



The following **highlighted** changes need to be made after your last payroll of 2021 and before your first payroll of 2022, also make sure that the first payroll period starts at **2022-01**.

This guide is only provided as an example as to how to update your payroll rates and it is up to the user 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.

The T4 will be printed on letter sized plain paper but the Quebec Relevé 1 (RL-1-T) needs to be printed on forms supplied by Revenu Québec. You can order the forms online here :

https://www5.services.mrq.gouv.qc.ca/MrqAnonyme/P2/P201/P201A1_01A_PIU_CommPublFor_PC/AccueilPIU.aspx?CLNG=A

You can manually calculate deductions using these government online calculators.

ONLINE CALCULATOR (QUEBEC)

<https://entreprises.revenuquebec.ca/EntNA/SX/SX03/SX03.WebRAS/SX03A4WA/Home/RenseignementsGeneraux>

ONLINE CALCULATOR (CANADA)

https://apps.cra-arc.gc.ca/ebci/rhpd/prot/welcome.action?request_locale=en_CA

If you prepare more than 50 T4/RELEVÉ 1 slips they must be filed electronically.

CANADA

https://apps.cra-arc.gc.ca/ebci/leb0/upload/pub/disclaimer.action?request_locale=en

or login to your “My Business Account”

QUEBEC

https://www.services.mrq.gouv.qc.ca/AccessEntrpr/s3/s303/S303A01_01A_PIU_TransmRelev_PC/PageDeGarde.aspx?CLNG=A

Our transmitter number : NP009245

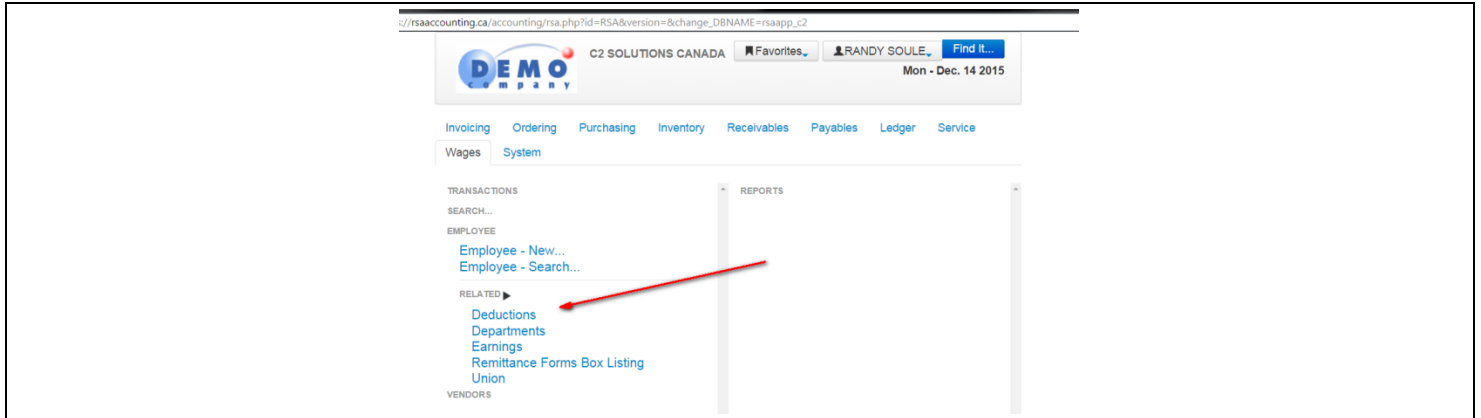
Our Identification number : 1009889031

or login to your “My Account for business”

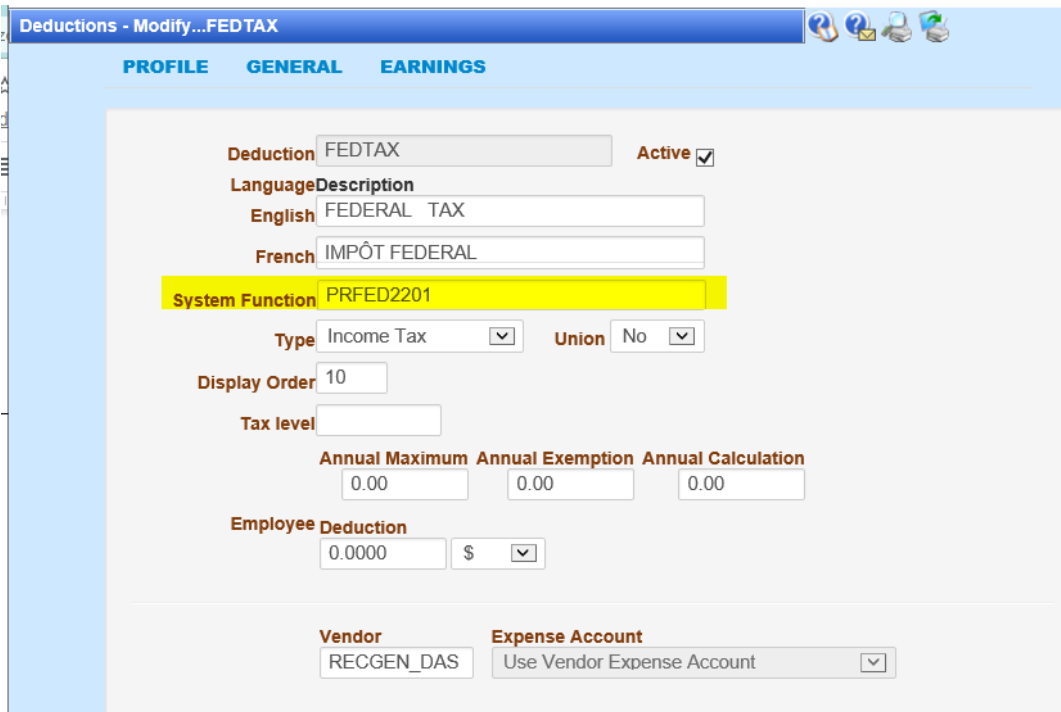
The maximum insurable earnings:

	2022	2021	EXEMPTION
QPP	64,900	61,600	3,500
CPP	64,900	61,600	3,500
EI	60,300	56,300	0
EI (QUEBEC)	60,300	56,300	0
QPIP	88,000	83,500	0
CSST	88,000	83,500	0

You can find the Deductions here:



FEDERAL INCOME TAX



The screenshot shows the 'Deductions - Modify...FEDTAX' form. The form has three tabs: 'PROFILE', 'GENERAL', and 'EARNINGS'. The 'GENERAL' tab is selected. The form contains the following fields and options:

- Deduction:** FEDTAX
- Active:**
- Language:** English: FEDERAL TAX, French: IMPÔT FEDERAL
- System Function:** PRFED2201
- Type:** Income Tax
- Union:** No
- Display Order:** 10
- Tax level:** [Empty field]
- Annual Maximum:** 0.00
- Annual Exemption:** 0.00
- Annual Calculation:** 0.00
- Employee Deduction:** 0.0000, \$
- Vendor:** RECGEN_DAS
- Expense Account:** Use Vendor Expense Account

QUEBEC INCOME TAX

Deductions - Modify...QUETAX

PROFILE GENERAL EARNINGS

Deduction: QUETAX **Active**

LanguageDescription

English: QUÉBEC TAX

French: IMPÔT QUÉBEC

System Function: PRQUE2201

Type: Income Tax Union: No

Display Order: 21

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
0.00	0.00	0.00

Employee Deduction: 0.0000 \$

Vendor: MINREV_DAS Expense Account: Use Vendor Expense Account

CANADA PENSION PLAN

Deductions - Modify...CPP

PROFILE GENERAL EARNINGS

Deduction: CPP **Active**

LanguageDescription

English: CANADA PENSION PLAN

French: COTISATIONS AU CCP

System Function:

Type: Withholding Union: No

Display Order: 12

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
3499.80	3500.00	0.00

Employee Deduction: 5.7000 %

Vendor: RECGEN_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 5.7000 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: GOVERNMENT PENSION PLAN



QUEBEC PENSION PLAN

Deductions - Modify...QPP

PROFILE **GENERAL** **EARNINGS**

Deduction: QPP Active

Language Description

English: QUÉBEC PENSION PLAN

French: COTISATIONS AU RRQ

System Function:

Type: Withholding Union: No

Display Order: 22

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
3776.10	3500.00	0.00

Employee Deduction: 6.1500 %

Vendor: MINREV_DAS | Use Vendor Expense Account:

Expense Account: MINREV_DAS | MINISTRE DES FINANCES QUÉBEC (DAS)

Employer: 6.1500 % 56230 ~ FRINGE BENEFITS

Government Group:

Used In Tax Calculation as: GOVERNMENT PENSION PLAN



EMPLOYMENT INSURANCE

Deductions - Modify...EI

PROFILE GENERAL EARNINGS

Deduction: EI Active

Language Description

English: EMPLOYMENT INSURANCE

French: ASSURANCE D'EMPLOI

System Function:

Type: Withholding Union: No

Display Order: 12

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
952.74	0.00	0.00

Employee Deduction: 1.5800 %

Vendor: RECGEN_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 2.2120 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: EMPLOYMENT INSURANCE

EMPLOYMENT INSURANCE (QUEBEC)

Deductions - Modify...QEI

PROFILE GENERAL EARNINGS

Deduction: QEI Active

Language Description

English: EMPLOYMENT INSURANCE (QUÉBEC)

French: ASSURANCE D'EMPLOI (QUÉBEC)

System Function:

Type: Withholding Union: No

Display Order: 12

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
723.60	0.00	0.00

Employee Deduction: 1.2000 %

Vendor: RECGEN_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 1.6800 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: EMPLOYMENT INSURANCE



QUEBEC PARENTAL INSURANCE

Deductions - Modify...QPIP

PROFILE GENERAL EARNINGS

Deduction: QPIP Active

Language Description

English: QUÉBEC PARENTAL INSURANCE PLAN

French: ASSURANCE PARENTALE QUÉBÉC

System Function:

Type: Withholding Union: No

Display Order: 23

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
434.72	0.00	0.00

Employee Deduction: 0.4940 %

Vendor: MINREV_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 0.6920 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group:

Used In Tax Calculation as: QUEBEC PARENTAL INSURANCE PLAN

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.

WORKPLACE SAFETY (ONTARIO)



CSST (QUEBEC)

Deductions - Modify...CSST

PROFILE GENERAL EARNINGS

Deduction: CSST Active

Language Description

English: CSST

French: CSST

System Function:

Type: Withholding Union: No

Display Order: 25

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
0.00	0.00	88000.00

Employee Deduction: 0.0000 %

Vendor: MINREV_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 0.5000 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: None

Enter your applicable rate