interest loan	Code 36	Box 14	Enter amount as required	Permanent
Employee home relocation loan deduction	Code 37	None	Enter the deductible portion of the amount in Code 36	Z37
Stock options Benefits	Code 38	Box 14	Enter amount as required	Permanent

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Stock options deduction - 110(1)(d)	Code 39	None	Enter 50% of the amount reported in Code 38 for these shares	Z39
Other taxable allowances and benefits	Code 40	Box 14	Enter amount as required	Permanent
Security options deduction - 110(1)(d.1)	Code 41	None	Enter 50% of the amount reported in Code 38 for these shares	Z41
Employment Commissions	Code 42	Box 14	Enter amount as required	Permanent
Canadian forces personnel and police deduction	Code 43	None	Enter amount as required	Permanent
Deferred security options benefits- for transactions: Cannot be claimed after the 2010 tax year	Code 53	Box 53	Code 53 is no longer applicable; benefits cannot be claimed after 2010.	
Eligible retiring allowances	Code 66	None	Enter amount as required	Permanent
Non-eligible retiring allowances	Code 67	None	Enter amount as required	Permanent
Status Indian (exempt income) eligible retiring allowances	Code 68	None	Enter amount as required	Permanent
Status Indian (exempt income) non-eligible retiring allowances	Code 69	None	Enter amount as required	Permanent

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Municipal officer's expense allowance	Code 70	None	Enter non-taxable portion of allowance	Z40
Status Indian employee	Code 71	Various (dependant on Provincial status rating)	Change employee Tax Status code	ET = I
Section 122.3 income - employment outside Canada	Code 72	None	Enter the amount from Box 14 that qualifies under Section 122.3	Z42
Number of days outside of Canada	Code 73	None	Enter the number of days outside of Canada. Use a 3 digit number - e.g., 089 for 89 days	Z43
Pre-1990 past service contributions while a contributor	Code 74	None	Enter the amount from Box 20 that belongs to this period	Z44
Pre-1990 past service contributions while not a contributor	Code 75	None	Enter the amount from Box 20 that belongs to this period	Z45

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Workers' compensation benefits repaid to the employer	Code 77	None	Enter amount of WCB benefits repaid to the employer which was previously included in the employee's salary	Z47
Fishers – Gross earnings	Code 78	None	Enter amount as required	Z48
Fishers – Net partnership amount	Code 79	None	Enter amount as required	Z49
Fishers – Shareperson amount (included in gross earnings)	Code 80	None	Enter amount as required	Z50
Placement or employment agency	Code 81	None	Enter amount as required	Z34 or Permanent
Driver of taxi or other passenger-carrying vehicle	Code 82	None	Enter amount as required	Z35 or Permanent
Barber or hairdresser	Code 83	None	Enter amount as required	Z36 or Permanent
Public transit pass	Code 84	None	Enter the amount required. Enter the employer paid portion to Code 40.	Permanent
Employee-paid premiums for private health services plan	Code 85	None	Enter amount as required	Permanent

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Security options election– for transactions	Code 86	Box 14	Enter the amount required and enter the same amount to Code 38. Enter 50% of the amount reported in Code 39 or Code 41 (if eligible for stock option deduction)	Z38
Volunteer firefighters	Code 87	None	Enter the amount of the exempt payment (up to $1,000)	Z32

Completing Box 29 of the T4—Employment Codes

Use the following codes if you are completing T4 slips for employees in the described situations.

Note: These types of adjustments cannot be keyed by the customer and must be submitted to your local office for processing on a y-run. Advise your Service Delivery Team if you are submitting this type of adjustment so that sufficient time is available to have them keyed prior to submitting your y-run.

Situation	CRA Code for T4 Box 29	Ceridian Coding Required
Placement agency - self employed	11	T4E=11
Driver of Taxi or other passenger carrying vehicle	12	T4E=12
Barber or hairdresser	13	T4E=13
Withdrawal from a prescribed salary deferral arrangement plan	14	T4E=14
Seasonal Agricultural Workers Program	15	T4E=15
Detached employee - Social security agreement	16	T4E=16

Situation	CRA Code for T4 Box 29	Ceridian Coding Required
Fishers – Self employed	17	T4E=17

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. Do this by telephone using Ceridian's IVR (Interactive Voice Response) Service.

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 3, 2013** to **February 24, 2013**.
NON TAPE FILER:	Tax form initiation is available via IVR from **January 3, 2013** to **February 24, 2013**.

Note: To determine your filing status, see *Validating Your Filing Status*, page 25.

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 your branch and 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 Quebec.

T4/RL Filing Deadline for 2011

CRA and MRQ's deadline for filing returns and distributing forms for year-end 2011 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 51 and *Important Dates and Deadlines*, page 71 for details.

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

Tape Filers

If the most recent copy of your year-end reports (those received with your actual tax forms) indicates that you are a **tape filer** (Ceridian submits your employee tax form information to CRA and Revenu Quebec 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 Quebec The Government-supplied RL Summary must be completed by you and sent even if Ceridian has submitted your RL-1 information electronically. Employers filing with the Government of Quebec must submit the RL Summary to the address shown on the form. The Quebec provincial government does not supply Ceridian with RL-1 Summaries. The summary that is sent directly to you, the employer, from the government of Quebec must be used for filing purposes.

For the purpose of completing the RL Summary, Ceridian's MRQ tax filing number is 000006. 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 tape filing status.

Non Tape Filers

If the most recent copy of your year-end reports (those received with your actual tax forms) 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 Quebec), 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 or by calling 1-800-959-2221. CRA no longer sends paper summaries to employers via the mail.

All information required to complete these summaries is found on the T4/T4A Recap Reports provided by Ceridian.

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

Revenu Quebec

Complete government-supplied RL Summaries. All information required to complete these summaries is found on the RL-1/RL-2 Recap Reports provided by Ceridian. Forms can be located at http://www.revenuquebec.ca/en/sepf/formulaires/

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 your forms and documents manually or contact Ceridian for assistance. For Ceridian to produce updated forms, an additional y-run and tax form re-run may be required. Additional service fees may apply.

Note: Ceridian is unable to reprint or re-run selected forms. When reprints or a re-run are required, all forms are produced. Additional charges 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 refiling 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.
- 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 (electronically or paper). The addresses of CRA's tax centres are listed in both the *Filing the T4 Slip & Summary (RC4120)* and the *Employers' Guide - Payroll Deductions and Remittances (T4001)* publications.
- **Do not submit amended T4 Summaries.**
- 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. Forms can be located at http://www.revenuquebec.ca/en/sepf/formulaires/
- Clearly identify the new form(s) as **AMENDED**.
- Indicate on the amended form(s) the number appearing on the upper right 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 (electronically 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 can electronically file your NR4 information to CRA. Contact your Service Delivery Team for instructions regarding the setup of the payroll codes and the employee information necessary to produce NR4s.

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 and French) or visit the website at http://www.cra-arc.gc.ca/esrvc-srvce/rf/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/english/taxes/eht/

Manitoba Health and Post-Secondary Education Tax

If you have employees in Manitoba and you pay Manitoba Health and Education Tax, 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% x **S**), 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 (***Formulaire d'information pour le Fonds des services de santé du Quebec / Quebec Health Services Fund Information Form*, page 99**) 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)

NEW!

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 Statement of Wages 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 your 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

Troubleshooting

While processing your year-end, you are bound to have questions that aren't answered within the year-end guide. The focus of this section is to provide you with answers to common year-end questions.

Q: Why do some of my codes have another letter or character beside them on my reports?

A: If you are using codes A-H and 1-8, these are plan type codes (P codes), which identify how the deduction/benefit is set up. For example, if the code is 1E, the P code is 'V', the code displays as '1VE' on the Matrix and Recap report(s). This extra character is not required when making year-end adjustments.

Q: How do I initiate the production of my tax forms?

A: 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 and filing status, you are ready to initiate the production of your tax forms. Do this by telephone using Ceridian's IVR (Interactive Voice Response) Service. See *How to Initiate the Production of Your Tax Forms*, page 71.

Q: Why is Ceridian's deadline for tape filing earlier then the deadline set by CRA and Revenu Quebec?

A: Once the Ceridian tape deadline is reached, there are certain steps and procedures Ceridian must complete in order to validate and submit information to Canada Revenu Agency and Revenu Quebec. This time is required to meet the processing deadline set by CRA and Revenu Quebec.

Q: Are you sending my tax information directly to CRA and/or MRQ? Am I a tape filer?

A: The upper left corner of each page of the 'Employee Totals' report indicates either 'TAPE FILER' or 'NON TAPE FILER'. If the most recent copy of your report reads 'TAPE FILER' then yes, Ceridian will send your information to CRA/Revenu Quebec electronically on your behalf.

If your report reads 'NON TAPE FILER' then no, Ceridian will not send your information to CRA/Revenu Quebec, you must submit the government forms provided.

Q: Should I have received a T4/RL Summary from Ceridian?

A: No, Ceridian does not provide T4/RL Summaries.

Revenu Quebec distributes the RL Summaries directly to employers.

CRA's fillable T4 and T4A Summaries can be completed at www.cra.gc.ca/fillable or a request for paper forms can be made at www.cra.gc.ca/forms or by calling 1-800-959-2221. CRA no longer sends paper summaries to employers via the mail. Note that your filing status plays an important role in what you file. For complete details on regulations and further instruction, review *Submission of Tax Forms*, page 73.

Q: Why does Ceridian not file Quebec RL-1 and RL-2 Summaries?

A: Revenu Quebec sends a specially coded *Summary of Source Deductions and Employer Contributions* form to each employer with Quebec employees. This is the form, which must be submitted to them.

Q: Where do I find the WCB/CSST assessable amounts by employee?

A: In your Year-end Balancing Report. You can also request a more detailed report for a nominal fee by contacting your Service Delivery Team.

Note: To commence your review earlier in the year, the above package of reports can be requested off cycle throughout the year. Contact your Service Delivery Team if this is of interest to you. (Additional service fees apply.)

Q: If I have employees with a double last name, how do I get both to print properly on the tax forms?

A: When entering the employee's last name, put an underscore character between them (this may be required to be processed as a year-end adjustment). The system does not print the underscore; a space is inserted during processing, and prints both last names in the last name field.
For example: Last Name: Doe_Smith
First Name: Mary

Result on tax form: Mary Doe Smith

Q: If I process a 27th or 53rd pay of the year, why is it that the CPP/QPP exempt earnings should not be applied?

A: The Ceridian system prorates the annual CPP/QPP exemption amount based on your payroll frequency (12-monthly, 24-semi-monthly, 26-bi-weekly and 52-weekly). If you are processing a 27th (weekly) or 53rd (bi-weekly) payroll in the year, the system has already considered the annual basic exemption of $3500.00, therefore over applying the per pay exempt earnings could result in employee and employer CPP/QPP Deficiencies (under payments).

Q: Why can't I key Z-codes to code the "Other Information" Area of the T4 throughout the year?

A: The fields Z31-Z50 are available to be used by customers to track other information throughout the year. Depending on the customer's needs, many of these fields may already be used for other things. In order to ensure that the T4 only reports applicable year-end information, these fields only update to the T4 reports generated with a y-run.

Q: I received a late filing letter from CRA, what should I do about it?

A: Even when Ceridian electronically files your year-end information for you, there may still be circumstances where you could receive a late filing letter from CRA and/or Revenu Quebec. If you do receive such a letter, contact your Service Delivery Team immediately for resolution.

Appendix A

Canada Post Province and Territory Symbols

English Name	Symbol	French Name
Alberta	AB	Alberta
British Columbia	BC	Colombie-Britannique
Manitoba	MB	Manitoba
New Brunswick	NB	Nouveau-Brunswick
Newfoundland & Labrador	NL	Terre-Neuve & Labrador
Northwest Territories	NT	Territoires du Nord-Ouest
Nova Scotia	NS	Nouvelle-Ecosse
Nunavut	NU	Nunavut
Ontario	ON	Ontario
Prince Edward Island	PE	Île-du-Prince-Édouard
Quebec	QC	Quebec
Saskatchewan	SK	Saskatchewan
Yukon	YT	Yukon

Appendix B

Province Codes

The PC Code controls the province or country that prints in Box 10 of the T4. The following is a list of valid province codes:

PC CODE	PROVINCE	PC CODE	PROVINCE
1	Newfoundland and Labrador	2	Nova Scotia
3	New Brunswick	4	Quebec
5	Ontario	6	Manitoba
7	Saskatchewan	8	Alberta
9	British Columbia	N	Northwest Territories
P	Prince Edward Island	Y	Yukon
V	Nunavut	U	United States
O (alpha)	If an employee worked in a country other than Canada or the USA, or worked in Canada beyond the limits of a province or territory, on an offshore oil rig for example, this code enters ‘ZZ’ in Box 10.		
X	For other jurisdictions, prints ‘ZZ’ in Box 10.		

Tax Form Sort Options

Your tax form sort order is displayed on the General Tax Form Information and Earnings & Deduction/Benefit Reference Tables, item #3, found in your year-end reports package.

While the primary sort for all year-end reports and forms is by Business Number, you have the option of choosing 2 additional sort options.

For example, if you would like your tax forms sorted Numerically (employee number) within Department (DC code), you would specify:

- the Main sort as 'Department', and
- the Second sort as 'Numeric'

This will result in tax forms and year-end reports sorted by: employee number, within Department (DC code), within Business Number.

Please submit your sort options along with your changes via the General Tax Form Information and Earnings & Deduction/Benefit Reference Tables, or by contacting your Service Delivery Team. You may also wish to ask for all terminated employees to appear at the end of your sorted tax forms.

Description
Numeric (by employee number)
Alpha (by surname)
Social Insurance Number (SIN)
Province (code PC)
Department (code DC)
X Code
Y Code
Z Code

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 **50** (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 **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.
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.
Tax Forms	Government Issued T4, T4A, RL-1 and RL-2
Y-run	Year-end Adjustment runs – y-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 first payroll of the new year has been processed. T4s/RL-1s are not produced when a y-run is processed. Please refer to the 'Year-End Adjustments' section for more detail.
9999	Part of the Prism year-end procedure is to

transfer terminated employees off your active payroll database to a test database, which is payroll 9999.

Formulaire d'information pour le Fonds des services de santé du Quebec / Quebec Health Services Fund Information Form

Seulement pour les employeurs ayant des employés au Quebec / For employers with Quebec employees only

Veuillez remplir ce formulaire et le retourner à votre succursale Ceridian au moins cinq jours avant le traitement de votre première paie de 2012. / Complete this form and send it to your Ceridian branch at least 5 days prior to processing your first pay of 2012.

Télécopieur / Fax : 1-866-234-3220

Courriel / Email : customercare_cbs@ceridian.ca

Service à la clientèle / Customer Service : ____________________

FONDS DES SERVICES DE SANTÉ DU MINISTÈRE DU REVENU DU QUEBEC (FSS)

QUEBEC HEALTH SERVICES FUND (HSF)

Veuillez entrer votre masse salariale totale* de 2011 (incluant les avantages imposables)	**Please enter total 2011 wages* (including taxable benefits)**
$	**$**

** la masse salariale mondiale versée en 2011 / total worldwide payroll amount for 2011*

Nom de la compagnie

Company Name ....

Signature autorisée

Authorized Signature ....

Numéro(s) employeur

Employer Number(s) ....

Date ....