

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)

Form	Box	Description	Sub box	Text
<input checked="" type="checkbox"/>	T4	14	Employment income	
<input type="checkbox"/>	T4	52	Pension adjustment	
<input type="checkbox"/>	T4	OTHER	Other information	
<input checked="" type="checkbox"/>	RL-1	A	Employment income before deductions	
<input type="checkbox"/>	RL-1	J	Employer's cntrs. to priv. hth. ins. plan	
<input type="checkbox"/>	RL-1	K	Trips made by resident of a designated remote area	
<input type="checkbox"/>	RL-1	L	Other benefits	
<input type="checkbox"/>	RL-1	M	Commissions included in box A or box R	
<input type="checkbox"/>	RL-1	O	Other income not included in box A	
<input type="checkbox"/>	RL-1	Q	Deferred salary or wages	
<input type="checkbox"/>	RL-1	R	Income situated on a reserve or premises	
<input type="checkbox"/>	RL-1	S	Tips received (not included in box T)	
<input type="checkbox"/>	RL-1	T	Tips allocated by employer	
<input type="checkbox"/>	RL-1	U	Phased retirement	
<input type="checkbox"/>	RL-1	V	Meals and accommodation	
<input type="checkbox"/>	RL-1	W	Use of automobile for personal purposes	
<input type="checkbox"/>	ROE	17A	Vacation paid	
<input type="checkbox"/>	ROE	17B	Statutory holiday pay	
<input type="checkbox"/>	ROE	17C	Sick pay paid	
<input type="checkbox"/>	T4A	16	Pension or superannuation	
<input type="checkbox"/>	T4A	18	Lump-sum payments	
<input type="checkbox"/>	T4A	20	Self-employed commissions	
<input type="checkbox"/>	T4A	24	Annuities	
<input type="checkbox"/>	T4A	48	Fees for services	
<input type="checkbox"/>	T4A	OTHER	Other information	

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

Payroll category

Category: Deduction Number: db Name: db

List General Form assignments Advanced Other

	Form	Box	Description	Sub box	Text
<input type="checkbox"/>	T4	20	RPP contributions		
<input type="checkbox"/>	T4	44	Union dues		
<input type="checkbox"/>	T4	46	Charitable donations		
<input type="checkbox"/>	T4	52	Pension adjustment		
<input type="checkbox"/>	T4	OTHER	Other information		
<input type="checkbox"/>	RL-1	235	Premium paid to a private health services plan		
<input type="checkbox"/>	RL-1	D	Contributions to a RPP		
<input type="checkbox"/>	RL-1	F	Union dues		
<input type="checkbox"/>	RL-1	N	Charitable donations		
<input type="checkbox"/>	RL-1	P	Contributions to a multi-employer insurance plan		
<input type="checkbox"/>	T4A	OTHER	Other information		

Example of Tax pay category

Payroll category

Category: Tax Number: 303 Name: Canada pension plan

List General Form assignments Advanced Other

	Form	Box	Description	Sub box	Text
<input checked="" type="checkbox"/>	T4	16	Employee's CPP contributions		
<input type="checkbox"/>	T4	17	Employee's QPP contributions		
<input type="checkbox"/>	T4	18	Employee's EI premiums		
<input type="checkbox"/>	T4	22	Income tax deducted		
<input type="checkbox"/>	T4	55	Parental insurance plan		
<input type="checkbox"/>	RL-1	B	Contributions to QPP		
<input checked="" type="checkbox"/>	RL-1	B-1	CPP contribution		
<input type="checkbox"/>	RL-1	C	Employment insurance premiums		
<input type="checkbox"/>	RL-1	E	Québec income tax withheld at source		
<input type="checkbox"/>	RL-1	H	Québec Parental Insurance Plan Premiums (QPIP)		

Example of Payroll tax pay category

Payroll category

Category: Payroll tax Number: 615 Name: Canada pension plan (ER)

List General Form assignments Advanced Other

	Form	Box	Description	Sub box	Text
<input type="checkbox"/>	T4	19	Employer's EI premiums		
<input checked="" type="checkbox"/>	T4	27	Employer's CPP contributions		
<input type="checkbox"/>	RL-1	2	Employer's QPP contributions		
<input type="checkbox"/>	RL-1	8	Employer's QPIP contributions		
<input type="checkbox"/>	WCB	WCB	WCB		

Example of Benefit pay category

Payroll category

Category: Benefit Number: 212 Name: Manulife-Tax Ben Pension

List General Form assignments Advanced Other

Form	Box	Description	Sub box	Text
<input type="checkbox"/> T4	14	Employment income		
<input checked="" type="checkbox"/> T4	52	Pension adjustment		
<input type="checkbox"/> T4	OTHER	Other information		
<input type="checkbox"/> RL-1	A	Employment income before deductions		
<input type="checkbox"/> RL-1	J	Employer's cntrs. to priv. hth. ins. plan		
<input type="checkbox"/> RL-1	K	Trips made by resident of a designated remote area		
<input type="checkbox"/> RL-1	L	Other benefits		
<input type="checkbox"/> RL-1	M	Commissions included in box A or box R		
<input type="checkbox"/> RL-1	O	Other income not included in box A		
<input type="checkbox"/> RL-1	Q	Deferred salary or wages		
<input type="checkbox"/> RL-1	R	Tax-exempt income paid to an Indian		
<input type="checkbox"/> RL-1	S	Tips received (not included in box T)		
<input type="checkbox"/> RL-1	T	Tips allocated by employer		
<input type="checkbox"/> RL-1	U	Phased retirement		
<input type="checkbox"/> RL-1	V	Meals and accommodation		
<input type="checkbox"/> RL-1	W	Use of automobile for personal purposes		
<input type="checkbox"/> ROE	17A	Vacation paid		
<input type="checkbox"/> ROE	17B	Statutory holiday pay		
<input type="checkbox"/> ROE	17C	Sick pay paid		
<input type="checkbox"/> T4A	16	Pension or superannuation		
<input type="checkbox"/> T4A	18	Lump-sum payments		
<input type="checkbox"/> T4A	20	Self-employed commissions		
<input type="checkbox"/> T4A	24	Annuities		
<input type="checkbox"/> T4A	48	Fees for services		
<input type="checkbox"/> T4A	OTHER	Other information		

Duplicate Close ? Help

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>

RL-1:

<https://www.revenuquebec.ca/en/businesses/rl-slips-and-summaries/sending-rl-slips-and-summaries/sending-rl-slips-and-summaries-to-revenu-quebec/online/>

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.