Small Business Payroll Compliance Checklist

The 2026 essentials for Canadian employers

Gondaliya CPA Professional Corporation · Toronto, ON

Please keep this by your pay run. Getting the deductions right and remitting on time prevents almost every payroll penalty. Figures below are 2026 rates for employees outside Quebec.

- [ ] **1. Collect TD1 forms and employee details**
  Federal and provincial TD1s set each person's tax credits.
- [ ] **2. Classify workers correctly**
  Employee vs contractor is judged on control, tools, risk, and integration.
- [ ] **3. Deduct at 2026 rates**
  CPP 5.95% to $74,600 (CPP2 4% to $85,000); EI 1.63% to $68,900.
- [ ] **4. Remit by the CRA due date**
  Regular remitters pay by the 15th of the following month.
- [ ] **5. File T4 and T4A by end of February**
  Include the Canadian Dental Care Plan box on every slip.
- [ ] **6. Issue ROEs promptly**
  Whenever an employee's earnings are interrupted.
- [ ] **7. Track provincial obligations**
  Ontario Employer Health Tax, WSIB, and vacation pay; keep records six years.

PRO TIP

Never borrow from source deductions for cash flow — they are trust amounts the CRA pursues hardest of all.

What happens next

1 Free consultation
We review your payroll setup and deadlines.

2 We run it
Deductions, remittances, T4s, and ROEs handled.

3 Compliant
On time every period, on a flat fee.

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