Welcome to the 2019 year-end information guide. Use this as a reference to lead you through the year-end process. The information contained in this 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:

- Banner pages included with your payroll
- Ceridian web site at https://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

**Note:** Dates have been removed from most of the screen captures in this guide. Please use appropriate dates for your company for year end when working in the HR/Payroll Latitude application.

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

**Email:** HPL@Ceridian.com

**Phone:** 1 877-864-5599 ext. 6190

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

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

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

Table of contents

HR/Payroll Latitude year-end customer guide ........................................................................ 2
Important information to note for 2019 .................................................................................. 6
Checklist of 2019-2020 year-end activities ............................................................................ 8
  2019-2020 Year-End Activities ............................................................................................... 8
  ................................................................................................................................................ 11
Ceridian bulletin board ............................................................................................................ 12
  New in 2019 ............................................................................................................................ 12
  Federal ..................................................................................................................................... 12
  Federal/Revenu Quebec: new additional 2019 remittance ....................................................... 12
  Federal/Revenu Quebec: new salary overpayment policies .................................................... 13
  Federally regulated employers, labour standards amendments ............................................... 13
  Provincial employment standards amendments ...................................................................... 13
  Payroll/Health-related tax changes ....................................................................................... 13
  Mid-year change .................................................................................................................... 14
  New for 2020 .......................................................................................................................... 14
  Federal ..................................................................................................................................... 14
  Federal/Revenu Quebec: tax form filing .................................................................................... 14
  Provincial tax .......................................................................................................................... 14
  Payroll/Health-related tax change ....................................................................................... 14
  Provincial personal tax credits ............................................................................................... 15
  Important topics to review ..................................................................................................... 15
  Resources for year-end information ...................................................................................... 15
  Self Service tax form initiation ............................................................................................... 15
  Online tax forms powered by epost™ .................................................................................... 16
  epost™ subscription (2019 tax forms) .................................................................................... 16
  epost™ tax form holding period and release ........................................................................... 17
    Default holding period ......................................................................................................... 17
    Holding period override ...................................................................................................... 17
    Imposed release .................................................................................................................. 17
  Registered employees ............................................................................................................. 18
  Tax forms on CD ..................................................................................................................... 18
  Reports and reporting ............................................................................................................ 19
  Tax form sort options ............................................................................................................. 19
  Scheduling ............................................................................................................................... 21
  Processing bonus runs, vacation pay runs and first pay of the new year ................................. 21

Year-End Customer Guide
Importing year

Introduction to year-end processing

Definitions, acronyms and abbreviations

About year-end processing

New year setup for Ceridian HR/Payroll Latitude

Setting up the new plan year

Setting up your holiday schedule

Setting up a payroll schedule

Setting up your payroll processing period

Re-accessing the processing periods page

Deleting periods

Creating a suffix run for year-end

First pay of the year

Before beginning

Enabling year-end processing

Automatic initiation of year-end processing

Manual initiation of year-end processing

Updating employee’s tax form for year-end

Updating an employee’s YTD, tax body and J4 information

Updating manual or void cheques

Creating tax forms for the previous year for employee’s hired in the current year

Flagging year-end new hires

Creating tax forms for employees not on the payroll

Rehiring an employee on the first pay of the year

Processing year-end updates

Monitoring the status of year-end payroll preview jobs

Viewing year-end payroll preview reports

Transmitting year-end files

Receiving and translating the results of the year-end updates

Validating the employee updates

Closing year-end processing

Importing year-end new hires and updates

Importing employees into the current year and including them in year-end

Importing updates to employees' year-end information

Importing year-end adjustments

Importing updates to employees’ year-end information
Important information to note for 2019

- **Net claim:**
  - Ceridian will increase employees basic and spousal Federal and Provincial Net Claims with your transmission submitted for the first pay of 2020 or by January 2, 2020 (whichever comes first).
  - If you transmit your payroll for the first pay of 2020 prior to January 2, 2020, use the 2019 old Net Claim amounts for any Net Claim changes or new hires.
  - If you transmit your payroll for the first pay of 2020 on or after January 2, 2020, use the 2020 new Net Claim amounts for any New Hires or Net Claim changes.
  - The Tax Exemption Change Report (YAYA) is generated to record the NEW Federal and Provincial Net Claim amounts on the first pay of the year.

- **Tax form mail out by Canada Post** - Tax forms can be mailed out via Canada Post by Ceridian to any location in Canada.

- **Negative amounts – employee master file report (YYYY)** - this report is produced when negative amounts appear on the T4 proof listing. This report, together with the T4 Proof Listing is used to assist with correction of the negative information. This topic will be covered in the Year-end Webinar.

**Note:** No T4/Releve1 will be produced with negative amounts.

- **Plan year – mandatory set-up** - Set-up the 2020 Plan Year (if not already set-up) by accessing System/Benefit Setup Options/Plan Year/New. Do not check-off “Current Plan Year”. This needs to be set-up prior to last pay of year.

- **Holiday schedule – mandatory set-up** - Set-up your 2020 Holiday Schedule (if not already set-up) by accessing System/System/Calendars/New. The Holiday Schedule needs to be created prior to last pay of the year.

- **Payroll schedule – mandatory set-up** - Set-up your 2020 Payroll Schedule (if not already set-up) by accessing System/Payroll/Payroll Schedule Settings/New. The Plan Year and Holiday Schedule needs to be created prior to setting-up the Payroll Schedule. You will need to match the Plan Year and attach the 2020 Holiday Schedule.

- **Payroll processing period – mandatory set-up** - Set-up your 2020 Payroll Processing Period (if not already set-up) by accessing System/Payroll/Payroll Processing Period. The 2020 Plan Year, Holiday Schedule & Payroll Schedule (in that order) will need to be created prior to setting up the Payroll Processing Period.
• **HPL Y/E suffix run** - Normal Suffix run and delivery charges apply.
• **Force year end** - All clients will be forced into the year-end stream effective January 2, 2020 (if you have not yet processed a payroll with a pay date of 2020). Taxation year is driven by payment date, not pay period ending date.
Checklist of 2019-2020 year-end activities

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

**Important Note:** To ensure that all changes for the First Pay of the Year are applied together, Ceridian recommends that you send in ALL your changes together in ONE request. This includes changes for EHT Exemption, WCB Worksheet Request Form, Pension Adjustment Form and Quebec Health Services Fund Information Form.

### 2019-2020 Year-End Activities

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Register for Ceridian’s Legislative Webinars by accessing <a href="https://www.ceridian.com/ca/support/education">https://www.ceridian.com/ca/support/education</a> or calling our Loyalty Team @ 1-866-975-4738 for available dates.</td>
<td>Oct/Nov 2019</td>
</tr>
<tr>
<td>☐ To sign-up for electronic tax forms (epost™), contact your Service Delivery Team for setup.</td>
<td>Early Nov 2019</td>
</tr>
<tr>
<td>☐ Review your Control Header to ensure the following numbers are correct.</td>
<td>Dec 1, 2019</td>
</tr>
<tr>
<td>• PSID</td>
<td></td>
</tr>
<tr>
<td>• EHT</td>
<td></td>
</tr>
<tr>
<td>• Federal Business Number(s) (BN's)</td>
<td></td>
</tr>
<tr>
<td>• Revenu Québec Number</td>
<td></td>
</tr>
<tr>
<td>• Pension Number(s) / DPSP</td>
<td></td>
</tr>
<tr>
<td>• EI and QPIP Rate(s)</td>
<td></td>
</tr>
<tr>
<td>• All Provincial numbers</td>
<td></td>
</tr>
</tbody>
</table>
## 2019-2020 Year-End Activities

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Request reports required to review tax form allocations and balance your payroll. For details, see <em>Reports and reporting</em>, page 19.</td>
<td>Ceridian recommends you request these reports on a quarterly basis and with your last pay of the year</td>
</tr>
<tr>
<td>☐ Check your payroll schedule for the remainder of 2019 for any conflicts with statutory holidays.</td>
<td>Prior to last pay of Year and before Payroll Schedule is created</td>
</tr>
<tr>
<td>☐ New Year Setup. For details see <em>New year setup for Ceridian HR/Payroll Latitude</em>, page 27.</td>
<td>Prior to last pay of Year and after Plan Year &amp; Holiday Schedule is created</td>
</tr>
<tr>
<td>• Create 2020 <strong>Plan Year – Mandatory Set-up</strong> (if not already created)</td>
<td>Prior to last pay of Year and after Plan Year &amp; Holiday Schedule is created</td>
</tr>
<tr>
<td>• Create 2020 <strong>Holiday Schedule – Mandatory Set-up</strong> (if not already created)</td>
<td>Prior to last pay of Year and after Plan Year &amp; Holiday Schedule is created</td>
</tr>
<tr>
<td>• Create 2020 <strong>Payroll Schedule Settings – Mandatory Set-up</strong> (if not already created)</td>
<td>Prior to last pay of Year and after Plan Year, Holiday Schedule &amp; Payroll Schedule is created</td>
</tr>
<tr>
<td>• Create 2020 <strong>Payroll Processing Period – Mandatory Set-up</strong> (if not already created)</td>
<td>Prior to last pay of Year and after Plan Year, Holiday Schedule &amp; Payroll Schedule is created</td>
</tr>
<tr>
<td>☐ If your new year pay period is switched from 26 to 27 (bi weekly) or 52 to 53(weekly) or vice versa, Complete the <em>Weekly and bi-weekly payrolls change in number of pays processed</em> form, page 94 ONLY if changes are required.</td>
<td>7 Business days prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>☐ If Ceridian remits statutory deductions for your company, submit all statutory adjustments to Ceridian by the last business day of</td>
<td>Dec 31, 2019</td>
</tr>
<tr>
<td>Action</td>
<td>Deadline</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>the year via a suffix run. Ceridian will not remit any statutory</td>
<td></td>
</tr>
<tr>
<td>adjustments processed after the last business day of the year.</td>
<td></td>
</tr>
<tr>
<td>Starting with the 2019 tax year, CRA and RQ are permitting</td>
<td></td>
</tr>
<tr>
<td>eligible employers to make an additional adjustment remittance.</td>
<td></td>
</tr>
<tr>
<td>See New in 2019, page 12 for more information.</td>
<td></td>
</tr>
<tr>
<td>Final adjustments to be received from a Pension and/or Benefits</td>
<td>7 Business days</td>
</tr>
<tr>
<td>Administrator (eg. P.A.s) impact the processing of tax forms. Request</td>
<td>prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>these figures as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>Review your vacation accrual dates if using Ceridian’s vacation</td>
<td>7 Business days</td>
</tr>
<tr>
<td>accrual plan</td>
<td>prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>Review any Flex calculation or Codes (RRSP and Pension) that has a</td>
<td>7 Business days</td>
</tr>
<tr>
<td>maximum built in and contact Ceridian Service Delivery Team to make</td>
<td>prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>any updates for the new year.</td>
<td></td>
</tr>
<tr>
<td>Review / submit the GL accrual date or report date to Ceridian</td>
<td>7 Business days</td>
</tr>
<tr>
<td>Service Delivery Team to update for the new year.</td>
<td>prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>Complete the <em>Ontario employer health tax (EHT) form</em>, page 90</td>
<td>7 Business days</td>
</tr>
<tr>
<td><strong>ONLY</strong> if changes are required.</td>
<td>prior to your 1st pay run of 2020</td>
</tr>
<tr>
<td>If you have employees in Québec, complete the <em>Québec health services</em></td>
<td>7 Business days</td>
</tr>
<tr>
<td><em>fund (HSF) form</em>, page 85 <strong>ONLY</strong> if changes are required.</td>
<td>prior to your 1st pay of 2020</td>
</tr>
<tr>
<td>If you have employees in Québec, inform your Ceridian office of any</td>
<td>7 Business days</td>
</tr>
<tr>
<td>changes to your CSST rates.</td>
<td>prior to your 1st pay of 2020</td>
</tr>
<tr>
<td>Complete the <em>Remittance frequency, EI rate &amp; WCB rate changes</em></td>
<td>7 business days</td>
</tr>
<tr>
<td>form, page 93.</td>
<td>prior to your 1st pay of 2020</td>
</tr>
<tr>
<td>Complete the <em>Tax forms on CD/postage request</em> form*, page 95</td>
<td>7 business days</td>
</tr>
<tr>
<td><strong>ONLY</strong> if changes are required.</td>
<td>prior to your 1st pay of 2020</td>
</tr>
<tr>
<td>Action</td>
<td>Deadline</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>☑ Determine if you need to change the sort order of the tax forms</td>
<td>7 business days prior to requesting your tax forms to print</td>
</tr>
<tr>
<td>compared to last year. Contact your Service Delivery Team if a change is required.</td>
<td></td>
</tr>
<tr>
<td>To prepare for tax form initiation, ensure you have your IVR Branch ID, Payroll ID and PIN number. Initiate your tax form production via IVR. See <em>How to initiate the production of your tax forms</em>, page 76.</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>Ceridian will file electronically to CRA and/or RQ on your behalf. You <strong>must have your tax forms processed by February 21 in order to meet the deadline set by CRA and Revenu Québec</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> <strong>RL-1 Summary needs to be filed by the employer</strong></td>
<td></td>
</tr>
<tr>
<td>☑ After verifying that the T4s/Relevés are correct, distribute them</td>
<td>RQ</td>
</tr>
<tr>
<td>to your employees.</td>
<td>February 29</td>
</tr>
<tr>
<td><strong>Note:</strong> Failure to distribute tax forms to employees before this deadline can result in penalties (fines) being levied by CRA/Revenu Québec.</td>
<td>CRA March 2</td>
</tr>
<tr>
<td>☑ Employers are responsible for filing all Provincial returns (Eg. EHT, WSIB, WCB, CSST, WHSCC, WS, WSCC, HAPSET &amp; HSF as well as RL-1 Summaries, etc.).</td>
<td>Consult the individual Provincial agencies for due dates</td>
</tr>
<tr>
<td>☑ BC EHT is a new payroll tax for 2019. Ceridian does not calculate or remit BC EHT on behalf of employers.</td>
<td></td>
</tr>
</tbody>
</table>
Ceridian bulletin board

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

New in 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


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).
Important topics to review

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 17.
- *Important dates and deadlines*, page 23.
- *Electronic filing*, page 77.

Resources for year-end information

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

- For further details concerning payroll deductions, consult CRA’s Employer’s Guide - Payroll Deductions and Remittances ([T4001](https://www.cra-arc.gc.ca)), or go to CRA’s web site: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Sample tax forms are available at this site.


- Access the above and other employer guides from Federal, Provincial, and Territorial government websites.

Self Service tax form initiation

Ceridian would like to remind you that **all** initial tax form requests must be made by you, via Ceridian’s self serve IVR (Interactive Voice Response) Service.
Using IVR provides fast, convenient self service and **by-passes phone queue wait times!** IVR is available 24 hours a day, seven days a week.

Please be prepared by ensuring that you have your IVR **Branch ID 277**, Payroll ID and PIN number on hand. If you do not have this information, please contact your Service Delivery Team for assistance.

For more information on how to use IVR and when it is available, see *How to initiate the production of your tax forms*, page 76.

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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. Contact your Service Delivery Team for more information on becoming a subscriber.

Features of this service include:

- **Electronic Postmark™** and RCMP-audited data security system
- **Email Notification.** At your employee’s option, epost™ will send an email notification to notify them of new mail.
- **Online storage** of important documents for seven years

**Note:** Online tax forms via epost™ are delivered in .pdf format, and are available from the **start of tax form processing January 2020 to March 31, 2020.** Tax forms processed outside of this time frame will produce paper forms.

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**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 after processing before being released to epost™ for delivery (pay statements are available on cheque date).

**Caution:** For Online tax forms via epost™, Ceridian does not recommend you run them on Friday. This does not allow you enough time to review and verify the accuracy prior to it being released to ePost on Monday morning. Contact your Service Delivery Team for assistance.

For example, if you run your tax forms on Monday January 6. They will be sent to ePost at 7:30 AM CST on Thursday January 9. If you run your tax forms on Friday January 10, they will be sent to ePost on Monday January 13.

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 overwitten 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 CRA’s deadline of March 2, 2020, and RQ’s deadline of February 29, 2020, all pending employee tax forms will be released to epost™ for delivery on February 21, 2020.
Registered employees

The Epost Subscription Report (E2E2) report details which employees have subscribed to epost™ pay statements, tax forms or both. The report is broken into two sections, Employees Subscribed and Employees Not Subscribed. Please note this report is billable.

Tax forms on CD

Ceridian can provide you with a copy of your 2019 tax forms on CD-ROM in PDF format, viewable with Adobe Acrobat Reader.

Refer to the WL transaction on your Control Header (WLFD99 line) to verify if you are set up to receive your tax forms on CD. A ‘Y’ indicates that you are set up for CD Tax Forms and the number beside it will indicate how many copies you will receive.

Features of this Product include:

- Tax forms are the same in appearance as actual paper forms.
- Password protection. In order to ensure the security and confidentiality of data, each CD is password protected. Contact your Service Delivery Team to receive your password.
- Replace lost or damaged employee forms. Please be sure to blank out your Business Number, clearly mark the form as ‘Duplicate Copy’ and sign and date the form.
- Search Engine. Each CD is indexed by Employer Number, Last Name, First Name, Full Name, SIN, and Form Type, and provides you with the ability to search your tax forms using the built-in search functionality available with Adobe Reader.
- You can view, print, or e-mail any of the details you require without the need for paper or to backup and restore files.

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

The deadline to request a 2019 CD is Tuesday March 31, 2020.

Additional charges apply.

To receive your tax forms on CD, complete and submit the Tax forms on CD/postage request, form found on page 95.

**Note:** All tax forms are available on CD except the T4A-NR.
During October and November, Ceridian recommends that you begin reviewing your **Tax Form allocations** and balancing your payroll. These reports help you quickly find any differences and make any necessary corrections. These reports are available at no additional cost. To request the reports, access System/Payroll/Processing Schedule. Select the Pay Period you are currently working with and open. Accept default to edit Current Period and click OK. Scroll down to the Special Report section and key in “TRV”. If you also wish to generate the WCB report, include “W” as well.

- **Tax Matrix Report (lqlq)** is broken into two matrices (one for Earnings and the other for Deductions & Benefits) with similar but not identical layouts, which detail all earnings, benefits and deductions with their descriptions and the tax form box(es) to which the year-to-date amounts will be directed based on company HED set up (A8, J4 and WLs).
- **Masterfile Status Report (9F9F)** highlights the employee year-to-date out of balance figures. You receive this report each pay, after the Combined Register.
- **Tax Body Difference Report (‘etet’)** highlights Tax Body differences.
- **Tax Form Exception (‘YFYF’)** lists employees with negative values on tax forms, invalid Business numbers and missing pension numbers. A tax form **WILL NOT** be produced for employees on this report unless the information is corrected.
- **Negative Employee Masterfile Report (‘YYYY’)** identifies employees with negative information in the boxes of the Tax Form.
- **Balancing Reports (‘k2k2-k8k8’) J41-J47** identify differences between earnings/deductions and what is being reported on the tax forms.
- **Proof Listings** identify tax form allocations. It also identifies employee level Federal/Provincial Business Numbers and Pension Numbers. The Proof listing is a preview of your final tax form.
- **Masterfile and Combined Register Reports** do **NOT** accompany tax forms. It is **very important that you keep** the last payroll register from your company’s very last payroll or adjustment run.

**Note:** Are there any optional reports or files, such as G/L Reports H1H1 and R1R1, that you need to process in the year-end stream? If so, email your Service Delivery Team by December 29th with the 4 character report code found on the top of the report.

### Tax form sort options

Tax form proof listings and tax forms can be sorted in different sequences. Your control header shows the sort option selected opposite “WLGDTAXSORTOPT” in fields 28 and 54. The value of these fields and their defaults are as shown.
WLGDTAXSORTOPT MUST appear on your company header. If no options are selected the Proof Listing will sort in register order and Tax Forms will sort by BUSINESS/BN#, Employee Name.

**Tax form - sort options (field 28)**

1 = Company, BUSINESS/BN#, Province, Employee Name
2 = Company, BUSINESS/BN#, Province, Employee Number
3 = Company, BUSINESS/BN#, Control 3,4, Employee Number
4 = Company, BUSINESS/BN#, Control 3,4, Employee Name
5 = Company, BUSINESS/BN#, Employee Name (Default)
6 = Company, BUSINESS/BN#, Employee Number
7 = Company, BUSINESS/BN#, Control 3,4,5,6, Employee Number
8 = Company, BUSINESS/BN#, G98, Control 3,4,5,6, Employee Number

**Tax form sort options (field 29)**

The employees control 3 or 4 will print on tax forms

Code 3 = Control 3
Code 4 = Control 4
Code 7 = Control 3 & 4
Blank = No controls printed on tax forms

**Tax form proof listings - sort options (field 54)**

1 = Company,BUSINESS/BN#,Province, Employee Name
2 = Company,BUSINESS/BN#,Province, Employee Number
3 = Company,BUSINESS/BN#,Control 3,4, Employee Number
4 = Company,BUSINESS/BN#,Control 3,4,Employee Name
5 = Company,BUSINESS/BN#,Employee Name
6 = Company,BUSINESS/BN#,Employee Number
7 = Company,Control 3,4,5,Employee Number (Default)

**Note:** To make any changes to the Sort Option(s) contact your Service Delivery Team.
Do not transmit a Bonus or Vacation run for your first pay of the new year.

Since high volumes can impact processing times in December, please be aware of possible delivery delays.

Important dates for employers with direct deposits (EFTs)

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

<table>
<thead>
<tr>
<th>EFT Payment Date</th>
<th>Input to Ceridian</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 23, 2019</td>
<td>December 18, 2019</td>
</tr>
<tr>
<td>December 24, 2019</td>
<td>December 19, 2019</td>
</tr>
<tr>
<td>December 27, 2019</td>
<td>December 20, 2019</td>
</tr>
<tr>
<td>December 30, 2019</td>
<td>December 23, 2019</td>
</tr>
<tr>
<td>December 31, 2019</td>
<td>December 24, 2019</td>
</tr>
<tr>
<td>January 2, 2020</td>
<td>December 27, 2019</td>
</tr>
<tr>
<td>January 3, 2020</td>
<td>December 30, 2019</td>
</tr>
<tr>
<td>January 4, 2020</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

Any payrolls processed outside of these recommended guidelines are done on a best-efforts 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.
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.

Employers are not obliged to observe civic holidays unless they have agreed to in an employment contract or collective agreement. It is recommended that you contact your banking institution directly regarding their holiday schedule or regarding any days of interest.

<table>
<thead>
<tr>
<th>2020 Date</th>
<th>Holiday</th>
<th>Bank Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 1</td>
<td>New Year’s Day</td>
<td>Bank</td>
</tr>
<tr>
<td>Thursday, January 2</td>
<td>Day After New Year’s Day (QC)</td>
<td>Bank for Quebec (Clothing Industry only)</td>
</tr>
<tr>
<td>Monday, February 17</td>
<td>Family Day (AB, BC, ON, NB, SK) Islander Day (PE)</td>
<td>Bank for multiple provinces</td>
</tr>
<tr>
<td></td>
<td>Louis Riel Day (MB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nova Scotia Heritage Day (NS)</td>
<td></td>
</tr>
<tr>
<td>Friday, February 21</td>
<td>Yukon Heritage Day (YT)</td>
<td>Bank for YT only</td>
</tr>
<tr>
<td>Friday, April 10</td>
<td>Good Friday</td>
<td>Bank</td>
</tr>
<tr>
<td>Monday, May 18</td>
<td>National Patriots Day (QC)</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td>Victoria Day</td>
<td></td>
</tr>
<tr>
<td>Sunday, June 21</td>
<td>National Indigenous People Day (NT,YK)</td>
<td>Bank for NT and Yukon only</td>
</tr>
<tr>
<td>Monday, June 22</td>
<td>Discovery Day (NL)</td>
<td>Bank for NL only</td>
</tr>
<tr>
<td>Wednesday, June 24</td>
<td>St. Jean Baptiste (QC)</td>
<td>Bank for Quebec only</td>
</tr>
<tr>
<td>Wednesday, July 1</td>
<td>Canada Day</td>
<td>Bank</td>
</tr>
<tr>
<td>Monday, August 3</td>
<td>British Columbia Day (BC)</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td>Civic Holiday (NT, ON, SK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Terry Fox Day (MB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heritage Day (AB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Brunswick Day (NB)</td>
<td></td>
</tr>
<tr>
<td>Monday, August 17</td>
<td>Discovery Day (YT)</td>
<td>Bank for YT only</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Labour Day</td>
<td>Bank</td>
</tr>
<tr>
<td>Monday, October 12</td>
<td>Thanksgiving Day</td>
<td>Bank</td>
</tr>
<tr>
<td>Wednesday, November 11</td>
<td>Remembrance Day</td>
<td>Bank</td>
</tr>
</tbody>
</table>
### Important dates and deadlines

<table>
<thead>
<tr>
<th>2020 Date</th>
<th>Holiday</th>
<th>Bank Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 25</td>
<td>Christmas</td>
<td>Bank</td>
</tr>
<tr>
<td>Saturday, December 26</td>
<td>Boxing Day (actual)</td>
<td>Bank</td>
</tr>
<tr>
<td>Monday, December 28</td>
<td>Boxing Day (observed)</td>
<td>Bank</td>
</tr>
</tbody>
</table>

### Important: Ceridian recommends that you run your Adjustments by February 14, 2020 to provide enough time to validate and/or make corrections prior to the Tax Form deadline. While you are able to run your adjustments after February 14, 2020, Ceridian does not guarantee your tax forms will be submitted on time.

### Missed tax form processing deadline

Ceridian’s tax form processing deadline is **Friday, February 21, 2020**. You could incur penalties from CRA for late filing. 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 forms that were included in your original electronic file to CRA. Any **NEW** forms created after the fact may be considered late by CRA and you may still be subject CRA penalties. If you discover that you have missed a form after your electronic file has been submitted, please contact CRA and advise them immediately.

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

For more information on CRA’s late filing penalties, please refer to [https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/penalties-interest-other-consequences.html](https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/penalties-interest-other-consequences.html)
Postage request

On the BR transaction located in the middle part of your Control Header - refer to Column “PST MRK” code 1 (Tax Forms) or 3 (Tax Forms & Pay Statements), identify if your company is setup for your Tax Forms to be mailed out by Ceridian. Zero or blank indicates no postage mark.

Complete the Tax forms on CD/postage request form, page 95 if applicable. If postage was requested last year, it will be produced again for this year.
Introduction to year-end processing

This guide explains the process of using the HR/Payroll Latitude for year-end processing. It includes information on entering year-end employee personal information, taxes, new hires, adjustments and manual/void cheques to update the employee tax forms.

Once the information is entered in HR/Payroll Latitude, the results are available to view on the employee wage and tax, cheque history and adjustment history pages.

This guide also includes information on:

- How HR/Payroll Latitude automatically opens Year-End when begin new for the first pay period of the year is run.
- The steps required when setting the payroll schedule to enable the creation of year-end pay periods.
- The steps required to create year-end pay periods.
- How to update an employee’s personal information, tax set-up and adjustments for YTD, Tax Body and J4 amounts.
- How to enter new hires for the current year.
- Rehiring an employee on the first pay of the year.
- The steps required to prepare and transmit the updates to the Year-End Master.
- The steps required to receive and translate the results from the payroll engine.
- How to validate the changes and adjustments made for the employee’s tax forms.
- How to close and re-open year-end processing.
- How to import year-end information into the year-end Personal and Tax page along with year-end adjustments.

Definitions, acronyms and abbreviations

The following new terms are introduced to simplify the description of the various scenarios.
### About year-end processing

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-End Pay Period</td>
<td>The last regular pay period of the year for a given PSID/Pay Frequency based on the Cheque Date.</td>
</tr>
<tr>
<td></td>
<td>When setting up the payroll schedule for the year, the last regular pay period for the year is marked by selecting the <strong>Year-End Pay Period</strong> option.</td>
</tr>
<tr>
<td>Year-End Suffix Period</td>
<td>The pay period created to prepare and transmit year-end employee profile and tax changes, year-end adjustments and manual/void cheques.</td>
</tr>
<tr>
<td>Year-End New Hire</td>
<td>Employee's that have been hired directly into year-end for the sole purpose of creating a tax form. These employees are processed for year-end only and are not saved to or sent to the payroll masterfile for the current year unless they are synchronized.</td>
</tr>
<tr>
<td>Year-End Synchronization (YES)</td>
<td>The process of applying updates to the employee’s name, address, SIN and tax set-up to the current year. This is controlled by the <strong>Apply changes to current year</strong> option on the year-end <strong>Personal and Tax</strong> page.</td>
</tr>
</tbody>
</table>

### About year-end processing

Ceridian HR/Payroll Latitude lets you process year-end adjustments without interrupting current processing. You can enter year-end suffix periods at the same time you are entering the current pay period information.

**Note:** Do not transmit adjustment runs at the same time as regular runs.

HR/Payroll Latitude stores year-end information, such as new hire information and employee personal and tax changes for the prior year-end, in a separate year-end table. HR/Payroll Latitude does not copy year-end information to the current year for the employee unless the option to apply the year-end changes to the employee's current year as well is selected. This option is available on each of the applicable year-end pages in HR/Payroll Latitude.

**Year End Adjustments and First pay of the Year**

Ceridian accepts year-end transmission runs every business day (excluding holidays).

Company level changes **must** be received by Ceridian 5 business days prior to the adjustment run. Allow 5 business days for processing and delivery.

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

**2020 Year End transmission and Tax form processing schedule will be available in January, watch for communication in banner pages or contact your Service Team.**

**Changes** to employee numbers, pay frequencies and transfers require suffix runs, which **must** be completed prior to the first pay of the new year. Any **Adjustments** (manual or void) cannot be keyed into the application on the first regular pay of the new year. Submit on the 2nd pay of the year.

It is recommended that rehires **not** be submitted on the first pay period of the year if the employee was terminated in the previous year (status 'TM' and termination date). Employees with the status of ‘TM’ and termination date are purged prior to the first pay of the year. These employees would be sent by HPL as 're-hires' and inevitably be rejected because they no longer exist.

**New year setup for Ceridian HR/Payroll Latitude**

**Mandatory setup prior to 2020**

The set up tasks must occur in the following order and at any time before the last pay of the year:

1. Setting up the new plan year
2. Setting up your holiday schedule
3. Setting up a payroll schedule
4. Setting up your payroll processing periods

**Setting up the new plan year**

To set up the new plan year:

1. Click **System → Benefit Setup Options → Plan Years.**
   
   The **Open Plan Years** screen displays.

2. Click **New.**
3. In the **Description** field, enter a name for the plan year.

4. In the **Year** field, enter the year for the plan you are setting up.

5. In the **Start Date** field, enter or select the start date for the plan year you are setting up.

6. In the **End Date** field, enter or select the end date for the plan year you are setting up.

7. Ensure that the **Current Plan Year** check box is **NOT** selected.
   Use the year for the plan you are creating

8. Click **Save**.
Setting up your holiday schedule

To set up a holiday schedule:
1. Click System → System → Calendars.
   The Open Calendar screen displays.

   ![Open Calendar Screen](image)

2. Click New.
   The Calendar Setup : Add screen displays.
3. From the **Type of Calendar** drop-down list, select **Holiday Calendar**.
4. Click **Next**.

   The **Base Information** and **Dates** sections display.
5. In the **Description** field, enter the year for the holiday schedule you are setting up.

6. In the **Short ID** field, enter a unique code for the holiday calendar.

7. In the **# in Calendar Year** field, enter the number of company holiday dates in the year.

8. In the **# in Plan Year** field, enter the number of company holiday dates in the benefit plan year.

9. Click **Save**.

10. Click **Add**.

    The **Calendar Date Setup : Edit** screen displays.
11. In the **Date** field, enter or select the date for the first of the 9 company holidays in the calendar year.

12. In the **Description** field, enter a description for the holiday.

13. Click **Save**.

   The Date and Description are added to the **Dates** section of the **Calendar Setup: Edit** screen.
14. Repeat steps 10 – 13 for each of the remaining holidays.

15. Click **Save**.

**Setting up a payroll schedule**

**To set up your payroll schedule:**

1. Click **System → Payroll → Payroll Schedule Settings**.

   The **Open Schedule Settings** screen opens.
2. Click **New**.
   
   The **Schedule Settings : Add** screen opens.

3. In the **Schedule Info** section, click **Select**.
   
   The **Open Dialogue : Select PSID** screen opens.
4. Select the PSID for which you are setting up a payroll schedule.

5. Click **Open**.

   The **Schedule Settings : Add** screen opens with the selected PSID displaying in the Select PSIDs field.

6. In the **Plan Year** field, select the plan year for which you are setting up the payroll schedule.

7. In the **Holiday Schedule to use** field, select the appropriate holiday calendar.
8. Click **Save**.

### Setting up your payroll processing period

**To set up your payroll processing period (one PSID, one frequency at a time):**

1. Click **System → Payroll → Payroll Processing Period**.

   The **Open Processing Period** screen opens.

2. Click **New**.
The **Processing Period : Pre Add** screen opens.

3. Select **Create processing schedule**.
4. Click **OK**.

The **Processing Period : Add** screen opens.
5. In the **Payroll Service ID** field, select the PSID for which to set up the payroll processing period.

6. In the **Plan Year** field, select the appropriate plan year.

7. Click **OK**.

8. Enter the **Ending Pay Period**. For example, 52 for weekly and 26 for a bi-weekly payroll.
9. Click OK.

The **Processing Periods Schedule : Add** screen opens. The selections in the following screens are dependant upon previous year setup or your last pay setup of 2020.
10. Verify that all of the settings are correct in each section.
11. Click Save.
The Processing Periods: Mass Edit screen opens.

12. Verify the pay period starting and ending dates created.
13. Click Save.

**Note:** Verify the New Period Clear/Pay Cycle and Ded Cycle for each period for the year, as this controls many reports and clearing of year to dates.

To mark pay period 27 or 53 as the final period:
1. Select pay period 26 or 52 and deselect Year End Pay Period.
2. Select pay period 27 or 53 and place the check mark for Year End Pay Period. This will then identify the last period of the year

Re-accessing the processing periods page

**To re-access the Processing Periods Page:**
1. Select System → Payroll → Payroll processing periods.
2. Select the 1st period of the year and click Open.
3. Click Edit Range of Periods.
4. Select First period.
5. Select last period.
6. Click OK.

If your period listing is incorrect, you will need to delete the periods and start this process over again.
Deleting periods

To delete periods:
1. Select **System → Payroll → Payroll Processing Periods**.
2. Select the first period of the year so that it is highlighted and select **Delete**.
3. Click **Delete range of periods** and select the first period and the last period to delete. This will remove all the periods for you to start over again.

Please contact your Service Delivery Team if you are unable to create new periods for the year.

Creating a suffix run for year-end

Create a year-end suffix pay period to process year-end changes, adjustment and manual/void cheques or to make adjustments after the last pay of the year.

**Note:** You can add a suffix period only with frequencies that are valid for the payroll service ID (PSID) and are set up in the regular processing cycle.
Creating a suffix run for year-end

A Begin New into Pay Period 02 needs to be performed in order to process/transmit a Year End Suffix run.

To create a suffix run for year-end:
1. Click System → Payroll → Payroll Processing Period.
   The Open Processing Period screen opens.

2. Click New.
   The Processing Periods : Pre Add screen opens.

   Would you like to create one processing period or a processing schedule?
   ○ Create one processing period.
   ○ Create processing schedule.
   ○ Regular processing period.
   ○ Suffix processing period.
   ○ Year End Suffix processing period.

3. Select Create one processing period.
4. Select Year End Suffix processing period.
5. Select the PSID and pay period from the Year-End Regular Periods drop-down list.
6. Click OK.
In the **Reporting** section, identify **which reports you would like to be generated.**

- End of Pay Period Reports
- End of Month Reports
- End of Quarter Reports
- End of Year Reports

To set up generated reports, contact your Ceridian representative.

a. (Optional) Enter special reports.  
   The default is TRV.  
   T - produces the T4 & T4A Prooflisting and the Negative Emp Masterfile  
   R - produces the Relevé 1 & 2 Prooflisting  
   V – produces the J4 Balancing report  
   The special reports available depend on how the PSID was set up. Files that are critical to your business may be special reports that are not generated unless you specify them here. It is important that you understand what files you need to specify. Contact your Ceridian representative for clarification.

b. (Optional) Select the consolidated reports option.  
c. (Optional) Enter a batch field (default is 90).  
d. (Optional) Select the Clear All Fiscal YTD Reports option.
8. Click **Save**.

**Note:** When you run Begin New for the first pay period of the year, HR/Payroll Latitude initiates year-end. Since year-end functionality in HR/Payroll Latitude is dependent on you selecting the year-end pay period as the final pay of the year (on the Processing Periods Edit page), you must do this before running Begin New for the first pay period for each PSID and pay frequency.

You can not run a Prepare on your year end suffix run until you have run Begin New for Pay Period 02.

### First pay of the year

You must do a Begin New for PP01/2020 to enable you to process year-end adjustments. What this does is:

- Automatically opens year-end by PSID and Frequency.
- The employee’s current record is copied into the year end table.
- A prior year history row is created in the wage and tax screen after pay period 1.
- Simultaneous access to current and prior year processing.

### Before beginning

Before the end of the year, ensure that the payroll schedule has the last regular pay period of the year marked as the “Year-End Pay Period”. For more information see, *Enabling year-end processing*, page 45.

### Enabling year-end processing

**To confirm year-end processing is enabled in HR/Payroll Latitude:**

1. Open the **Payroll Processing Period** page (**System → Payroll → Payroll Processing Period**) for the last regular pay period of the year for a given PSID/Pay Frequency based on the Cheque Date.
2. In the **Payroll Processing Period** section, confirm the **Year-End Pay Period** check box is selected.
3. If not checked, place a check mark by clicking on box and save.
Initiating year-end processing

Year-End processing is enabled either automatically when Begin New is run, or manually when HR/Payroll Latitude forces the payroll into year-end.

**Note:** The Year-End Package indicates the date when HR/Payroll Latitude forces the payroll into year-end. The date is approximately after the first week in January. If you have not run Begin New for all PSIDs and frequencies, after this date, Year-end processing must be opened manually.

**Automatic initiation of year-end processing**

If the first pay period of the year is opened before the date indicated in the Year-End Package for HR/Payroll to automatically force the payroll into year-end, running Begin New initiates the Begin Year-End process.

By initiating the year-end process, HR/Payroll Latitude begins a new year-end processing period and purges information from the previous year-end. HR/Payroll Latitude copies the employees' last payroll profile and tax information and the company's earnings and deductions to the Year-End tables.

4. Click **Save**.
Once the Begin Year-End process is complete, the Year-End menu options for making year-end changes or adjustments to employee information are available in HR/Payroll Latitude.

**Manual initiation of year-end processing**

When the Begin New job for the first pay period is run after the date indicated in the Year-end Package for HR/Payroll to automatically force the payroll into year-end, the Begin Year-End process must be opened manually from the *Manage Year-End* page (*Activities → Payroll → Manage Year End*).
By initiating the year-end process, HR/Payroll Latitude begins a new year-end processing period and purges information from the previous year-end. HR/Payroll Latitude copies the employees’ last payroll profile and tax information and the company’s earnings and deductions to the Year-End tables. This must be manually initiated for each PSID and frequency not processed automatically.

**Note:** When the year-end process is initiated manually, any changes made on suffix runs for the last pay period of the year made after Begin Year-End has been initiated will not be included in the Year-End system.

**To open year-end processing manually:**

1. Click **Activities → Payroll → Manage Year End**.

2. Select the **Begin** check box.

**Note:** It is important to verify that the final pay of the year, which is based on the last cheque date of the year, is flagged as the year-end pay period on the Processing Periods Edit page before selecting the Begin option on this page.

3. Verify that you want to continue and select the check box in the message area.

4. In the Scheduling Options section, do one of the following:
   - To run this process now, click **Run Immediately**.
   - To run this process later, click **Run On** and enter a date and time.
Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:

- Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
- Winnipeg, Manitoba, enter hours and minutes for the central time zone

5. To receive an email notice when the process is finished, select **Email Me When the Job Is Completed**.

HR/Payroll Latitude uses the email address of the person who is logged in.

6. Click **Save**.

Once the Begin Year-End process is complete, the Year-End menu options for making year-end changes or adjustments to employee information are available in HR/Payroll Latitude.

Use the HR/Payroll Latitude **Year-End Personal and Tax** page (**Employees → Year End → Personal and Tax**) to update information on the employee’s tax form.
Information for an employee such as the employee’s cheque name, address, SIN and tax set-up can be updated.

To update an employee’s tax form for year-end:
1. Click Employees → Year End → Personal and Tax.
2. Select an employee and click Open.

3. In the Synchronize Personal With Current Year section, indicate if the employee’s personal information for year-end should also be applied to the employee’s personal information for the current year.

**Note:** Applying changes to current year takes the changes made for the employee at year-end and updates the employee in the current year, eliminating the need to re-key these changes.

4. In the Name section, enter the name that should display on the employee’s year-end cheque.
5. In the **Payroll Status** section, select the control information that applies for the employee.
   HR/Payroll Latitude uses these fields to override the employee's home department.

6. In the **Mailing Address** section, enter the employee's address.

7. In the **Confidential** section, enter the employee's Social Insurance Number, and Date of Birth.

8. In the **Synchronize Tax With Current Year** section, indicate if the employee's tax information for year-end should also be applied to the employee’s tax information for the current year, which is the year.

9. In the **Tax Information** section:
   a. Indicate if Canadian Pension Plan (CPP) or Québec Pension Plan (QPP) deductions will be taken for the employee.
   b. Indicate if Employment Insurance (EI) deductions will be taken for the employee.
   c. Select the EI rate.
   d. If applicable, indicate if Québec Parental Insurance Plan (QPIP) deductions will be taken for the employee.
      The QPIP legislation provides for the payment of a financial benefit to any eligible worker in Québec who takes a maternity, paternity, adoption, or parental leave during which the worker sustains an interruption of earnings.

10. Click **Save**.

### Updating an employee’s YTD, tax body and J4 information

Use the HR/Payroll Latitude **Year-End Adjustment** page (**Employees → Year End → Adjustments**) to update an employee’s YTD, Tax Body and J4 information on the employee’s tax form. Adjustments saved using this page are processed against the year-end file. Only open year-end suffix run periods are allowed.
Updating manual or void cheques

To update manual or void cheques use the HR/Payroll Latitude Year-End Cheque Entry page (Employees → Year End → Cheque Entry).

Cheque entries saving using this page are processed against the year-end file. Only open year-end suffix run periods are allowed.

**Note:** A Begin New into Pay Period 02 is required to prepare / transmit a Year End Suffix run.
Creating tax forms for the previous year for employee’s hired in the current year

When year-end processing is active a new hire’s information can be included as part of the year-end processing.

To create tax forms for the previous year for employee’s hired in the current year:
1. Click Employees → Activities → New Hire to open the New Hire Wizard.
   The Preliminary Information for New Hire page opens.
2. Select a payroll service ID (PSID) to assign the new hire to.
3. Select the new hire’s tax province.
4. Select the new hire’s pay frequency.
5. Select the Include in Year End option to add the new hire’s information as part of the year-end processing.
Updating employee’s tax form for year-end

6. Click Next.

7. Complete the new hire process.

Flagging year-end new hires

For new hires requiring tax forms when year-end payroll processing is active, use the Flag Year-end New Hires page to identify new hires to be included for year-end payroll processing if:

- you didn’t include them as a new hire for year-end processing on the Preliminary Information for New Hire page
- their information should be included in year-end processing but has not been transmitted to Ceridian

For each employee, Ceridian HR/Payroll Latitude displays the following:

- payroll service ID (PSID)
- employee number
- name
- Social Insurance Number (SIN)
- hire date
- payroll status

To identify new hires to be included for year-end payroll processing:

1. Click Activities → Payroll → Flag Year End New Hires.

The Flag New Hires page opens.
2. Select a country.
   This step applies only if you have access to payroll service IDs (PSIDs) from more than one country.
   For each employee you want to add to year-end payroll processing, select the Include in Year End check box.

3. To search the list for a specific employee record, select the column name to search in. Enter the information you want to search for and click Search.

4. To go to a specific record in the list, enter the record number and click Go.

5. Click Save.

Creating tax forms for employees not on the payroll

When year-end payroll processing is active and you want to enter a new hire into Ceridian HR/Payroll Latitude for a Canadian payroll service ID (PSID) during the year-end payroll process, use the Year-end New Hire page to enter the following basic information for the new employee's tax form:

- name, address, and confidential information
- payroll status
- tax information

This screen is used to add directors or other third party individuals where tax forms are required for non employees.

To create tax forms for a year-end new hire not on the payroll:
1. Click Employees → Year-End → YE New Hires.
2. Select the payroll service ID (PSID) and payroll information on the Year-end Pre New Hire page.

3. Click Next.
   The YE New Hires page opens.

4. In the Name section, enter the new hire's first, middle, and last names.
   If the full name exceeds the limit allowed for the employee's cheque name, a message appears noting that the name will be truncated for payroll purposes. The cheque name is the name that appears on the employee's pay cheque and tax form.
   You can modify the cheque name if the truncated name which appears is not correct.

5. In the Payroll Status section, do the following:
   a. Enter the employee number.
      Employee numbers must be at least 3 characters up to 10 characters, and can't include the "$" character.
      The employee number field does not appear on the Year-end New Hire page if you set up HR/Payroll Latitude to generate employee numbers automatically. If you did set up automatic generation, the assigned employee number for the new...
employee appears after you save the new hire information. If your company uses custom triggers to automatically generate employee numbers, the new hire’s system-assigned employee number appears on the Personal and Tax page (Employees → Year End → Personal and Tax).

b. Enter the new hire’s date of hire.

c. Enter the new hire’s division and department assignments.

d. Select the new hire’s labour distribution information in the Control fields.

6. In the Personal Information section, enter the new hire’s complete home address.

7. In the Confidential section, enter the new hire’s Social Insurance Number (SIN) and enter or select the new hire’s birth date.

8. In the Tax Information section, do the following:

a. Indicate if Canadian Pension Plan (CPP) or Québec Pension Plan (QPP) deductions will be taken for the employee.

b. Indicate if Employment Insurance (EI) deductions will be taken for the employee and select the EI rate.

c. Select the new hire’s tax province.
   Select ZZ to indicate the new hire is outside Canada. For employees outside Canada, only CPP and EI are deducted.

d. If applicable, indicate if Québec Parental Insurance Plan (QPIP) deductions will be taken for the employee.
   The QPIP legislation provides for the payment of a financial benefit to any eligible worker in Québec who takes a maternity, paternity, adoption or parental leave during which the worker sustains an interruption of earnings.

9. Click Save.

**Note:** The basic net claim amounts for Federal and the appropriate province of employment will be defaulted when the new hire is processed on the year-end run.

Employee’s hired into year-end only can be opened in HR/Payroll Latitude by using the Look In Year End option in the Employee Search feature.
Rehiring an employee on the first pay of the year

During the first pay of the year, there are times when employees may need to be rehired. Ceridian recommends re-hires be performed on the 2nd pay of the year or later. If the rehire cannot be processed on the 2nd pay or later, please contact your Service Delivery team to have your payroll forced into the new year. Failure to do this will result in the employee not appearing on your pay register, and subsequently, will not be paid.

What is Forced Year End:

It is a core process by which the current year file is split in two so that there is a current year file and yearend file that retains year-end data.

This process also:

- Clears previous year’s to date amounts YTD’s
- Adds New Tax Table information
- Purges employee that have both terminated status and a termination date
After Preparing and Transmitting the First Pay Period of the new year, year-end updates can be Prepared and Transmitted. Prepare the Year-End suffix pay period by selecting the Year-end Suffix option on the Prepare Process page.

**Note:** When preparing Year-End Suffix pay periods:
- A Begin New into Pay Period 02 is required to prepare / transmit a Year End Suffix run.
- It is recommended that Payroll Preview is processed prior to submitting your Year-end run.
- There are no Cycle Data batches as employee’s are not paid during year-end
- Benefits To Deductions (BDI) is disabled
- The option to request GL (for clients required to request GL) is disabled.

Contact your Service Delivery Team to turn GL back on for year-end.

To prepare and transmit payroll information to send to Ceridian for a year-end payroll adjustment run:
1. Click Activities → Payroll → Prepare Process.
2. Select Canada. This step applies only if you have access to PSIDs from more than one country.
3. To initiate the Year-end Suffix preview, select the Year-End Suffix check box, select a year-end processing period and click Next.
4. Select the Process check box for each pay period that you want to generate a transaction file for.
5. Click **Next**.

Page 2 of the Prepare Process page displays.

6. The Payroll Preview option is selected automatically by HR/Payroll Latitude. Verify that the Payroll Preview check box is selected.

7. In the **Adjustments** section, HR/Payroll Latitude by default includes all combinations of PSID and pay period in which adjustments to employee payroll information have been made since the transmission of the last year-end suffix run. For each
adjustment that you don’t want to include in the Prepare process, clear the Include check box next to it.

8. In the Scheduling section, do one of the following:
   - To run this process now, click Run Immediately.
   - To run this process later, click Run On and enter or select a date and enter a time.

   Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:
   - Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
   - Winnipeg, Manitoba, enter hours and minutes for the central time zone

9. To receive an email notice when the Prepare process is completed, select Email Me When Completed.

   HR/Payroll Latitude uses the email address of the person who is logged in.

10. Click Save.
Monitoring the status of year-end payroll preview jobs

You can verify the status of year-end payroll jobs on the Job Monitor page (Activities → Activity Management Monitor). After the jobs runs, use the Job Monitor to display each job’s description and job status. The year-end job descriptions are:

- Preview Prepare 1 – Year End
- Preview Transmit – Year End
- Preview Retrieve – Year End
Similar to non year-end runs, you will receive notifications of year-end payroll preview jobs via email. Each email notification specifies PSIDs and payroll frequency.

Year-end and non year-end payroll preview jobs may be run sequentially (one after the other) but not concurrently.

**Viewing year-end payroll preview reports**

After all jobs have run, you can review year-end reports in the Payroll Preview Status section of the Prepare Process page (Activities → Payroll Prepare Process). A new **Year End** column has been added to the Payroll Preview Status section of the Prepare Process page.

When Payroll Preview process is successfully completed, an indicator of “N” (indicates a regular, non **Year End** file) and/or “Y” (indicates a **Year End** file) displays.
To preview the report, click **View File**.

**Note:** If you attempt to prepare a file that has already been transmitted, HR/Payroll Latitude displays a warning message to avoid multiple attempts of preparing the payroll file, which can cause HR/Payroll Latitude to send the prepared file from the previous pay period. There are some cases in which you need to re-prepare and HR/Payroll Latitude allows you to continue. The Transmitted column on the **Prepare Process** page displays the last date and time the file was transmitted to the payroll engine.

**Transmitting year-end files**

After verifying that the year-end preview file is error free, the transmission file can be submitted to Ceridian for processing.

1. To transmit the file for year-end processing, click **Activities → Payroll → Transmit**.
2. Select the **PSID and Date** for the year-end suffix that you want to send to Ceridian.
3. In the **Scheduling** section, do one of the following:
   - To run this process now, click **Run Immediately**.
   - To run this process later, click **Run On** and enter or select a date and enter a time.

   Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:
   - Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
   - Winnipeg, Manitoba, enter hours and minutes for the central time zone
4. To receive an email notice when the Prepare process is completed and when the prepared files have been sent to Ceridian, select **Email Me When Completed**. HR/Payroll Latitude uses the email address of the person who is logged in.

5. Click **Finish**.

To check the progress of the Close Suffix Period, the Prepare and Transmit processes, click **Job Monitor**.

When the Job Monitor page shows that the payroll files have been processed, use the File Manager page to save them on your workstation.

HR/Payroll Latitude displays a message when the job has been submitted.
Receiving and translating the results of the year-end updates

Once the payroll engine has processed the year-end updates you must Receive and Translate the file.

To Receive the files:
1. Click Activities → Payroll → Receive.
2. Select Canada. This step applies only if you have access to payroll service IDs (PSIDs) from more than one country.

The Receive page opens.
From a Year End Suffix run you will receive the HRHR file.
If you had requested GL files to be activated for Year end run, the files will be listed under Other.

**Once you have received the files, to translate the results of the year-end updates:**

1. Click **Activities → Payroll → Translate**.
2. Select **Canada**. This step applies only if you have access to payroll service IDs (PSIDs) from more than one country.

The **Translate** page opens.
3. In the **Year End Data** section, select the PSID/pay frequencies that have had year-end processing runs that you want to translate information for.

4. For Scheduling Options, do **one** of the following:
   - To run this process now, click **Run Immediately**.
   - To run this process later, click **Run On** and enter or select a date and enter a time.

Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:
   - Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
   - Winnipeg, Manitoba, enter hours and minutes for the central time zone

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**CERIDIAN**

Monitoring the status of year-end payroll preview jobs

3. In the **Year End Data** section, select the PSID/pay frequencies that have had year-end processing runs that you want to translate information for.

4. For Scheduling Options, do **one** of the following:
   - To run this process now, click **Run Immediately**.
   - To run this process later, click **Run On** and enter or select a date and enter a time.

Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:
   - Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
   - Winnipeg, Manitoba, enter hours and minutes for the central time zone
5. To receive an email notice when the process is finished, select **Email Me When the Job Is Completed**. HR/Payroll Latitude uses the email address of the person who is logged in.

6. Click **Save**.

HR/Payroll Latitude displays a message when the job has been submitted. Click **Job Monitor** to check the progress of the Translate process.

**Validating the employee updates**

Validate the employee’s current and previous YTD amounts on the **View Wage and Tax** page (Employees → Payroll → View Wage and Tax).

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**Note:** Employee will always have one record per year unless they have changed Tax Province and/or EI Rate (aka. Tax Body) in which case they would have one record for each tax body in that year (Active/Inactive Tax Body)

The **Cheque Details** and **Adjustment History** pages include updates to the employee’s YTD amounts that appear in the history lists as **YE**.
Note: The Pay Stub feature for year-end entries does not display any detail as there was no payment.

Closing year-end processing

Once year-end processing and tax forms have been received and validated, the Year End process must be closed manually.

To close the Year-end Suffix processing period:
1. Click System → Payroll → Payroll Processing Period.
2. Select Canada. This step applies only if you have access to payroll service IDs (PSIDs) from more than one country.
3. Select a suffix period and click Open.
4. Click Edit Current Selected Period.
5. Click OK.
6. In the Payroll Processing Period section, select the Suffix period is closed check box.
7. Click Save.

To close year-end processing:
1. Click Activities → Payroll → Manage Year-End.
2. Click Close for the plan year you want to close.

This disables year-end related processes and displays a message that you first need to close any year-end suffix periods that are still open. The open suffix runs must be completed and closed before you can proceed.
3. Verify that you want to continue and click the check box in the message area.

4. For Scheduling Options, do one of the following:
   - To run this process now, click **Run Immediately**
   - To run this process later, click **Run On** and enter a date and time
     Enter time in hours and minutes (hh:mm AM or hh:mm PM format). If your Ceridian processing facility is in:
     - Louisville, Kentucky or Atlanta, Georgia, enter hours and minutes for the eastern time zone
     - Winnipeg, Manitoba, enter hours and minutes for the central time zone

5. To receive an email notice when the process is finished, select **Email Me When the Job Is Completed**.
   HR/Payroll Latitude uses the email address of the person who is logged in.

6. Click **Save**.

Once the year-end process is closed the year-end menus are no longer available for making year-end changes or adjustments.
If required, year-end processing can be reopened for further updates to the employees. Re-opening year-end enables the year-end menu items.
Importing year-end new hires and updates

Importing employees into the current year and including them in year-end

Employees can be imported into the current year using the existing new hire imports and included in the new year using the EYEProfile import (041D901)

| 1. Employee Base          | 010303 – Add Employee Base |
| 2. Employee Payroll       | 05C201 – Add/Update Employee Payroll Base |
| 3. Employee Compensation  | 014004 – Add Job And Comp – Base Comp |
| 4. Employee Personal      | 010403 – Add/Update Employee Personal |
| 5. Employee Job and Organization | 011101 – Add/Update Job and Organization Info |
| 6. Employee Employment    | 011403 – Add/Update Employment Information |
| 7. Employee Benefit Base  | 0116502/0316500 – Add/Update Benefit Base Info |
| 8. Employee Tax           | 0114801/0514801 – Add/Update Employee Tax Info |
| 9. YE Employee Profile and Tax | 041D901 – Add/Update YE Employee Profile and Tax |
| 10. Employee Labour Distribution | 0417201 – Add/Update Employee Labour Distribution |
| 11. Employee Additional PR Fields | 041A601 – Add/Update Employee Payroll General Info (GIF) |
| 12. Synchronize HR to PR  | 020303 – CDN NHR Employee HR2PRSync |

**Note:** Year-End Only New Hires cannot currently be imported into HR/Payroll Latitude.

For detailed instructions on creating and running this import, see the HR/Payroll Latitude Import File Specifications document.
Importing updates to employees’ year-end information

Updates to employees’ year-end information can be imported using the EYEPProfile import (041D901). The following information can be updated using this import:

- Employee’s name
- Cheque name
- Control 3 – 6 GL information
- Address
- SIN
- Date of birth
- Tax set-up indicators

For detailed instructions on creating and running this import, see the HR/Payroll Latitude Import File Specifications document.

Importing year-end adjustments

Year-end adjustments can be imported using the Add Employee Adjustments import (01D401). The year-end adjustments are imported by providing the year-end suffix as the pay period and setting the year-end adjustment flag to yes (Identify Year-End = Y).

For detailed instructions on creating and running this import, see the HR/Payroll Latitude Import File Specifications document.
Transferring employees from one CRA business number to another

If you are transferring employees or making tax adjustments between EI pref codes, please be aware that if the negative adjustment amount is greater than your normal per period remittance, Ceridian cannot recover any monies already remitted to CRA. Ceridian will collect additional funding to cover the negative balance. To avoid this situation please contact your Ceridian Service Delivery Team for further instructions, prior to transferring the employees.
How to initiate the production of your tax forms with IVR

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

IVR – Interactive Voice Response

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

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

Important Information On When To Access IVR:

Tax form initiation is available via IVR from January 7, 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 Functions.
4. Identify yourself with branch (277) and your payroll id along with your PIN. If you do not know your PIN id, contact your Service Delivery Team for assistance.
5. Once validation access has been completed you will be prompted to provide reason for your call. Select option 3- Tax Form Processing, and follow the voice prompts.

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

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

T4/RL filing deadline for 2019

CRA’s deadline for filing returns and distributing forms is **March 2, 2020.** RQ’s is **February 29, 2020.**

See *Important dates and deadlines*, page 23.

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

Electronic filing

Ceridian electronically files customers’ tax forms with the Canada Revenue Agency and Revenu Québec. 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 Québec using an alternate method.

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

**Revenu Québec**
The Government-supplied RL-1 Summary (RLZ-1.S-V) must be completed by you and sent by you. Employers filing with the Government of Québec must submit the RL-1 Summary to the address shown on the form. The Québec provincial government does not supply Ceridian with RL-1 Summaries. The summary that is sent directly to you, the employer, from the Government of Québec must be used for filing purposes.
Making amendments after T4s and RL-1s have been processed

For the purpose of completing the RL-1 Summary, Ceridian’s RQ tax filing number is NP000013. Please note that this number is for Ceridian customers filing purposes only, and should NOT be used or distributed to anyone other than RQ.

**ACTION REQUIRED:** Submit RL-1 Summaries.

Making amendments after T4s and RL-1s have been processed

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

**Tax form cancellations**

On occasion individual tax forms are produced in error. Often when this occurs tax forms are re-run. It is important to advise you that if these original forms have already been filed with CRA or RQ, and you will NOT be filing amended forms to replace them, it is your responsibility to initiate a cancellation request.

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.

Please contact your Service Delivery Team to initiate a cancellation.

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/RQ 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

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

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

For further information, see the Employers’ Guide - Filing the T4 Slip and Summary (RC4120)

Issuing an amended RL-1/RL-2

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

- Manually prepare the form(s) using the corrected information. Ensure they are completed in their entirety. Forms can be located at http://www.revenuQuebec.ca/en/sepf/formulaires/. If you are requesting Ceridian to process the amended tax forms, please make the request through your Service Delivery Team.
- Clearly identify the new form(s) as AMENDED.
- Indicate on the amended form(s) the number appearing on the upper right-hand corner of the original slip.
- IMPORTANT: If you have submitted your RL data electronically, send a paper copy of the original form(s) along with the form(s) amending them.
- Send Copy 1 of the amended form(s) with a new RL-1 Summary along with a letter explaining the reason for the amendments to Revenu Québec. Include your RQ Business Number in this letter and indicate how your original form(s) were filed.
Filing NR4 tax forms

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

Ceridian can produce self-sealed NR4 forms for issuance to employees and electronically file them with CRA. Contact your Service Delivery Team for instructions regarding the setup of the payroll codes and the employee information necessary to produce NR4s.

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

<table>
<thead>
<tr>
<th>Province</th>
<th>Requirement</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Territories / Nunavut</td>
<td>Annual Payroll Tax Returns</td>
<td>February 28, 2020</td>
</tr>
<tr>
<td>Québec</td>
<td>Complete HSF section of RL-1 Summary (RLZ-1.S-V)</td>
<td>February 29, 2020</td>
</tr>
<tr>
<td>Ontario</td>
<td>Annual EHT return</td>
<td>March 16, 2019</td>
</tr>
<tr>
<td>British Columbia</td>
<td>EHT Annual Return and final quarterly payment</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Manitoba</td>
<td>Payroll Tax Annual Report and T4 Summary (for Health &amp; Education Tax)</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>Annual HAPSET Declaration Return</td>
<td>March 31, 2020</td>
</tr>
</tbody>
</table>

## 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 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 attributed to the month in which the instalment is paid. An employer is required to pay monthly instalments if their annual “Total Ontario Gross Remuneration” exceeds $600,000.

An annual EHT return must be filed by:

- All employers who received their EHT Annual Return
- Eligible employers whose “Total Ontario Gross Remuneration” is greater than their available exemption for 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, the Ministry will prorate your exemption amount. For more information go to http://www.fin.gov.on.ca/en/guides/eht/

EHT annual year-end return - annual remitters

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

EHT annual year-end return - monthly remitters

For employers making monthly instalments, the amount owing for a year is based on the payroll from January 1 to December 31.
**Ontario employer health tax (EHT)**

**ACTION REQUIRED:** If your payroll includes employees in the province of Ontario, **SUBMIT your Annual EHT Return for 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.

<table>
<thead>
<tr>
<th>Month Gross Paid</th>
<th>Actual Monthly Gross for Calendar Year</th>
<th>Gross Pay Used to Determine Monthly Remittance</th>
<th>Accumulative Gross Pay</th>
<th>EHT Remitted in 2019 @1.95%</th>
<th>Date EHT Remittance Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td>$76,000</td>
<td>$76,000</td>
<td>$76,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2019</td>
<td>$58,000</td>
<td>$58,000</td>
<td>$134,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2019</td>
<td>$52,000</td>
<td>$52,000</td>
<td>$186,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2019</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$246,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2019</td>
<td>$55,000</td>
<td>$55,000</td>
<td>$301,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2019</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$355,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2019</td>
<td>$102,000</td>
<td>$102,000</td>
<td>$457,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2019</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$507,000</td>
<td>$331.50</td>
<td>Sept. 15/19</td>
</tr>
<tr>
<td>September 2019</td>
<td>$56,000</td>
<td>$56,000</td>
<td>$553,000</td>
<td>$1,092.00</td>
<td>Oct. 13/19</td>
</tr>
<tr>
<td>October 2019</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$623,000</td>
<td>$1,170.00</td>
<td>Nov. 15/19</td>
</tr>
<tr>
<td>November 2019</td>
<td>$52,000</td>
<td>$52,000</td>
<td>$675,000</td>
<td>$1,014.00</td>
<td>Dec. 15/19</td>
</tr>
<tr>
<td>December 2019</td>
<td>$80,000</td>
<td>$80,000</td>
<td>$755,000</td>
<td>$1,560.00</td>
<td>Jan. 15/20</td>
</tr>
<tr>
<td>Totals</td>
<td>$755,000</td>
<td>$755,000</td>
<td>$755,000</td>
<td>$5,167.50</td>
<td></td>
</tr>
</tbody>
</table>

* 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 \times 1.95\% = $5,167.50
- Balance due $0.00
All enquiries regarding EHT, should be directed to:

Ministry of Finance
Advisory Services Employer Health Tax
33 King Street West
Oshawa, Ontario
L1H 1A1

Phone: 866-668-8297

**Manitoba health and post-secondary education tax**

If you have employees in Manitoba and you pay Manitoba Health and Post-Secondary 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) should be included with the Report and submitted by March 31, 2020 to:

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

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 found at [https://www.canada.ca/en/revenue-agency/services/forms-publications.html](https://www.canada.ca/en/revenue-agency/services/forms-publications.html) or call **1-800-959-2221.** CRA no longer sends paper summaries to employers via the mail.

The rates are:

<table>
<thead>
<tr>
<th>Total Yearly Payroll</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $1,250,000</td>
<td>exempt</td>
</tr>
<tr>
<td>$1,250,000 - 2,500,000</td>
<td>4.3% on the amount in excess of $1,250,000</td>
</tr>
<tr>
<td>Over $2,500,000</td>
<td>2.15% of the total payroll</td>
</tr>
</tbody>
</table>
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).

Québec health services fund (HSF)

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 Québec).

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 Québec 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 payroll amount for 2019. The Health Services Fund contributions reconciliation at year-
end may indicate that remuneration, subject to HSF, is more than was originally estimated for the purpose of establishing the correct contribution rate. Employers are then expected to modify their HSF rate, and make any required adjustments, before the last remittance of the year. Employers 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.

**ACTION REQUIRED:** If your payroll includes employees in the province of Québec, **SUBMIT your Total Worldwide 2019 Wages (Québec health services fund (HSF), page 85) to your Ceridian Branch, 5 days prior to the first pay of 2020 (deadline).**

A Quebec Health Services Fund reduction was introduced for employers who create positions for or hire new employees in certain specialized fields after June 4, 2014. Employers who are eligible for this reduction must manually submit a form LE-34.1.12 to Revenu Quebec.

Québec CNESST (Commission des normes, de l'équité, de la santé et de la sécurité du travail)

Employers paying employees working in the province of Québec must pay CSST insurance premiums to Revenu Québec 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 Québec employees, you must file CSST payments with your RQ (Revenu Québec) 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 RQ.

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

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

Employers are required to complete and return the annual Statement of Wages by March 13, 2020. If there is a credit or a balance owing an assessment variation may be issued and interest becomes payable.
Newfoundland and Labrador health and post-secondary education tax (HAPSET)

If you would like Ceridian to calculate CSST or calculate and remit your CSST payments to Revenu Québec on your behalf, please contact your Service Delivery Team.

For more information please visit the CNESST 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 a copy 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.

Employers whose cumulative payroll will not exceed the $1.2 million exemption threshold are not be 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 Return by March 31, 2020.

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.
WCB reports

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 are responsible for verifying that the taxable T4/T4A income of BC employees has been included in BC Remuneration. The BC Ministry of Finance [website](#) lists included and excluded remuneration.

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WCB reports

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

**Workers compensation assessable amounts for 2019**

<table>
<thead>
<tr>
<th>Province</th>
<th>Maximum Assessable Amounts for 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>$84,800</td>
</tr>
<tr>
<td>AB</td>
<td>$98,700</td>
</tr>
<tr>
<td>SK</td>
<td>$88,314</td>
</tr>
<tr>
<td>MB</td>
<td>$127,000</td>
</tr>
<tr>
<td>ON</td>
<td>$92,600</td>
</tr>
<tr>
<td>QC</td>
<td>$76,500</td>
</tr>
<tr>
<td>NB</td>
<td>$64,800</td>
</tr>
<tr>
<td>NS</td>
<td>$60,900</td>
</tr>
<tr>
<td>PE</td>
<td>$55,000</td>
</tr>
<tr>
<td>NL</td>
<td>$65,600</td>
</tr>
<tr>
<td>YT</td>
<td>$89,145</td>
</tr>
<tr>
<td>NT/NU</td>
<td>$92,400</td>
</tr>
</tbody>
</table>
Appendix A

Forms

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

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

**Important Note:** To ensure that all changes for the First Pay of the Year are applied, Ceridian recommends that you send in ALL your changes together in **ONE** request per PSID.

Please provide the PSID number and Business Number to which the changes should be applied to.

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

Email: HPL@Ceridian.com

Phone: 1 877-864-5599 ext. 6190
This form MUST be received by Ceridian 7 business days prior to your first transmission with a 2020 pay date

***ONLY IF CHANGES ARE REQUIRED***

PLEASE EMAIL to HPL@Ceridian.com

Associated employers in Ontario are entitled to only one exemption. The 2019 exemption is $490,000. Ceridian will apply the amount currently on file unless a change is indicated below. The exemption will be applied from the first pay date of January 2020.

THE ENTIRE AVAILABLE EXEMPTION IS TO BE APPLIED TO THIS COMPANY

YES ☐   NO ☐

If NO, apply exemption of $ ____________

Last Transmission Date 2019:______________________Final Pay Date 2019:______________________
First Transmission Date 2020:______________________First Pay Date 2020:______________________

Company #:________________________ Company Name: ______________________________

Signature: __________________________ Date: __________________

Print Name: __________________________ Telephone #: __________________
HR/Payroll Latitude year-end
Québec health services fund (HSF)
For clients with Québec employees

This form MUST be received by Ceridian
7 business days prior to your first transmission of 2020

***ONLY IF CHANGES ARE REQUIRED***

PLEASE EMAIL to HPL@Ceridian.com

Please enter your rate for the Québec Health Services Funds (HSF): ___________%

Indicate if you are eligible for a lower HSF rate as a result of your manufacturing or primary sector activities: ___________ (yes/no)

Last Transmission Date 2019: ___________________ Final Pay Date 2019: ___________________
First Transmission Date 2020: ___________________ First Pay Date 2020: ___________________

Company # _______________ Company Name: ____________________________
Signature: ___________________ Date: ___________________
Print Name: __________________________ Telephone #: ___________________
This form MUST be received by Ceridian
7 business days prior to your first transmission of 2020

***ONLY IF CHANGES ARE REQUIRED***

PLEASE EMAIL to HPL@Ceridian.com

The annual exemption threshold for 2019 is $1,300,000. Ceridian will apply the amount currently on file unless a change is indicated below.

THE ENTIRE EXEMPTION IS TO BE APPLIED TO THIS COMPANY

YES ☐ NO ☐

If NO, apply exemption of $ ____________

Last Transmission Date 2019:______________________Final Pay Date 2019:______________________
First Transmission Date 2020:______________________First Pay Date 2020:______________________

Company # ____________ Company Name: ____________________________
Signature: ____________________ Date: ____________________
Print Name: ____________________ Telephone #: ____________________
HR/Payroll Latitude year-end
Remittance frequency, EI rate & WCB rate changes

This form MUST be received by Ceridian 7 business days prior to your first transmission of 2020 or sooner if possible

PLEASE EMAIL to HPL@Ceridian.com

CRA
Frequency Change: Business #___________________ RP_________
                  Regular ☐   Threshold 1 ☐   Threshold 2 ☐

Company EI Rate Change: Business #___________________ RP_________ EI Rate_______
                        Business #___________________ RP_________ EI Rate_______
                        Business #___________________ RP_________ EI Rate_______

REVENU QUÉBEC
Frequency Change: Business #___________________ RS_________
                  Monthly ☐   Twice Monthly ☐   Weekly ☐

ONTARIO EMPLOYER HEALTH TAX (EHT)

Frequency Change: EHT #________________________
                  Monthly ☐   Quarterly ☐   Annually ☐

MANITOBA HEALTH & POST-SECONDARY EDUCATION TAX LEVY

Frequency Change: Business #___________________ RP_________
                  Notch Provision ☐ Regular ☐
                  Est. MHE Gross For Current year ______________ WCB Rate Changes

<table>
<thead>
<tr>
<th>Province</th>
<th>WCB Rate</th>
<th>Province</th>
<th>WCB Rate</th>
<th>Province</th>
<th>WCB Rate</th>
<th>Province</th>
<th>WCB Rate</th>
<th>Province</th>
<th>WCB Rate</th>
</tr>
</thead>
</table>

Last Transmission Date 2019: ____________________ Final Pay Date 2019: ____________________
First Transmission Date 2020: ____________________ First Pay Date 2020: ____________________

Signature: ____________________ Date: ____________________ Telephone: ____________________
Company #: ____________________ Company Name: ____________________
HR/Payroll Latitude year-end

Weekly and bi-weekly payrolls change in number of pays processed

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

***ONLY IF CHANGES ARE REQUIRED***

PLEASE EMAIL to HPL@Ceridian.com

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

<table>
<thead>
<tr>
<th>Company Number</th>
<th>Pay Frequency</th>
<th># of Pays in the New Tax Year</th>
<th>Last Transmission Date of Current Tax Year</th>
<th>First Transmission Date of New Tax Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________</td>
<td>___________</td>
<td>___________________</td>
<td>___________________</td>
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<td>___________________</td>
<td>___________</td>
<td>___________________</td>
<td>___________________</td>
<td>___________________</td>
</tr>
</tbody>
</table>

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

Last Transmission Date 2019: ___________________ Final Pay Date 2019: ___________________

First Transmission Date 2020: ___________________ First Pay Date 2020: ___________________

__________________________ ____________________ ___________ ___________
Authorized Signature Print Name Date Telephone Number
HR/Payroll Latitude year-end

Tax forms on CD/postage request

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

***ONLY IF CHANGES ARE REQUIRED***

PLEASE EMAIL to HPL@Ceridian.com

<table>
<thead>
<tr>
<th>CD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WLFD99 TAX FORMS MAG TAPE S</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

REQUEST POSTAGE (for tax forms to be mailed out by Ceridian)

Y/N

BR

Last Transmission Date 2019: ____________________________ Final Pay Date 2019: ____________________________

First Transmission Date 2020: ____________________________ First Pay Date 2020: ____________________________

Company #: ____________________________ Company Name: ____________________________

Signature: ____________________________ Date: ____________________________

Print Name: ____________________________ Telephone #: ____________________________