

## Employer Information

**Full Name**

**Date of Birth**

**Home Address**

**Social Insurance Number**

**Phone Number**

**Email Address**

## Business Information

There are several industries in Ontario that have special rules and/or exemptions to specific employment standards. You can find more information regarding these industries [here](#).

Does your industry fall under one of the specified industries that has special rules and/or exemptions? **Yes** **No**

What is your business industry?

**Legal Company Name**

**Operating Name**

(if different from Legal Company Name)

**Legal Company Address**

Same as Home Address

Different Address

**Company Phone Number**

Same as Employer Phone Number

Different Number

**Company Email Address**

Same as Home Address

Different Address

**CRA Payroll Account Number**

9-digit number followed by RP plus 4 additional numbers

## Employment Standards

The **Employment Standards Act** provides employees and employers with information regarding minimum wage standards, protection for young workers, paying wages and more. As the employer, it is your responsibility to follow the rules because when it comes to the Canada Revenue Agency, you are **GUILTY UNTIL PROVEN INNOCENT** so you need to do everything you can to protect your business and yourself. Any information you should need to follow Employment Standards can be found on the Ontario Employment Standards website: <https://www.ontario.ca/document/your-guide-employment-standards-act-0>

**Important:** Below, we have outlined some of the common practices to be aware of for your convenience. This list is not exclusive and is based on the general Employment Standards. Many industries have their own set up of special regulations, so it is important that you comply with the standards for your business specifically. If there are any special regulations regarding your industry, please make us aware during the set-up process, as this is something that is unique to your business. Otherwise, we will simply set up your payroll to comply with the basic Employment Standards regulations as outlined below.

*I confirm I have read the above paragraphs and I will notify the Talbot & Associates payroll team if there are different regulations that my payroll needs to follow.*

Please initial here

There are two considerations regarding the **Province of Employment (POE)**:

- 1) Which taxes need to be withheld from the employee's pay.
- 2) Which province's Employment Standards legislation needs to be followed.

If you have employees working in a province outside of Ontario, or if you work in a [federally regulated industry](#), most of the legislation on this form will not apply to you. The taxes and annual reporting forms that need to be filed such as WSIB annual reporting, T4s, and RL-1s (for Quebec employees) may vary as well. If you select 'Yes' to one of the question below, we will need to have further discussions regarding your payroll needs and if Talbot can provide you with the services you require.

Do you have employees who work outside of Ontario?      **Yes**      **No**

If yes, in which province(s) do you employ workers?

Is your industry federally regulated?      **Yes**      **No**

**Number of expected employees**      1 - 3      4 - 7      8 - 10      11+

**Do you have an Employment Agreement or Contract for each employee?**

**Yes** (Please provide copies to Talbot & Associates)      **No**

**Do you have any payroll policies in place already?**      **Yes**      **No**

**PAYGROUP: Employers must establish a regular pay frequency and pay date.**

If the employment is terminated, employees must be paid on what would ordinarily have been their next regular pay day or seven days after employment ends, whichever is later.

**Bi-weekly**

(Sunday to Saturday, paid on the following Friday)

**Semi-monthly**

(1-15, paid on the 25th, 16-end of month, paid on the 10th of the following month)

**Other**

The **STANDARD HOURS OF WORK** are 8 hours/day or the number of hours in an established regular workday, if it is longer than 8 hours, and 48 hours/week. Any time worked above and beyond the weekly standard hours must be paid as overtime at one and a half times the employee's normal rate. Certain industries may have special rules or exemptions to the Employment Standards Act. If your business falls under one of the industries, we will need to have an additional conversation to determine what the correct standard hours of work are for your business. If your business is in the construction industry, we will need to have an additional conversation to determine what the correct standard hours of work are for your business.

- Employees must be given a 30-minute unpaid break after every five consecutive hours of work.
- Sometimes employees are scheduled to work a shift and then the shift is cancelled or shortened. Employees must be paid for at least **3 hours** at their regular wage rate if the scheduled shift is longer than 3 hours.

Please initial here

*I confirm I have read and understand the basics about the Standard Hours of Work.*

**VACATION PAY:** Employees must receive at least 2 weeks of vacation (4%) per year for the first four years of employment, and a minimum of 3 weeks of vacation (6%) after the fifth consecutive year.

Vacation can either be paid out on each cheque, with written approval from the employee, or accrued to be paid out when the employee takes vacation.

**There is no "use it or lose it" policy in Canada. Vacation must be paid to the employee, no matter what.**

In general, will you be planning to:

**Pay out vacation pay on each cheque**

**Accrue vacation pay to be paid when the employee takes vacation**

**Either pay out or accrue depending on the employee**

**PUBLIC HOLIDAYS:** There are 9 public holidays in **Ontario**. You are required to pay your employees public holiday pay for these 9 days regardless of whether they worked or not. The 9 public holidays are:

- **New Year's Day** (January 1st)
- **Family Day** (3rd Monday in February)
- **Good Friday** (The Friday immediately preceding Easter Sunday)
- **Victoria Day** (Monday preceding May 25)
- **Canada Day** (July 1st)
- **Labour Day** (The first Monday in September)
- **Thanksgiving Day** (The second Monday of October)
- **Christmas Day** (December 25)
- **Boxing Day** (December 26)

**The Employer Health Tax (EHT)** is a tax imposed on remuneration paid to employees who physically report for work at your permanent establishment in Ontario, or are attached to your permanent establishment in Ontario, or do not report to work at a permanent establishment but are paid from or through your Ontario permanent establishment. **Employers who are eligible can claim a \$1 million exemption towards the EHT.** More information about the EHT can be viewed on the [Province of Ontario Website](#).

*I confirm I have read and understand the basic information about the EHT.*

Please initial here
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**WAGE DEDUCTIONS:** Employers can only deduct money that is required by a law, or money that the employee agrees to pay for something that is a direct benefit to them.

Some examples of deductions that may be approved are Group/Health Benefits or RRSP deductions.

Will there be any additional deductions for your payroll?	<b>Group/Health Benefits</b>	<b>RRSP</b>	<b>Not Applicable</b>
	<b>Other</b>		

**STATUTORY DEDUCTIONS OR SOURCE DEDUCTIONS** are required by law and neither employers nor employees have a choice whether they will be deducted. Common statutory deductions include Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums, Income Tax deductions, and garnishments issued by any court.

It is extremely important that you remit the source deductions, both the employee and the employer portion, as per CRA's schedule. You can find your remittance schedule on your CRA business account. Unlike other tax remittances, CRA can collect from your personal assets, even if you are a corporation, if you are behind in paying your remittances.

Your Remitter Schedule is:	<b>Annual Remitter</b>	<b>Quarterly Remitter</b>	<b>Monthly Remitter</b>
	<b>Accelerated Threshold 1 Remitter</b> (up to two times per month)	<b>Accelerated Threshold 2 Remitter</b> (up to four times per month)	<b>Unknown</b>

## Filing Requirements

**RECORDS OF EMPLOYMENT (ROE)** must be issued with EVERY leave except with casual employees.

The ROE is required to be submitted within **5 calendar days** of the final payroll.

If Talbot & Associates is going to be issuing the ROE, we must know **RIGHT AWAY** when employment is terminated.

**I would like Talbot & Associates to issue ROEs on my behalf** (must complete a consent form for ROE Web)

**I am using Wagepoint and I will give Wagepoint access with ROE SAT**

**I will issue ROEs myself**

**T4SLIPS** must be filed annually and provided to the CRA and employees by **February 28** of the following year.

**Talbot will handle my T4 filings** (please note that if you wish for Talbot & Associates to handle your T4 filings, it is your responsibility to contact our team in January to request our T4 services)

**I will handle my own T4 filings**

A new box (**BOX 45**) will be added to each T4 slip starting with the 2023 filing. The following information will help us be better prepared for T4 season. **Note that if you use Wagepoint, this box must be manually selected for each employee every year**, even if you have auto-filing selected.

Does your company provide dental benefits to its employees (including yourself if you're paid as an employee) either through an insurance plan or a Health Care Spending Account?

**Yes**      **No**      **Not currently, but likely in the near future**

*I confirm that I have read and understood the filing requirements around box 45 and will inform Talbot & Associates if I require assistance.*

Please initial here

# Workplace Safety & Insurance Board

Are you registered with the **WORKPLACE SAFETY & INSURANCE BOARD** (WSIB)? **Yes** **No**

You can find more information about the specifics of the WSIB at <https://www.wsib.ca/en>

**I WILL BE SETTING UP DIRECT DEPOSIT PAYMENTS** (For QuickBooks Online and Wagepoint Payrolls)

**Yes** **No** **Not Applicable**

 I have provided Talbot & Associates with: **A Void Cheque** **Direct Withdrawal Form**

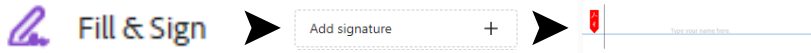
PRINT NAME:

DATE:

SIGNATURE: .....

How to add a signature to a PDF:

Click on **Fill & Sign** in the tools pane on the left, click **Add signature**, and **type your name**.



Sign the document and save the PDF.

**Next steps** - Please submit this completed questionnaire to us for processing at:

We look forward to getting to know you and your business!

[talbotcpa.ca](http://talbotcpa.ca)



Delegate your payroll and spend your time  
doing something you actually want to be doing!

