Corporation Payroll Setup Checklist

Register, deduct, remit, and file — 2026

Gondaliya CPA Professional Corporation · Toronto, ON

Please work through these before your first payroll. Setting it up correctly once avoids penalties and the scramble of fixing it later. 2026 rates shown for employees outside Quebec.

- [ ] **1 Register the RP account**
  Payroll program under your Business Number, before hiring.
- [ ] **2 Collect SIN and TD1 forms**
  Federal and provincial TD1 from every employee.
- [ ] **3 Load the 2026 rates**
  CPP 5.95% to $74,600; CPP2 4.00% to $85,000; EI 1.63%.
- [ ] **4 Deduct each pay period**
  CPP, EI, and income tax, plus the employer share.
- [ ] **5 Remit on schedule**
  Regular remitters pay by the 15th of the next month.
- [ ] **6 Report taxable benefits**
  Company car, health plan, and similar on the T4.
- [ ] **7 File T4 and T4A**
  Give copies and file by the last day of February.

PRO TIP
Update your rate tables every January — the CPP ceiling, CPP2 band, and EI maximum all move each year.

What happens next

1 Free consultation
We review your setup and set a flat fee.

2 We set it up
Register, configure rates, and run payroll.

3 Stay compliant
On-time remittances and filed slips.

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