



The following **highlighted** changes need to be made after your last payroll of 2025 and before your first payroll of 2026, also make sure that the first payroll period starts at **2026-01**.

This guide is only provided as an example as to how to update your payroll rates and it is up to you to ensure that all rates are correct and entered properly. RSA Software assumes no responsibility for incorrect/missing information as well as for any penalties/interest charged by government agencies.

<b>ONLINE PAYROLL CALCULATOR</b>	<a href="#">Canada (EN)</a> <a href="#">Québec (EN)</a>	<a href="#">Canada (FR)</a> <a href="#">Québec (FR)</a>
<b>T4-SLIPS (ONLINE FILING)</b> Login to your “My Business Account” (Requires CRA Web access code)	<a href="#">Canada (EN)</a>	<a href="#">Canada (FR)</a>
<b>RL-1 SLIPS (ONLINE FILING)</b> You need to have a transmitter Number or login to your “My Account for business”	<a href="#">Québec (EN)</a>	<a href="#">Québec (FR)</a>

If you will be filing more than 25 RL-1 and do not have a transmitter number (NP999999) , you must complete *Form ED-430 V* ([English](#)) ([French](#)) and register with Revenu Québec . They will provide you with a transmitter number and a series of RL-1 sequential numbers. Our Transmit Certification Number is RQ-24-01-170

**If you previously registered and have a transmitter number, the information should already be in RSA and will be used for 2025 filing.** Once received you will enter this information in RSA in SYSTEM / CONFIGURATION / SETUP / WAGES

Setup Wages	
005	Payroll For Canada
010	Automatically Generate Employee Numbers No
015	Payroll Account CANADA 126145895RP0001
020	Payroll Account QUEBEC 1009889031RS0001
035	Pay Day Of Week Wed
040	Payroll Bank CAD/CANADA TRUST CAD\$~0_0
045	Checks Type Computer Printed
055	Vacation Available Period Ends YY-MM 16-04
060	Batch Weekly Pay Hours 0.00
065	Batch Bi-Weekly Pay Hours 0.00
070	Quebec R1 Transmit Certification Number RQ-24-01-170
075	Quebec Transmitter Number NP999999
076	Quebec Relevé Starting Control Number
077	Quebec Relevé Ending Control Number
080	Federal Transmission Confirmation
090	Quebec Transmission Confirmation



As of January 2024, if you file more than 5 slips for a calendar year you are required to file electronically and can face serious penalties if you file using the wrong method.

If this is your first time filing Relevé 1 slips online using RSA, please do not wait till the Feb 28th deadline. Unlike the CRA, Revenu Québec can take up to 24 hours to process a return and confirm a successful transmission. Errors can be caused by employee information like invalid postal codes, incorrect SIN, etc.

## 2025 MAXIMUMS

Maximum insurable earnings	2026	2025	EXEMPTION
QPP (QUEBEC)	74,600	71,300	3,500
QPP2 (QUEBEC)	85,000	81,200	74,600
CPP	74,600	71,300	3,500
CPP2	85,000	81,200	74,600
EI	68,900	65,700	
EI (QUEBEC)	68,900	65,700	
QPIP (QUEBEC)	103,000	98,000	
CSST (QUEBEC)	103,000	98,000	
WSIB (ONTARIO)	121,700	117,000	

## EMPLOYEE FILE (BOX 45 ON T4)

Employee - Modify...

**GENERAL** | PROFILE | EARNINGS | DEDUCTION | ADDITIONAL | NOTES | TAX

Badge ID:

Image:

Pay Cycle: Weekly

Vacation: No Vacation Pay

Print Pay Stubs: Yes

Department: ~ ADMIN

Union: None

Canadian Dental Care Plan (CDCP): 1 ~ None

REGISTERED PENSION PLAN:

Territory:

Union Pay Scale: Base Rate

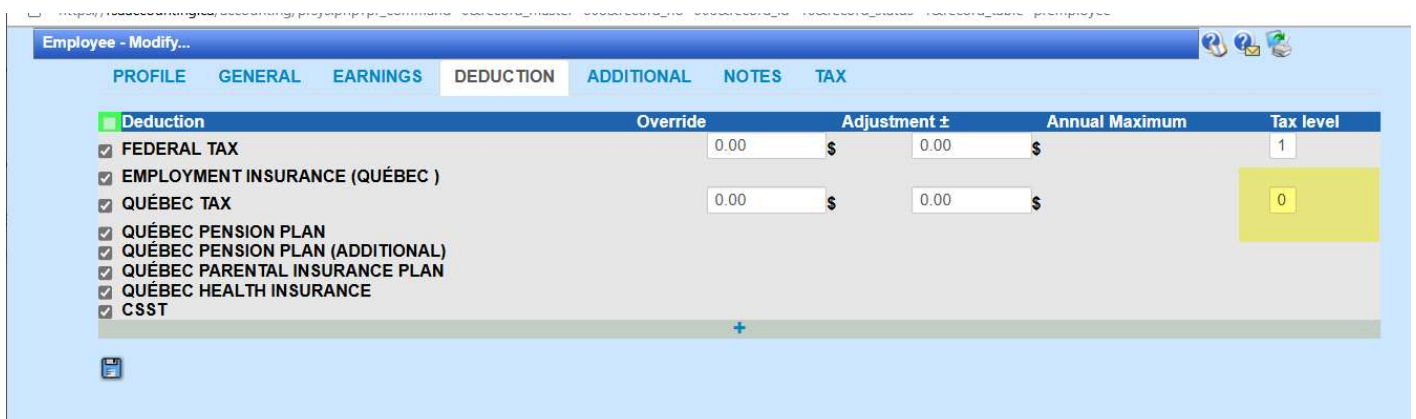
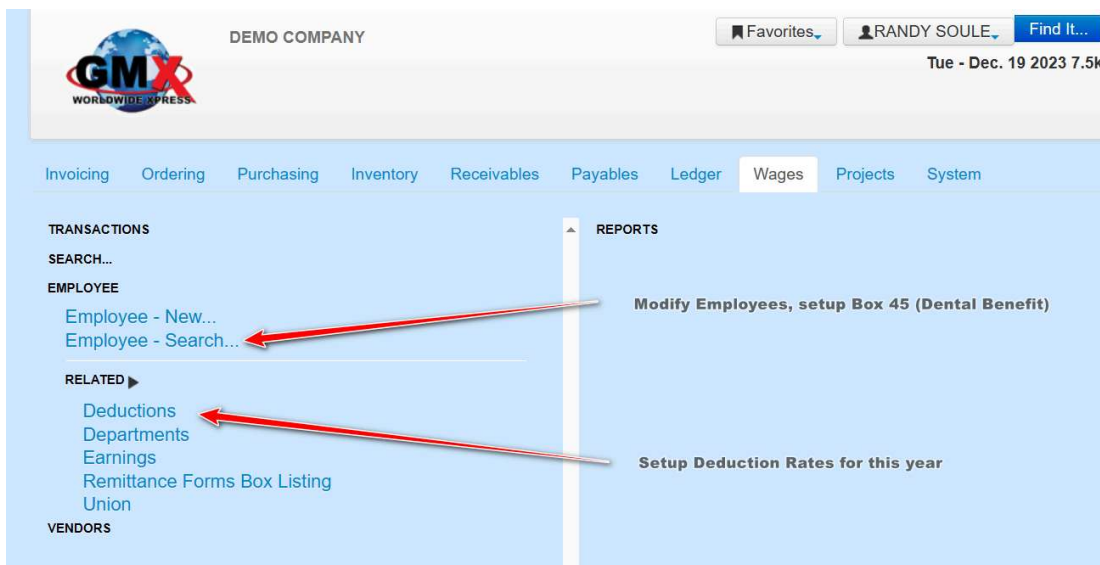
For the calendar year 2024 and after, it is mandatory to indicate whether the employee or any of their family members were eligible, on December 31 of that year, to access any dental care insurance, or coverage of dental services of any kind, that you offered. If you do not offer dental benefits, you have nothing to do as all employees will be set to None (1).



## QUEBEC INCOME TAX (Personal Exemption)

Starting in 2026 Quebec will no longer use a letter code for the basic personal exemption but the actual amount determined from the form TP-1015.3-V ([English](#)) ([French](#)) once completed by your employees. RSA will use the default value of **0 or A** to calculate the basic personal exemption of \$18,571 for 2026.

For any exemptions greater than \$ 18,571 enter the actual amount.





## FEDERAL INCOME TAX

Deduction	FEDTAX		Active <input checked="" type="checkbox"/>
Language	Description		
English	FEDERAL TAX		
French	IMPÔT FEDERAL		
System Function	PRFED2601		
	Type	Union	
	Income Tax	No	
	Display Order	Tax level	
	10		
	Annual Maximum	Annual Exemption	Annual Calculation
	0.00	0.00	0.00
Employee Deduction	Base Rate		
	0.0000	\$	
Employee	Expense Account		
	Use Vendor Expense Account		
	Vendor		
	RECGEN_DAS		



## QUEBEC INCOME TAX

<b>Deduction</b>	QUETAX		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	QUÉBEC TAX		
<b>French</b>	IMPÔT QUÉBEC		
<b>System Function</b>	PRQUE2601		
	<b>Type</b>	<b>Union</b>	
	Income Tax	No	
	<b>Display Order</b>	<b>Tax level</b>	
	21		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	0.00	0.00	0.00
<b>Employee Deduction</b>	<b>Base Rate</b>		
	0.0000	\$	
<b>Employee</b>	<b>Expense Account</b>		
	Use Vendor Expense Account		
	<b>Vendor</b>		
	MINREV_DAS		

## CANADA PENSION PLAN

<b>Deduction</b>	<div>CPP</div>		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	<div>CANADA PENSION PLAN</div>		
<b>French</b>	<div>COTISATIONS AU CCP</div>		
<b>System Function</b>	<div></div>		
	<b>Type</b>	<b>Union</b>	
	<div>Withholding</div>	<div>No</div>	
	<b>Display Order</b>	<b>Tax level</b>	
	<div>12</div>	<div></div>	
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	<div>4230.45</div>	<div>3500.00</div>	<div>0.00</div>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	<div>5.9500</div>	<div>%</div>	

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<b>Employee</b>	<b>Expense Account</b>
	<div>Use Vendor Expense Account</div>
	<b>Vendor</b>
	<div>RECGEN_DAS</div>

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<b>Employer Deduction</b>	<b>Base Rate</b>	
	<div>5.9500</div>	<div>%</div>
<b>Employer</b>	<b>Expense Account</b>	
	<div>56230 ~ FRINGE BENEFITS</div>	
<b>Government Group</b>	<b>Used In Tax Calculation as</b>	
	<div>GOVERNMENT PENSION PLAN</div>	

## CANADA PENSION PLAN (ENHANCEMENT)

<b>Deduction</b>	<div>CPP2</div>		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	CANADA PENSION PLAN (ENHANCEMENT)		
<b>French</b>	COTISATIONS AU CCP (ENHANCEMENT)		
<b>System Function</b>			
	<b>Type</b>	<b>Union</b>	
	Withholding <input type="text"/>	No <input type="text"/>	
	<b>Display Order</b>	<b>Tax level</b>	
	12 <input type="text"/>		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	416.00 <input type="text"/>	74600.00 <input type="text"/>	0.00 <input type="text"/>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	4.0000 <input type="text"/>	% <input type="text"/>	

<b>Employee</b>	<b>Expense Account</b>
	Use Vendor Expense Account <input type="text"/>
	<b>Vendor</b>
	RECGEN_DAS <input type="text"/>

<b>Employer Deduction</b>	<b>Base Rate</b>	
	4.0000 <input type="text"/>	%
<b>Employer</b>	<b>Expense Account</b>	
	56230 ~ FRINGE BENEFITS <input type="text"/>	
<b>Government Group</b>	<b>Used In Tax Calculation as</b>	
	GOVERNMENT PENSION PLAN <input type="text"/>	



## QUEBEC PENSION PLAN

<b>Deduction</b>	QPP		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	QUÉBEC PENSION PLAN		
<b>French</b>	COTISATIONS AU RRQ		
<b>System Function</b>			
	<b>Type</b>	<b>Union</b>	
	Withholding <input type="text"/>	No <input type="text"/>	
	<b>Display Order</b>	<b>Tax level</b>	
	22 <input type="text"/>		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	4479.30 <input type="text"/>	3500.00 <input type="text"/>	0.00 <input type="text"/>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	6.3000 <input type="text"/>	% <input type="text"/>	
<b>Employee</b>	<b>Expense Account</b>		
	Use Vendor Expense Account <input type="text"/>		
	<b>Vendor</b>		
	MINREV_DAS <input type="text"/>		
<b>Employer Deduction</b>	<b>Base Rate</b>		
	6.3000 <input type="text"/>	%	
<b>Employer</b>	<b>Expense Account</b>		
	56230 ~ FRINGE BENEFITS <input type="text"/>		
<b>Government Group</b>	<b>Used In Tax Calculation as</b>		
	GOVERNMENT PENSION PLAN <input type="text"/>		



## QUEBEC PENSION PLAN (ENHANCEMENT)

<b>Deduction</b>	QPP2		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	QUÉBEC PENSION PLAN (ADDITIONAL)		
<b>French</b>	COTISATIONS AU RRQ		
<b>System Function</b>			
	<b>Type</b>	<b>Union</b>	
	Withholding <input type="text"/>	No <input type="text"/>	
	<b>Display Order</b>	<b>Tax level</b>	
	22 <input type="text"/>		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	416.00 <input type="text"/>	74600.00 <input type="text"/>	0.00 <input type="text"/>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	4.0000 <input type="text"/>	% <input type="text"/>	
<b>Employee</b>	<b>Expense Account</b>		
	Use Vendor Expense Account <input type="text"/>		
	<b>Vendor</b>		
	MINREV_DAS <input type="text"/>		
<b>Employer Deduction</b>	<b>Base Rate</b>		
	4.0000 <input type="text"/>	%	
<b>Employer</b>	<b>Expense Account</b>		
	56230 ~ FRINGE BENEFITS <input type="text"/>		
<b>Government Group</b>	<b>Used In Tax Calculation as</b>		
	GOVERNMENT PENSION PLAN <input type="text"/>		

## EMPLOYMENT INSURANCE

PROFILE	GENERAL	EARNINGS
Deduction	EI	Active <input checked="" type="checkbox"/>
Language	Description	
English	EMPLOYMENT INSURANCE	
French	ASSURANCE D'EMPLOI	
System Function		
Type	Withholding <input type="text"/>	Union No <input type="text"/>
Display Order	12	Tax level
Annual Maximum	1123.07	Annual Exemption
Employee Deduction	Base Rate	Annual Calculation
	1.6300	0.00
		0.00
Employee	Expense Account	
	Use Vendor Expense Account <input type="text"/>	
	Vendor	
	RECGEN_DAS	
Employer Deduction	Base Rate	%
	2.2820	
Employer	Expense Account	
	56230 ~ FRINGE BENEFITS <input type="text"/>	
Government Group	Used In Tax Calculation as	
	EMPLOYMENT INSURANCE <input type="text"/>	

## EMPLOYMENT INSURANCE (QUEBEC)

<b>Deduction</b>	QEI		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	EMPLOYMENT INSURANCE (QUÉBEC )		
<b>French</b>	ASSURANCE D'EMPLOI (QUÉBEC)		
<b>System Function</b>			
	<b>Type</b>	<b>Union</b>	
	Withholding <input type="text"/>	No <input type="text"/>	
	<b>Display Order</b>	<b>Tax level</b>	
	12 <input type="text"/>		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	895.70 <input type="text"/>	0.00 <input type="text"/>	0.00 <input type="text"/>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	1.3000 <input type="text"/>	% <input type="text"/>	

<b>Employee</b>	<b>Expense Account</b>
	Use Vendor Expense Account <input type="text"/>
	<b>Vendor</b>
	RECGEN_DAS <input type="text"/>

<b>Employer Deduction</b>	<b>Base Rate</b>	
	1.8200 <input type="text"/>	%
<b>Employer</b>	<b>Expense Account</b>	
	56230 ~ FRINGE BENEFITS <input type="text"/>	
<b>Government Group</b>	<b>Used In Tax Calculation as</b>	
	EMPLOYMENT INSURANCE <input type="text"/>	

## QUEBEC PARENTAL INSURANCE

<b>Deduction</b>	QPIP		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	QUÉBEC PARENTAL INSURANCE PLAN		
<b>French</b>	ASSURANCE PARENTALE QUÉBÉC		
<b>System Function</b>			
	<b>Type</b>	<b>Union</b>	
	Withholding <input type="text"/>	No <input type="text"/>	
	<b>Display Order</b>	<b>Tax level</b>	
	23 <input type="text"/>		
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	442.90 <input type="text"/>	0.00 <input type="text"/>	0.00 <input type="text"/>
<b>Employee Deduction</b>	<b>Base Rate</b>		
	0.4300 <input type="text"/>	% <input type="text"/>	

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<b>Employee</b>	<b>Expense Account</b>
	Use Vendor Expense Account <input type="text"/>
	<b>Vendor</b>
	MINREV_DAS <input type="text"/>

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<b>Employer Deduction</b>	<b>Base Rate</b>	%
	0.6020 <input type="text"/>	
<b>Employer</b>	<b>Expense Account</b>	
	56230 ~ FRINGE BENEFITS <input type="text"/>	
<b>Government Group</b>	<b>Used In Tax Calculation as</b>	
	QUÉBEC PARENTAL INSURANCE PLAN <input type="text"/>	

## QUEBEC HEALTH INSURANCE

The employer contribution rate is generally 1.65% for employers whose annual payroll is \$1M or less. The rate is reduced to 1.25% for employers in the primary and manufacturing sectors. When the payroll exceeds \$1M, the rate increases gradually up to 4.26%. Please verify your situation.

<b>Deduction</b>	QHIP		<b>Active</b> <input checked="" type="checkbox"/>
<b>Language</b>	<b>Description</b>		
<b>English</b>	QUÉBEC HEALTH INSURANCE		
<b>French</b>	FOND DE SERVICES DE SANTÉ		
<b>System Function</b>			
<b>Type</b>	Withholding <input type="button" value="v"/>	<b>Union</b>	No <input type="button" value="v"/>
<b>Display Order</b>	24		
<b>Tax level</b>			
	<b>Annual Maximum</b>	<b>Annual Exemption</b>	<b>Annual Calculation</b>
	0.00	0.00	0.00
<b>Employee Deduction</b>			
	0.0000	% <input type="button" value="v"/>	
	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">             Companies with less that \$1 million in annual payroll. Enter your applicable rate.           </div>		
<b>Vendor</b>	MINREV_DAS		
<b>Expense Account</b>	Use Vendor Expense Account <input type="button" value="v"/>		
<b>Employer</b>			
<b>Deduction</b>	1.6500 %		
<b>Expense Account</b>	56230 ~ FRINGE BENEFITS <input type="button" value="v"/>		
<b>Government Group</b>			
<b>Used In Tax Calculation as</b>	None <input type="button" value="v"/>		

## WORKPLACE SAFETY (ONTARIO) CSST (QUEBEC)

Deduction	CSST		Active	<input checked="" type="checkbox"/>
Language	Description			
English	CSST			
French	CSST			
System Function				
Type	Withholding	Union	No	
Display Order	25	Enter your annual maximum		
Tax level				
Annual Maximum	0.00	Annual Exemption	0.00	Annual Calculation
				94000.00
Employee Deduction	0.0000	%	Enter your applicable rate	
Vendor	MINREV_DAS		Expense Account	
			Use Vendor Expense Account	
Employer	Deduction		Expense Account	
	0.5000	%	56230 ~ FRINGE BENEFITS	
Government Group	Used In Tax Calculation as			
	None			