

# Checklist for Getting Started with Payroll

## Documents for Payroll

- CRA Payroll number
- Last payslips from previous payroll service (this will contain your YTD numbers)
- Employee profile information - Address, bank details, pay rates, vacation etc. (hint: use our handy PE new employee form)
- TD1 forms for employees

## Documents for ePay-

- Business Registration/Incorporation Documents showing your CRA payroll number
- Void/Cleared Cheque or bank verification letter
- Utility bill for address confirmation
- 2 forms of government issued photo ID

## Benefit/Deduction Review

- Speak to your accountant/bookkeeper, or benefits provider, about the tax implications for any benefits/deductions you use for your employees
- Calculate your per pay run premium amount for any premiums paid monthly  
*- Example: Health benefits are \$100/month and you pay Bi-weekly. Your per pay run calculation would be:*  
 $100 * 12 = 1200 / \text{yearly}$   
 $1200 / 26 = 46.15 \text{ per pay run}$
- Write down what you find out, you will need it later.

## Accounting integration

- Do you need to add items to the Chart of Accounts in your accounting program that you plan to integrate with payroll?
- Speak to your accountant/bookkeeper to find out what they want for reporting