



2017 YEAR-END CUSTOMER GUIDE
POWERPAY



2017 Powerpay Year-End Customer Guide

Welcome to the 2017 year-end customer guide. Use this guide as a reference to lead you through the year-end process. The information contained in this customer guide is as up to date as possible as of **October 1, 2017**. As new information becomes available, it is distributed via the following media:

- Info Centre available upon log-in to Powerpay
- Ceridian's web site, at www.ceridian.ca → Resources → Guides → Ceridian Customer Year-End Guides
- Ceridian's electronic newsletter, **Ceridian Voice Newsletter**. To receive the newsletter, submit your e-mail address at <http://www.ceridian.ca/en/info/subscribecentre.html>
- Please visit the online legislative information at <http://www.ceridian.ca/legislation>

To request your tax forms between January 2, 2018, and February 23, 2018, call our Interactive Voice Response (IVR) Service at 1-800-667-7867. Please be prepared by ensuring that you have your IVR Branch ID, Payroll ID and PIN number on hand. If you do not have this information, please contact your Service Delivery Team for assistance.

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

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Ceridian Bulletin Board

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

New in 2017

- **Employee Consent for electronic T4s is no longer required** – Starting with the 2017 tax year, employers may make T4s accessible to employees electronically without documenting express consent.
- **Public Transit Tax Credit Eliminated** – For 2017, only report in T4 Box 84 the costs for public transit services used before July 1, 2017. The tax credit is only available on costs for services from January 1, 2017 to June 30, 2017. T4 Box 40 should record the taxable benefit for the entire year. You will need to perform a manual adjustment if you offered this benefit in 2017.
- **Canada Savings Bonds / Canada Premium Bonds** – Effective October 31, 2017, the government discontinued these programs and contributions were no longer accepted.
- **Quebec:**
 - **Contribution to Labour Standards (CNT)** – Effective January 2017, the CNT rate was reduced from 0.08% to 0.07% and the remuneration subject to the contribution increased from 71,500 to 72,500.
 - **Security Option Deduction** – For stock options granted under agreements concluded after February 21, 2017, the security option deduction is 50% (rather than 25%). Conditions apply. Consult with your advisors for guidance on potential 2017 RL-1 implications.
- **Tax Form Production with the Last Pay of the Year** - Tax Form Production defaults to Yes on the Last Pay of the Year (Regular and Extra Runs)
The tax form option on the **Pay Period** page (Pay Period → Create New Regular Run) is now a single option on the **last pay of the year** (based upon your payroll calendar), and automatically defaults to **Yes**.

Tax Form Election 2017

 This is the last payroll with a payment dated in 2017

Signal Tax Form Production? Yes
 No

Tax forms will be produced after this payroll is processed.

When **Yes** is selected, the tax forms are produced after the last pay of the year is processed. If **No** is selected, the tax forms are not produced with the payroll run and must be requested prior to Ceridian's deadline.

New for 2018

- **18 month EI benefits / Top-up & Leave policies** – Upcoming amendments will give parents the option of the current 12 month benefit period (at 55% of YMIE) or a new 18 month benefit period (at 33% of YMIE). A provincial amendment to similarly extend the parental leave period is proposed in Ontario (Bill 148).
- **Home Relocation Loan Deduction** – T4 Code 37 amounts will be eliminated as of January 1, 2018.
- **Alberta Employment Standards Changes** – Significant amendments in areas of holiday pay/eligibility, overtime banking, and leaves will become effective on January 1, 2018.
- **Ontario Employment Standards Changes** – Significant amendments in areas of holiday pay, overtime for multiple rate employees, vacation and leaves have been proposed in Bill 148 with a January 1, 2018 effective date.
- **Ontario EHT exemption eliminated for designated members of a partnership** – Proposed to be effective no earlier than January 1, 2018, if passed, the EHT exemption would no longer be available to designated members of a partnership.
- **British Columbia**
 - **Medical Services Plan** – Effective January 1, 2018, premiums will be reduced by 50 percent for households with an annual net income of up to \$120,000. BC has proposed to eliminate MSP premiums in the future.
 - **Volunteer firefighter and search and rescue volunteer tax credit** – Starting 2017, a new non-refundable tax credit can be claimed that provides a benefit of up to \$152 per year, in addition to the existing federal tax credit.
- **Saskatchewan** - The Labour-sponsored Venture Capital Tax Credit rate is reduced from 20 percent to 17.5 percent, effective for the 2018 taxation year.
- **New Brunswick Family Day** – First occurrence: February 19, 2018 (the third Monday in February)
- **Nova Scotia** - Basic Personal Amount, Age Amount, Spousal Amount, Amount for Eligible Dependant increasing for 2018. The enhancements are uniquely tied to income levels, with the full credit being received by those with taxable incomes less than \$25,000.
- **Quebec**
 - **Source Deductions Return (TP1015.3)** – The method of calculating the Quebec employee basic/spousal amount and other amounts is changing for 2018. The basic/spousal amount will increase from \$11,635 to \$14,890 and other amounts are increased and indexed.

- **Quebec Health Services Fund (HSF)** – Contribution rates (outside eligible primary & manufacturing sectors) will be reduced from 2.5% to 2.3% (for total payroll < \$1M), reduced for total payroll between \$1M – 5M and 4.26% for total payroll > \$5M.
- **Fondaction** – The rate of the tax credit for the purchase of shares issued by Fondaction is expected to be reduced from 20% to 15% in June 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 9
- Year-End Reports, page 23
- Important Dates and Deadlines, page 26
- Reprinting Tax Forms, page 38
- Electronic Filing, page 35

Resources for Year-End Information

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



- For further details concerning payroll deductions, consult Canada Revenue Agency's (CRA's) Employers' Guide - Payroll Deductions and Remittances ([T4001](#)).
- For Revenu Quebec information, see their Guide for Employers: Source Deductions and Contributions (http://www.revenu.gouv.qc.ca/en/sepf/formulaires/tp/tp-1015_g.aspx)
- Access the sites above and other sites such as federal, provincial, and territorial governments, international payroll & HR related sites, and payroll and HR associations directly from Ceridian's website. From www.ceridian.ca, click **Resources** → **Guides** → **Ceridian Customer Year-End Guides**
- Ceridian's Payroll & HR Calendar (previously known as PHRIG – Payroll & Human Resource Information Guide) – The legislative information is available online via Ceridian's website. The online version is the source for the most accurate and up-to-date payroll and legislative information
<http://www.ceridian.ca/en/resources/guides/2017-payroll-hr-information-guide.html>

Tax Forms Via Powerpay

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

A copy of your 2017 tax forms will be available in Powerpay on the **Reports Tab → Year-End Reports**, which will enable you to access these records from any computer with an Internet connection for 7 years from the time of implementation to the Powerpay application. You can search the information as required. All the information is fully secure so that it cannot be modified. Use it to:

- Re-print individual forms on demand (ensure the Business Number is blacked out), refer to *Reprinting Tax Forms*, page 38.
- Easily archive employee tax forms in keeping with legislation
- Respond to employee queries without referring to archived paper copies.

Online Tax Forms Powered by epost™

Ceridian's online service offering provides you with the ability to have employee pay statements and tax forms delivered directly to your employees via epost™, the online mail delivery service powered by Canada Post. This secure web-based service is available to your employees 24 hours a day, 7 days a week, in English and French.



Features of this service include:

- Electronic Postmark™ and RCMP-audited data security system
- Email Notification. If your employees choose the option, epost™ will send an email to notify them of new mail
- Online storage of important documents for seven years

Note: 2017 Online tax forms via epost™ are delivered in PDF format, and are available from December 1, 2017 – March 30, 2018. Tax forms processed outside of this time frame will produce paper forms.

epost™ Subscription (2017 Tax Forms)

Employer registration must occur prior to, or with, the final payroll processing of the year. Please allow yourself additional time to complete the Ceridian agreement and for Ceridian to enter the required system option.

Employee subscription to epost™ and adding 'Ceridian' as a mailer, must be completed 24 hours before tax forms are processed. Please keep in mind that if an employee misses the opportunity to subscribe, they will receive paper tax forms and must wait until the following year-end to receive online tax forms.

epost™ Tax Form Holding Period and Release

Default Holding Period

It is important to note that online tax forms are held by Ceridian for a default of 3 calendar days before being released to epost™ for delivery (pay statements are available on cheque date). The purpose of the 3 day holding period is:

1. To allow for client review and verification of accuracy.
2. To provide the opportunity to re-run tax forms, in situations where changes or updates are required.
 - If tax forms are re-run within the 3 day holding period the original tax forms will be **overwritten** with the new tax forms
 - If the 3 day holding period has expired, subscribed employees will receive **2 copies** of their tax form(s) in their epost™ mailbox (the date stamp will identify which form is the most current).

Holding Period Override

Once tax forms have been processed you may, on a per request basis, contact your Service Delivery Team to override the default setting to:

- Waive the 3 day waiting period, releasing tax forms to epost™ for delivery, or
- Defer the release to epost™ beyond the default 3 day holding period until further notice. You are required to contact Ceridian a second time when you are ready to have forms released to epost™.

Imposed Release

Irrespective of the holding period, in order to ensure all employees receive their tax forms prior to Canada Revenue Agency's (CRA's) and Revenu Quebec's (RQ's) deadline of **February 28, 2018**, all pending employee tax forms will be released to epost™ for delivery on **February 23, 2018**.

Contact your Service Delivery Team for further information.

epost™ Registered Employees

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

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

Online Tax Forms Powered by Powerpay Self Service

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

Note: Electronic forms are available from **December 1, 2017 – March 30, 2018**. Tax forms processed outside of this time frame will produce paper forms. Tax forms are printed and delivered to the employer for distribution if the employee has not chosen Electronic Tax Forms or housed under the Reports Tab in Powerpay if you have paperless set up.

Powerpay Self Service (2017 Tax Forms)

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

Powerpay Self Service Tax Form Holding Period and Release

Default Holding Period

It is important to note that online tax forms are held by Ceridian for a default of **3 calendar days** before being released to Powerpay Self Service for delivery (pay statements are available on cheque date). The purpose of the 3 day holding period is:

1. To allow for client review and verification of accuracy.
2. To provide the opportunity to re-run tax forms, in situations where changes or updates are required.
 - If tax forms are re-run within the 3 day holding period the original tax forms will be **overwritten** with the new tax forms
 - If the 3 day holding period has expired, subscribed employees will receive **2 copies** of their tax form(s) in their Powerpay Self Service mailbox (the date stamp will identify which form is the most current).

Holding Period Override

Once tax forms have been processed you may, on a per request basis, contact your Service Delivery Team to override the default setting to:

- Waive the 3 day waiting period, releasing tax forms to epost™ for delivery, or
- Defer the release to Powerpay Self Service beyond the default 3 day holding period until further notice. You are required to contact Ceridian a second time when you are ready to have forms released to Powerpay Self Service.

Imposed Release

Irrespective of the holding period, in order to ensure all employees receive their tax forms prior to Canada Revenue Agency's (CRA's) and Revenu Quebec's (RQ's) deadline of **February 28, 2018**, all pending employee tax forms will be released to Powerpay Self Service for delivery on **February 23, 2018**.

Contact your Service Delivery Team for further information.

Powerpay Self Service Registered Employees

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

Self-Serve Tax Form Initiation

Tax forms can be requested within the Powerpay application when initiating the final pay of 2017.

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

Using IVR provides fast, convenient self-service and **bypasses phone queue wait times!** IVR is available 24 hours a day, seven days a week.

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

For more information on how to use IVR and when it is available, please refer to the Year-End tab in the Powerpay application.

Dating of Payrolls

Legislation requires that amounts (e.g. earnings, statutory deductions, etc.) belong to the year in which they are paid. This is determined by the **payment date**. For example, if a pay period ends on December 31, 2017 and is paid on January 4, 2018, this is considered earnings for 2018 and, therefore, to be included on the 2018 tax form.

View your calendar in Powerpay by navigating to **Company** → **Calendar** → **View Calendar** to verify that the payment date for your first pay in 2018 is correct.

Checklist of 2017-2018 Year-End Activities

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

November 2017

<input checked="" type="checkbox"/> Action	Deadline
<p><input type="checkbox"/> When you receive your preliminary year-end reports package, follow the instructions for each report to ensure that the information it contains is correct as of the pay period ending date shown in the upper right-hand corner of each report.</p> <p>If you require new earning or deduction codes or adjustments to a current code, please contact your Service Delivery Team prior to your final payroll run of the year. Charges may apply.</p> <p>For each of the following items, verify that they are correct by checking the relevant reports, see <i>Year-End Reports</i>, page 23.</p> <p><input type="checkbox"/> For each employee (including those on terminated status), verify:</p> <ul style="list-style-type: none"> • Name and address • Social Insurance Number • CPP/QPP, EI and QPIP (Quebec Parental Insurance Plan) deficiencies • Province(s) of employment for 2017. <div style="border: 1px solid black; padding: 2px;"> <p>Note: Any employee in a terminated status on your last pay of the year will be removed from your payroll.</p> </div>	<p>At least 5 business days prior to your final input with a 2017 cheque date</p>
<p><input type="checkbox"/> Review Earnings and Deduction/Benefit Matrix to ensure all codes are accurate and are directed to the appropriate box on the T4/RL-1.</p> <p><input type="checkbox"/> Verify Business Number(s) and/or Quebec Remittance Account Number(s)</p> <p><input type="checkbox"/> Verify EI/QPIP reduced rates, with associated Business Numbers (BNs), for 2017</p>	

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- If your payroll includes employees in any of the following provinces, verify:
- Manitoba Health and Education Tax Number
 - Ontario Employer Health Tax Number
 - Newfoundland and Labrador Health and Post-Secondary Education Tax Number
 - Northwest Territories/Nunavut Payroll Tax Number
 - Nova Scotia WCB account number and rate
 - CSST employer number and rate, Revenu Quebec Identification No.
- If applicable verify:
- Deferred Profit Sharing Plan Number(s)
 - Registered Pension Plan Number(s)
- If you have adjustments to make, proceed to the **Year-End tab → Year-End Adjustment Process → Prior to the First Pay of the New Year** window for further instructions.
- **If entering all year-end adjustments prior to or with your final pay of 2017, you should request to have your tax forms produced with the last pay of the year. Your package is delivered to you within five business days via your regular delivery method.**
- If you have employees in any of the provinces or territories that have medical/payroll tax plans (NL, ON, MB, QC, NT, NU) and the projected earnings for these jurisdictions for the new year may result in a change in the way Ceridian calculates your provincial health care levy, as this information is required in writing, forward to your Service Delivery Team.
-

December 2017 and Last Pay of the Year



☑ Action	Deadline
<input type="checkbox"/> Verify the remittance amounts made by Ceridian, on your behalf, during the year by comparing them with the reports from the appropriate government agency (For example: PD7A for Federal and TPZ-1015.R. 14.#-V for Quebec).	
<div style="border: 1px solid black; padding: 5px;"> <p>Note: Anything not included in your regular payroll processing in 2017 requires you to make the remittance payment to CRA/ Revenu Quebec directly.</p> </div>	
<input type="checkbox"/> Notify Ceridian, in writing, of any changes to your company's EI/QPIP rates, Receiver General remittance frequency, and/or WCB assessment rate effective for 2018 if applicable. Advise Ceridian of any changes to your CSST assessment rate effective for 2018 if applicable (Quebec employers only).	<p>At least 5 business days prior to processing your first payroll of 2018</p>
<input type="checkbox"/> If you have employees in Nova Scotia, forward your 2018 WCB rates to Ceridian.	<p>At least 5 business days prior to processing your first payroll of 2018</p>
<input type="checkbox"/> If pension adjustments (PAs) are being calculated by an actuary, ensure that they have been provided and verified to reports prior to processing your tax forms. See <i>Calculating Pension Adjustments (PAs)</i> , page 25.	
<input type="checkbox"/> If you have a company pension plan and your payroll has been set in the previous year with a YTD maximum amount, these amounts must be re-entered in the new year. Contact your Service Delivery Team for assistance.	
<input type="checkbox"/> Ensure that tax exemption status codes and claim amounts for employees that have other than the basic exemptions are updated with your first payroll of the new year.	

☑ Action	Deadline
<input type="checkbox"/> Review any amounts for employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or TK3 or PK3 amounts for federal/provincial tax credits as they are re-set to zero on the first pay of the new year. If the amount applies to multiple years, the figure needs to be re-entered on the first pay of the new year.	
<input type="checkbox"/> Ensure that any exemption amounts for any commissioned employees are re-entered on the first pay of the new year if these employees have completed a TD1X form. All commissioned employees should complete a TD1X form for 2018 prior to the first pay of the new year.	
<input type="checkbox"/> Powerpay prompts you to confirm your selection to produce tax forms with your final payment date of the year. Your previous choice is indicated as the default.	
<input type="checkbox"/> You should receive, with your final pay of the year, a set of year-end balancing reports. If you do not receive these reports, contact your Service Delivery Team immediately. Note: All employees in a terminated status on the last pay of the year will be removed from your payroll after the first pay of the year has been processed. If any employees will be returning next year, please move them to a Leave status.	

First Pay of the Year: January – February 2018



☑	Action	Deadline
☐	Review the Powerpay Info Centre and Year-End tab for communication of Ceridian’s important dates and deadlines detailing when adjustments must be received and processed. If you are unable to meet any deadline, contact your Service Delivery Team for advice on how to proceed.	
☐	If you submitted adjustments to be processed for your tax forms after your last pay of 2017, you are responsible for remitting any statutory deductions created by the adjustments to the appropriate agencies by the specified deadline imposed by those agencies.	
☐	Employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or labour-sponsored tax credits automatically have these amounts re-set to zero with the first payroll of the new year. Enter new amounts for 2018 as part of your first payroll of the new year on the Statutory Deductions window.	First pay period in 2018
☐	For commissioned employees, enter amounts for estimated annual earnings/expenses for 2018 on the first pay of the new year, on the Statutory Deductions window.	First pay period in 2018
☐	Review those deductions that may have used reducing targets during the year to determine if changes to the target amount are required. All changes should be entered as part of the first payroll in 2018, on the Deductions and Contributions window.	First pay period in 2018
☐	If you have employees in Quebec, when submitting the first pay period in 2018, you are prompted to enter your company’s Worldwide gross payroll amount (including taxable benefits) for 2017, in order to accurately calculate the Health Services Fund in the new year.	First pay period in 2018
☐	On the first pay of the year you should not use the following Employee Status Change option: Terminated; Do not produce; Do not process. If this scenario is required, please wait until the second pay of the year to enter. You can manually override the employee’s pay under Payroll → Regular Payments .	

<input checked="" type="checkbox"/> Action	Deadline
<input type="checkbox"/> If you have adjustments, review the information provided on the Year-End tab → Year-End Adjustment Process → After the First Pay of the New Year.	After your first pay dated in January
<input type="checkbox"/> If you have reviewed your Year-End Balancing Reports and are ready to request your tax forms, call our Interactive Voice Response service (IVR) at 1-800-667-7867 or see <i>Requesting Tax Forms in 2018 with IVR</i> , page 33. The deadline to request your tax forms is February 23rd.	February 23
<input type="checkbox"/> After verifying that your tax forms are correct, distribute them to your employees.	February 28
Note: Failure to distribute tax forms to employees before this deadline can result in penalties (fines) being levied by CRA/Revenu Quebec.	
<input type="checkbox"/> If you have employees in Newfoundland and Labrador, you are responsible for submitting an Annual Declaration Return form to the Department of Finance. See <i>Newfoundland and Labrador Health and Post-Secondary Education Tax (HAPSET)</i> , page 42.	
<input type="checkbox"/> If you have employees in British Columbia, you are responsible for filing your B.C. WCB reports and remittances (if applicable) for 2017. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing.	(validate annual remitter due dates on return)
<input type="checkbox"/> If you have employees in Quebec, you are responsible for submitting the RL Summary to Revenu Quebec, See <i>Submission of Tax Forms</i> , page	February 28
<input type="checkbox"/> If you have employees in Quebec, you are responsible for filing your CNT levy and WSDRF return with Revenu Quebec. Please refer to the RL Summary (RLZ-1.S-V).	February 28
<input type="checkbox"/> If you have employees working in provinces other than Quebec or Nova Scotia, you are responsible for remitting your WCB premiums (if applicable) for 2017. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing.	Please check with your WCB board for deadlines

March 2018

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	<p>If you have employees in Ontario, you are responsible for filing an annual Ontario EHT Return, to reconcile the annual tax due against the instalments made in 2017. This is the employer's responsibility, even if Ceridian remits your EHT premiums on your behalf. See <i>Ontario Employer Health Tax (EHT)</i>, page 42.</p>	March 15
<input type="checkbox"/>	<p>If you have employees in Quebec, you are responsible for completing and filing your annual Quebec CSST report to reconcile the annual premiums due against the instalments made in 2017.</p>	March 15
<input type="checkbox"/>	<p>If you have employees in Ontario, you are responsible for filing your Ontario WSIB reports and remittances (if applicable) for 2017. The WSIB should communicate to you the rates at which to calculate your premiums owing.</p>	March 31
<input type="checkbox"/>	<p>If you have employees in Manitoba and the Manitoba gross earnings for 2017 are \$1,250,000 or greater, you are required to file an annual report that includes a copy of your information summaries (i.e. T4, T4A) requested from CRA. See <i>Manitoba Health and Post-Secondary Education Tax</i>, page 45.</p>	March 31

Important Holiday, Bank, and Direct Deposit Dates

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

Processing the First Pay of the New Year

Although the practice is uncommon, prior to December 7, 2017, you may wish to process your first pay of 2018. Until the CRA/RQ tax tables for the new year are in place, Powerpay displays a message that prevents you from submitting your first pay of 2018. This ensures that the correct tax tables are in place for processing your payroll run and prevents errors caused by using the previous year's tax tables.

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

Important Dates for Employers with Direct Deposits (EFTs)

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

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

EFT Payment Date	Input to Ceridian
Friday, December 22, 2017	Tuesday, December 19, 2017
Wednesday, December 27, 2017	Wednesday, December 20, 2017
Thursday, December 28, 2017	Thursday, December 21, 2017
Friday, December 29, 2017	Friday, December 22, 2017
Tuesday, January 2, 2018	Wednesday, December 27, 2017
Wednesday, January 3, 2018	Thursday, December 28, 2017

EFT Payment Date	Input to Ceridian
Thursday, January 4, 2018	Friday, December 29, 2017
Friday, January 5, 2018	Tuesday, January 2, 2018

Any payrolls processed outside of these recommended guidelines are processed on a best-effort basis by the receiving banking institutions. Ceridian is unable to speed up the processing of deposits with the banks once the EFT information has been released to them. Due to bank closures, no EFT files are processed on Monday, December 25, 2017, Tuesday, December 26, 2017 and Monday, January 1, 2018. Please process your payments accordingly.

2018 Bank Holidays

The Canadian Bankers Association has advised that federally regulated banking institutions are obligated under federal law to observe the statutory holidays stipulated in the **Canada Labour Code**. The observance of provincially legislated holidays is a discretionary business decision made by each bank. It is recommended that you contact your banking institution directly regarding their holiday schedule or regarding any days of interest.

2018 Date	Holiday	Bank Holiday
Monday January 1	New Year's Day (actual)	Bank
Tuesday January 2	New Year's Day (observed)	Bank
Tuesday January 2	Day After New Year's Day (QC)	Bank and Clothing Industry for Quebec Only
Monday February 12	Family Day (British Columbia)	Bank for BC Only
Monday February 19	Family Day (AB, ON, SK, NB) Islander Day (PE) Louis Riel Day (MB) Nova Scotia Heritage Day (NS)	Bank for multiple provinces Only (Trust open)
Friday February 23	Yukon Heritage Day (YT)	Bank for YT Only
Friday March 30	Good Friday	Bank
Monday May 21	National Patriots Day (QC) Victoria Day	Bank
Thursday June 21	National Aboriginal Day (NT)	Bank for NT and Yukon
Friday June 22	St. Jean Baptiste (QC – observed)	Bank for Quebec Only

2018 Date	Holiday	Bank Holiday
Sunday June 24	St. Jean Baptiste (QC-actual)	
Sunday July 1	Canada Day (actual)	Bank
Monday July 2	Canada Day (observed)	Bank
Monday August 6	British Columbia Day (BC) Saskatchewan Day (SK) New Brunswick Day (NB) 1st Monday in Aug. (NU/NT) Optional Civic Holiday (ON/PE) Optional Heritage Day (AB) Optional National Day (NS) Optional Terry Fox Day (MB)	Bank for multiple provinces Only
Monday August 20	Discovery Day (YT)	Bank for YT Only
Monday September 3	Labour Day	Bank
Monday October 8	Thanksgiving Day	Bank
Sunday November 11	Remembrance Day (actual)	Bank
Monday November 12	Remembrance Day (observed)	Bank
Tuesday December 25	Christmas	Bank
Wednesday December 26	Boxing Day	Bank

Year-End Reports

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

With your first payroll with a cheque date in November, you will receive your year-end preliminary reports package, also accessible under **Reports → Payroll Reports**, which includes the following reports:

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

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

Year-End Balancing Reports

When you indicate that this is the last pay of the year, you will receive year-end balancing reports. If the last pay of the year signal was missed on your final 2017 payroll, the balancing reports will automatically produce with the first pay dated in 2018.

These are the same as the Preliminary Year-End Reports, with the following differences:

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

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

Required Employee Information

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

- Current address, including province/territory and postal code
- Social Insurance Number (S.I.N.)

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

Changes to these items can be made within Powerpay until the last payroll for 2017 is submitted for processing. Instructions for making changes to year-to-date values can be found on **Year-End tab → Year-End Adjustment Process → Prior to the First Pay of the New Year**. Other employee changes can be keyed on the **Employee Profile**.

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

Required Employer Information

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

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

- Province of Quebec Remittance Account Number - Confirm this number is correct by comparing it to your Revenu Quebec form TPZ-1015.R. 14.#-V.
- EI reduced rates, with associated BNs, for 2017
- Remittance Frequency Changes
- Manitoba Remittance Number for Health and Education Tax
- Ontario Employer Health Tax Number
- Newfoundland and Labrador Health and Post-Secondary Education Tax Number
- Northwest Territories/Nunavut Payroll Tax Number
- Nova Scotia WCB account number and rate
- Deferred Profit Sharing Plan Number(s)
- Registered Pension Plan Number(s) - must be 7 numeric digits. Confirm the accuracy of these numbers by comparing them to your policy plans.
- Total Worldwide Wages from 2017 for QHSF

Calculating Pension Adjustments (PAs)

Refer to CRA's **Pension Adjustment Guide** (Publication No. T4084) for a detailed explanation of the PA calculation for each different type of plan (i.e., money purchase, deferred profit sharing, defined benefit). The maximum reportable pension adjustments for 2017 are:

- \$26,230 for Money Purchase plans
- \$13,115 for Deferred Profit Sharing plans
- \$25,630 for Defined Benefit plan [$(\$2,919.44 \times 9) - \600]

Note: If you have pension adjustments to report and an actuary is providing the details for you, ensure they are aware that you must have the information prior to processing your tax forms.

Year-End Adjustments

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

It is your responsibility to ensure that all year-end adjustments are properly submitted using the correct system codes for the input method that you use. In order to ensure that these corrections amend your 2017 year-to-dates, and not 2018, a special processing run must be created. This is called a year-end adjustment run or Y-Run.

Note: Additional charges apply for this service.

Important Dates and Deadlines

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

Activity	Deadline
Y-Run adjustments <i>Additional service charges may apply. Y-Run adjustments can only be done <u>after</u> the first pay of the new year has processed.</i>	February 16, 2018. If Ceridian needs to process a year-end run on your behalf, ensure you provide Ceridian with notification of these adjustments and allow for a minimum of 7 business days for Ceridian to enter data.
Tax form initiation	February 23, 2018

Missed Tax Form Processing Deadline

Ceridian's tax form processing deadline is February 23, 2018. To avoid late filing penalties from CRA/RQ, it is recommended that you process your tax forms prior to Ceridian's deadline of February 23, 2018, and resolve any issues with amended tax forms closely thereafter.

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

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

Employees with Multiple Tax Forms

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

Prior to the First Pay of 2018

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

After the First Pay of 2018

If you have not requested your tax forms with your last pay of 2017 due to outstanding adjustments, the Year-End Adjustment run (Y-Run) is now available via Powerpay for this purpose.

Provided you have processed your first pay of 2018, navigate to **Year-End → Year-End Adjustment Process → After the First Pay of the New Year** in Powerpay for full details. The attached documents tell you everything about how to get your adjustments done and request your tax forms.



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

What Kind of Adjustments can be Made on Year-End Adjustment Runs (Y-Run)?

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

What do I Need to Know About the Year-End Adjustment Run (Y-Run)?

- All remittances relating to statutory and provincial payroll taxes and health care levies, resulting from adjustments, must be sent directly to the appropriate governing body. **Ceridian will not remit these amounts on your behalf.**
- Changes made to employee profiles only affect 2017 tax forms. If these changes also apply permanently, key them into Powerpay on your next run. For example, if your

employee requests their tax forms be mailed to an alternate address but this address is only temporary, you need only enter this change on the Year-End Adjustment Run (and not into Powerpay for the current year).

- No payments to employees are generated.
- Year-End Adjustment run **fees apply**.
- Tax forms (T4s/RL-1s) are not produced when a Y-Run is processed. Once validated, tax forms can be requested by calling the IVR.
- Insurable earnings/hours history and vacation accruals will not automatically be updated in 2018.

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

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

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

Coding the 'Other Information' Area of the T4

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

The **CRA Codes** table on page 29 lists all the CRA codes which can be placed in the “**Other Information**” area of the T4, along with the associated Ceridian system codes.

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

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

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

If you have Z codes to be added to your payroll, they must be processed on a year-end run (Y-Run). If you need to report these amounts, advise your Service Delivery Team that you require a Y-Run to be done.

Special Comments:

- Ceridian Z codes (i.e. Z31 Special Work Site) are processed only on Y-Runs. They cannot be processed throughout the year on regular pay runs.
- These codes **replace**, they do not add together. If an employee has multiple entries made to the same Z code, the system accepts the **last** entry only (regular payroll codes add to year-to-date values).

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

CRA Codes

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Board and lodging	Code 30	Box 14	Enter amount as required	Permanent
Special Work Site	Code 31	None	Enter amount as required	Z31
Travel in a prescribed zone	Code 32	Box 14	Enter amount as required	Permanent
Medical travel assistance	Code 33	None	Enter the portion of Code 32 that applies	Z33
Personal use of employer's automobile or motor vehicle	Code 34	Box 14	Enter amount as required	Permanent
Interest-free and low-interest loans	Code 36	Box 14	Enter amount as required	Permanent
Employee home-relocation loan deduction	Code 37	None	Enter the deductible portion of the amount in Code 36	Z37
Security options benefits	Code 38	Box 14	Enter amount as required	Permanent
Security options deduction - 110(1)(d)	Code 39	None	Enter 50% of the amount reported in Code 38 for these shares	Z39 or Permanent

Coding the 'Other Information' Area of the T4

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Other taxable allowances and benefits	Code 40	Box 14	Enter amount as required	Permanent
Security options deduction - 110(1)(d.1)	Code 41	None	Enter 50% of the amount reported in Code 38 for these shares	Z41
Employment Commissions	Code 42	Box 14	Enter amount as required	Permanent
Canadian Forces personnel and police deduction	Code 43	Box 14	Enter amount as required	Permanent
Eligible retiring allowances	Code 66	None	Enter amount as required	Permanent
Non-eligible retiring allowances	Code 67	None	Enter amount as required	Permanent
Indian (exempt income) eligible retiring allowances	Code 68	None	Enter amount as required	Permanent
Indian (exempt income) non-eligible retiring allowances	Code 69	None	Enter amount as required	Permanent
Municipal officer's expense allowance	Code 70	None	Enter non-taxable portion of allowance	Z40
Indian (exempt income) - Employment	Code 71	Various (dependant on TD1-IN determination)	Change employee Tax Status code	ET = I
Past service contributions for 1989 or earlier years while a contributor	Code 74	None	Enter the amount from Box 20 that belongs to this period	Z44
Past service contributions for 1989 or earlier years while not a contributor	Code 75	None	Enter the amount from Box 20 that belongs to this period	Z45

Coding the 'Other Information' Area of the T4

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Workers' compensation benefits repaid to the employer	Code 77	None	Enter amount of WCB benefits repaid to the employer which was previously included in the employee's salary	Z47
Fishers – Gross income	Code 78	None	Enter amount as required	Z48
Fishers – Net partnership amount	Code 79	None	Enter amount as required	Z49
Fishers – Shareperson amount	Code 80	None	Enter amount as required	Z50
Placement or employment agency workers – Gross income	Code 81	None	Enter amount as required	Z34 or Permanent
Taxi drivers and drivers of other passenger-carrying vehicles – Gross income	Code 82	None	Enter amount as required	Z35 or Permanent
Barbers or hairdressers – Gross income	Code 83	None	Enter amount as required	Z36 or Permanent
Public transit pass	Code 84	Box 14	Enter the amount as required. Enter the employer paid portion to Code 84 (Jan 1 to Jun 30) and to Code 40 (Jan 1 to Dec 31).	Permanent
Employee-paid premiums for private health services plans	Code 85	None	Enter amount as required	Permanent
Security options election	Code 86	None	Enter the cash-out amount required	Z38
Emergency services volunteer exempt amount	Code 87	None	Enter the amount of the exempt payment (up to \$1,000)	Z32

Description	CRA Code	T4 Box	Action Required	Ceridian Code
Indian (exempt income) – self-employment	Code 88	None	Enter the amount of the tax-exempt gross earnings	SQ=S

Completing Box 29 of the T4—Employment Codes

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

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

Situation	CRA Code for T4 Box 29	Ceridian Coding Required
Placement or employment agency workers	11	T4E=11
Taxi drivers or drivers of other passenger-carrying vehicles	12	T4E=12
Barbers or hairdressers	13	T4E=13
Withdrawal from a prescribed salary deferral arrangement plan	14	T4E=14
Seasonal Agricultural Workers Program	15	T4E=15
Detached employee - Social security agreement	16	T4E=16
Fishers – Self-employed	17	T4E=17

Requesting Tax Forms

Requesting Tax Forms with Last Pay of 2017

If you have entered all required adjustments prior to or with your last pay of the year, or do not have adjustments, you should request your tax forms with your last payment date of 2017.

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

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

Requesting Tax Forms in 2018 with IVR

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

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

Important Information on When to Access IVR:

Tax form initiation is available via IVR from **January 2, 2018, to February 23, 2018.**

To access the IVR service:

1. Dial 1-800-667-7867.
2. Select your language of choice.
3. Select **Account Management**.
4. Identify yourself with your Branch, Payroll ID and PIN (this is the same access information used when calling in for payroll totals). If you do not have this information, please contact your Service Delivery Team.
5. Follow the voice prompts for **Tax Form Processing**.

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



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

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

Submission of Tax Forms

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

T4/RL Filing Deadline for 2017

CRA's and Revenu Quebec's deadline for filing returns and distributing forms for year-end 2017 is **February 28, 2018**.

See *Important Dates and Deadlines*, page 26.

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

2017 tax form adjustments are due no later than February 16, 2018. For information and instructions, proceed to the **Year-End tab → Year-End Adjustment Process → After the First Pay of the New Year** in Powerpay. For assistance, contact your Service Delivery Team.

Requests to produce tax forms must be communicated no later than February 23, 2018.

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

Electronic Filing

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

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

Failure to meet Ceridian's filing deadline could result in you, the employer, being responsible for filing your company's tax information to CRA and/or Revenu Quebec electronically using an alternate method.

- | | |
|----------------------|---|
| CRA | Do not send a T4/T4A Summary to CRA. |
| Revenu Quebec | The government supplied RL Summary (RLZ-1.S-V) must be completed by you and sent to the address shown on the form even though Ceridian has sent your RL-1 information electronically. Your failure to file the RL Summary may result in penalties. The Quebec |



provincial government does not supply Ceridian with RL-1 Summaries. The summary that is sent directly to you, the employer, from the Government of Quebec must be used for filing purposes.

For the purpose of completing the RL Summary, Ceridian's **Revenu Quebec transmitter number** (tax filing number) is **NP000006**. Please note that this number is for Ceridian customers filing purposes only, and should NOT be used or distributed to anyone other than Revenu Quebec.

ACTION REQUIRED: If you have employees in Quebec, submit the RL Summary by **February 28, 2018**.

Making Amendments After Tax Forms have been Filed (after February 28, 2018)

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

Tax Form Cancellations

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

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

RQ: <http://www.revenuquebec.ca/en/sepf/production-transmission/annulation.aspx>

As an example, 2017 tax forms have been processed and filed with CRA (100 - T4s and 5 - T4As). It is discovered that the 5 T4As have been produced in error and are not required (the earnings and deductions should be on the T4). You complete the following steps to correct the error:

1. You make the necessary adjustments to your year-to-dates to move the earnings and deductions from the T4A to the T4. This results in a zero T4A balance.
2. Your tax forms are re-run (as amended) producing 100 - T4s and 0 - T4As.
3. You **MUST** initiate a cancellation request for the 5 invalid T4As.

If Ceridian filed these form(s) on your behalf, please contact your Service Delivery Team to initiate a cancellation. If you have filed the form(s) directly to CRA/Revenu Quebec, please contact them with your request.

If you do not initiate a cancellation request your totals will be overstated and will not match your annual remittances. This may result in CRA/Revenu Quebec contacting you for clarification.

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

Issuing an Amended T4/T4A

If your forms have been distributed to employees and you are not able to retrieve the affected forms and/or they have been filed with CRA (after the Ceridian deadline of February 23, 2018):

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

For a list of available return types, visit CRA's website at <https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html>.

- **Do not submit an amended T4/T4A Summary.**
- Distribute the amended forms to the employees.
- Keep the amended employer copies on file for reference.

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

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

Issuing an Amended RL-1/RL-2

If your forms have been distributed to employees and you are not able to retrieve the affected forms and/or they have been filed with Revenu Quebec:

- Manually prepare the form(s) using the corrected information. Ensure they are completed in their entirety. (Forms can be located at <http://www.revenuquebec.ca/en/sepf/formulaires/>)
- Clearly identify the new form(s) as **AMENDED**.
- Indicate on the amended form(s) the number appearing on the upper right-hand corner of the original slip.
- **IMPORTANT:** If you have submitted your RL data electronically, you must send a paper copy of the original form(s) along with the form(s) amending them.
- Send Copy 1 of the amended form(s) with a new RL Summary to Revenue Quebec, along with a letter explaining the reason for the amendments and how your original form(s) were filed (electronically). The address is shown in Revenu Quebec's Guide to Filing the RL-1 Slip - Employment and Other Income (RL-1.G-V).
- Distribute the amended forms to the employees.
- Keep the amended employer copies on file for reference.

For further information, see Revenu Quebec's **Guide to Filing the RL-1 Slip - Employment and Other Income (RL-1.G-V)**.

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

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

Filing NR4 Tax Forms

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

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

Reprinting Tax Forms

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

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

- **Blank out your Company Business Number**

- Mark “Duplicate Copy”
- Sign and date the form.

Provincial Health Care Levies & WCB

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

Province	Requirement	Deadline
Quebec	Complete QHSF section of RL-1 Summary (RLZ-1.S-V)	February 28, 2018
Ontario	Annual EHT return	March 15, 2018
Manitoba**	HE Levy Annual Report and T4 Summary (for Health & Education Tax)	March 31, 2018

** If 2017 gross earnings > \$1,250,000

Quebec Health Services Fund (QHSF)

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

The following rates apply to the Quebec Health Services Fund for 2018:

- If your total Worldwide Wages for 2017 are equal to or less than \$1 million, your rate is 2.30%
- If your total Worldwide Wages for 2017 are greater than \$1 million but less than \$5 million, your rate is based on the following formula:

$$W (\%) = 1.81 + (0.49 \times S), \text{ where}$$

W represents the rate and **S** the quotient obtained by dividing your total Worldwide Wages for 2017 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 2017 are over \$5 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 2017 are equal to or less than \$1 million, the rate is 1.50%

Updating your Gross Worldwide Wages for 2018 QHSF Calculations

- If total Worldwide Wages for 2017 are greater than \$1 million but less than \$5 million, the rate is based on the following formula:

$W (\%) = 0.81 + (0.69 \times S)$, where

W represents the rate and S the quotient obtained by dividing the total payroll for 2017 by 1,000,000.

- If your total Worldwide Wages for 2017 are over \$5 million, your rate is 4.26%.

Note: Your actual contribution rate is determined by using your TOTAL Worldwide Wages amount for 2017. The Health Services Fund contributions reconciliation at year-end may indicate that remuneration, subject to QHSF, is more than was originally estimated for the purpose of establishing the correct contribution rate. Employers are then expected to modify their QHSF rate, and make any required adjustments, before the last remittance of the year. Employers should not delay addressing this until after they file the Summary of Source Deductions and Employer Contributions – RLZ-1.S-V since interest will be added to the amount payable and a penalty may be imposed. For further details, see the back of the RL-1 Summary.

A Quebec Health Services Fund reduction 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-V to Revenu Quebec.

Updating your Gross Worldwide Wages for 2018 QHSF Calculations

When inputting your first pay of 2018, Powerpay will prompt you to provide your company's total gross Worldwide Wages (including taxable benefits) for 2017. Please ensure this amount is entered before you submit your payroll for processing. If the total Worldwide Wages are not entered, the maximum percent of 4.26% is applied.

Quebec CNESST (Commission des normes, de l'équité, de la santé et de la sécurité du travail) – Employers paying employees working in the province of Quebec must pay CSST insurance premiums to Revenu Quebec based on their remittance frequency. These payments are to be reconciled annually by employers against the **actual insurable wages** paid to employees.

If you are an employer paying Quebec employees, you must file CSST payments with your Revenu Quebec source deductions and employer contributions (weekly, twice monthly, monthly or quarterly as per your existing remitting schedule). Even if you are not subject to source deductions or employer contributions, you will still need to direct your CSST payments to Revenu Quebec.

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

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

Newfoundland and Labrador Health and Post-Secondary Education Tax (HAPSET)

Employers are required to complete and return the annual Statement of Wages before March 15, 2018. If there is a credit or a balance owing an assessment variation may be issued and interest becomes payable.

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

For more information in English please visit Revenu Quebec at <http://www.revenuquebec.ca/en/entreprises/ras/calculer-ras/csst.aspx> or visit the *Commission de la santé et de la sécurité du travail* at <http://www.csst.qc.ca/en/>.

Newfoundland and Labrador Health and Post-Secondary Education Tax (HAPSET)

It is recommended that all Newfoundland and Labrador employers file an Annual Declaration Return form that includes copies of your T4 and/or T4A Summaries for the relevant year. The Department of Finance may levy penalties for payments or returns that are filed late or when full payment is not made by the due date.

Employers whose cumulative payroll will not exceed the \$1.2 million exemption threshold are not required to pay this payroll tax.

Employers who are associated with other corporations or who are in partnership with other employers are required to file an allocation agreement for the purposes of allocating the exemption threshold.

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

*If 2017 gross earnings >\$1,200,000

Ontario Employer Health Tax (EHT)

Each Ontario employer must file an annual return for each calendar year. The annual return for 2017 is due on or before March 15, 2018. The purpose of the annual return is to reconcile the annual tax due with the instalments paid. For monthly remitters the instalments paid are calculated on the **previous month's** payroll and are remitted on the 15th of the following month. An employer is required to pay monthly instalments if their annual "Total Ontario Gross Remuneration" exceeds \$600,000.

An Annual EHT return must be filed by:

- All employers who received their EHT Annual Return
- Eligible employers whose "Total Ontario Gross Remuneration" is greater than their available exemption for 2017
- 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, 2017; or
- made EHT instalment payments in 2017
- 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 \$450,000. 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, EHT would prorate your exemption amount. For more information go to

<https://www.fin.gov.on.ca/en/guides/eht/foremployers.html>

EHT Annual Year-End Return - Annual Remitters

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

EHT Annual Year-End Return - Monthly Remitters

For employers making **monthly** instalments, the amount owing for a year is based on the payroll from January 1 to December 31.

ACTION REQUIRED: If your payroll includes employees in the province of Ontario, **SUBMIT** your Annual EHT Return for March 15, 2018 (deadline).

Balancing EHT Payments - An Example

Month Gross Paid	Actual Monthly Gross for Calendar Year	Gross Pay Used to Determine Monthly Remittance	Accumulative Gross Pay	EHT Remitted in 2017 @ 1.95%	Date EHT Remittance Made
January 2017	\$76,000	\$76,000	\$76,000		
February 2017	\$58,000	\$58,000	\$134,000		
March 2017	\$52,000	\$52,000	\$186,000		
April 2017	\$60,000	\$60,000	\$246,000		
May 2017	\$55,000	\$55,000	\$301,000		
June 2017	\$54,000	\$54,000	\$355,000		
July 2017	\$102,000	\$102,000	\$457,000	\$136.50	Aug. 15/17
August 2017	\$50,000	\$50,000	\$507,000	\$975.00	Sept. 15/17
September 2017	\$56,000	\$56,000	\$563,000	\$1,092.00	Oct. 15/17
October 2017	\$60,000	\$60,000	\$623,000	\$1,170.00	Nov. 15/17
November 2017	\$52,000	\$52,000	\$675,000	\$1,014.00	Dec. 15/17
December 2017	\$80,000	\$80,000	\$755,000	\$1,560.00	Jan. 15/18
Totals	\$755,000	\$755,000	\$755,000	\$5,947.50	

*Annual exemption of \$450,000 exceeded in July - EHT remittances begin August 15/17

Gross pay Jan. 1 - Dec. 31, 2017	\$755,000	
Less EHT exemption	\$450,000	
Amount owing	\$305,000 x 1.95%	\$5,947.50
	=	
Amount paid Jan. - Dec. 2017		<u>\$5,947.50</u>
Balance due		\$0.00

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

All enquiries regarding EHT changes should be directed to:

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

Phone: 1-866-668-8297

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

Note: Effective January 1, 2018, in certain circumstances, if an eligible employer would be a designated member of a partnership at any time in the year, the employer's exemption amount is nil.

Manitoba Health and Post-Secondary Education Tax

If you have employees in Manitoba and you pay Manitoba Health and Post-Secondary Education Tax, you must file a HE Levy Annual Report stating those employees' year-to-date Manitoba gross remuneration. A copy of your 2017 T4-T4A Summary(s) **must be** included with the Report and submitted by March 31, 2018 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 located at <https://www.canada.ca/en/revenue-agency/services/forms-publications/help-forms-publications/about-forms-publications.html> or request paper forms directly from CRA at <https://www.canada.ca/en/revenue-agency/services/forms-publications/a-form-publication.html> or by calling 1-800-959-2221. CRA no longer sends paper summaries to employers via the mail.

The rates are:

Total Yearly Payroll	Tax Rate
Less than \$1,250,000	Exempt

\$1,250,000 - \$2,500,000	4.3% on the amount in excess of \$1,250,000
Over \$2,500,000	2.15% of the total payroll

ACTION REQUIRED: If your payroll includes employees in the province of Manitoba*, **SUBMIT your T4 Summary (for Health & Education Tax) for March 31, 2018 (deadline).**

* If 2017 gross earnings > \$1,250,000

WCB Reports

You are required to submit a report to the Workers' Compensation Board (WCB) for each province/territory in which you have employees. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing. The information for completing these reports may be found in the WCB Assessable Earnings Summary within your year-end reports package.

Workers' Compensation Maximum Assessable Earnings for 2017

Province	Maximum Assessable Earnings for 2017
BC	\$81,900
AB	\$98,700
SK	\$76,086
MB	\$127,000
ON	\$88,500
QC	\$72,500
NB	\$62,700
NS	\$59,300
PE	\$52,800
NL	\$63,420
YT	\$85,601
NT/NU	\$90,600

Troubleshooting

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

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

A: If you have entered all adjustments prior to, or with, your last run of the year and have completed the November activities on the Year-End Checklist, you should request your tax forms with your last payment date of 2017. This option is available after selecting the **Last Pay of the Year** checkbox when creating your final run for the year and yes to tax forms.

Or, between January 2 and February 23, call Ceridian's IVR system at 1-800-667-7867 to request your tax forms, see *Requesting Tax Forms in 2018 with IVR*, page 33.

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX A

Canada Post Province and Territory Symbols

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

APPENDIX B

Province Codes

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

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

APPENDIX C

Tax Form Sort Options

Your tax form sort order is displayed on the General Tax Form Information and Earnings and Deduction/Benefit Reference Tables, item no. 2., found in your year-end reports package.

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

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

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

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

Please submit your sort options along with your changes via the General Tax Form Information and Earnings & Deduction/Benefit Reference Tables, or by contacting your Service Delivery Team.

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