

Payroll New-Client Setup Checklist

Employer and employee information needed to start payroll

Use this checklist to set up payroll with Toronto Tax & Accounting Solutions Inc. The matching Excel sheet (Torontotax-Payroll-New-Client-Information-Sheet.xlsx) collects the details. For items marked **contact us first**: Contact Toronto Tax for document-submission instructions before sending this information.

BEFORE YOU SEND DOCUMENTS: Do not email banking credentials or passwords. For SINs, employee tax information, and full tax slips, contact us first for instructions on the safest way to send documents.

How our payroll service works

Payroll is prepared and run through the employer's connected bank account. The employer keeps control of the bank account; we never need banking credentials.

Your business holds its own payroll software subscription (QuickBooks is common) and gives Toronto Tax accountant access. Toronto Tax assists with opening a CRA payroll account and a GST/HST account if needed. T4 slips and ROEs are included.

Employer setup

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| ☐ Legal and operating business name | ☐ Main contact and payroll approver |
| ☐ Business number | ☐ Payroll software subscription in the business name |
| ☐ CRA payroll (RP) account, or request help opening one | ☐ Accountant access given to Toronto Tax |
| ☐ CRA remitter type (if known) | ☐ Business bank account connected in the payroll system by the employer |
| ☐ GST/HST account, or request help opening one | ☐ Province(s) of employment |

For each employee

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|---|--|
| ☐ Name, job title and start date | ☐ SIN - contact us first |
| ☐ Pay type and pay rate | ☐ Direct-deposit details - contact us first |
| ☐ Standard hours per pay period | ☐ TD1 federal and provincial forms - contact us first |
| ☐ Vacation pay policy and taxable benefits | |

Pay schedule

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|--|---|
| ☐ Pay frequency (weekly, biweekly, semi-monthly or monthly) | ☐ Deadline to send hours and changes |
| ☐ First pay date with us | ☐ Pay period and pay date calendar |

Switching providers or starting mid-year

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| ☐ Name of existing provider | ☐ Year-to-date totals per employee - contact us first |
| ☐ Last pay date processed by existing provider | ☐ T4 and ROE requirements for the year |

Pricing

Basic payroll package	starts at \$100 before HST
Monthly payroll run	\$35 per employee before HST
Biweekly payroll run	\$60 per employee before HST
Final scope	depends on your requirements; confirmed before we start

This checklist is for payroll setup only. It is not legal or employment-standards advice. WSIB is not part of our payroll service. This checklist helps you organize records. It is not tax, legal or accounting advice; how an item is treated depends on your own facts, and the CRA decides how returns are assessed. Keep original records, generally for six years from the end of the last tax year they relate to.