



2023/2024 Year End & New Year Checklist

Please click on the item to get a more detailed description of the needed steps

Preparing for Year End

July- October

Completed

Create a test run of T4/RL1/T4A/T5018 audit reports

Create and review a Pensionable and Insurable Earnings Report (PIER) Audit

Review employee profiles for correct and complete information

Update employee Year-to-Date (YTD) information (if necessary)

Company Profile Review and Update

November-December

Reduced rate for employer EI premiums Change (if applicable)

Revenue Quebec Remittance Threshold Change (if applicable)

EHT (Employer Health Tax) Associated Companies (if applicable)

Complete the Company Profile Review and Update in your payroll account

Before completing the Year End Reset

(Start 2024) Prior to the last payroll of 2023

Create and review a Pensionable and Insurable Earnings Report (PIER) Audit

Update employee Year-to-Date (YTD) information (if necessary)

Create a test run of T4/RL1/T4A/T5018 audit reports

Review employee profiles for correct and complete information

Complete any ROE's and/or additional payroll runs (if required)

Run the Year End Reset in your payroll account after the last payroll of the year

In the New Taxation Year

January- February

View, save and print all Year End reports

Reconcile your tax forms to your CRA Remittance

Save all necessary reports from the archived reports in your payroll account

Edit Tax Forms (if applicable)

Approve your Tax forms before February 15

Complete RL-1 Summary (if applicable)

Distribute Tax Forms to Employees (if applicable)

Jurisdictional Reporting

Refer to Jurisdiction

Employer Health Tax (EHT) Annual Return

Worker's Compensation Annual Reconciliation/Return

Year End & New Year Checklist Information Sheet

Create a test run of T4/RL1/T4A/T5018 audit reports

By doing a “test run” early, you will be able to identify any errors on the report and identify that the proper amounts are being entered into the correct boxes.

To Create a T4/RL1/T4A/T5018 Audit Report and PIER:

- Click Additional Features
- Click Additional Reports 2
- Select “Generate Current Tax Form Audit Report” (this will also create your PIER)

Reasons to Review Tax Forms:

- If your company has more than one RP account, ensure each employee is under the correct one
- Make sure all employees are in the correct Province of Employment
- Ensure all taxable benefits are reflected in the correct box on the tax forms

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Create and Review your PIER

The PIER is used to identify possible CPP/QPP and EI discrepancies. Refer to “PIER Report Guide” to determine if any adjusting entries are required.

To create only a PIER Report:

- Click Additional Features
- Click Additional Reports 2
- Select PIER Report

It is recommended that this report be run throughout the year but should be run prior to the last pay of the year in order to make any necessary adjustments to the final pay.

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Review Employee Profiles

Ensure all addresses, birth dates, and SIN’s are entered and correct.

To purge inactive employees, the termination date must be more than **two** years ago and have an Inactive status in the employee profile.

Please Note: Penalties may be assessed by the Canada Revenue Agency for blank SIN#

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Update employee Year-to-Date (YTD) information

If you have remitted source deductions outside of your payroll account for manual cheques, please contact support before you continue

Any manual/cancelled cheques issued outside of your payroll account must be updated in the Employee YTD’s

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Reduced rate for employer EI premiums Change

If you have a new reduced EI rate for 2024, you will want to enter it into the Company Profile Review and Update in order for our system to capture the change.

To find out any changes to the upcoming New Year, log onto your "[My Business Account](#)"

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Employer Health Tax Associated Companies

Please verify that the exemption amounts are correct for all associated companies. For more information on EHT, please visit the [Ontario Ministry of Finance](#) website or the [BC Govt. website](#).

Company Profile Review and Update in Your Payroll Account

The Company Profile Review and Update is used to capture your new rates for the New Year. This is only if rates/thresholds are changing for the New Year; however; you do still need to review them.

Approve the Company Profile Review and Update

- Click on the Company Profile Review and Update
- Go through each tab filling in any new information you have received from the government agencies.
Note: Even if you have not received any new information, you will still be required to review each tab to ensure the information we have on file is correct.
- Once you have completed each tab, click Approve.

Please note: You are able to unapproved and make changes to the Company Profile Review and Update until you run the Year End Reset and move your account into the New Year. If any changes are required *after* you will need to contact our support department with the required information.

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Complete any Necessary ROE's and/or Additional Payroll Runs

Ensuring that your ROE's are completed will help you start the New Year with a clearer and more accurate payroll. Additionally, ensuring that all bonus payroll runs and any other additional payroll runs are completed will ensure they show up on the appropriate tax forms, correctly in the employee's history and ensure that the required government remittances are completed on time.

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Run the Year End Reset in Your Payroll Account

If you are ready to start the Next Taxation Year;

- Click the Year End Reset button
- Click Enter to access Year End Reports in group YREND

Once The Year End Reset processing has completed, the system brings you to the Display Reports screen with all your Year End reports.

Please Note: The taxation year is determined by the employees pay date and NOT the period end date.

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Print and View all Year End reports

Tax forms need to be reviewed to ensure all amounts are correctly printed in the appropriate boxes on the tax forms

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Tax Form Reconciliation

Reconcile Box 80 on the last page of the T4 Audit Report with your PD7A Statement of Accounts document from the Canada Revenue Agency OR Login to my Business Account on the CRA website.

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Save PDF Reports

Although we do archive most reports for 24 months from when they were generated, it is a good idea to save all necessary reports for the past year.

To Save Reports

- Click View Reports
- Click Archived Reports
- Choose Your reports
- Click Enter
- Save to your computer

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Edit Tax Forms

To edit tax forms, please refer to the Tax Form Options Manual

Possible reasons to edit tax forms:

- Pensionable adjustments not added in your payroll account
- Indian status employees
- Taxable benefits
- Clergy
- Private Health Benefits paid by employee

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Approve your Tax forms

Once you have reviewed your T4 Audit and reconciled your remittances you can approve your tax forms for processing. While going through each tab, ensure you click enter to signal the system that you have reviewed the information.

To Approve Tax Forms:

- Click Additional Features
- Click Tax Form Options
- Choose Tax Form Authorization
- Choose how you would like Deluxe Payroll to process your tax forms and reports.
- Review Summary Tab
- Click and Review Filing Information
- Click and Review Shipping Information
- Click Approve



This will signal Deluxe Payroll to process your tax forms to ship and/or remit your summary to the Canada Revenue Agency (CRA)/Revenu Quebec (RQ), *if applicable*.

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Complete RL-1 Summary

Please note: Legislative changes to the RL1 summary will take effect in January. More information to follow.

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Tax Form Distribution

If you did not have your employee's tax forms delivered to them electronically, you will have to have distributed to them by February 28th. Depending on how you chose to receive your tax forms, in PDF format in your payroll account or have Deluxe Payroll print and ship, you will either need to print the tax forms from your "View Reports" section in your payroll account or hand out the sealed copies you received by us.

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Employer Health Tax Annual Return

If you operate in Ontario or BC and need to complete the Health Tax Annual Return, it will need to be finalized by March 15th and returned to the government.

For more information on completing your Ontario EHT Annual Return, visit the [Ontario Ministry of Finance](#) website. For more information on completing your BC health Tax Annual Return, visit the [BC Govt. website](#). If you would like Deluxe Payroll to complete this form on your behalf, please send us an e-mail at accounting@deluxe.ca. Additional Fees will apply.

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Worker's Compensation Annual Reconciliation/Return

The due date for your Worker's Compensation Annual Reconciliation/Return will depend on which jurisdiction you are in.

If you would like Deluxe Payroll to complete this form on your behalf, please send us an e-mail at accounting@deluxe.ca. Additional Fees will apply.

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