ACCOUNTING ENTRIES - EXPLANATIONS

AMOUNT PAID: payments of Canada Pension Plan contributions, Employment Insurance premiums and income tax (net of adjustments) for the year indicated.

GROSS PAYROLL IN REMITTING PERIOD (dollars only): all remuneration before any deductions. It includes regular wages, commissions, overtime pay, paid leave, taxable benefits and allowances, piecework payments, and special payments. It is equivalent to the monthly total of all amounts that would appear in Box 14, "Employment income" on the T4 slip. For quarterly remitters, it is the total of these amounts for the last month of the quarter.

NUMBER OF EMPLOYEES IN LAST PAY PERIOD: the number of people who drew pay during the last pay period in the month or quarter. Include anyone for whom you will complete a T4 slip, such as part-time and temporary employees, employees absent with pay, etc. Do not include persons for whom you will not complete a T4 slip, such as occasional employees not part of your payroll, and persons who did not draw pay in the last pay period in the month or quarter such as those on unpaid leave.

REMITTING PROCEDURES

We must receive deductions made during the month or quarter by the due date. For more information see the *Employer's Guide*. The date of receipt is the date the payment is delivered to the Receiver General (i.e., tax services office, tax centre, or a financial institution) and not the date you mailed the payment. Please include your share of Canada Pension Plan contributions and Employment Insurance premiums when you remit your employees' deductions.

We will apply penalties for late or deficient remittances on amounts over \$500 unless the failure is made knowingly or under circumstances amounting to gross negligence, in which case the minimum \$500 will not apply.

If you make your payment at an Automated Teller Machine, check with your financial institution to make sure your payment will be processed and credited to the Receiver General account by the due date.

ENQUIRIES

If you need more information, or help in completing the form or using the Payroll Deductions Tables, contact your tax services office. Please quote your account number on all correspondence.

Form authorized by the Minister of National Revenue

000				AMOUNT OF PAY		
CPP contributions		El premiums	Tax deductions	Current payment	Gross payroll	No. of employees in last pay period
RC107 E	(01)	Tear	off here and return lower p	ortion with your payment.		
1+1	Canada Customs Agence des douane: and Revenue Agency et du revenu du Can		Canada CURRENT SO			RC107 E (01)
	YOU MUST COMPLETE THIS AREA			'		o not use this area
	Business Nu	mber			6	
	Legal Name				Gross payroll in remit	ting period (dollars only)
						_
•	Address			Number of employees in last pay period	End of remitting period for which deductions were withheld	Year Month
	City	Province	Postal Code	<u> </u>	Amount paid	
						•

To make your payment directly to Canada Customs and Revenue Agency, return the b money order made payable to the Receiver General to the address shown below.	ottom portion with your cheque or
To help us credit your payment, write your business number on the back of your chequ	e or money order.
If you prefer to make your payment at your financial institution in Canada, present this f teller will return the top portion as your receipt.	form to the teller with your payment. The
	Teller's Stamp
	W down down down down down down down down
We will charge a fee for any dishonoured payment.	
DO NOT staple, paper clip, tape or fold voucher or your cheque.	Teller's Stamp
DO NOT mail cash.	
Please ensure the address below appears in the window of the envelope provided.	
chivelape provided.	
CANADA CUSTOMS	

AND REVENUE AGENCY TECHNOLOGY CENTRE 875 HERON RD

OTTAWA ON K1A 1B1