



2019

YEAR-END/NEW YEAR Checklist

ITEM	ACTION TO BE TAKEN	DONE
START-UP	Create a year-end reference file	<input type="checkbox"/>
	Determine which forms will be required (T4, T4A, RL-1, NR4)	<input type="checkbox"/>
	Download guides and forms from CRA	<input type="checkbox"/>
	Download guides and forms from RQ	<input type="checkbox"/>
	Hold a year-end meeting with stakeholders (IT, HR, Finance)	<input type="checkbox"/>
BALANCE & RECONCILE	Review payroll set-up to make sure earnings, taxable benefits and deductions have been programmed accurately	<input type="checkbox"/>
	Update any manual or cancelled cheques to payroll	<input type="checkbox"/>
	Reconcile payroll bank account for uncashed or stale-dated cheques that need to be replaced or cancelled.	<input type="checkbox"/>
	Balance payroll tax account remittances to the payroll register	<input type="checkbox"/>
	Run test T4/RL-1 slip and summary report validate earnings and deductions are reporting in correct boxes and balance to the payroll register	<input type="checkbox"/>
	Conduct self-PIER audit of C/QPP, EI, and QPIP statutory deductions	<input type="checkbox"/>
	Remit outstanding C/QPP, EI and QPIP statutory deductions with or before final remittance for tax year	<input type="checkbox"/>
	Ensure accurate social insurance numbers are reported	<input type="checkbox"/>
TAXABLE BENEFITS	Update WCB/CNESST awards reimbursed to the employer	<input type="checkbox"/>
	Taxable benefits reported each pay period when received or as enjoyed	<input type="checkbox"/>
	Process taxable benefit adjustments e.g. company car benefits	<input type="checkbox"/>
PENSION ADJUSTMENT	Validate benefits are reported in all required boxes on tax slips	<input type="checkbox"/>
	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"/>

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