

**CERIDIAN**

# **2019 Year-End Customer Guide**

**Powerpay**

# 2019 Powerpay year-end customer guide

Welcome to the 2019 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 **October 1, 2019**. As new information becomes available, it is distributed via the following media:

- Info Centre available upon log-in to Powerpay
- Ceridian's web site, at [www.ceridian.com/ca](http://www.ceridian.com/ca) → **Support** → **Employer Support**
- To receive Ceridian's electronic newsletter, submit your e-mail address at <https://info.ceridian.com/newsletter>
- Please visit <https://www.ceridian.com/ca/resources> or <https://www.ceridian.com/ca/blog> for more information

To request your tax forms between January 2, 2020, and February 21, 2020, call our Interactive Voice Response (IVR) Service at 1-800-667-7867. 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.

The information 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.

# Table of contents

|   |    |
|---|----|
| 2019 Powerpay year-end customer guide .....                     | 2  |
| Ceridian bulletin board.....                                    | 6  |
| New for 2019.....   | 6  |
| Federal .....   | 6  |
| Federal/Revenu Quebec: new additional 2019 remittance.....      | 6  |
| Federal/Revenu Quebec: new salary overpayment policies.....     | 6  |
| Federally regulated employers, labour standards amendments..... | 7  |
| Provincial employment standards amendments .....                | 7  |
| Payroll/Health-related tax changes .....                        | 7  |
| Mid-year change .....   | 8  |
| New for 2020.....   | 8  |
| Federal .....   | 8  |
| Federal/Revenu Quebec: tax form filing .....                    | 8  |
| Provincial tax.....   | 8  |
| Payroll/Health-related tax change.....                          | 8  |
| Provincial personal tax credits .....                           | 8  |
| Important topics to review .....                                | 9  |
| Resources for year-end information.....                         | 9  |
| Tax forms via Powerpay .....                                    | 9  |
| Online tax forms powered by epost™ .....                        | 10 |
| epost™ subscription (2019 tax forms) .....                      | 10 |
| epost™ tax form holding period and release .....                | 10 |
| epost™ registered employees .....                               | 11 |
| Online tax forms powered by Powerpay Self Service .....         | 12 |
| Powerpay Self Service (2019 tax forms).....                     | 12 |
| Powerpay Self Service tax form holding period and release ..... | 12 |
| Powerpay Self Service registered employees .....                | 13 |
| Self Serve tax form initiation .....                            | 13 |
| Dating of payrolls .....  | 14 |
| Checklist of 2019-2020 year-end activities .....                | 15 |
| November 2019 .....   | 15 |
| December 2019 and last pay of the year .....                    | 17 |
| First pay of the year: January – February 2020 .....            | 19 |
| March 2020 .....  | 21 |
| Important holiday, bank, and direct deposit dates .....         | 22 |
| Processing the first pay of the new year .....                  | 22 |

|  |           |
|--|-----------|
| Important dates for employers with direct deposits (EFTs) .....                                    | 22        |
| 2020 bank holidays .....   | 23        |
| <b>Year-End reports .....</b>  | <b>25</b> |
| Year-End balancing reports .....   | 25        |
| Required employee information .....  | 26        |
| Required employer information .....  | 26        |
| Calculating pension adjustments (PAs) .....  | 27        |
| <b>Processing your final pay of the year .....</b>   | <b>28</b> |
| Dating your final pay of the year .....  | 28        |
| Important dates and deadlines .....  | 28        |
| Missed tax form processing deadline .....  | 29        |
| Employees with multiple tax forms .....  | 29        |
| Prior to the first pay of 2020 .....   | 29        |
| After the first pay of 2020 .....  | 30        |
| What kind of adjustments can be made on year-end adjustment runs (Y-Run)? .....                    | 30        |
| What do I need to know about the year-end adjustment run (Y-Run)? .....                            | 30        |
| Coding the ‘Other Information’ area of the T4 .....  | 31        |
| Completing box 29 of the T4—employment codes .....   | 34        |
| <b>Requesting tax forms .....</b>  | <b>36</b> |
| Requesting tax forms with last pay of 2019 .....   | 36        |
| Requesting tax forms in 2020 with IVR – interactive voice response .....                           | 36        |
| <b>Submission of tax forms .....</b>   | <b>38</b> |
| T4/RL filing deadline for 2019 .....   | 38        |
| Electronic filing .....  | 38        |
| Making amendments after tax forms have been filed (after February 21, 2020) .....                  | 39        |
| Tax form cancellations .....   | 39        |
| Issuing an Amended T4/T4A .....  | 40        |
| Issuing an amended RL-1/RL-2 .....   | 41        |
| Filing NR4 tax forms .....   | 42        |
| Reprinting tax forms .....   | 42        |
| <b>Provincial health care levies &amp; WCB .....</b>   | <b>43</b> |
| Quebec health services fund (QHSF) .....   | 43        |
| Updating your gross worldwide wages for 2020 QHSF calculations .....                               | 45        |
| Quebec CNESST (Commission des normes, de l'équité, de la santé et de la sécurité du travail) ..... | 45        |

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|   |           |
|---|-----------|
| Newfoundland and Labrador health and post-secondary education tax (HAPSET)..... | 46        |
| Ontario employer health tax (EHT) .....   | 46        |
| Ontario EHT annual exemption.....   | 47        |
| EHT annual year-end return - annual remitters .....                             | 47        |
| EHT annual year-end return - monthly eemitters.....                             | 47        |
| Balancing EHT payments - an example.....  | 48        |
| Manitoba health and post-secondary education tax.....                           | 49        |
| British Columbia employer health tax.....                                       | 50        |
| Northwest Territories/Nunavut payroll tax .....                                 | 51        |
| WCB reports .....   | 51        |
| Workers' compensation maximum assessable earnings for 2019 .....                | 51        |
| <b>Troubleshooting.....</b>   | <b>53</b> |
| <b>APPENDIX A .....</b>   | <b>55</b> |
| Canada Post province and territory symbols.....                                 | 55        |
| <b>APPENDIX B .....</b>   | <b>56</b> |
| Province codes .....  | 56        |
| <b>APPENDIX C.....</b>  | <b>57</b> |
| Tax form sort options .....   | 57        |

## Ceridian bulletin board

The bulletin board is the section of the year-end guide where Ceridian introduces new enhancements and provides you with suggested topics for review, resource information, and an introduction to some of the tools Ceridian offers to enhance your year-end processing.

### New for 2019

#### Federal

- 2019 T4 tax form:
  - Code 68 eliminated (Indian (exempt income) - Eligible retiring allowances), amounts to be reported to Code 69.
  - Code 70 eliminated (Municipal officer's expense allowance)
- CPP Equalization: A new reconciliation calculation was introduced to discount QPP contributions for employees who transfer out of Quebec.
- EI Parental Sharing Benefit: Available for births after March 17, 2019, when parental benefits are shared between two claimants 5-8 additional weeks of paid leave are available (depending on whether the standard or extended benefits have been selected).

#### Federal/Revenu Quebec: new additional 2019 remittance

- CRA posted material confirming the Payment on Filing program with no penalties or interest for eligible employers: <https://www.canada.ca/en/revenue-agency/campaigns/payment-on-filing.html>
- RQ posted its Relief position with no penalties for weekly or twice-monthly remitters. Interest will be payable: <https://www.revenuquebec.ca/en/press-room/tax-news/details/163300/2019-08-26/>

#### Federal/Revenu Quebec: new salary overpayment policies

- CRA posted guidance on clerical errors in a previous year to permit the repayment of net (plus CPP) rather than the gross amount: <https://www.canada.ca/en/revenue->

[agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/budget2019.html](https://www.revenuquebec.ca/en/press-room/tax-news/details/162480/2019-02-27/)

- RQ posted guidance on mistakes in a previous year to permit the repayment of net rather than the gross amount: <https://www.revenuquebec.ca/en/press-room/tax-news/details/162480/2019-02-27/>

## Federally regulated employers, labour standards amendments

- Canada Labour Code changes became effective in September. Included in the changes are new requirements around scheduling, rest periods, medical leave, jury duty leave, vacation pay, holiday pay, group termination notice, and record retention.

## Provincial employment standards amendments

- Alberta, Ontario, British Columbia, Saskatchewan, Prince Edward Island, Northwest Territories and Yukon have had legislative changes impacting minimum standards for employees working in their provinces. Some changes have extended unpaid leaves to better align with the federal Employment Insurance benefits program and others have introduced new leave categories or modified the rules for minimum working age, holiday pay or overtime.
- It is recommended that employers with questions validate current requirements from the relevant provincial employment standards sites.

## Payroll/Health-related tax changes

- **British Columbia:**
  - Medical Services Plan (MSP) premiums eliminated as of January 1, 2020.
  - New Employer Health Tax implemented – BC Remuneration includes T4/T4A taxable income. Quarterly remittances are to be paid online using eTaxBC or through a financial institution in June, September and December 2019.
- **Newfoundland:** The threshold for Health and Post-Secondary Education Tax increased by \$100,000, from \$1.2 million to \$1.3 million.
- **Ontario:** Employer Health Tax exemption increased from \$450,000 to \$490,000. Every 5 years there is an adjustment for inflation.
- **Quebec:** The upper total payroll threshold for the Health Services Fund (beyond which the rate is 4.26%) increased from \$5.5M to \$6.0M.

## Mid-year change

- **Manitoba:** In July, retail sales tax fell to 7% from 8%. RST applies to certain insurance group contracts covering Manitoba residents (life, AD&D, disability and critical illness).

## New for 2020

### Federal

- **Stock option deduction cap of \$200,000:** Announced as part of the federal budget, the amendments associated with the cap passed in June. Under new rules, in 2020, employee stock options to acquire "non-qualified securities" (those that exceed the \$200,000 annual vesting limit) will not be eligible for the 50% deduction. The cap does not apply to CCPCs. Although additional exceptions are expected, they have not yet been fully defined.
- **EI Small Business Premium Rebate:** Employers with EI premiums of less than \$20,000 per year are expected to be eligible for a rebate in 2020.

### Federal/Revenu Quebec: tax form filing

- Tax form filing deadlines in a leap year, when it falls on a Saturday:
  - CRA – Monday, March 2, 2020
  - Revenu Quebec – Saturday, February 29, 2020

### Provincial tax

- **Newfoundland's** Temporary Deficit Reduction Levy, introduced in July 2016, will be removed from the provincial tax calculation starting in 2020.

### Payroll/Health-related tax change

- **Quebec's** Health Services Fund rate for employers outside the primary and manufacturing sector will be 1.65% (rather than 1.70%) for employers with Worldwide Wages of less than \$1M. The HSF rate where Worldwide Wages exceeds \$1 million is to be similarly reduced (up to the threshold).

### Provincial personal tax credits

- **Prince Edward Island** does not update provincial personal tax credits annually based on indexation. It will, however, be increasing basic and spousal tax credit amounts from \$9,160 to \$10,000.

- **Nunavut** increased its basic and spousal tax credit amounts beyond indexation, from \$13,618 to \$16,000 in late 2019. Based on the timing of that change, employees can expect a positive adjustment when they file their 2019 personal income tax return in 2020.
- **New Brunswick** confirmed that its provincial tuition tax credit will be reinstated in 2020 (and available to be claimed for 2017 and 2018).

## Important topics to review

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

- *epost™ tax form holding period and release*, page 10
- *Powerpay Self Service tax form holding period and release*, page 12
- *Year-End reports*, page 25
- *Important dates and deadlines*, page 28
- *Reprinting tax forms*, page 42
- *Electronic filing*, page 38

## 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) Employers' Guide - Payroll Deductions and Remittances ([T4001](#)).
- For Revenu Quebec information, see their Guide for Employers: Source Deductions and Contributions (<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/tp-1015.g-v/>)
- Access the sites above and other employer guides from federal, provincial, and territorial governments websites.

## Tax forms via Powerpay

Tax forms via Powerpay are a single file of employer copies of tax forms (e.g. T4s) that can be easily accessed in PDF format. This provides an electronic backup for your paper records. This backup can also be used to generate replacement forms for employees who lose their original form.

A copy of your 2019 tax forms will be available in Powerpay on the **Reports Tab** → **Year-End Reports**. You can search the information as required. All the information is fully secure so that it cannot be modified. Use it to:

- Re-print individual forms on demand (ensure the Business Number is blacked out), refer to *Reprinting tax forms*, page 42.
- Easily archive employee tax forms in keeping with legislation
- Respond to employee queries without referring to archived paper copies.

## 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 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
- E-mail Notification. If your employees choose the option, epost™ will send an e-mail to notify them of new mail.
- Online storage of important documents for seven years

**Note:** 2019 Online tax forms via epost™ are delivered in PDF format, and are available from **December 2, 2019 – March 31, 2020**. Tax forms processed outside of this time frame will produce paper forms.

## epost™ subscription (2019 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.

## epost™ 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 **3 calendar days** before being released to epost™ for delivery (pay statements are available on cheque date). The purpose of the 3 day holding period is:

1. To allow for 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 3 day holding period the original tax forms will be **overwritten** with the new tax forms
  - If the 3 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 3 day waiting period, releasing tax forms to epost™ for delivery, or
- Defer the release to epost™ beyond the default 3 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 Canada Revenue Agency's (CRA's) deadline of **March 02, 2020** and Revenu Quebec's (RQ's) deadline of **February 29, 2020**, all pending employee tax forms will be released to epost™ for delivery on **February 21, 2020**.

Contact your Service Delivery Team for further information.

## epost™ registered employees

The year-end balancing report identifies if an employee will receive online tax forms. On the Employee Totals report, an 'E' displays between the province code and employee status.

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

## Online tax forms powered by Powerpay Self Service

Powerpay Self Service is a tool that allows employees to view their Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms.

**Note:** Electronic forms are available from **December 2, 2019 – March 31, 2020**. Tax forms processed outside of this time frame will produce paper forms. Tax forms are printed and delivered to the employer for distribution if the employee has not chosen Electronic Tax Forms or housed under the Reports Tab in Powerpay if you have paperless set up.

### Powerpay Self Service (2019 tax forms)

Employer registration **must occur prior to** the final payroll processing of the year. Please allow yourself additional time to complete the Ceridian agreement, for Ceridian to enter the required system option, and for your employees to choose Electronic Tax Forms.

Employers can change employees to Tax Forms through Powerpay Self Service by going to Company – Self Service - Field Selections and changing Year-End Form Delivery to View. Then they would go to User Maintenance, to Simulate, to Profile & Settings and to the Work Information section where they would change the tax form delivery to Electronic Only.

### Powerpay Self Service 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 **3 calendar days** before being released to Powerpay Self Service for delivery (pay statements are available on cheque date). The purpose of the 3 day holding period is:

1. To allow for 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 3 day holding period the original tax forms will be **overwritten** with the new tax forms

- If the 3 day holding period has expired, subscribed employees will receive **2 copies** of their tax form(s) in their Powerpay Self Service 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 3 day waiting period, releasing tax forms to Powerpay Self Service for delivery, or
- Defer the release to Powerpay Self Service beyond the default 3 day holding period until further notice. You are required to contact Ceridian a second time when you are ready to have forms released to Powerpay Self Service.

## Imposed release

Irrespective of the holding period, in order to ensure all employees receive their tax forms prior to Canada Revenue Agency's (CRA's) deadline of **March 02, 2020**, and Revenu Quebec's (RQ's) deadline of **February 29, 2020**, all pending employee tax forms will be released to Powerpay Self Service for delivery on **February 21, 2020**.

Contact your Service Delivery Team for further information.

## Powerpay Self Service registered employees

The year-end balancing report identifies if an employee will receive online tax forms. On the Employee Totals report, an 'S' displays between the province code and employee status.

## Self Serve tax form initiation

Tax forms can be requested within the Powerpay application when initiating the final pay of 2019.

If tax forms are not initiated with the final pay of the year, initial tax form requests must be made by you, via Ceridian's self-serve IVR (Interactive Voice Response) Service. Please contact your Service Delivery Team for tax form re-runs.

Using IVR provides fast, convenient self-service and **bypasses 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, please refer to the Year-End tab in the Powerpay application.

## Dating of payrolls

Legislation requires that amounts (e.g. earnings, statutory deductions, etc.) belong to the year in which they are paid. This is determined by the **payment date**. For example, if a pay period ends on December 31, 2019, and is paid on January 3, 2020, this is considered earnings for 2020 and, therefore, to be included on the 2020 tax form.

View your calendar in Powerpay by navigating to **Company → Calendar → View Calendar** to verify that the payment date for your first pay in 2020 is correct.

# Checklist of 2019-2020 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 2019

| ☑ Action  | Deadline  |
|---|---|
| <p><input type="checkbox"/> 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-hand corner of each report.</p> <p>If you require new earning or deduction codes or adjustments to a current code, please contact your Service Delivery Team prior to your final payroll run of the year. Charges may apply.</p> <p>For each of the following items, verify that they are correct by checking the relevant reports, see Year-End reports, page 25.</p> <p><input type="checkbox"/> For each employee (including those on terminated status), verify:</p> <ul style="list-style-type: none"> <li>• Name and address</li> <li>• Social Insurance Number</li> <li>• CPP/QPP, EI and QPIP (Quebec Parental Insurance Plan) deficiencies</li> <li>• Province(s) of employment for 2019.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Any employee in a terminated status on your last pay of the year will be removed from your payroll.</p> </div> <p><input type="checkbox"/> Review Earnings and Deduction/Benefit Matrix to ensure all codes are accurate and are directed to the appropriate box on the T4/RL-1.</p> | <p>At least 5 business days prior to your final input with a 2019 cheque date</p> |

- Verify Business Number(s) and/or Quebec Remittance Account Number(s)
  - Verify EI/QPIP reduced rates, with associated Business Numbers (BNs), for 2019
  - If your payroll includes employees in any of the following provinces, verify:
    - Manitoba Health and Post Secondary 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
    - CNESST employer number and rate, Revenu Quebec Identification No.
  - If applicable verify:
    - Deferred Profit Sharing Plan Number(s)
    - Registered Pension Plan Number(s)
  - If you have adjustments to make, proceed to the **Year-End tab → Year-End Adjustment Process → Prior to the First Pay of the New Year** window for further instructions.

**\*\*If entering all year-end adjustments prior to or with your final pay of 2019, you should request to have your tax forms produced with the last pay of the year.** Your package is delivered to you within five business days via your regular delivery method.
  - If you have 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 Ceridian calculates your provincial health care levy, as this information is required in writing, forward to your Service Delivery Team.

BC EHT is a new payroll tax for 2019. Ceridian does not calculate or remit BC EHT on behalf of employers.
-

## December 2019 and last pay of the year

| ☑ Action  | Deadline   |
|---|--|
| <div data-bbox="240 577 297 724" data-label="Image"> </div> <p data-bbox="365 436 1258 577">☐ Verify the remittance amounts made by Ceridian, on your behalf, during the year by comparing them with the reports from the appropriate government agency (For example: PD7A for Federal and TPZ-1015.R. 14.#-V for Quebec).</p> <div data-bbox="423 611 1279 852" style="border: 1px solid black; padding: 5px;"> <p data-bbox="423 611 1279 716"><b>Note:</b> Anything not included in your regular payroll processing in 2019 requires you to make the remittance payment to CRA/Revenu Quebec directly.</p> <p data-bbox="423 747 1279 852">Starting with the 2019 tax year, CRA and RQ are permitting eligible employers to make an additional adjustment remittance. See <i>New for 2019</i>, page 6 for more information.</p> </div> |  |
| <p data-bbox="365 919 1226 1024">☐ Notify Ceridian, in writing, of any changes to your company's EI/QPIP rates, Receiver General remittance frequency, and/or WCB assessment rate effective for 2020 if applicable.</p> <p data-bbox="423 1041 1226 1104">Advise Ceridian of any changes to your CNESST assessment rate effective for 2020 if applicable (Quebec employers only).</p>   | <p data-bbox="1300 919 1468 1155">At least 5 business days prior to processing your first payroll of 2020</p>  |
| <p data-bbox="365 1188 1198 1251">☐ <b>If you have employees in Nova Scotia</b>, forward your 2020 WCB rates to Ceridian.</p>   | <p data-bbox="1300 1188 1468 1423">At least 5 business days prior to processing your first payroll of 2020</p> |
| <p data-bbox="365 1461 1209 1596">☐ <b>If pension adjustments (PAs) are being calculated by an actuary</b>, ensure that they have been provided and verified to reports prior to processing your tax forms. See <i>Calculating pension adjustments (PAs)</i>, page 27.</p>  |  |
| <p data-bbox="365 1629 1258 1764">☐ <b>If you have a company pension plan</b> and your payroll has been 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.</p>  |  |

| ☑ Action   | Deadline                 |
|--|--------------------------|
| <input type="checkbox"/> Ensure that tax exemption status codes and claim amounts for employees that have other than the basic exemptions are updated with your first payroll of the new year.   |                          |
| <input type="checkbox"/> Employees in terminated status will be removed from Powerpay when you open your first pay dated in 2020. If you would like them to remain in Powerpay, change their status to On Leave on or before your last pay dated in 2019.  |                          |
| <input type="checkbox"/> Review those deductions that may have used reducing targets during the year to determine if changes to the target amount are required. All changes should be entered as part of the first payroll in 2020, on the <b>Deductions and Contributions</b> window.   | First pay period in 2020 |
| <input type="checkbox"/> Review any 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 as they are re-set to zero on the first pay of the new year. If the amount applies to multiple years, the figure needs to be re-entered on the first pay of the new year. Contact your Service Delivery Team for assistance if you require a special report to review these figures. (service fees may apply) |                          |
| <input type="checkbox"/> Ensure that any exemption amounts for any commissioned employees are re-entered on the first pay of the new year if these employees have completed a TD1X form.<br><br>All commissioned employees should complete a TD1X form for 2020 prior to the first pay of the new year.  |                          |
| <input type="checkbox"/> Powerpay prompts you to confirm your selection to produce tax forms with your final payment date of the year. Your previous choice is indicated as the default.   |                          |
| <input type="checkbox"/> You should receive, with your final pay of the year, a set of year-end balancing reports. <b>If you do not receive these reports, contact your Service Delivery Team immediately.</b>   |                          |
| <div style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> All employees in a terminated status on the last pay of the year will be removed from your payroll after the first pay of the year has been processed. If any employees will be returning next year, please move them to a Leave status.</p> </div>   |                          |

## First pay of the year: January – February 2020



| ☑ | Action  | Deadline                        |
|---|---|---------------------------------|
| ☐ | <p>Review the Powerpay Info Centre and Year-End tab for communication of Ceridian's important dates and deadlines detailing when adjustments must be received and tax forms must be processed. See <i>Missed tax form processing deadline</i>, page 29 for more information. <b>If you are unable to meet any deadline, contact your Service Delivery Team</b> for advice on how to proceed.</p>  |                                 |
| ☐ | <p><b>If you submitted adjustments to be processed for your tax forms after your last pay of 2019</b>, you are responsible for remitting any statutory deductions created by the adjustments to the appropriate agencies by the specified deadline imposed by those agencies.</p> <p>Starting with the 2019 tax year, CRA and RQ are permitting eligible employers to make an additional adjustment remittance. See <i>New for 2019</i>, page 6 for more information.</p> |                                 |
| ☐ | <p>Employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or labour-sponsored tax credits automatically have these amounts re-set to zero with the first payroll of the new year. Enter new amounts for 2020 as part of your first payroll of the new year on the <b>Statutory Deductions</b> window.</p>  | <p>First pay period in 2020</p> |
| ☐ | <p>For commissioned employees, enter amounts for estimated annual earnings/expenses for 2020 on the first pay of the new year, on the <b>Statutory Deductions</b> window.</p>   | <p>First pay period in 2020</p> |

| ☑ Action   | Deadline                              |
|--|---------------------------------------|
| <input type="checkbox"/> <b>If you have employees in Quebec</b> , when submitting the first pay period in 2020, you are prompted to enter your company's Worldwide gross payroll amount (including taxable benefits) for 2019, in order to accurately calculate the Health Services Fund in the new year.  | First pay period in 2020              |
| <input type="checkbox"/> On the first pay of the year you should <b>not</b> use the following Employee Status Change option:<br><br>Terminated; Do not produce; Do not process.<br><br>If this scenario is required, please wait until the second pay of the year to enter. You can manually override the employee's pay under <b>Payroll → Regular Payments</b> . |                                       |
| <input type="checkbox"/> If you have adjustments, review the information provided on the <b>Year-End tab → Year-End Adjustment Process → After the First Pay of the New Year</b> .   | After your first pay dated in January |
| <input type="checkbox"/> If you have reviewed your Year-End Balancing Reports and are ready to request your tax forms, call our Interactive Voice Response service (IVR) at 1-800-667-7867 or see <i>Requesting tax forms in 2020 with IVR</i> , page 36. The deadline to request your tax forms is <b>February 21</b> .   | February 21                           |
| <input type="checkbox"/> After verifying that your tax forms are correct, distribute them to your employees.   | RQ<br>February 29                     |
| <b>Note:</b> Failure to distribute tax forms to employees before this deadline can result in penalties (fines) being levied by CRA/Revenu Quebec.  | CRA<br>March 02                       |
| <input type="checkbox"/> <b>If you have employees in Quebec</b> , you are responsible for submitting the RL Summary to Revenu Quebec, see <i>Submission of tax forms</i> , page 38.  | February 29                           |
| <input type="checkbox"/> <b>If you have employees in Quebec</b> , you are responsible for filing your CNT levy and WSDRF return with Revenu Quebec. Please refer to the RL-1 Summary (RLZ-1.S-V).  | February 29                           |

| <input checked="" type="checkbox"/> Action   | Deadline                                       |
|--|--|
| <input type="checkbox"/> <b>If you have employees working in provinces other than Quebec or Nova Scotia</b> , you are responsible for remitting your WCB premiums (if applicable) for 2019. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing and your annual return filing obligations. | Please check with your WCB board for deadlines |

## March 2020

| <input checked="" type="checkbox"/> Action   | Deadline                         |
|--|----------------------------------|
| <input type="checkbox"/> <b>If you have employees in Ontario</b> , you are responsible for filing an annual Ontario EHT Return, to reconcile the annual tax due against the instalments made in 2019. This is the <b>employer's responsibility</b> , even if Ceridian remits your EHT premiums on your behalf. See <i>Ontario employer health tax (EHT)</i> , page 46. | March 15<br>(actual is March 16) |
| <input type="checkbox"/> <b>If you have employees in Quebec</b> , you are responsible for completing and filing your annual Quebec CNESST report to reconcile the annual CSST premiums due against the instalments made in 2019.   | March 13                         |
| <input type="checkbox"/> <b>If you have employees in British Columbia</b> , you are responsible for completing and filing your BC EHT annual return and final quarterly payment for 2019   | March 31                         |
| <input type="checkbox"/> <b>If you have employees in Ontario</b> , you are responsible for filing your Ontario WSIB reports and remittances (if applicable) for 2019. The WSIB should communicate to you the rates at which to calculate your premiums owing.  | March 31                         |
| <input type="checkbox"/> <b>If you have employees in Manitoba</b> and the Manitoba gross earnings for 2019 are \$1,250,000 or greater, you are required to file an annual report that includes a copy of your information summaries (i.e. T4, T4A) requested from CRA. See <i>Manitoba health and post-secondary education tax</i> , page 49.                          | March 31                         |
| <input type="checkbox"/> <b>If you have employees in Newfoundland and Labrador</b> , and your Newfoundland remuneration is greater than the 1.3M threshold, you are responsible for submitting an Annual Declaration Return form to the Department of Finance. See <i>Newfoundland and Labrador health and post-secondary education tax (HAPSET)</i> , page 46.        | 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

Although the practice is uncommon, prior to December 12, 2019, you may wish to process your first pay of 2020. Until the CRA/RQ tax tables for the new year are in place, Powerpay displays a message that prevents you from submitting your first pay of 2020. This ensures that the correct tax tables are in place for processing your payroll run and prevents errors caused by using the previous year's tax tables.

Should you receive this error message while attempting to submit your payroll run, contact your Service Delivery Team for more information on the date the new tax tables will be available.

## Important dates for employers with direct deposits (EFTs)

Powerpay calendars account for bank, statutory and provincial holidays; however, it is good practice to review your '**Submit for Processing By**' dates on your calendar (**Company → Calendar → View Calendar**).

If changes are required, making them now ensures that your December and January payrolls are processed early enough to guarantee that direct deposits are made on time. The following input schedule is recommended for releasing EFT payments so that all employees receive payment on the due date.

| EFT Payment Date     | Input to Ceridian      |
|----------------------|------------------------|
| Friday, December 20  | Tuesday, December 17   |
| Monday, December 23  | Wednesday, December 18 |
| Tuesday, December 24 | Thursday, December 19  |
| Friday, December 27  | Friday, December 20    |
| Monday, December 30  | Monday, December 23    |
| Tuesday, December 31 | Tuesday, December 24   |
| Thursday, January 2  | Friday, December 27    |
| Friday, January 3    | Monday, December 30    |

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 Wednesday, December 25, 2019, Thursday, December 26, 2019, or Wednesday, January 1, 2020. Please process your payments accordingly.

## 2020 bank holidays

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.

| 2020 Date            | Holiday  | Bank Holiday                                |
|----------------------|--|---|
| Wednesday, January 1 | New Year's Day   | Bank  |
| Thursday, January 2  | Day After New Year's Day (QC)  | Bank and Clothing Industry for Quebec Only  |
| Monday, February 17  | Family Day (AB, BC, ON, SK, NB)<br>Islander Day (PE)<br>Louis Riel Day (MB)<br>Nova Scotia Heritage Day (NS) | Bank for multiple provinces<br>(Trust Open) |

| 2020 Date              | Holiday   | Bank Holiday                     |
|------------------------|---|----------------------------------|
| Friday, February 21    | Yukon Heritage Day (YT)   | Bank for YT Only                 |
| Friday, April 10       | Good Friday   | Bank                             |
| Monday, May 18         | National Patriots Day (QC)<br>Victoria Day  | Bank                             |
| Sunday, June 21        | National Aboriginal Day (NT, YK)  | Bank for NT and Yukon            |
| Wednesday, June 24     | St. Jean Baptiste (QC)  | Bank for Quebec Only             |
| Wednesday, July 1      | Canada Day  | Bank                             |
| Monday, August 3       | British Columbia Day (BC)<br>Saskatchewan Day (SK)<br>New Brunswick Day (NB)<br>1st Monday in Aug. (NU/NT)<br>Optional Civic Holiday (ON/PE)<br>Optional Heritage Day (AB)<br>Optional National Day (NS)<br>Optional Terry Fox Day (MB) | Bank for multiple provinces Only |
| Monday, August 17      | Discovery Day (YT)  | Bank for YT Only                 |
| Monday, September 7    | Labour Day  | Bank                             |
| Monday, October 12     | Thanksgiving Day  | Bank                             |
| Wednesday, November 11 | Remembrance Day   | Bank                             |
| Friday, December 25    | Christmas   | Bank                             |
| Saturday, December 26  | Boxing Day  | Bank                             |
| Friday, January 1/21   | New Years Day   | Bank                             |
| Saturday, January 2/21 | Day After New Years Day (QC)  | Provincial/Bank for Quebec Only  |

## Year-End reports

As 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, 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, also accessible under **Reports → Payroll Reports**, 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-hand corner.

## Year-End balancing reports

When you indicate that this is the last pay of the year, you receive the same set of reports as the Preliminary Year-End Reports, with the following differences:

- The Name, Address and S.I.N. Report is not included
- For British Columbia employers, the BC EHT (Employer Health Tax) Report is included
- For Ontario employers, the Ontario EHT (Employer Health Tax) Report is included
- Year-End Balancing Reports are available in **Reports → Payroll Reports → Additional Reports or Reports → Year-End Reports**.

**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.)

## Required employee information

The following information is required for each employee, including those in a terminated status:

- Current address, including province/territory and postal code, see *Canada Post province and territory symbols*, page 55.
- Social Insurance Number (S.I.N.)

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

Changes to these items can be made within Powerpay until the last payroll dated in 2019 is submitted for processing. Instructions for making changes to year-to-date values can be found on **Year-End tab → Year-End Adjustment Process → Prior to the First Pay of the New Year**. Other employee changes can be keyed on the **Employee Profile**.

After such time, if changes are required, proceed to **Year-End tab → Year-End Adjustment Process → After the First Pay of the New Year** for instructions.

## Required employer information

- Business Numbers (BNs) - Confirm these numbers are correct by comparing them to your CRA PD7A form (Statement of Account). PD7As are available online through CRA's **My Business Account**.

**Note:** If your BN(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 reduced rates, with associated BNs, for 2019
- Remittance Frequency Changes
- Manitoba Remittance Number for Health and Post Secondary 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
- 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.
- Total Worldwide Wages from 2019 for QHSF

## 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 2019 are:

- \$27,230 for Money Purchase plans
- \$13,615 for Deferred Profit Sharing plans
- \$26,630 for Defined Benefit plan [(\$3,025.56 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.

## Processing your final pay of the year

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:

- reversals and manuals must have been entered (adjustments that add or subtract from the employee's year-to-dates and adjusts remittances accordingly)
- taxable benefits that did not process through the payroll must have been entered
- all names, addresses and SIN numbers must be correct
- any CPP/QPP, EI and QPIP deficiencies must have been corrected

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 2019 year-to-dates, and not 2020, 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.

## Dating your final pay of the year

Legislation requires that earnings belong to the year in which they are paid. This is determined by the cheque date. For example, if a pay period ends on December 31, 2019 and is paid on January 3, 2020, this is considered earnings for 2020, and, therefore, to be included in the 2020 tax form.

## 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 critical dates and deadlines to keep in mind. Review the following information and keep it easily available throughout the tax season.

| Activity   | Deadline  |
|--|---|
| Y-Run adjustments<br><i>Additional service charges may apply. Y-Run adjustments can only be done <u>after the first pay of the new year has processed.</u></i> | February 14, 2020.<br>If Ceridian needs to process a year-end run on your behalf, ensure you provide Ceridian with notification of these adjustments and allow for a minimum of 7 business days for Ceridian to enter data. |
| Tax form initiation  | February 21, 2020   |

## Missed tax form processing deadline

Ceridian's tax form processing deadline is February 21, 2020. To avoid late filing penalties from CRA/RQ, it is recommended that you process your tax forms prior to Ceridian's deadline of February 21, 2020, and resolve any issues with amended tax forms closely thereafter.

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

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

## Employees with multiple tax forms

If you have employees who worked in different provinces or under different BNs during the year, who require adjustments, please contact your Service Delivery Team for assistance.

## Prior to the first pay of 2020

Adjustments to year-to-date values and/or employee profiles before or with the last pay of the year can be made directly in Powerpay via an E-Run or a regular run. For information, proceed to **Year-End → Year-End Adjustment Process → Prior to the First Pay of the New Year.**

## After the first pay of 2020

If you have not requested your tax forms with your last pay of 2019 due to outstanding adjustments, the Year-End Adjustment run (Y-Run) is now available via Powerpay for this purpose.

Provided you have processed your first pay of 2020, navigate to **Year-End → Year-End Adjustment Process → After the First Pay of the New Year** in Powerpay for full details. The attached documents tell you everything about how to get your adjustments done and request your tax forms.



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

Starting with the 2019 tax year, CRA and RQ are permitting eligible employers to make an additional adjustment remittance. See *New for 2019*, page 6 for more information.

## What kind of adjustments can be made on year-end adjustment runs (Y-Run)?

- Employee profile changes, such as name, address and S.I.N.
- Amendments to year-to-date values for employee earnings and deductions, as well as employer contributions.
- Other Information box updates

## What do I need to know about the year-end adjustment run (Y-Run)?

- All remittances relating to statutory and provincial payroll taxes and health care levies, resulting from adjustments, must be sent directly to the appropriate governing body. **Ceridian will not remit these amounts on your behalf.**
- Changes made to employee profiles only affect 2019 tax forms. If these changes also apply permanently, key them into Powerpay on your next run. For example, if your employee requests their tax forms be mailed to an alternate address but this address is only temporary, you need only enter this change on the Year-End Adjustment Run (and not into Powerpay for the current year).
- No payments to employees are generated.
- Year-End Adjustment run **fees apply.**
- Tax forms (T4s/RL-1s) are not produced when a Y-Run is processed. Once validated, tax forms can be requested by calling the IVR.

- Insurable earnings/hours history and vacation accruals will not automatically be updated in 2020.

Ceridian processes the adjustments provided, and sends new year-end reports (including the adjustments) using your usual delivery method.

**Note:** The Payroll Funds Summary and the Executive Summary identify the output as belonging to a Year-End Adjustment run.

The reports created from the Year-End Adjustment Run are also available online in Powerpay on the Reports tab (see **Reports → Year-End Reports**).

## 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 32 lists all the CRA codes which can be placed 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 (page titled Earnings and Deduction/Benefit Matrix). 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, they can be entered on a year-end Run (Y-Run). **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.

If you have Z codes to be added to your payroll, they must be processed on a year-end run (Y-Run). If you need to report these amounts, log into Powerpay and process a year-end run.

### Special Comments:

- Ceridian Z codes (i.e. Z31 Special Work Site) are processed only on Y-Runs. They cannot be processed throughout the year on regular pay runs.
- These 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).

The following table lists all the CRA codes, which can be placed 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    |
|--|----------|--------|--|------------------|
| 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 or motor vehicle | Code 34  | Box 14 | Enter amount as required                                     | Permanent        |
| Interest-free and low-interest loans                   | Code 36  | Box 14 | Enter amount as required                                     | Permanent        |
| Security options benefits                              | Code 38  | Box 14 | Enter amount as required                                     | Permanent        |
| Security options deduction - 110(1)(d)                 | Code 39  | None   | Enter 50% of the amount reported in Code 38 for these shares | Z39 or Permanent |
| 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              |

| Description  | CRA Code | T4 Box                                      | Action Required  | Ceridian Code |
|--|----------|---|--|---------------|
| Employment Commissions   | Code 42  | Box 14                                      | Enter amount as required   | Permanent     |
| Canadian Armed Forces personnel and police deduction                         | Code 43  | Box 14                                      | Enter amount as required   | Permanent     |
| Eligible retiring allowances   | Code 66  | None  | Enter amount as required   | Permanent     |
| Non-eligible retiring allowances   | Code 67  | None  | Enter amount as required   | Permanent     |
| Indian (exempt income) Non-eligible retiring allowances                      | Code 69  | None  | Enter amount as required   | Permanent     |
| Indian (exempt income) - Employment  | Code 71  | Various (dependant on TD1-IN determination) | Change employee Tax Status code  | ET = I        |
| Past service contributions for 1989 or earlier years while a contributor     | Code 74  | None  | Enter the amount from Box 20 that belongs to this period   | Z44           |
| Past service contributions for 1989 or earlier years while not a contributor | Code 75  | None  | Enter the amount from Box 20 that belongs to this period   | Z45           |
| 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 income   | Code 78  | None  | Enter amount as required   | Z48           |
| Fishers – Net partnership amount   | Code 79  | None  | Enter amount as required   | Z49           |

| Description  | CRA Code | T4 Box | Action Required  | Ceridian Code    |
|--|----------|--------|--|------------------|
| Fishers – Shareperson amount   | Code 80  | None   | Enter amount as required                               | Z50              |
| Placement or employment agency workers – Gross income                        | Code 81  | None   | Enter amount as required                               | Z34 or Permanent |
| Taxi drivers and drivers of other passenger-carrying vehicles – Gross income | Code 82  | None   | Enter amount as required                               | Z35 or Permanent |
| Barbers or hairdressers – Gross income                                       | Code 83  | None   | Enter amount as required                               | Z36 or Permanent |
| Employee-paid premiums for private health services plans                     | Code 85  | None   | Enter amount as required                               | Permanent        |
| Security options election  | Code 86  | None   | Enter the cash-out amount required                     | Z38              |
| Emergency services volunteer exempt amount                                   | Code 87  | None   | Enter the amount of the exempt payment (up to \$1,000) | Z32              |
| Indian (exempt income) – Self-employment                                     | Code 88  | None   | Enter the amount of the tax-exempt gross earnings      | SQ=S             |

## 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 Ceridian 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.

## Completing box 29 of the T4–employment codes

| Situation   | CRA Code for T4 Box 29 | Ceridian Coding Required |
|---|------------------------|--------------------------|
| Placement or employment agency workers                        | 11                     | T4E=11                   |
| Taxi drivers or drivers of other passenger-carrying vehicles  | 12                     | T4E=12                   |
| Barbers or hairdressers                                       | 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                   |
| Fishers – Self-employed                                       | 17                     | T4E=17                   |

## Requesting tax forms

### Requesting tax forms with last pay of 2019

If you have entered all required adjustments prior to or with your last pay of the year, or do not have adjustments, you should request your tax forms with your last payment date of 2019.

In Powerpay, after creating your final pay of the year, the system will automatically produce your tax forms unless you change the Intent page to **No**:

- All adjustments must be keyed into Powerpay.
- Reversals and manuals must have been entered.
- Taxable benefits that did not process through the payroll must have been entered.
- All names, addresses and S.I.N. numbers must be correct.
- CPP/QPP, EI and QPIP deficiencies must have been corrected.

### Requesting tax forms in 2020 with IVR – interactive voice response

If further corrections or adjustments are required before tax forms are produced, proceed to the **Year-End tab → Year-End Adjustment Process → After the First Pay of the New Year** for information and instructions on how to submit your adjustments.

After validating the year-end reports provided from your Y-Run, you are able to request your tax forms.

#### **Important Information on When to Access IVR:**

Tax form initiation is available via IVR from **January 2, 2020, to February 21, 2020.**

#### **To access the IVR service:**

1. Dial 1-800-667-7867.
2. Select your language of choice.
3. Select **Account Management**.

## Requesting tax forms in 2020 with IVR - interactive voice response

4. Identify yourself with your Branch, Payroll ID and PIN (this is the same access information used when calling in for payroll totals). If you do not have this information, please contact your Service Delivery Team.
5. Follow the voice prompts for **Tax Form Processing**.

If you require assistance or have not used the IVR service and require your access information, please contact your Service Delivery Team.



After you have made your request, you are able to call again to check on the **status** of your request.

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

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# 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 2019

CRA's deadline for filing returns and distributing forms for year-end 2019 is **March 02, 2020**. Revenu Quebec's is February 29, 2020. See *Important dates and deadlines*, page 28.

**Note:** All employee forms must be distributed by the above deadline.

2019 tax form adjustments are due no later than February 14, 2020. For information and instructions, proceed to the **Year-End tab** → **Year-End Adjustment Process** → **After the First Pay of the New Year** in Powerpay. For assistance, contact your Service Delivery Team.

**Requests to produce tax forms must be communicated no later than February 21, 2020.**

**Note:** These deadlines are in place to allow Ceridian time to process your request and allow clients time to review output prior to information being submitted to CRA and Revenu Quebec.

## Electronic filing

Ceridian will electronically file all customers' tax forms with the Canada Revenue Agency and Revenu Quebec. This will be the case, even if you have elected to manually submit your tax forms directly to government agencies in the past.

Ceridian will continue to produce employee and employer tax forms, but the 'Government' copies are no longer required and will not be included in your package.

**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.**

**CRA** Do not send a T4/T4A Summary to CRA.

**Revenu Quebec** **The government supplied RL-1 Summary (RLZ-1.S-V) must be completed by you and sent to the address shown on the form even though Ceridian has sent your RL-1 information electronically. Your failure to file the RL-1 Summary may result in penalties.** 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-1 Summary, Ceridian’s **Revenu Quebec transmitter number** (tax filing number) is **NP000006**. Please note that this number is for Ceridian customers filing purposes only, and should NOT be used or distributed to anyone other than Revenu Quebec.

**ACTION REQUIRED:** If you have employees in Quebec, submit the RL-1 Summary by **February 29, 2020**.

## Making amendments after tax forms have been filed (after February 21, 2020)

After your tax forms are processed, you may discover that additional changes are required. If errors are identified after T4s and RL-1s have been filed electronically, follow these procedures.

## Tax form cancellations

On occasion, individual tax forms are produced in error. Often, when this occurs, tax forms are re-run. It is important to advise you that if original forms have already been filed with CRA or Revenu Quebec, and you will NOT be filing amended forms to replace them, **it is your responsibility to initiate a cancellation request**. Your government agency website provides detailed instructions on how to complete this.

CRA: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/completing-filing-information-returns/t4-information-employers/t4-slip/amending-cancelling-adding-replacing-t4-slips.html>

RQ: <https://www.revenuquebec.ca/en/businesses/rl-slips-and-summaries/amending-or-cancelling-rl-slips-or-summaries/>

As an example, 2019 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/Revenu Quebec, 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/Revenu Quebec contacting you for clarification.

**Special Note for Province of Tax errors:** A tax form cancellation request must be initiated if the only error on the form is an incorrect province of tax. If you intend, for example, for an employee's SK form to **replace** their original MB form (rather than be **in addition** to the MB form) **cancel** the MB form. In these limited circumstances, an amendment of the original form is not possible. If you do not initiate a cancellation, the original data for that employee will remain on file with the agency and their total income will be overstated.

## Issuing an Amended T4/T4A

If your forms have been distributed to employees and you are not able to retrieve the affected forms and/or they have been filed with CRA (after the Ceridian deadline of February 21, 2020):

- Manually prepare the form(s) using the corrected information. Ensure they are completed in their entirety. (Forms can be located at <https://www.canada.ca/en/revenue-agency/services/forms-publications.html> )
- Clearly identify the new form(s) as **AMENDED**.
- Review the following electronic filing options made available to you by CRA:
  - Web Form (1 - 100 original or amended T4 slips)
  - Internet File Transfer

For a list of available return types, visit CRA's website at:

<https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview.html>

- **Do not submit an amended T4/T4A Summary.**
- Distribute the amended forms to the employees.

- Keep the amended employer copies on file for reference.

For further information, see the CRA's publication, Employers' Guide - Filing the T4 Slip and Summary (RC4120).

If you would like Ceridian to file your amended forms, call your Service Delivery Team for assistance.

**Note:** If you are moving all earnings from one province to another or from one business number to another, you will need to cancel the original tax form with CRA. CRA may assess a late filing penalty as the new form is being filed after the March 02 deadline.

## Issuing an amended RL-1/RL-2

If your forms have been distributed to employees and you are not able to retrieve the affected forms and/or they 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/sep/formulaires/>)
- Clearly identify the new form(s) as **AMENDED**.
- Indicate on the amended form(s) the number appearing on the upper right-hand corner of the original slip.
- **IMPORTANT:** If you have submitted your RL data electronically, you must 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 to Revenue Quebec, along with a letter explaining the reason for the amendments and how your original form(s) were filed (electronically). The address is shown in Revenu Quebec's Guide to Filing the RL-1 Slip - Employment and Other Income (RL-1.G-V).
- 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)**.

If you would like Ceridian to file your amended forms, please call your Service Delivery Team for assistance.

**Special Note for SIN errors:** If you need to amend an employee SIN on a Revenu Quebec tax form, you **must** submit a new original form and initiate a cancellation request for the form with the error.

## 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.

## Reprinting tax forms

If required, you can reprint an individual employee's tax form from the Tax form PDF File found in Powerpay, available on the **Reports tab** → **Year-End Reports**. Simply access the file, search for the employee and print.

If you have printed a copy for the purpose of distribution to an employee, ensure you:

- **Blank out your Company Business Number**
- Mark "Duplicate Copy"
- Sign and date the form.

# Provincial health care levies & WCB

If your payroll includes employees in any of the following provinces, you may be required to submit the form listed below.

| Province                        | Requirement   | Deadline                            |
|---------------------------------|---|-------------------------------------|
| Northwest Territories / Nunavut | Annual Payroll Tax Returns  | February 28, 2020                   |
| Quebec                          | Enter total amount of Worldwide Wages for 2019 when submitting first pay period of 2020 | With your first payroll of 2020     |
|                                 | Complete QHSF section of RL-1 Summary (RLZ-1.S-V)                                       | February 29, 2020                   |
| Ontario                         | Annual EHT return   | March 15 (actual is March 16, 2020) |
| British Columbia                | EHT Annual Return and final quarterly payment   | March 31, 2020                      |
| Manitoba                        | HE Levy Annual Report and T4 Summary (for Health & Post Secondary Education Tax)        | March 31, 2020                      |
| Newfoundland and Labrador       | Annual HAPSET Declaration Return  | March 31, 2020                      |

## Quebec health services fund (QHSF)

To calculate your Worldwide Wage amount to determine your QHSF rate, add the total salaries and wages paid in the year and the total salaries and wages paid by any associated employer (even if the associated employers carry out their activities outside of Quebec).

As a reminder, in 2019, the upper total payroll threshold for the QC HSF (beyond which the rate is 4.26%) increased from \$5.5M to \$6.0M.

The following rates apply to the Quebec Health Services Fund for 2019:

- If your total Worldwide Wages for 2019 are equal to or less than \$1 million, your rate will be 1.70%.
- If your total Worldwide Wages for 2019 are greater than \$1 million but less than \$6 million, your rate is based on the following formula:

$$W (\%) = 1.1880 + (0.5120\% \times S), \text{ where}$$

**W** represents the rate and **S** the quotient obtained by dividing your total Worldwide Wages for 2019 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 up to the nearest second decimal.

- If your total Worldwide Wages for 2019 are over \$6 million, your rate will be 4.26%.

If an employer is eligible for a reduced rate because they are in the primary or manufacturing sectors, the contribution rate is determined as follows:

- If total Worldwide Wages for 2019 are equal to or less than \$1 million, the rate is 1.25%.
- If total Worldwide Wages for 2019 are greater than \$1 million but less than \$6 million, the rate is based on the following formula:

$$W (\%) = 0.648 + (0.602\% \times S), \text{ where}$$

**W** represents the rate and **S** the quotient obtained by dividing the total payroll for 2019 by \$1,000,000.

- If your total Worldwide Wages for 2019 are over \$6 million, your rate is 4.26%.

**Note:** Your actual contribution rate is determined by using your TOTAL Worldwide Wages amount for 2019. The Health Services Fund contributions reconciliation at year-end may indicate that remuneration, subject to QHSF, is more than was originally estimated for the purpose of establishing the correct contribution rate. Employers are then expected to modify their QHSF rate, and make any required adjustments, before the last remittance of the year. Employers who have under-remitted should not delay addressing this until after they file the Summary of Source Deductions and Employer Contributions – RLZ-1.S-V since 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.

A Quebec Health Services Fund reduction is available for employers who create positions for, or hire, new employees in certain specialized fields. Employers who are eligible for this reduction must manually submit a form LE-34.1.12-V to Revenu Quebec.

# Updating your gross worldwide wages for 2020 QHSF calculations

When inputting your first pay of 2020, Powerpay will prompt you to provide your company's total gross Worldwide Wages (including taxable benefits) for 2019. Please ensure this amount is entered before you submit your payroll for processing. If the total Worldwide Wages are not entered, the maximum percent of 4.26% is applied.

## Quebec CNESTT (Commission des normes, de l'équité, de la santé et de la sécurité du travail)

Employers paying employees working in the province of Quebec must pay CSST insurance premiums to Revenu Quebec based on their remittance frequency. These payments are to be reconciled annually by employers against the **actual insurable wages** paid to employees.

If you are an employer paying Quebec employees, you must file CSST payments with your 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 direct your CSST payments to Revenu Quebec.

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.

As a reminder, it remains the **employer's responsibility** to balance and submit an annual Statement of Wages to the CNESTT.

Employers are required to complete and return the annual Statement of Wages before March 15, 2020. If there is a credit or a balance owing an assessment variation may be issued and interest becomes payable.

If 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 visit the CNESTT website 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 that includes copies of 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 or when full payment is not made by the due date.

Employers whose cumulative payroll will not exceed the \$1.3 million exemption threshold are not required to pay this payroll tax.

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.

**ACTION REQUIRED:** If your payroll includes employees in the province of Newfoundland and Labrador\*, **submit your Annual Declaration by March 31, 2020.**

# Ontario employer health tax (EHT)

Each Ontario employer must file an annual return for each calendar year. The annual return for 2019 is due on or before March 16, 2020. 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 remitted on the 15<sup>th</sup> of the following month. 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 from the Ministry of Finance
- Eligible employers whose "Total Ontario Gross Remuneration" is greater than their available exemption for 2019
- 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, 2019; or
  - made EHT instalment payments in 2019
- New eligible employers whose annual "Total Ontario Gross Remuneration" is greater than their allowable prorated exemption amount

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 Finance with your Annual EHT return.

If your completed EHT return reflects a credit balance, and Ceridian is currently remitting on your behalf, you may 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 Finance (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 Finance to transfer the credit to the current tax year.
- Please note that the Ministry of Finance 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.

## Ontario EHT annual exemption

The Annual Employer Health Tax (EHT) exemption for small business is \$490,000. There is no exemption for eligible employers and groups of associated employers with annual Ontario payroll over \$5 million.

**Note:** If your business opened part way through this year, your exemption amount is prorated. For more information go to: <https://www.fin.gov.on.ca/en/guides/eh/foremployers.html>

## 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 emitters

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 by March 16, 2020 (deadline).**

### Balancing EHT payments - an example

Reminder: Ontario's Employer Health Tax exemption increased from \$450,000 to \$490,000 in 2019. Every 5 years there is an adjustment for inflation.

| Month Gross Paid | Actual Monthly Gross for Calendar Year | Gross Pay Used to Determine Monthly Remittance | Accumulative Gross Pay | EHT Remitted in 2019 @ 1.95% | Date EHT Remittance Made |
|------------------|--|--|------------------------|------------------------------|--------------------------|
| January 2019     | \$76,000                               | \$76,000                                       | \$76,000               |                              |                          |
| February 2019    | \$58,000                               | \$58,000                                       | \$134,000              |                              |                          |
| March 2019       | \$52,000                               | \$52,000                                       | \$186,000              |                              |                          |
| April 2019       | \$60,000                               | \$60,000                                       | \$246,000              |                              |                          |
| May 2019         | \$55,000                               | \$55,000                                       | \$301,000              |                              |                          |
| June 2019        | \$54,000                               | \$54,000                                       | \$355,000              |                              |                          |
| July 2019        | \$102,000                              | \$102,000                                      | \$457,000              |                              |                          |
| August 2019      | \$50,000                               | \$50,000                                       | \$507,000              | \$331.50                     | Sept. 15/19              |
| September 2019   | \$56,000                               | \$56,000                                       | \$563,000              | \$1,092.00                   | Oct. 15/19               |
| October 2019     | \$60,000                               | \$60,000                                       | \$623,000              | \$1,170.00                   | Nov. 15/19               |
| November 2019    | \$52,000                               | \$52,000                                       | \$675,000              | \$1,014.00                   | Dec. 15/19               |
| December 2019    | \$80,000                               | \$80,000                                       | \$755,000              | \$1,560.00                   | Jan. 15/20               |
| Totals           | \$755,000                              | \$755,000                                      | \$755,000              | \$5,167.50                   |                          |

\*Annual exemption of \$490,000 exceeded in August - EHT remittances begin September 15/19

|                                  |           |
|----------------------------------|-----------|
| Gross pay Jan. 1 - Dec. 31, 2019 | \$755,000 |
| Less EHT exemption               | \$490,000 |

|                              |                   |            |
|------------------------------|-------------------|------------|
| Amount owing                 | \$265,000 x 1.95% | \$5,167.50 |
|                              | =                 |            |
| Amount paid Jan. - Dec. 2019 |                   | \$5,617.50 |
| Balance due                  |                   | \$0.00     |

**Note:** A breakdown can be found in your year-end reports to assist you in balancing.

All enquiries regarding EHT should be directed to:

Ministry of Finance  
 Advisory Services Employer Health Tax  
 33 King Street West  
 Oshawa, Ontario  
 L1H 8H5

Phone: 1-866-668-8297

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

## Manitoba health and post-secondary education tax

If you have employees in Manitoba and you pay Manitoba Health and Post-Secondary Education Tax, you must file a HE Levy Annual Report stating those employees' year-to-date Manitoba gross remuneration. A copy of your 2019 T4-T4A Summary(s) **must be** included with the Report and submitted by March 31, 2020 to:

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

Telephone: (204) 945-5603

Manitoba Toll Free: 1-800-782-0318

E-mail: [mntax@gov.mb.ca](mailto:mntax@gov.mb.ca)

While the Taxation Division mails the HE Levy Annual Report to registered employers prior to the due date, it is the **employer's responsibility** to file the annual report and remit the tax by the filing deadline even if the report has not been received.

**Note:** Ceridian transmits to CRA the information required in the T4 Summary, but if you require a copy you can complete the fillable T4/T4A Summary located at

<https://www.canada.ca/en/revenue-agency/services/forms-publications/help-forms-publications/about-forms-publications.html> or call 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, 2020 (deadline).**

## British Columbia employer health tax

British Columbia Employer Health Tax (BC EHT) is a new health tax that is payable by employers on BC remuneration. The tax is effective January 1, 2019.

BC EHT is payable when an employer's total BC remuneration (including amounts paid by Associated Employers) is greater than the \$500,000 exemption amount.

Charities are subject to unique requirements.

**Note:** Unlike other provincial/territorial health taxes, BC EHT is not based on current BC earnings as they are paid. It is based on the BC Remuneration from the prior year or an estimate of the current year's BC Remuneration.

Another important difference is that Ceridian does **NOT** remit this tax to the BC government. The calculation and remittance of BC EHT are the responsibility of the employer.

Tax Rates for Employers with B.C. payroll:

- \$500,000 or less: no EHT
- Between \$500,000.01 and \$1,500,000: 2.925% x (Payroll - \$500,000)
- Greater than \$1,500,000: 1.95% on total payroll

**If you have employees in British Columbia,** you are responsible for completing and filing your BC EHT annual return and final quarterly payment for 2019 by March 31, 2020.

### Special Considerations

- Employers can review their Earnings and Deduction/Benefit Matrix and Year End reports to verify that the taxable T4/T4A income of BC employees has been included. The BC Ministry of Finance [web site](#) lists included and excluded remuneration.

## Northwest Territories/Nunavut payroll tax

Payroll Tax in the Northwest Territories (NT) and Nunavut (NU) is levied as a 2% deduction from the gross remuneration of employees. These payroll taxes apply to all employees who work, perform duties, or provide services in NT or NU, regardless of the province or territory of residence of the employee or employer or the employee's age. There is an exemption available to employees who normally work outside the territory.

For additional information, see the websites for [Northwest Territories Department of Finance](#) and [Nunavut Department of Finance](#).

## WCB reports

You are required to submit a report to the Workers' Compensation Board (WCB) 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 Summary within your year-end reports package.

## Workers' compensation maximum assessable earnings for 2019

| Province | Maximum Assessable Earnings for 2019 |
|----------|--------------------------------------|
| BC       | \$84,800                             |
| AB       | \$98,700                             |
| SK       | \$88,314                             |
| MB       | \$127,000                            |
| ON       | \$92,600                             |
| QC       | \$76,500                             |
| NB       | \$64,800                             |

| Province | Maximum Assessable Earnings for 2019 |
|----------|--------------------------------------|
| NS       | \$60,900                             |
| PE       | \$55,000                             |
| NL       | \$65,600                             |
| YT       | \$89,145                             |
| NT/NU    | \$92,400                             |

# 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: How do I let Ceridian know when I am ready to run my tax forms (T4s/RL-1s)?**

**A:** If you have entered all adjustments prior to, or with, your last run of the year and have completed the November activities on the Year-End Checklist, you should request your tax forms with your last payment date of 2019. This option is available after selecting the **Last Pay of the Year** checkbox when creating your final run for the year and **yes** to tax forms.

Or, between January 2 and February 21, call Ceridian's IVR system at 1-800-667-7867 to request your tax forms, see *Requesting tax forms in 2020 with IVR*, page 36.

**Q: Why are Ceridian's deadlines for adjustments and requesting tax forms earlier than the actual deadline set by CRA and Revenu Quebec?**

**A:** Due to the large volume of payroll information being processed by Ceridian at that time of year, and Ceridian's internal validation procedures, this lead-time is required to meet the processing deadlines set by CRA and Revenu Quebec.

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

**A:** No. Since tax forms are filed electronically, CRA does not require a Summary. The T4 recap report in your year-end package contains all of the information required on the Summary. For this reason, Ceridian does not print actual summaries. Another reason is that, in the past, customers have inadvertently sent the copy of the Summary provided by Ceridian, resulting in calls from CRA looking for their tax forms which had already been sent by Ceridian. If you require an actual Summary, **CRA's fillable T4 and T4A Summaries can be completed at** <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/completing-filing-information-returns.html>. CRA no longer sends paper summaries to employers via the mail.

**Q: I received a RL-1 Summary in the mail from Revenu Quebec - why?**

**A:** Even though Ceridian files your RL-1 information electronically, **you are still required to submit this Summary to Revenu Quebec**. Revenu Quebec automatically sends a blank form to all employers who have a registered Quebec Provincial taxation number.

**Q: Where do I find the WCB Assessable Earnings amounts by employee?**

**A:** In your Year-End Balancing Report on the T4/T4A Employee Totals page.

**Q: I have 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, please contact your Service Delivery Team immediately for assistance.

**Q: Where do I find the details on the set up of my earnings, deductions and benefits?**

**A:** Details on the set up of earnings, deductions and benefits can be found on the Earnings and Deduction/Benefit matrix provided in your preliminary and final year-end balancing reports.

**Q: What do I do if a tax form was produced for an employee with the wrong province code after tax forms have been filed?**

**A:** The original tax form must be cancelled and a new tax form produced with the new province code. A late filing penalty may be applied by CRA.

## 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     | Québec                    |
| 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<br>(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.   |         |                       |

## APPENDIX C

### Tax form sort options

Your tax form sort order is displayed on the General Tax Form Information and Earnings and Deduction/Benefit Reference Tables, item no. 2., 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, via e-mail or by contacting your Service Delivery Team.

| Description                   |
|-------------------------------|
| Numeric (by employee number)  |
| Alpha (by surname)            |
| Social Insurance Number (SIN) |
| Province (code PC)            |
| Department (code DC)          |