

# Important Mid-Year Preparations

Dear Deluxe Payroll Customer,

Get a Jump on Year End Processes!

Running your payroll at the end of the year and reviewing your tax forms can be very hectic in those last weeks of December or first weeks in January.

Be better prepared and do not wait until the last minute!

All Canadian businesses have a very small window during those final weeks in December to complete their payrolls for the year.

January and February are for you to review and approve your tax forms before the Canadian Revenue Agency's deadline of February 28.

To further assist you to be better prepared, here are some helpful tips to keep you informed well in advance of those pressing deadlines.

**1. Did you know that you can generate Tax Form Audit Reports every time your payroll closes? This way you can preview in advance all year long what your tax forms will look like. This can be especially helpful if you have new or previously issued taxable benefits as well.**

[Once the payroll is closed go to:](#)

[Additional Features](#)

[Additional Reports 2](#)

[Generate Current Year Tax Form Audit Reports](#)

It is that easy!

**2. Generate the PIER report.**

The PIER Report tool, also available in your Additional Reports 2 option, helps you see where your employees currently stand with their CPP/QPP and EI contributions. If any of them have not contributed enough, or too much, this report is a great way to find that out and make any corrections before year end.

**3. Look at the Pay Period Schedule Report for the full year, especially the submission dates.**

December 30, 2022 is the final pay date for the 2022 taxation year. Remember, it is the PAY date that dictates which tax year to report the earnings on the T4, NOT when the employee worked it.

**a) Review your PPERLIST Report to determine when your payroll is due to run in December.**

**b) Set reminders in your calendar well in advance to keep you on track with your payroll submission dates and times to never miss another payroll deadline.**

This can also be helpful for any holiday during the year to avoid late payroll closing issues.

You can generate this report in your Additional Features / Additional Reports Menu.

Finally, should you require any help once you have generated these reports midyear, you can reach out to our support team to have your Year End Questions answered now to avoid the rush come December and January.

Additional Information about Year-End Processes are located through your Help Site and Year End Central by clicking on the Blue Question Marked Book top right of every PAYweb Screen.

<https://www.deluxepayroll.info/>



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