

2018 YEAR-END/ NEW YEAR CHECKLIST

ITEM	ACTION TO BE TAKEN	DONE
START-UP	Create year-end reference file	<input type="checkbox"/>
	Determine which forms will be required (T4, T4A, RL-1, NR4)	<input type="checkbox"/>
	Download guides and forms from CRA	<input type="checkbox"/>
	Download guides and forms from RQ	<input type="checkbox"/>
	Hold year-end meeting with stakeholders (IT, HR, Finance)	<input type="checkbox"/>
BALANCE & RECONCILE	Balance payroll tax account remittances to payroll register	<input type="checkbox"/>
	Reconcile payroll bank account for outstanding entries to payroll <ul style="list-style-type: none"> • manual cheques • void/cancelled cheques • investigate any staledated cheques 	<input type="checkbox"/>
	Update any manual or cancelled cheques to payroll	<input type="checkbox"/>
	Conduct self-PIER audit of CPP/QPP, EI and QPIP deductions	<input type="checkbox"/>
	Remit outstanding CPP/QPP, EI and QPIP with or before final remittance for tax year	<input type="checkbox"/>
	Run test T4/RL-1 slip and summary report	<input type="checkbox"/>
	Balance T4/RL-1 report to payroll register - validate earnings and deductions are reporting in correct boxes	<input type="checkbox"/>
	Ensure accurate social insurance numbers are reported	<input type="checkbox"/>
	Update WCB/CNESST awards reimbursed to employer	<input type="checkbox"/>
TAXABLE BENEFITS	Taxable benefits reported each pay when received or as enjoyed	<input type="checkbox"/>
	Process taxable benefit adjustments e.g. company car benefits	<input type="checkbox"/>
	Validate benefits are reported in all required boxes on tax slips	<input type="checkbox"/>
PENSION ADJUSTMENT	Validate pensionable earnings per company plan document	<input type="checkbox"/>
	Calculate pension adjustment	<input type="checkbox"/>
	RPP registration number reporting in Box 50 for all plan members	<input type="checkbox"/>
	Reporting of taxable refunds if necessary	<input type="checkbox"/>
FILING PROCEDURES	Choose filing method (paper, on-line, XML)	<input type="checkbox"/>
	Choose method of delivery to employees (electronic or paper)	<input type="checkbox"/>
	Make note of filing deadlines and penalties for non-compliance	<input type="checkbox"/>
	Establish policies & procedures for amending or cancelling slips	<input type="checkbox"/>
	File slips and summaries with CRA	<input type="checkbox"/>
	File slips and summaries with RQ	<input type="checkbox"/>

THIS CHECKLIST IS ALSO AVAILABLE FOR MEMBERS
TO DOWNLOAD ON OUR WEBSITE AT PAYROLL.CA/RESOURCES

ITEM	ACTION TO BE TAKEN	DONE
JURISDICTIONAL REPORTING	Employer health tax returns	<input type="checkbox"/>
	Workers compensation annual reconciliation/return	<input type="checkbox"/>
	Northwest Territories / Nunavut Payroll Tax return	<input type="checkbox"/>
	RQ annual summary: <ul style="list-style-type: none"> • Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) • Workforce Skills Development and Recognition Fund (WSDRF) • Complete Formulaire Declaration des activités de formation (Quebec employers who pay WSDRF are required to complete) 	<input type="checkbox"/>
YEAR-END ACCOUNTING	Year-end accruals	<input type="checkbox"/>
	Reconcile all payroll related GL accounts	<input type="checkbox"/>
	Validate earnings and deductions are charged to correct GL cost center account	<input type="checkbox"/>
SET-UP FOR NEW PAYROLL YEAR	Review payroll calendar for payroll processing/pay day conflicts (statutory holidays etc.)	<input type="checkbox"/>
	Weekly or bi-weekly pay frequency watch for 53/27 pay year <ul style="list-style-type: none"> • How will CPP/QPP exemption be handled? • Are any taxable benefits or deductions affected? 	<input type="checkbox"/>
	Distribute new payroll cut-off schedule to HR, timekeepers, managers & supervisors and union if necessary	<input type="checkbox"/>
	Carry forward balances <ul style="list-style-type: none"> • vacation accruals • banked overtime • unused sick days (if carry-forward allowed) • outstanding loans payable • garnishment balances 	<input type="checkbox"/>
	Update TD1 basic annual exemption	<input type="checkbox"/>
	Remind employees to file new TD1 for additional tax credits	<input type="checkbox"/>
	Remind commission employees to file new TD1X/TP-1015.R.13.1-V	<input type="checkbox"/>
	Communicate new year CPP/QPP, EI and QPIP statutory deductions rates and maximums	<input type="checkbox"/>

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