Pay category - Form assignments

Problem:

Where do I make the form assignment?

Solution:

Steps:

- 1. Head to Setup > Payroll settings> payroll categories.
- 2. Double click the pay category, go to tab Form assignment tab.

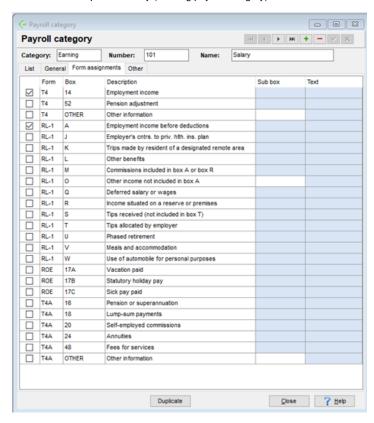
Purpose:

Reporting box (Value) on T4, T4A or RL1

Form assignment example for T4:

Depends by the type of category (earning, benefit, deduction, tax or payroll tax) Form assignment tab (Box number) will have a different

Below is an examples of Salary (Earning payroll category)



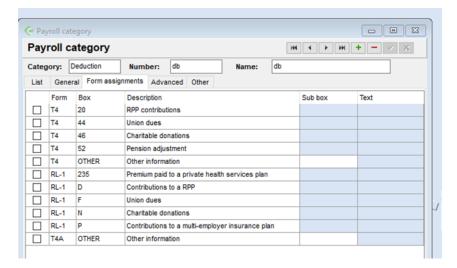
CRA - Codes for T4

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/completing-filing-information-returns/t4-information-employers/t4-slip/other-information-codes-t4-slip.html

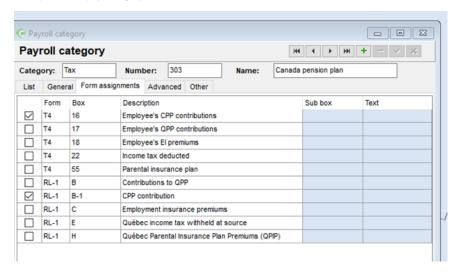
T4 – Information for employers.

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/completing-filing-information-returns/t4-information-employers.html

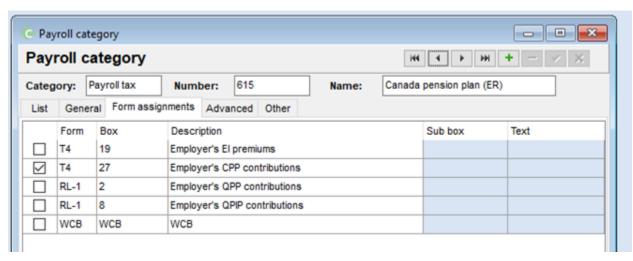
Example of Deduction pay category



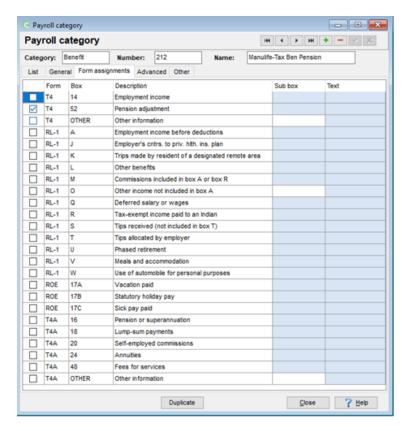
Example of Tax pay category



Example of Payroll tax pay category



Example of Benefit pay category



Benefits and allowances explain - CRA link

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances.html

Benefits chart form assignment

This chart indicates whether you need to deduct Canada Pension Plan (CPP) and employment insurance (EI) from the **taxable** allowances and benefits discussed in this guide, and shows which codes you should use to report them on the employee's T4 slip.

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/benefits-allowances-chart.html and the services of the se

RL-1:

https://www.revenuquebec.ca/en/businesses/rl-slips-and-summaries/sending-rl-slips-summaries/sending-rl-slips-summaries/sending-rl-slips-summaries/sending-r

Quebec - Taxable benefits

https://www.revenuquebec.ca/en/businesses/source-deductions-and-employer-contributions/special-cases-source-deductions-and-employer-contributions-in-certain-situations/taxable-benefits/

For additional clarification on form assignment reporting contact your Payroll administrator.