

All-Inclusive Payroll Services – General Conditions

Process

To begin the payroll services process, we provide one consultation, in order to better assess your payroll needs and understand your payroll situation. This may be the only time you have to come in. Alternatively, we may come to your office for a consultation. This however, is done for a fee.

The next steps depend on which deduction method will be chosen:

1. Predetermined Deductions:

This option is for a company whose payroll deductions and payments are generally the same. For example, if you have permanent employees, such as corporate management.

Once you have selected deduction amounts, our involvement is normally limited to submitting due payments on time to the CRA and your employees. **We also maintain your payroll records.** After year-end, **we will take care of the annual CRA submission and issuance of all required information slips (T4, T5018, etc.).** You will be provided with the payroll records. At this time, the balance on your account will need to be paid.

2. Ongoing Deductions:

This option is for a company whose payroll deductions and payments will vary throughout the period. For example, the hours worked, the wages earned, different employees, etc. In this case, we will need to **communicate with you frequently**, to determine instantly your net employee payments, as well as maintain ongoing payroll records. You will provide us with the required information by email or fax, using the forms we will send to you beforehand. Optionally, telephone service may be available. After year-end, **we will take care of the annual CRA submission and issuance of all required information slips (T4, T5018, etc.).** You will be provided with the payroll records.

We reserve the right, with suitable notice, to cease our engagement in cases of gross misunderstanding of the scope of work. Therefore, please provide as much accurate detail as possible.

As assurance for both parties involved, we require a prepayment of \$29/month. In most cases, this amount covers your annual CRA submissions.