

End-of-Calendar Year 2009 Payroll Procedures For Canadian SAM Pro Users

There are no form changes to T4's from last year.

Print all payroll checks for the year 2009.

Backup your database and save a copy offsite in a secure location. A DVD or tape copy of your data sitting next to your server will do you little good if your office is flooded, burned, or burglarized.

Before computing payroll for the first period with a check date in 2010, update the applicable federal and provincial tax tables for the next year (see pages 2-9 of this document).

T4s should be run after processing payroll is complete for 2009: all payrolls are entered, checks/direct deposit advice printed, payroll posted and year-end adjustments made.

Run the appropriate payroll reports to verify that the wage and tax amounts are correct.

NOTE: If you have not already done so (or if your printer configuration has changed since last year), you must create/update your Data-Basics registry entries.

Select the printer that you will use to print T4s (sys-printer-T4).

Specify your summary information in the registry setting.

Generate T4 forms for employees.

TIP: Your tax forms are standard forms: individual printer settings may cause misalignment. Therefore, be sure to print a test alignment of your tax forms for one or two employees before running your actual printout. Note that the 'Plain Paper' option does not show the actual alignment.

End-of-Fiscal Year General Ledger Procedures

When you are ready to close out your firm's fiscal year, run the Create End of Year GL Entry Starter function. This function will generate the GL Closing entries to Retained Earnings. It automatically debits your sales accounts, credits your expense accounts and takes the net and applies it to the GL Retained Earnings account that you specify.

Note that a closing entry may be generated more than once if adjustments are needed.

Canadian Federal Tax Setup for 2010

TaxTable <cus=CA>[3]

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Main

Tax Table Id: FED
Tax Authority Id: FED
Tax Table Name: Federal
 Federal

Standard Credit:
Standard Deduction: 1,051.00

Tax Employee? **Employee Limit:**
Employee Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Employer? **Employer Limit:**
Employer Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Table User 1:
Tax Table User 2:

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l	Amount:	
100040970.00	15.0000			
2 81,941.00	22.0000		6,145.50	
3 127,021.00	26.0000		15,159.12	
499,999,999.99	29.0000		26,879.92	

Canadian Federal Tax Setup for 2010: TD1 Credits Tab

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Code:	TC/TCP:	K1	Constant:	
10				
21	10,382.00		1,557.30	
32	11,374.00		1,706.10	
43	13,358.00		2,003.70	
54	15,342.00		2,301.30	
65	17,326.00		2,598.90	
76	19,310.00		2,896.50	
87	21,294.00		3,194.10	
98	23,278.00		3,491.70	
109	25,262.00		3,789.30	
1110	27,246.00		4,086.90	

Canadian CPP Setup for 2010

TaxTable
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Main

Tax Table Id:

Tax Authority Id:

Standard Credit:

Standard Deduction:

Tax Employee? **Employee Limit:**

Tax Employer? **Employer Limit:**

Tax Table User 1:

Tax Table User 2:

Tax Table Name:

52 pays = 67.31

26 pays = 134.62

24 pays = 145.83

Employee Limit Type:

N/A Pay Period Monthly Annual Quarterly

Employer Limit Type:

N/A Pay Period Monthly Annual Quarterly

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
1	47200.00	4.9500		

Canadian EHT Setup for 2010

TaxTable <cus=CA>[3]

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Main

Tax Table Id: **Tax Table Name:**

Tax Authority Id: **Tax Authority:**

Standard Credit:

Standard Deduction:

Tax Employee? **Employee Limit:** **Employee Limit Type:** N/A Pay Period Monthly Annual Quarterly

Tax Employer? **Employer Limit:** **Employer Limit Type:** N/A Pay Period Monthly Annual Quarterly

Tax Table User 1:

Tax Table User 2:

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
100000000.00	1.9500			

Canadian Employment Insurance Setup for 2010 - Tax Employee

TaxTable <cus=CA>[3]

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Main

Tax Table Id: **Tax Table Name:**
Tax Authority Id: **Employment Insurance**

Standard Credit: **Standard Deduction:**

Tax Employee? **Employee Limit:** **Employee Limit Type:**
 N/A Pay Period Monthly Annual Quarterly

Tax Employer? **Employer Limit:** **Employer Limit Type:**
 N/A Pay Period Monthly Annual Quarterly

Tax Table User1: **Tax Table User2:**

	Limit:	Rate:	Add'l Amount:
1	43200.00	1.7300	

Canadian Employment Insurance Setup for 2010 - Tax Employer

TaxTable <cus=CA>[3]

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Main

Tax Table Id: **Tax Table Name:**
Tax Authority Id: Employment Insurance

Standard Credit:
Standard Deduction:

Tax Employee? **Employee Limit:** **Employee Limit Type:**
 ◆ N/A ◊ Pay Period ◊ Monthly ◊ Annual ◊ Quarterly

Tax Employer? **Employer Limit:** **Employer Limit Type:**
 ◊ N/A ◊ Pay Period ◊ Monthly ◆ Annual ◊ Quarterly

Tax Table User 1:
Tax Table User 2:

◀ ▶

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
100043200.00	2.4220			

Please Note: Some employers have a different (lower) rate.

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Notes

Scan Document

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Canadian Workplace Safety Insurance Board Setup for 2010

TaxTable <cus=CA>[3]

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Main

Tax Table Id: WSIB **Tax Table Name:** Workplace Safety Ins. Board

Tax Authority Id: WSIB **Workplace Safety Ins. Board**

Standard Credit:

Standard Deduction:

Tax Employee? **Employee Limit:** **Employee Limit Type:** ♦ N/A ◊ Pay Period ◊ Monthly ◊ Annual ◊ Quarterly

Tax Employer? **Employer Limit:** 3,088.48 **Employer Limit Type:** ◊ N/A ◊ Pay Period ◊ Monthly ♦ Annual ◊ Quarterly

Tax Table User 1:

Tax Table User 2:

The Employer Limit is calculated as the Maximum Insurable Earnings (77600.00 Limit Below) multiplied by the Rate (3.98% Rate Below)

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
100077600.00	3.9800			

The WSIB Rate varies for different Rate Groups; Please check with the employer for their Rate Group and associated rate.

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Ontario Tax Setup for 2010

TaxTable <cus=CA>[3]

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Main

Tax Table Name: Ontario
Ontario Tax

Tax Table Id: ON
Tax Authority Id: ON

Standard Credit:
Standard Deduction:

Tax Employee? Employee Limit: Employee Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Employer? Employer Limit: Employer Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Table User 1:
Tax Table User 2:

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
1	37,106.00	5.0500	00000000.00	
2	74,214.00	9.1500	1,873.85	
399,999,999.99	11.1600	5,269.23		

Ontario Tax Setup for 2010: Surtax Tab

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:			
1	4,006.00	20.0000		
2	5,127.00	36.0000		
300000000.00				

Ontario Tax Setup for 2010: TD1 Tab

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Code:	TC/TCP:	K1 Constant:		
10				
21	8,943.00	451.62		
32	9,906.50	500.28		
43	11,833.50	597.59		
54	13,760.50	694.91		
65	15,687.50	792.22		
76	17,614.50	889.53		
87	19,541.50	986.85		
98	21,468.50	1,084.16		
109	23,395.50	1,181.47		
1110	25,322.50	1,278.79		

Ontario Health Premium Setup for 2010

TaxTable
<cus=CA>[3]

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Main

Tax Table Id:

Tax Authority Id:

Standard Credit:

Standard Deduction:

Tax Employee? **Employee Limit:**

Tax Employer? **Employer Limit:**

Tax Table User 1:

Tax Table User 2:

Tax Table Name:

Ontario Health Premiums

Employee Limit Type:

◆ N/A ◊ Pay Period ◊ Monthly ◊ Annual ◊ Quarterly

Employer Limit Type:

◆ N/A ◊ Pay Period ◊ Monthly ◊ Annual ◊ Quarterly

Base Tax
Exemptions
Surtax
Credits
TD1 Credits

	Limit:	Rate:	Add'l Amount:
1	20,000.00		
2	25,000.00	6.0000	
3	36,000.00		300.00
4	38,500.00	6.0000	300.00
5	48,000.00		450.00
6	48,600.00	25.0000	450.00
7	72,000.00		600.00
8	72,600.00	25.0000	600.00
9	200,000.00		750.00
10	200,600.00	25.0000	750.00
11	99,999,999.99		900.00

Saskatchewan Tax Setup for 2010

TaxTable <cus=CA>[3]

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Main

Tax Table Id: Tax Table Name:
 Tax Authority Id: Saskatchewan Tax

Standard Credit:
 Standard Deduction:

Tax Employee? Employee Limit: Employee Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Employer? Employee Limit: Employee Limit Type: N/A Pay Period Monthly Annual Quarterly

Tax Table User 1:
 Tax Table User 2:

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Limit:	Rate:	Add'l Amount:		
100040354.00	11.0000			
2	115,297.00	13.0000	4,438.94	
	399,999,999.99	15.0000	14,181.53	

Saskatchewan Tax Setup for 2010 - TD1 Credits Tab

Base Tax	Exemptions	Surtax	Credits	TD1 Credits
Code:	TC/TCP:	K1 Constant:		
10				
21	13,348.00		1,468.28	
32	14,270.50		1,569.76	
43	16,115.50		1,772.71	
54	17,960.50		1,975.66	
65	19,805.50		2,178.61	
76	21,650.50		2,381.56	
87	23,495.50		2,584.51	
98	25,340.50		2,787.46	
109	27,185.50		2,990.41	
1110	29,030.50		3,193.36	