Gondaliya CPA
Your Growth Partner

Outsourced Payroll Start-Up Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve things to settle before the first pay run

For incorporated Canadian businesses. Rules current to 10 November 2026.

- [ ] **Employee information**
  SIN, address and contracts from the HR files.
- [ ] **Previous payroll records**
  Twelve months of pay history, in full.
- [ ] **Tax forms (TD1)**
  A current-year form for every worker.
- [ ] **Benefit deductions**
  Benefit plan papers and voluntary amounts.
- [ ] **Timesheets and attendance**
  Time tracking logs or the paper records.
- [ ] **Payroll schedule**
  Weekly, bi-weekly or monthly, fixed in advance.
- [ ] **Bank account details**
  The business account used for direct deposit.
- [ ] **Payroll software access**
  Credentials for QuickBooks, Xero or the payroll tool.
- [ ] **Corporate tax documents**
  Last year T2 filing with CRA.
- [ ] **Employment standards papers**
  Minimum wage, breaks and overtime by province.
- [ ] **CRA payroll account**
  Programme account number and authorisation letter.
- [ ] **Worker list and contracts**
  Everyone you pay, employee or contractor.

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