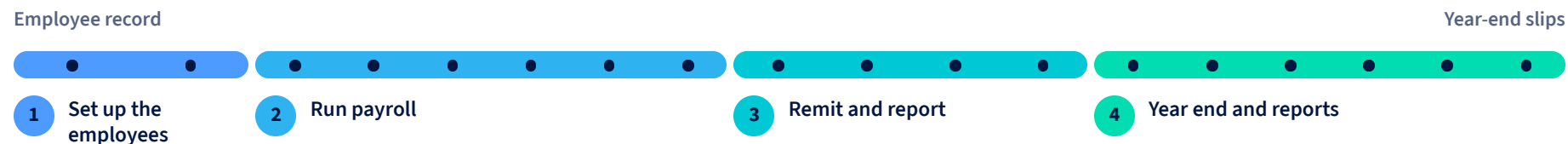


A guide for Canadian employers

Canadian payroll, from hours to T4

How Fusion Payroll runs Canadian payroll inside Odoo, from the pay run to the T4, with the screen for each step.



Contents

The manager's brief is written to be read on its own, in a few minutes. The walkthrough shows every step on the screen where it happens.

1

The manager's brief

What the system is, what it checks, and how a project works.

Fusion Payroll at a glance	3
Where payroll goes wrong in an Ontario business	4
The whole route on one page	5
What the system checks for you	6
Built for Canadian payroll	7
How a project works with Nexa	7

2

The walkthrough

Each phase, then each step with its whole screen.

1 Set up the employees	8
2 Run payroll	11
3 Remit and report	18
4 Year end and reports	23

3

Documents and next steps

The forms and reports it prints, common questions and how to book a call.

The documents it produces	30
Questions a manager will ask	39
Next steps	40

Fusion Payroll at a glance

Fusion Payroll runs Canadian payroll in Odoo 19, built and supported by Nexa Systems.

It calculates income tax, CPP, CPP2 and EI for every province and territory except Quebec, and produces the cheques, deposit files, remittances, Records of Employment and year-end slips.

Who it is for

Canadian employers outside Quebec who pay staff weekly, biweekly, semi-monthly or monthly, with a Payroll Officer who prepares each run and a Payroll Manager who marks the bank file uploaded.

Next step

Book a one-hour call at nexasystems.ca/appointment/1, or call 905-792-0000.

What your office gets

- ✓ Hours, overtime and vacation pay are entered for each employee on one grid for the pay period.
- ✓ The CPA-005 direct-deposit file is built for the run, and its paycheques lock once the upload to the bank is recorded.
- ✓ T4 slips, T4 Summaries and T4A slips print on CRA's own PDF forms, and Records of Employment export as a BLK file for ROE Web.
- ✓ A row with no SIN, no province or incomplete bank details is flagged before paycheques are made, and Quebec payroll is blocked rather than calculated wrong.
- ✓ Each paycheque's CPP, EI and income tax belongs to exactly one CRA remittance, with a PD7A worksheet and voucher to print.
- ✓ When we publish an update for new CRA rates, your payroll managers are told it is waiting and see exactly what changes before they apply it.

What is included

1 Set up the employees

2 steps, page 8

2 Run payroll

6 steps, page 11

3 Remit and report

4 steps, page 18

4 Year end and reports

6 steps, page 23

How it is delivered

Custom-coded around your process after a first meeting.

Hosted on our own servers in Ontario.

Supported by the team that built it: business hours for everyone, plus an emergency line for hosted clients.

Where payroll goes wrong in an Ontario business

Each row is a step in the walkthrough, shown on its own screen.

Without a system

With Fusion Payroll

An employee is missing a SIN or bank details, and it is found after the paycheques are made.

The grid marks the row as needing attention and says why, before any paycheque is made.

2 Step 2.2
Page 13

Someone edits an employee's pay after a paycheque was made, and the paycheque quietly changes.

Each paycheque keeps the pay facts it was made with. A raise or a TD1 change applies to the next paycheque.

2 Step 2.4
Page 15

Nobody is sure whether this run's deposit file has already reached the bank.

A Payroll Manager marks the file uploaded. Until then the batch shows a warning, and after it the paycheques in the file are locked.

2 Step 2.6
Page 17

The month's CPP, EI and tax are added up by hand for the PD7A, and a paycheque can be counted twice or missed.

Each paycheque's CPP, EI and income tax belongs to exactly one CRA remittance, with a PD7A worksheet and voucher to print.

3 Step 3.1
Page 19

An employee leaves, and the Record of Employment has to be built from every pay period of the year.

The ROE lists insurable earnings for each pay period and generates the BLK file for ROE Web. Paper copies are marked not for submission.

3 Step 3.4
Page 22

At year end, the T4 Summary has to agree with what was actually remitted to CRA during the year.

The T4 Summary's remittances line is filled from the year's paid CRA remittances, and any unpaid period is listed.

4 Step 4.1
Page 24

The whole route on one page

Four phases, from the employee record to the year-end slips. Each step is shown on its own screen in the walkthrough.

1 Set up the employees				2 Run payroll				3 Remit and report				4 Year end and reports			
Each employee gets a payroll record with a validated SIN, a home address, a province of employment and a pay schedule.				The pay period is walked through hours, preview and approval to cheques and the direct-deposit file.				Source deductions become CRA remittances with a PD7A to print, and a leaver gets a Record of Employment.				T4 slips, T4 Summaries and T4A slips, and payroll reports that export to spreadsheets and PDF.			
1.1	Add your employees	9		2.1	Start from the pay cycle	12		3.1	Track CRA remittances	19		4.1	File T4, T4A and the T4 Summary	24	
	Payroll Officer				Payroll Officer, Payroll Manager				Payroll Officer				Payroll Officer		
1.2	Complete the payroll record	10		2.2	Load the hours	13		3.2	Match the payment to CRA	20		4.2	Open the payroll reports	25	
	Payroll Officer				Payroll Officer				Payroll Officer				Payroll Manager		
				2.3	Preview the run	14		3.3	See every CRA payment	21		4.3	Payroll Summary	26	
					Payroll Officer				Payroll Manager				Payroll Manager		
				2.4	Check a paycheque	15		3.4	Issue the Record of Employment	22		4.4	Paycheque History	27	
					Payroll Officer				Payroll Officer				Payroll Manager		
				2.5	Submit the run	16						4.5	Payroll Tax Liability	28	
					Payroll Officer								Payroll Manager		
				2.6	Build the direct deposit file	17						4.6	Total Payroll Cost	29	
					Payroll Officer, Payroll Manager								Payroll Manager		

Screens show invented data from a demo company.

What the system checks for you

Each check runs inside Fusion Payroll at the step shown.



✓ Rows that need attention

No province, no SIN, a Quebec employee or incomplete bank details puts a Needs attention badge on the row and says why.

Checked at step 2.2, page 13

✓ Hard stops on the run

Quebec payroll is blocked, hours with no rate are refused by name, and a paid period cannot be run twice.

Checked at step 2.5, page 16

✓ Deposit date and upload

A Saturday or Sunday deposit date is refused, a statutory holiday is warned by name, and an uploaded file locks its paycheques.

Checked at step 2.6, page 17

✓ Remitted exactly once

Each paycheque's CPP, EI and income tax belongs to exactly one CRA remittance.

Checked at step 3.1, page 19

✓ Short or excess payments

Short or excess payments against the remittance amount are flagged, and a paid remittance cannot be changed.

Checked at step 3.2, page 20

✓ Paper is not the filing

Paper ROEs print with a NOT FOR SUBMISSION watermark, so they are never mistaken for the filed record.

Checked at step 3.4, page 22

A paycheque that was wrong inside a paid period is corrected in the next period, so a period already remitted stays as it was paid.

Built for Canadian payroll

Runs inside Odoo 19

It works with Odoo Payroll, Time Off, Attendances and Invoicing, and posts payroll journal entries to your books.

CRA's formulas and forms

Income tax follows CRA's T4127 formulas, and T4 slips, T4 Summaries and T4A slips print on CRA's own PDF forms.

Always current with CRA

CRA publishes new payroll deduction formulas twice a year, effective January 1 and July 1. When it does, we publish an update for Fusion Payroll, and a payroll manager applies it.

Quebec, stated plainly

Every province and territory except Quebec. Payroll for a Quebec employee is blocked rather than calculated wrong.

Moving from another payroll

Historical paycheques, filed T4 XML, ROE BLK records and remittance history can be imported, including from QuickBooks exports.

A Toronto team

Nexa Systems is based in Toronto, Ontario, and builds custom ERP systems and business apps on Odoo.

How a project works with Nexa

1

A first meeting

We meet your team to see how you pay staff today: schedules, provinces, hours and who signs off each run.

2

Built around your process

Every project is custom-coded after that meeting, around the way your office runs payroll.

3

Hosted in Ontario

Your system runs on our own servers in Ontario.

4

Supported by the team that built it

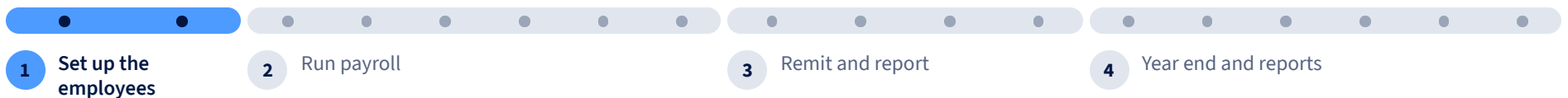
Business hours support for everyone, plus an emergency line for hosted clients.

Fusion Payroll is built on Odoo. Every project is custom-coded, so this guide lists no prices.

Set up the employees

Each employee gets a payroll record with a validated SIN, a home address, a province of employment and a pay schedule.

1.1	Add your employees Leavers stay on file, and the pay run loads only active employees.	Payroll Officer	9
1.2	Complete the payroll record The province of employment on the record is what each paycheck is taxed by.	Payroll Officer	10



Fusion Payroll
Run Payroll
Employees
Paycheques
Remittances
Filings
Reporting
Configuration

Lakeshore Home Health Supply

New
Employees
⚙️

Active
Search...

1-10 / 10

DEPARTMENT
All
Calgary Branch 2
Customer Care 2
Finance 1
Kelowna Branch 1
Operations 1
Service and Repair 2
Warehouse and Delivery 1

G

Grace Liu
Branch Lead
grace.liu@lakeshore-demo.example
905-555-0159
Jan 1

H

Hailey Morrison
Operations Manager
hailey.morrison@lakeshore-demo.e...
905-555-0151
Jan 1

J

Jordan Ellis
Service Technician
jordan.ellis@lakeshore-demo.exam...
905-555-0152
Jan 1

K

Kevin Doyle
Service Technician
kevin.doyle@lakeshore-demo.exa...
905-555-0158
Jan 1

L

Lucas Ferreira
Delivery Driver
lucas.ferreira@lakeshore-demo.ex...
905-555-0160
Jan 1

M

Maya Collins
Clinical Products Coordinator
maya.collins@lakeshore-demo.exa...
905-555-0155
Jan 1

N

Natalie Brennan
Customer Care Lead
natalie.brennan@lakeshore-demo....
905-555-0153
Jan 1

O

Omar Haddad
Delivery Driver
omar.haddad@lakeshore-demo.ex...
905-555-0154
Jan 1

R

Rebecca Stewart
Sales Representative
rebecca.stewart@lakeshore-demo....
905-555-0161
Jan 1

S

Sunita Bhatt
Accounts Coordinator
sunita.bhatt@lakeshore-demo.exa...
905-555-0157
Jan 1



1 Step 1.1 of 18

Add your employees

Payroll Officer

What happens

Employees are grouped by department across your locations, each with an employment status the run reads.

What it saves you

Leavers stay on file, and the pay run loads only active employees.

Fusion PayrollRun PayrollEmployeesPaychequesRemittancesFilingsReportingConfiguration

NewEmployeesHailey Morrison

Payslips21Time OffWork EntriesMonthly Hours00:00History1

1 / 1

Create UserLaunch PlanTerminate

Jan 1, 2026

Send messageLog noteActivity

H

Hailey Morrison

hailey.morrison@lakeshore-demo.example905-555-0151Work Mobilee.g. Founder, Motoriz...Active

Fusion PayrollWorkResumePersonalSettings

EmploymentPersonal & AddressPay & BankingTaxesDeductions & Garnishments

PERSONAL INFO

Preferred First Name ?

Preferred First Name

Private Email

Private Phone

Birthday

Gender

SIN (Masked) ?

XXX-XXX-385

View/Edit

HOME ADDRESS

Street Address

41 Larkmoor Lane

Address Line 2

Apt, Suite, Unit

City

Mississauga

Province

Ontario

Postal Code ?

L5M 9X1

Province of Employment ?

Ontario

MAILING ADDRESS

Today

OdooBot 2:10 p.m.

Congratulations! May I recommend you to setup an onboarding plan?

OdooBot 2:10 p.m.

Employee created

1 Step 1.2 of 18

Complete the payroll record

Payroll Officer

What happens

The record keeps the SIN masked and holds the home address and province of employment, with pay, banking, TD1 taxes and deductions on their own tabs.

What it saves you

The province of employment on the record is what each paycheque is taxed by.

Canadian payroll, from hours to T4

The walkthrough: Set up the employees

10

Run payroll

The pay period is walked through hours, preview and approval to cheques and the direct-deposit file.

2.1	Start from the pay cycle One screen shows where this run stands and which remittance or ROE is due next.	Payroll Officer Payroll Manager	12
2.2	Load the hours No retyping of timesheets, and a row with no SIN or bank details is flagged on the grid.	Payroll Officer	13
2.3	Preview the run The cost of the run is known before any money moves. The preview figures are marked as estimates.	Payroll Officer	14
2.4	Check a paycheque The paycheque keeps the pay facts it was made with, so a later change to the employee does not reprice it.	Payroll Officer	15
2.5	Submit the run Cheque numbers continue the bank account's own numbering, shared with the cheques Accounting prints.	Payroll Officer	16
2.6	Build the direct deposit file A weekend deposit date is refused, and once the upload is marked the paycheques in the file are locked.	Payroll Officer Payroll Manager	17

1	Set up the employees	2	Run payroll	3	Remit and report	4	Year end and reports
---	----------------------	---	-------------	---	------------------	---	----------------------

Payroll dashboard Lakeshore Home Health Supply · Monday, October 5, 2026

1 overdue Bi-Weekly CAD

Run payroll
Sep 28 to Oct 11, 2026 ... Step 5 of 7

Paycheques
10 in this run

Employees
10 active

CRA
October ... Nov 16

ROE
Victor Nguyen... 1

T4 / T4A
no 2025 payroll

Payouts
file bui... UpLoad

Journal entry
accounting not se...

Reporting
register, PD7A, T4

Payroll 2026-09-28 to 2026-10-11

CHEQUES AND DEPOSIT FILE

Open payslips

Print cheques and build file

Sep 28 to Oct 11, 2026 · 10 paycheques · pays Oct 16

Hours entered
10 employees
Payroll Officer

Paycheques computed
10 paycheques
Payroll Officer

Review exceptions reviewed
Payroll Officer

Validate and lock
10 of 10 validated
Payroll Officer

Cheques and deposit file
0 of 2 cheques printed, deposit file built
Payroll Officer

Release deposit
pays Oct 16
Payroll Manager

Pay CRA
due Nov 16
Payroll Officer

Payment and authorization

The run is prepared here. Money moves only on a printed cheque, an uploaded deposit file or a registered payment.

Direct deposit

AWAITING UPLOAD

\$16,937.38

8 employees · CPA005_20261016_0002.txt

Paid from Payroll Chequing (account ending 9999). A Payroll Manager marks the CPA-005 file uploaded once it is in online banking.

Cheques

READY TO PRINT

\$3,118.29

2 employees · next cheque no. 00001

Drawn on Payroll Chequing (account ending 9999). Numbers follow that account's cheque book, shared with Accounting.

CRA source deductions

UNPAID

\$23,336.54

October 2026 · PD7A · due Nov 16

Paid through Register Payment, which posts the entry on the bank account the money left from.

THIS RUN

Net pay

\$20,055.67

Gross

\$26,051.90

Employee deductions

-\$5,996.23

Employer contributions

\$2,064.48

Total employer cost

\$28,116.38

Blocking this run

all clear

Nothing is blocking this run: every employee paid by deposit has bank details, every employee has a SIN and no one works in Quebec.

Statutory obligations

DUE IN 42 DAYS

CRA remittance, October 2026

\$23,336.54

PD7A, due Nov 16

1 OVERDUE

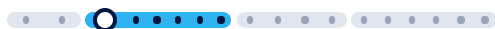
ROE queue

1 outstanding

Victor Nguyen due Jun 26

UP TO DATE

NO PAYROLL



2 Step 2.1 of 18

Start from the pay cycle

Payroll Officer

Payroll Manager

What happens

The dashboard walks the current pay period through seven steps and lists what is due to the CRA and Service Canada.

What it saves you

One screen shows where this run stands and which remittance or ROE is due next.

Run Payroll: Bi-Weekly

Hours Loaded. Pulled time-clock hours for 11 of 11 employees. Hours typed by hand were replaced; use Save for later to keep the grid as it is now.

Run Payroll

Pay period
10.26.2026 to 11.08.2026

Pay date
Nov 13

☐ Hide employees without pay

Load Attendance Hours

+ Add an employee

Employee	Type	Attention	Exceptions	Rate	Reg hrs	OT hrs	Stat hrs	Vac %	Vacation pay	Total hrs	Regular pay
Grace Liu	Salary			\$ 36.54	80.00	0.00	0.00	4.00	\$ 116.92	80.00	\$ 2,923.08
Hailey Morrison	Salary			\$ 39.42	80.00	0.00	0.00	4.00	\$ 126.15	80.00	\$ 3,153.85
Jordan Ellis	Hourly			\$ 31.50	70.00	0.00	0.00	4.00	\$ 88.20	70.00	\$ 2,205.00
Kevin Doyle	Hourly			\$ 29.00	79.00	5.25	0.00	4.00	\$ 100.78	84.25	\$ 2,291.00
Lucas Ferreira	Hourly			\$ 25.50	63.00	0.00	0.00	4.00	\$ 64.26	63.00	\$ 1,606.50
Maya Collins	Salary			\$ 34.13	80.00	0.00	0.00	6.00	\$ 163.85	80.00	\$ 2,730.77
Natalie Brennan	Salary			\$ 28.13	80.00	0.00	0.00	4.00	\$ 90.00	80.00	\$ 2,250.00
Omar Haddad	Hourly			\$ 24.75	71.00	0.00	0.00	4.00	\$ 70.29	71.00	\$ 1,757.25
Rebecca Stewart	Salary			\$ 25.96	80.00	0.00	0.00	4.00	\$ 83.08	80.00	\$ 2,076.92
Sunita Bhatt	Salary			\$ 29.33	80.00	0.00	0.00	4.00	\$ 93.85	80.00	\$ 2,346.15
Victor Nguyen	Hourly			\$ 22.40	70.00	0.00	0.00	4.00	\$ 62.72	70.00	\$ 1,568.00
Add a line											
					833.00	5.25				838.25	



2 Step 2.2 of 18

Load the hours

Payroll Officer

What happens

Salaried employees are prefilled with their standard hours and hourly employees get their time-clock hours, split into overtime by the rules of their province of employment. Vacation and statutory-holiday pay go on the same row.

What it saves you

No retyping of timesheets, and a row with no SIN or bank details is flagged on the grid.

[Run Payroll: Bi-Weekly](#)
 Run Payroll: Bi-Weekly

1 / 1 < >

Preview Payroll

TOTAL PAYROLL COST

\$ 27,428.49

Pay from

Payroll Chequing

Payroll Chequing (account ending 9999)

Cheques number from this account's cheque book.

Gross pay **\$ 25,416.34**

Employer taxes & contributions **\$ 2,012.15**

Pay period:

10.12.2026 to 10.25.2026

Pay date:

Oct 30

Name	Total hours	Gross pay	Employee taxes (estimate)	Net pay (estimate)	Employer taxes (estimate)	Change	
Grace Liu	80.00	\$ 3,040.00	\$ 741.36	\$ 2,298.64	\$ 242.24	=	
Hailey Morrison	80.00	\$ 3,280.00	\$ 845.44	\$ 2,434.56	\$ 261.99	=	
Jordan Ellis	84.00	\$ 2,817.36	\$ 674.60	\$ 2,142.76	\$ 223.91	=	
Kevin Doyle	83.00	\$ 2,578.68	\$ 583.60	\$ 1,995.08	\$ 204.26	↓ 4%	
Lucas Ferreira	72.00	\$ 1,909.44	\$ 359.99	\$ 1,549.45	\$ 149.17	=	
Maya Collins	80.00	\$ 2,894.62	\$ 703.10	\$ 2,191.52	\$ 230.27	↓ 15%	
Natalie Brennan	80.00	\$ 2,340.00	\$ 498.44	\$ 1,841.56	\$ 184.62	=	
Omar Haddad	76.00	\$ 1,956.24	\$ 387.40	\$ 1,568.84	\$ 153.04	=	
Rebecca Stewart	80.00	\$ 2,160.00	\$ 434.65	\$ 1,725.35	\$ 169.80	=	
Sunita Bhatt	80.00	\$ 2,440.00	\$ 534.12	\$ 1,905.88	\$ 192.85	=	
Victor Nguyen	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		



2 Step 2.3 of 18

Preview the run

Payroll Officer

What happens

Before submitting, the preview shows gross pay, employee taxes, net pay and the total cost of the run, paid from the bank account you pick.

What it saves you

The cost of the run is known before any money moves. The preview figures are marked as estimates.

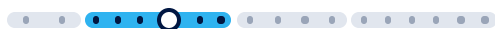
New Payslips
Payslip - Maya Collins - 2026/09

Work Entries

1 / 1

Mark as paid Create Payment Report Cancel Print Draft Validated Paid

Period	Sep 28 - Oct 11			
Worked Days	Salary Inputs	Salary Computation	Other Info	Paycheque Entry
Name	Quantity	Rate (%)	Amount	Total
Basic Pay	1.00	100.0000	\$ 2,384.62	\$ 2,384.62
Vacation Pay	1.00	100.0000	\$ 217.48	\$ 217.48
Commission	1.00	100.0000	\$ 1,240.00	\$ 1,240.00
Gross	1.00	100.0000	\$ 3,842.10	\$ 3,842.10
CPP Employee	1.00	100.0000	\$ -220.60	\$ -220.60
CPP Employer	1.00	100.0000	\$ -220.60	\$ -220.60
CPP2 Employee	1.00	100.0000	\$ 0.00	\$ 0.00
CPP2 Employer	1.00	100.0000	\$ 0.00	\$ 0.00
EI Employee	1.00	100.0000	\$ -62.63	\$ -62.63
EI Employer	1.00	100.0000	\$ -87.68	\$ -87.68
Workers' Compensation Employer	1.00	100.0000	\$ 0.00	\$ 0.00
Federal Income Tax	1.00	100.0000	\$ -512.05	\$ -512.05
Provincial Income Tax	1.00	100.0000	\$ -229.94	\$ -229.94
Ontario Health Premium	1.00	100.0000	\$ -28.85	\$ -28.85
Net Pay	1.00	100.0000	\$ 2,788.03	\$ 2,788.03



2 Step 2.4 of 18

Check a paycheque

Payroll Officer

What happens

Each paycheque shows CPP, EI, federal and provincial tax and the Ontario Health Premium, line by line.

What it saves you

The paycheque keeps the pay facts it was made with, so a later change to the employee does not reprice it.

1 / 1 < >

Gross pay	\$ 23,410.34	Pay period:	Pay date:
Employer taxes & contributions	\$ 2,012.15	10.12.2026 to 10.25.2026	Oct 30

✔ Payroll Submitted Successfully!

Payroll Chequing

Payroll Chequing (account ending 9999)

Auto-generate

CHEQUES TO PRINT

Employee	Amount	Pay Period
Lucas Ferreira	\$1,549.45	10.12.2026 - 10.25.2026
Omar Haddad	\$1,568.84	10.12.2026 - 10.25.2026

[Skip Printing](#)

[Back](#)

Submit payroll



Submit the run

Submitting the run validates every paycheck and lists the cheques to print from the chosen cheque book.

Cheque numbers continue the bank account's own numbering, shared with the cheques Accounting prints.

Direct Deposit

Generates the CPA-005 credit file for a validated payslip batch. Upload it through your bank's payments portal. Validate the first file with your bank before going live.

Payslip Batch	Payroll 2026-10-12 to 2026-10-25	File Name	CPA005_20261030_0003.txt
Paid From ?	Payroll Chequing (account ending 9999)	CPA-005 File	CPA005_20261030_0003.txt
Deposit Date ?	Oct 30		
Regenerate file (include payslips already exported) ?	☐		

Generate File
Mark as Uploaded to the Bank
Close



2 Step 2.6 of 18

Build the direct deposit file

Payroll Officer

Payroll Manager

What happens

The CPA-005 direct deposit file is generated for the pay run, ready to upload to the bank. A Payroll Manager marks it uploaded once it is in online banking.

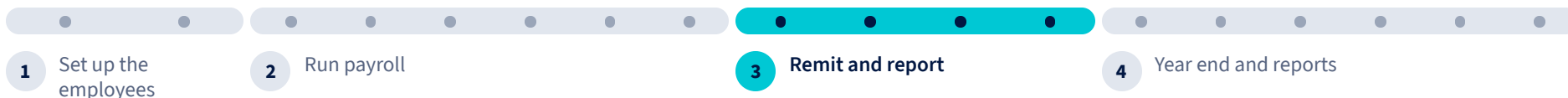
What it saves you

A weekend deposit date is refused, and once the upload is marked the paycheques in the file are locked.

Remit and report

Source deductions become CRA remittances with a PD7A to print, and a leaver gets a Record of Employment.

3.1	Track CRA remittances Your remitter type is checked against CRA's average monthly withholding thresholds.	Payroll Officer	19
3.2	Match the payment to CRA Short or excess payments against the remittance amount are flagged, and a paid remittance is locked.	Payroll Officer	20
3.3	See every CRA payment The confirmation numbers are on one page when a question about a payment comes up.	Payroll Manager	21
3.4	Issue the Record of Employment The BLK file is built to match a file that ROE Web accepted, and paper copies print with a NOT FOR SUBMISSION watermark.	Payroll Officer	22



Fusion Payroll
Run Payroll
Employees
Paycheques
Remittances
Filings
Reporting
Configuration

Lakeshore Home Health Supply

New
CRA Remittances
⚙️

1-10 / 10
<
>
⌵
⌶

☐ Reference	Remittance Type	Program	Period Start	Period End	Due Date	Total Remitta...	Payment Date	Paid Late	Nil Remittance	Status	
☐ REM-2026-0010	CRA Source Deductions		Oct 1	Oct 31	Nov 16	\$ 23,336.54		☐	☐	Pending	
☐ REM-2026-0009	CRA Source Deductions		Sep 1	Sep 30	Oct 15	\$ 16,166.71	Oct 2	☐	☐	Paid	
☐ REM-2026-0008	CRA Source Deductions		Aug 1	Aug 31	Sep 15	\$ 16,115.68	Sep 12	☐	☐	Paid	
☐ REM-2026-0007	CRA Source Deductions		Jul 1	Jul 31	Aug 17	\$ 16,269.24	Aug 14	☐	☐	Paid	
☐ REM-2026-0006	CRA Source Deductions		Jun 1	Jun 30	Jul 15	\$ 17,201.95	Jul 12	☐	☐	Paid	
☐ REM-2026-0005	CRA Source Deductions		May 1	May 31	Jun 15	\$ 25,401.11	Jun 12	☐	☐	Paid	
☐ REM-2026-0004	CRA Source Deductions		Apr 1	Apr 30	May 15	\$ 19,010.04	May 12	☐	☐	Paid	
☐ REM-2026-0003	CRA Source Deductions		Mar 1	Mar 31	Apr 15	\$ 17,295.58	Apr 12	☐	☐	Paid	
☐ REM-2026-0002	CRA Source Deductions		Feb 1	Feb 28	Mar 16	\$ 16,157.93	Mar 13	☐	☐	Paid	
☐ REM-2026-0001	CRA Source Deductions		Jan 1	Jan 31	Feb 16	\$ 8,123.29	Feb 13	☐	☐	Paid	
						\$ 175,078.07					



3 Step 3.1 of 18

Track CRA remittances

Payroll Officer

What happens

Each month of source deductions becomes a CRA remittance with its due date and payment status.

What it saves you

Your remitter type is checked against CRA's average monthly withholding thresholds.

Fusion Payroll
Run Payroll
Employees
Paycheques
Remittances
Filings
Reporting
Configuration

Lakeshore Home Health Supply

New
CRA Remittances
REM-2026-0009

Payslips 20
 CRA 1

1 / 1 < >

Print PD7A

Draft
Pending
Due Soon
Paid

Send message
Log note
Activity

1

REM-2026-0009

PERIOD

PAYMENT

Company	Lakeshore Home Health Supply	Payee ?	Receiver General for Canada
Remittance Type ?	CRA Source Deductions	Payment Date	Oct 2
Period Type	Monthly	Payment Method ?	Pre-authorized debit (CRA My Busin
Period Start	Sep 1	Paid From ?	Payroll Chequing
Period End	Sep 30	Paid From (account) ?	Payroll Chequing (account ending 9999)
Due Date ?	Oct 15	Confirmation Number ?	

Remittance Details

Payslips

CANADA PENSION PLAN (CPP)

CPP Employee ?	\$ 2,956.53	CPP2 Employee ?	\$ 0.00
CPP Employer ?	\$ 2,956.53	CPP2 Employer ?	\$ 0.00

EMPLOYMENT INSURANCE (EI)

EI Employee ?	\$ 853.81	EI Employer ?	\$ 1,195.32
---------------	-----------	---------------	-------------

INCOME TAX

PAID

Dana Whitlock 2:23 p.m.
None → **2026-10-02** (Payment Date)
Pending → **Paid** (Status)

Dana Whitlock 2:23 p.m.
Paid 2026-10-02 per CRA ("Payment Sep 2026", posted 2026-10-05).

Dana Whitlock 2:10 p.m.
Payroll Tax Remittance created



3 Step 3.2 of 18

Match the payment to CRA

Payroll Officer

What happens

A remittance is marked paid when the matching payment posts on the CRA payroll account, and the PD7A worksheet and voucher print from it.

What it saves you

Short or excess payments against the remittance amount are flagged, and a paid remittance is locked.

[< Back](#)
Payroll Tax Payments

 Print PDF
  Export

This year

2026-01-01

2026-12-31

Payment Date	Tax Type	Amount	Payment Method	Notes
2026-10-02	Federal Taxes 2026-09-01 - 2026-09-30	\$16,166.71	Pre-authorized debit (CRA My Business Account)	
2026-09-12	Federal Taxes 2026-08-01 - 2026-08-31	\$16,115.68	Online business banking	CRA-504818
2026-08-14	Federal Taxes 2026-07-01 - 2026-07-31	\$16,269.24	Online business banking	CRA-501445
2026-07-12	Federal Taxes 2026-06-01 - 2026-06-30	\$17,201.95	Online business banking	CRA-498072
2026-06-12	Federal Taxes 2026-05-01 - 2026-05-31	\$25,401.11	Online business banking	CRA-494699
2026-05-12	Federal Taxes 2026-04-01 - 2026-04-30	\$19,010.04	Online business banking	CRA-491326
2026-04-12	Federal Taxes 2026-03-01 - 2026-03-31	\$17,295.58	Online business banking	CRA-487953
2026-03-13	Federal Taxes 2026-02-01 - 2026-02-28	\$16,157.93	Online business banking	CRA-484580
2026-02-13	Federal Taxes 2026-01-01 - 2026-01-31	\$8,123.29	Online business banking	CRA-481207
Total		\$151,741.53		



3 Step 3.3 of 18

See every CRA payment

Payroll Manager

What happens

Each CRA payment is listed with its date, period, method and confirmation number.

What it saves you

The confirmation numbers are on one page when a question about a payment comes up.

Fusion Payroll

Run Payroll

Employees

Paycheques

Remittances

Filings

Reporting

Configuration

New

Records of Employment

ROE-00001

Calculate Earnings

Generate BLK File

Mark as Submitted

Print ROE

Ready to Submit

Send message

Log note

Activity

Expected Date of Recall ?

Insurable Earnings

Additional Information

Contact

Total Insurable Hours ?

932.00

Total Insurable Earnings ?

25,361.45

Pay Peri...	Period Start	Period End	Insurable Ea...	Payslip	
1	Jun 8	Jun 21	3,727.36	Final Pay - Victor Nguyen	
2	May 25	Jun 7	1,863.68	Payslip - Victor Nguyen - 2026/05	
3	May 11	May 24	2,281.17	Payslip - Victor Nguyen - 2026/05	
4	Apr 27	May 10	1,770.50	Payslip - Victor Nguyen - 2026/04	
5	Apr 13	Apr 26	1,840.38	Payslip - Victor Nguyen - 2026/04	
6	Mar 30	Apr 12	2,351.50	Payslip - Victor Nguyen - 2026/03	
7	Mar 16	Mar 29	1,980.16	Payslip - Victor Nguyen - 2026/03	
8	Mar 2	Mar 15	1,980.16	Payslip - Victor Nguyen - 2026/03	
9	Feb 16	Mar 1	2,255.05	Payslip - Victor Nguyen - 2026/02	
10	Feb 2	Feb 15	1,677.31	Payslip - Victor Nguyen - 2026/02	
11	Jan 19	Feb 1	1,817.09	Payslip - Victor Nguyen - 2026/01	
12	Jan 5	Jan 18	1,817.09	Payslip - Victor Nguyen - 2026/01	

Add a line

Today

Dana Whitlock

2:34 p.m.

BLK file generated: **ROEForm_Victor_Nguyen_ROE-00001_2026-10-05.blk**

Ready for submission to Service Canada ROE Web.

ROEForm_Victor_...

Dana Whitlock

2:24 p.m.

Draft → **Ready to Submit** (Status)

Dana Whitlock

2:24 p.m.

BLK file generated: **ROEForm_Victor_Nguyen_ROE-00001_2026-10-05.blk**

Ready for submission to Service Canada ROE Web.

Dana Whitlock

2:10 p.m.

Record of Employment created



3 Step 3.4 of 18

Issue the Record of Employment

Payroll Officer

What happens

The ROE lists insurable earnings for each pay period and generates the BLK file for ROE Web.

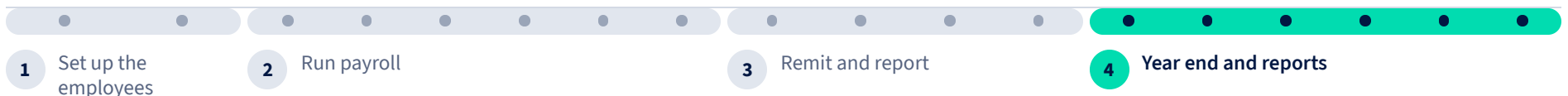
What it saves you

The BLK file is built to match a file that ROE Web accepted, and paper copies print with a NOT FOR SUBMISSION watermark.

Year end and reports

T4 slips, T4 Summaries and T4A slips, and payroll reports that export to spreadsheets and PDF.

4.1	File T4, T4A and the T4 Summary The T4 Summary's remittances line is filled from the year's paid CRA remittances, and unpaid periods are listed.	Payroll Officer	24
4.2	Open the payroll reports Every report exports to spreadsheets and PDF.	Payroll Manager	25
4.3	Payroll Summary One list to answer what each employee was paid, and what it cost.	Payroll Manager	26
4.4	Paycheque History Who was paid by cheque and who by deposit, for any pay date.	Payroll Manager	27
4.5	Payroll Tax Liability What is still owed to the CRA, by tax, at a glance.	Payroll Manager	28
4.6	Total Payroll Cost The full cost of your staff, past the wages on the paycheques.	Payroll Manager	29



 T4 Slips
11

1 / 1 < >

Activity

🔍 📎¹ 👤¹

Mark as Filed

REM-2026-0001 (2026-01-01 to 2026-01-31): \$8,123.29 paid 2026-02-13
REM-2026-0002 (2026-02-01 to 2026-02-28): \$16,157.93 paid 2026-03-13
REM-2026-0003 (2026-03-01 to 2026-03-31): \$17,295.58 paid 2026-04-12
REM-2026-0004 (2026-04-01 to 2026-04-30): \$19,010.04 paid 2026-05-12
REM-2026-0005 (2026-05-01 to 2026-05-31): \$25,401.11 paid 2026-06-12
REM-2026-0006 (2026-06-01 to 2026-06-30): \$17,201.95 paid 2026-07-12
REM-2026-0007 (2026-07-01 to 2026-07-31): \$16,269.24 paid 2026-08-14
REM-2026-0008 (2026-08-01 to 2026-08-31): \$16,115.68 paid 2026-09-12
REM-2026-0009 (2026-09-01 to 2026-09-30): \$16,166.71 NOT PAID, not in line 82



D **Dana Whitlock** Yesterday at 2:10 p.m.
T4 Summary created

Payroll Officer

T4 slips, T4 Summaries and T4A slips print on CRA's own PDF forms, and T4 and T4A returns export as XML, including amended and cancelled returns.

The T4 Summary's remittances line is filled from the year's paid CRA remittances, and unpaid periods are listed.

Payroll Reports

Select a report to view payroll data and analytics

 Paycheque History View all paycheques by date	 Payroll Tax Liability Tax amounts owed vs paid
 Deductions and Contributions Employee and company deductions	 Payroll Tax Payments History of remittance payments
 Payroll Summary by Employee Pivot by employee	 Total Payroll Cost All payroll costs breakdown
 Payroll Item List Employee pay rates and status	 Total Pay Pay by type per employee
 Payroll Details Detailed breakdown per pay period	 Payroll Tax and Wage Summary Wages and tax amounts
 Payroll Summary Summary with all components	 Workers' Compensation WCB wages by province
 Time Off Vacation and leave balances	



4 Step 4.2 of 18

Open the payroll reports

Payroll Manager

What happens

The reports page opens thirteen payroll reports, from paycheque history to workers compensation.

What it saves you

Every report exports to spreadsheets and PDF.

[< Back](#)
Payroll Summary

 [Print PDF](#)
 [Export](#)

This year 
 2026-01-01 
 2026-12-31 

Pay Date	Name	Hours	Gross Pay	Pretax Deductions	Other Pay	Employee Taxes	Aftertax Deductions	Net Pay	Employer Taxes	Company Contributions	Total Payroll Cost
Total		17,779.50	\$571,405.06	\$0.00	\$0.00	\$129,865.39	\$0.00	\$441,539.67	\$45,212.68	\$0.00	\$616,617.7
2026-10-30	Grace Liu	80.00	\$3,040.00	\$0.00	\$0.00	\$741.36	\$0.00	\$2,298.64	\$242.24	\$0.00	\$3,282.2
2026-10-30	Hailey Morrison	80.00	\$3,280.00	\$0.00	\$0.00	\$811.94	\$0.00	\$2,468.06	\$215.09	\$0.00	\$3,495.0
2026-10-30	Jordan Ellis	84.00	\$2,817.36	\$0.00	\$0.00	\$674.60	\$0.00	\$2,142.76	\$223.91	\$0.00	\$3,041.2
2026-10-30	Kevin Doyle	83.00	\$2,578.68	\$0.00	\$0.00	\$583.60	\$0.00	\$1,995.08	\$204.26	\$0.00	\$2,782.9
2026-10-30	Lucas Ferreira	72.00	\$1,909.44	\$0.00	\$0.00	\$359.99	\$0.00	\$1,549.45	\$149.17	\$0.00	\$2,058.6
2026-10-30	Maya Collins	80.00	\$2,894.62	\$0.00	\$0.00	\$703.10	\$0.00	\$2,191.52	\$230.27	\$0.00	\$3,124.8
2026-10-30	Natalie Brennan	80.00	\$2,340.00	\$0.00	\$0.00	\$498.44	\$0.00	\$1,841.56	\$184.62	\$0.00	\$2,524.6
2026-10-30	Omar Haddad	76.00	\$1,956.24	\$0.00	\$0.00	\$387.40	\$0.00	\$1,568.84	\$153.04	\$0.00	\$2,109.2
2026-10-30	Rebecca Stewart	80.00	\$2,160.00	\$0.00	\$0.00	\$434.65	\$0.00	\$1,725.35	\$169.80	\$0.00	\$2,329.8
2026-10-30	Sunita Bhatt	80.00	\$2,440.00	\$0.00	\$0.00	\$534.12	\$0.00	\$1,905.88	\$192.85	\$0.00	\$2,632.8
2026-10-16	Grace Liu	80.00	\$3,040.00	\$0.00	\$0.00	\$741.36	\$0.00	\$2,298.64	\$242.24	\$0.00	\$3,282.2
2026-10-16	Hailey Morrison	80.00	\$3,280.00	\$0.00	\$0.00	\$845.44	\$0.00	\$2,434.56	\$261.99	\$0.00	\$3,541.9
2026-10-16	Jordan Ellis	84.00	\$2,817.36	\$0.00	\$0.00	\$674.60	\$0.00	\$2,142.76	\$223.91	\$0.00	\$3,041.2
2026-10-16	Kevin Doyle	86.00	\$2,684.24	\$0.00	\$0.00	\$621.37	\$0.00	\$2,062.87	\$212.95	\$0.00	\$2,897.1
2026-10-16	Lucas Ferreira	72.00	\$1,909.44	\$0.00	\$0.00	\$359.99	\$0.00	\$1,549.45	\$149.17	\$0.00	\$2,058.6
2026-10-16	Maya Collins	80.00	\$3,424.62	\$0.00	\$0.00	\$898.86	\$0.00	\$2,525.76	\$273.91	\$0.00	\$3,698.5
2026-10-16	Natalie Brennan	80.00	\$2,340.00	\$0.00	\$0.00	\$498.44	\$0.00	\$1,841.56	\$184.62	\$0.00	\$2,524.6



4 Step 4.3 of 18

Payroll Summary

Payroll Manager

What happens

The Payroll Summary lists every paycheque in the period with taxes, net pay and employer cost.

What it saves you

One list to answer what each employee was paid, and what it cost.

[< Back](#)
Paycheque History


Print PDF


Export

This year

▼

2026-01-01

📅

2026-12-31

📅

Pay Date ↕	Name ↕	Total Pay ↕	Net Pay ↕	Pay Method ↕	Cheque Number	Status ↕
2026-10-30	Grace Liu	\$3,040.00	\$2,298.64	Direct Deposit	-	Validated
2026-10-30	Hailey Morrison	\$3,280.00	\$2,468.06	Direct Deposit	-	Validated
2026-10-30	Jordan Ellis	\$2,817.36	\$2,142.76	Direct Deposit	-	Validated
2026-10-30	Kevin Doyle	\$2,578.68	\$1,995.08	Direct Deposit	-	Validated
2026-10-30	Lucas Ferreira	\$1,909.44	\$1,549.45	Paper Cheque	-	Validated
2026-10-30	Maya Collins	\$2,894.62	\$2,191.52	Direct Deposit	-	Validated
2026-10-30	Natalie Brennan	\$2,340.00	\$1,841.56	Direct Deposit	-	Validated
2026-10-30	Omar Haddad	\$1,956.24	\$1,568.84	Paper Cheque	-	Validated
2026-10-30	Rebecca Stewart	\$2,160.00	\$1,725.35	Direct Deposit	-	Validated
2026-10-30	Sunita Bhatt	\$2,440.00	\$1,905.88	Direct Deposit	-	Validated
2026-10-16	Grace Liu	\$3,040.00	\$2,298.64	Direct Deposit	-	Validated
2026-10-16	Hailey Morrison	\$3,280.00	\$2,434.56	Direct Deposit	-	Validated
2026-10-16	Jordan Ellis	\$2,817.36	\$2,142.76	Direct Deposit	-	Validated
2026-10-16	Kevin Doyle	\$2,684.24	\$2,062.87	Direct Deposit	-	Validated
2026-10-16	Lucas Ferreira	\$1,909.44	\$1,549.45	Paper Cheque	-	Validated
2026-10-16	Maya Collins	\$3,424.62	\$2,525.76	Direct Deposit	-	Validated
2026-10-16	Natalie Brennan	\$2,340.00	\$1,841.56	Direct Deposit	-	Validated
2026-10-16	Omar Haddad	\$1,956.24	\$1,568.84	Paper Cheque	-	Validated



4

Step 4.4 of 18

Paycheque History

Payroll Manager

What happens

Paycheque History shows every paycheque with its pay method and status.

What it saves you

Who was paid by cheque and who by deposit, for any pay date.

[< Back](#)
Payroll Tax Liability

[Print PDF](#)
[Export](#)

This year

2026-01-01

2026-12-31

Tax Type	Tax Amount	Tax Paid	Tax Owed
Federal Taxes			
Income Tax	\$88,364.75	\$76,561.44	\$11,803.31
Employment Insurance	\$9,280.20	\$8,066.98	\$1,213.22
Employment Insurance Employer	\$12,992.24	\$11,293.73	\$1,698.51
Canada Pension Plan	\$32,220.44	\$27,909.69	\$4,310.75
Canada Pension Plan Employer	\$32,220.44	\$27,909.69	\$4,310.75
Second Canada Pension Plan	\$0.00	\$0.00	\$0.00
Second Canada Pension Plan Employer	\$0.00	\$0.00	\$0.00
Total	\$175,078.07	\$151,741.53	\$23,336.54



4 Step 4.5 of 18

Payroll Tax Liability

Payroll Manager

What happens

The tax liability report compares what was withheld with what has been paid to the CRA.

What it saves you

What is still owed to the CRA, by tax, at a glance.

[< Back](#) **Total Payroll Cost**

Print PDF Export ▾

This year ▾	2026-01-01	2026-12-31
-------------	------------	------------

Item	Amount ↕
Total Pay	
Paycheque Wages	\$571,405.06
Non-paycheque Wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$571,405.06
Company Contributions	
Workers' Compensation	\$0.00
Employer Health Tax	\$0.00
Subtotal	\$0.00
Employer Taxes	
Employment Insurance Employer	\$12,992.24
Canada Pension Plan Employer	\$32,220.44
Second Canada Pension Plan Employer	\$0.00
Subtotal	\$45,212.68
Total Payroll Cost	\$616,617.74



4 Step 4.6 of 18

Total Payroll Cost

Payroll Manager

What happens

Total Payroll Cost adds wages, company contributions and employer taxes for the year.

What it saves you

The full cost of your staff, past the wages on the paycheques.

T4 slip

The T4 slip is filled on the CRA form with the employee and employer copies on one page.

T4 (25) Protected B when completed / Protégé B une fois rempli

Employer's name – Nom de l'employeur Lakeshore Home Health Supply Inc. Unit 4, 220 Anvilstone Road Mississauga ON L5T9Z9		 Canada Revenue Agency Agence du revenu du Canada		T4 Statement of Remuneration Paid État de la rémunération payée															
		Year Année 2026																	
54 Employer's account number / Numéro de compte de l'employeur 123456789RP0001		45 3 Employer-offered dental benefits Prestations dentaires offertes par l'employeur		14 64400 00 Employment income Revenus d'emploi															
12 071448385 Social insurance number Numéro d'assurance sociale		10 ON Province of employment Province d'emploi		22 12102 31 Income tax deducted Impôt sur le revenu retenu															
Employee's name and address – Nom et adresse de l'employé Last name (in capital letters) – Nom de famille (en lettres moulées) Morrison First name – Prénom Hailey Initial – Initiale 41 Larkmoor Lane, Mississauga ON L5M 9X1		16 3679 61 Employee's CPP contributions – see over Cotisations de l'employé au RPC – voir au verso		17 Employee's QPP contributions – see over Cotisations de l'employé au RRQ – voir au verso															
28 ☐ ☐ ☐ Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP		16A 0 00 Employee's second CPP contributions – see over Deuxièmes cotisations de l'employé au RPC – voir au verso		17A Employee's second QPP contributions – see over Deuxièmes cotisations de l'employé au RRQ – voir au verso															
29 Employment code Code d'emploi		24 64400 00 EI insurable earnings Gains assurables d'AE		26 64400 00 CPP/QPP pensionable earnings Gains ouvrant droit à pension – RPC/RRQ															
18 1049 65 Employee's EI premiums Cotisations de l'employé à l'AE		44 Union dues Cotisations syndicales		46 Charitable donations Dons de bienfaisance															
20 RPP contributions Cotisations à un RPA		52 Pension adjustment Facteur d'équivalence		50 RPP or DPSP registration number N° d'agrément d'un RPA ou d'un RPDB															
55 Employee's PPIP premiums – see over Cotisations de l'employé au RPAP – voir au verso		56 PPIP insurable earnings Gains assurables du RPAP		56 PPIP insurable earnings Gains assurables du RPAP															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Other information (see over)</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> </tr> <tr> <td>Autres renseignements (voir au verso)</td> <td>Box – Case</td> <td>Amount – Montant</td> <td>Box – Case</td> <td>Amount – Montant</td> <td>Box – Case</td> <td>Amount – Montant</td> </tr> </table>						Other information (see over)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Autres renseignements (voir au verso)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant
Other information (see over)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant													
Autres renseignements (voir au verso)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant													

T4 (25) Protected B when completed / Protégé B une fois rempli

Employer's name – Nom de l'employeur Lakeshore Home Health Supply Inc. Unit 4, 220 Anvilstone Road Mississauga ON L5T9Z9		 Canada Revenue Agency Agence du revenu du Canada		T4 Statement of Remuneration Paid État de la rémunération payée															
		Year Année 2026																	
54 Employer's account number / Numéro de compte de l'employeur 123456789RP0001		45 3 Employer-offered dental benefits Prestations dentaires offertes par l'employeur		14 64400 00 Employment income Revenus d'emploi															
12 071448385 Social insurance number Numéro d'assurance sociale		10 ON Province of employment Province d'emploi		22 12102 31 Income tax deducted Impôt sur le revenu retenu															
Employee's name and address – Nom et adresse de l'employé Last name (in capital letters) – Nom de famille (en lettres moulées) Morrison First name – Prénom Hailey Initial – Initiale 41 Larkmoor Lane, Mississauga ON L5M 9X1		16 3679 61 Employee's CPP contributions – see over Cotisations de l'employé au RPC – voir au verso		17 Employee's QPP contributions – see over Cotisations de l'employé au RRQ – voir au verso															
28 ☐ ☐ ☐ Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP		16A 0 00 Employee's second CPP contributions – see over Deuxièmes cotisations de l'employé au RPC – voir au verso		17A Employee's second QPP contributions – see over Deuxièmes cotisations de l'employé au RRQ – voir au verso															
29 Employment code Code d'emploi		24 64400 00 EI insurable earnings Gains assurables d'AE		26 64400 00 CPP/QPP pensionable earnings Gains ouvrant droit à pension – RPC/RRQ															
18 1049 65 Employee's EI premiums Cotisations de l'employé à l'AE		44 Union dues Cotisations syndicales		46 Charitable donations Dons de bienfaisance															
20 RPP contributions Cotisations à un RPA		52 Pension adjustment Facteur d'équivalence		50 RPP or DPSP registration number N° d'agrément d'un RPA ou d'un RPDB															
55 Employee's PPIP premiums – see over Cotisations de l'employé au RPAP – voir au verso		56 PPIP insurable earnings Gains assurables du RPAP		56 PPIP insurable earnings Gains assurables du RPAP															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Other information (see over)</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> <td style="width: 10%;">Box – Case</td> <td style="width: 20%;">Amount – Montant</td> </tr> <tr> <td>Autres renseignements (voir au verso)</td> <td>Box – Case</td> <td>Amount – Montant</td> <td>Box – Case</td> <td>Amount – Montant</td> <td>Box – Case</td> <td>Amount – Montant</td> </tr> </table>						Other information (see over)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Autres renseignements (voir au verso)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant
Other information (see over)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant													
Autres renseignements (voir au verso)	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant													

Canada Revenue
AgencyAgence du revenu
du Canada

0505

T4 Summary
SommaireProtected B when completed
Protégé B une fois rempliFor the year ending December 31,
Pour l'année se terminant le 31 décembre**20 26**Summary of Remuneration Paid
Sommaire de la rémunération payée

You have to file your T4 information return on or before the last day of February. See the information on page 2.

Vous devez produire votre déclaration de renseignements T4 au plus tard le dernier jour de février. Lisez les renseignements à la page 2.

Employer's account number (15 characters) – Numéro de compte de l'employeur (15 caractères)

123456789RP0001

Name and address of employer – Nom et adresse de l'employeur

Lakeshore Home Health Supply Inc.
Unit 4, 220 Anvilstone Road
Mississauga ON L5T9Z9Total number of T4 slips filed
Nombre total de feuillets T4 produits

88 11

Employment income – Revenus d'emploi

14 519936 82

Registered pension plan (RPP) contributions
Cotisations à un régime de pension agréé (RPA)

20

Pension adjustment – Facteur d'équivalence

52

Employees' CPP contributions
Cotisations des employés au RPC

16 29318 28

Employee's second CPP contributions
Deuxièmes cotisations de l'employé au RPC

16A

Employer's CPP contributions
Cotisations de l'employeur au RPC

27 29318 28

Employer's second CPP contributions
Deuxièmes cotisations de l'employeur au RPC

27A

Employees' EI premiums – Cotisations des employés à l'AE

18 8474 80

Employer's EI premiums – Cotisations de l'employeur à l'AE

19 11864 67

Income tax deducted – Impôt sur le revenu retenu

22 80346 88

Total deductions reported (16+16A+27+27A+18+19+22)
Total des retenues déclarées (16+16A+27+27A+18+19+22)

80 159322 91

Minus: remittances – Moins : versements

82 135574 82

Generally, we do not
charge or refund a
difference of \$2 or less.Généralement, une
différence de 2 \$ ou
moins n'est ni exigée
ni remboursée.

Difference – Différence

23748 09

Overpayment – Paiement en trop

84

Balance due – Solde dû

86 23748 09

Internal use only – Pour usage interne

SIN of the proprietor(s) or principal owner(s) – NAS du ou des propriétaires

Canadian-controlled private corporations or unincorporated employers
Sociétés privées sous contrôle canadien ou employeurs non constitués

74

75

Person to contact about this return
Personne avec qui communiquer au sujet de cette déclaration

76 Dana Whitlock

Area code
Indicatif régional

78 905 555-0142

Telephone number
Numéro de téléphoneExtension
Poste

Certification – Attestation

I certify that the information given on this T4 information return and on related slips is correct and complete.

J'atteste que les renseignements fournis dans cette déclaration de renseignements T4 et sur tous les feuillets connexes sont exacts et complets.

Date

Signature of authorized person – Signature d'une personne autorisée

Position or office – Titre ou poste

See the privacy notice at the bottom of next page.

Consultez l'avis de confidentialité au bas de la page suivante.

T4 SUM (25)

Canada

Payer's name – Nom du payeur Lakeshore Home Health Supply Inc. Unit 4, 220 Anvilstone Road Mississauga ON L5T9Z9		 Canada Revenue Agency Agence du revenu du Canada		T4A Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources			
Year Année 2026		Payer-offered dental benefits Prestations dentaires offertes par le payeur		Pension or superannuation – line 11500 Prestations de retraite ou autres pensions – ligne 11500		Income tax deducted – line 43700 Impôt sur le revenu retenu – ligne 43700	
061 Payer's program account number Numéro de compte de programme du payeur 123456789RP0001		015		016		022	
012 Social insurance number Numéro d'assurance sociale 017081738		013 Recipient's program account number Numéro de compte de programme du bénéficiaire		018 Lump-sum payments – line 13000 Paiements forfaitaires – ligne 13000		020 Self-employed commissions Commissions d'un travail indépendant	
Recipient's name and address – Nom et adresse du bénéficiaire Last name (print) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales Raman Priya 22 Wrenfield Terrace Oakville ON L6J 9H3				024 Annuities Rentes		048 Fees for services Honoraires ou autres sommes pour services rendus 18450 00	
Other information (see page 2) Autres renseignements (voir à la page 2)				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	

Payer's name – Nom du payeur Lakeshore Home Health Supply Inc. Unit 4, 220 Anvilstone Road Mississauga ON L5T9Z9		 Canada Revenue Agency Agence du revenu du Canada		T4A Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources			
Year Année 2026		Payer-offered dental benefits Prestations dentaires offertes par le payeur		Pension or superannuation – line 11500 Prestations de retraite ou autres pensions – ligne 11500		Income tax deducted – line 43700 Impôt sur le revenu retenu – ligne 43700	
061 Payer's program account number Numéro de compte de programme du payeur 123456789RP0001		015		016		022	
012 Social insurance number Numéro d'assurance sociale 017081738		013 Recipient's program account number Numéro de compte de programme du bénéficiaire		018 Lump-sum payments – line 13000 Paiements forfaitaires – ligne 13000		020 Self-employed commissions Commissions d'un travail indépendant	
Recipient's name and address – Nom et adresse du bénéficiaire Last name (print) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales Raman Priya 22 Wrenfield Terrace Oakville ON L6J 9H3				024 Annuities Rentes		048 Fees for services Honoraires ou autres sommes pour services rendus 18450 00	
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				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	
				Box – Case Amount – Montant		Box – Case Amount – Montant	

Record of Employment

The paper ROE lists insurable hours and earnings by pay period and is marked not for submission.

RECORD OF EMPLOYMENT (ROE)					
1 SERIAL NO. N/A*		2 SERIAL NO. OF ROE AMENDED OR REPLACED N/A*		3 EMPLOYER'S PAYROLL REFERENCE NO. LHS-106	
4 EMPLOYER'S NAME AND ADDRESS Lakeshore Home Health Supply Unit 4, 220 Anvilstone Road Mississauga, ON L5T 9Z9				5 CRA BUSINESS NUMBER (BN) 123456789RP0001	
7 POSTAL CODE L5T 9Z9				6 PAY PERIOD TYPE B - Bi-weekly	
9 EMPLOYEE'S NAME AND ADDRESS Victor Nguyen 63 Hollowmere Road Mississauga, ON L4Z 9R6				8 SOCIAL INSURANCE NO. 061241675	
				10 FIRST DAY WORKED D 0 9 M 0 7 Y 2 0 2 2	
				11 LAST DAY FOR WHICH PAID D 1 2 M 0 6 Y 2 0 2 6	
				12 FINAL PAY PERIOD ENDING DATE D 2 1 M 0 6 Y 2 0 2 6	
13 OCCUPATION Warehouse Associate			14 EXPECTED DATE OF RECALL D M Y		
15A TOTAL INSURABLE HOURS 932			16 REASON FOR ISSUING THIS ROE A - Shortage of Work		
15B TOTAL INSURABLE EARNINGS 25,361.45			FOR FURTHER INFORMATION, CONTACT Dana Whitlock 905-555-0142		
15C THE FIRST ENTRY MUST RECORD THE INSURABLE EARNINGS FOR THE FINAL (MOST RECENT) INSURED PAY PERIOD. ENTER DETAILS BY PAY PERIOD					
PP	INSURABLE EARNINGS	PP	INSURABLE EARNINGS	PP	INSURABLE EARNINGS
1	3,727.36	2	1,863.68	3	2,281.17
4	1,770.50	5	1,840.38	6	2,351.50
7	1,980.16	8	1,980.16	9	2,255.05
10	1,677.31	11	1,817.09	12	1,817.09
13		14		15	
16		17		18	
19		20		21	
22		23		24	
25		26		27	
28		29		30	
31		32		33	
34		35		36	
37		38		39	
40		41		42	
43		44		45	
46		47		48	
49		50		51	
52		53			
17 ONLY COMPLETE IF PAYMENT OR BENEFITS (OTHER THAN REGULAR PAY) PAID DURING OR IN ANTICIPATION OF THE FINAL PAY PERIOD OR PAYABLE AT A LATER DATE N/A*					
18 COMMENTS N/A*					
19 ONLY COMPLETE IF PAID SICK/MATERNITY/PARENTAL LEAVE OR GROUP WAGE LOSS INDEMNITY PAYMENT (AFTER THE LAST DAY WORKED) N/A*					
20 COMMUNICATION PREFERRED IN ☒ ENGLISH ☐ FRENCH		21 TELEPHONE NO. 905-555-0142		22 I AM AWARE THAT IT IS AN OFFENSE TO MAKE FALSE ENTRIES AND HEREBY CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE TRUE Name of Issuer _____ Issuer _____ Name Dana Whitlock D 0 5 M 1 0 Y 2 0 2 6	

*Not currently supported by Fusion Payroll

REV OSP

The PD7A worksheet and remittance voucher show the month's CPP, EI and tax deductions.

PD7A worksheet and voucher

PD7A (Current Period) WORKSHEET

Use the following information to complete your PD7A Form for the current remittance period

CPP contributions	EI premiums	Tax deductions	Current Payment	Gross payroll	No. of employees in last pay period
\$5,918.54	\$2,050.92	\$8,146.22	\$16,115.68	\$52,427.96	10

CURRENT SOURCE DEDUCTIONS REMITTANCE VOUCHER

Account number

123456789RP0001

Do not use this area

--	--	--

Gross payroll in remitting period (dollars only)

\$52,428.00

Number of employees in last pay period

10

End of remitting period for which deductions were withheld

Year	Month
2026	8

Amount paid

\$16,115.68

Paid 2026-09-12 by Online business banking from Payroll Chequing (account ending 9999), reference CRA-504818

Pay stub

The pay stub shows current and year-to-date earnings and taxes for one pay period.



Lakeshore Home Health Supply
Unit 4, 220 Anvilstone Road
Mississauga ON L5T 9Z9
Canada

EMPLOYER

Lakeshore Home Health Supply
Unit 4, 220 Anvilstone Road
Mississauga, ON L5T 9Z9

Pay Stub

Pay Date: 2026-10-02
Cheque #: -
Net Pay: **\$ 2,434.56**

EMPLOYEE

Hailey Morrison
41 Larkmoor Lane
Mississauga, ON L5M 9X1

PAY PERIOD

Period Beginning: 2026-09-14
Period Ending: 2026-09-27
Pay Date: 2026-10-02

EARNINGS

Description	Hours	Rate	Current
Basic Pay	80.00	-	\$ 3,153.85
Vacation Pay	-	-	\$ 126.15
Total Earnings			\$ 3,280.00

TAXES

Description	Current	YTD
Income Tax	\$ 604.83	\$ 12,102.31
Employment Insurance	\$ 53.46	\$ 1,049.65
Canada Pension Plan	\$ 187.15	\$ 3,679.61
Total Taxes	\$ 845.44	

SUMMARY

Total Pay	\$ 3,280.00	\$ 64,400.00
Taxes	-\$ 845.44	
Deductions	-\$ 0.00	
Net Pay	\$ 2,434.56	\$ 47,568.43

This is a computer-generated document. Please retain for your records.

Paycheque

The paycheque prints the cheque with an employee stub and an employer stub.

DATE: OCT 02, 2026

****1,607.35**

*****One Thousand, Six Hundred And Seven and 35/100*****

Omar Haddad

207 Copperwren Court, Mississauga ON L5B 9T4

Pay Period: 09.14.2026 - 09.27.2026

Omar Haddad

207 Copperwren Court
Mississauga ON L5B 9T4

Lakeshore Home Health Supply

Unit 4, 220 Anvilstone Road
Mississauga, ON L5T 9Z9

PAY PERIOD
09.14.2026 - 09.27.2026
PAY DATE
10/02/2026

PAY

	Hrs	Rate	Current	YTD
Basic Pay	78.00	24.75	1,930.50	36,135.00
Vacation Pay	-	-	77.22	1,556.37
Gross: \$2,007.72				

OTHER PAY

BENEFITS

Vacation accrued (hrs) 0.00

TAXES

	Current	YTD
Income Tax	256.19	5,403.30
EI	32.73	659.60
CPP	111.45	2,255.54
CPP2	0.00	0.00

Total: \$400.37

DEDUCTIONS

EMPLOYER CONTRIBUTIONS

EI (1.4x)	45.82
CPP	111.45
CPP2	0.00

SUMMARY	Current	YTD
Total Pay	2,007.72	40,465.64
Taxes	-400.37	8,318.44
Deductions	0.00	0.00
NET PAY	\$1,607.35	

Total Employer Cost: \$157.27

Omar Haddad

207 Copperwren Court
Mississauga ON L5B 9T4

Lakeshore Home Health Supply

Unit 4, 220 Anvilstone Road
Mississauga, ON L5T 9Z9

PAY PERIOD
09.14.2026 - 09.27.2026
PAY DATE
10/02/2026

PAY

	Hrs	Rate	Current	YTD
Basic Pay	78.00	24.75	1,930.50	36,135.00
Vacation Pay	-	-	77.22	1,556.37
Gross: \$2,007.72				

OTHER PAY

BENEFITS

Vacation accrued (hrs) 0.00

TAXES

	Current	YTD
Income Tax	256.19	5,403.30
EI	32.73	659.60
CPP	111.45	2,255.54
CPP2	0.00	0.00

Total: \$400.37

DEDUCTIONS

EMPLOYER CONTRIBUTIONS

EI (1.4x)	45.82
CPP	111.45
CPP2	0.00

SUMMARY	Current	YTD
Total Pay	2,007.72	40,465.64
Taxes	-400.37	8,318.44
Deductions	0.00	0.00
NET PAY	\$1,607.35	

Total Employer Cost: \$157.27



Lakeshore Home Health Supply
Unit 4, 220 Anvilstone Road
Mississauga ON L5T 9Z9
Canada

Payroll Summary

Period: 2026-01-01 to 2026-12-31 | Employees: All

Pay Date	Name	Hours	Gross Pay	Pretax Deductions	Other Pay	Employee Taxes	Aftertax Deductions	Net Pay	Employer Taxes	Company Contributions	Total Payroll Cost
	Total	17,779.50	\$571,405.06	\$0.00	\$0.00	\$129,865.39	\$0.00	\$441,539.67	\$45,212.68	\$0.00	\$616,617.74
2026-10-30	Grace Liu	80.00	\$3,040.00	\$0.00	\$0.00	\$741.36	\$0.00	\$2,298.64	\$242.24	\$0.00	\$3,282.24
2026-10-30	Hailey Morrison	80.00	\$3,280.00	\$0.00	\$0.00	\$811.94	\$0.00	\$2,468.06	\$215.09	\$0.00	\$3,495.09
2026-10-30	Jordan Ellis	84.00	\$2,817.36	\$0.00	\$0.00	\$674.60	\$0.00	\$2,142.76	\$223.91	\$0.00	\$3,041.27
2026-10-30	Kevin Doyle	83.00	\$2,578.68	\$0.00	\$0.00	\$583.60	\$0.00	\$1,995.08	\$204.26	\$0.00	\$2,782.94
2026-10-30	Lucas Ferreira	72.00	\$1,909.44	\$0.00	\$0.00	\$359.99	\$0.00	\$1,549.45	\$149.17	\$0.00	\$2,058.61
2026-10-30	Maya Collins	80.00	\$2,894.62	\$0.00	\$0.00	\$703.10	\$0.00	\$2,191.52	\$230.27	\$0.00	\$3,124.89
2026-10-30	Natalie Brennan	80.00	\$2,340.00	\$0.00	\$0.00	\$498.44	\$0.00	\$1,841.56	\$184.62	\$0.00	\$2,524.62
2026-10-30	Omar Haddad	76.00	\$1,956.24	\$0.00	\$0.00	\$387.40	\$0.00	\$1,568.84	\$153.04	\$0.00	\$2,109.28
2026-10-30	Rebecca Stewart	80.00	\$2,160.00	\$0.00	\$0.00	\$434.65	\$0.00	\$1,725.35	\$169.80	\$0.00	\$2,329.80
2026-10-30	Sunita Bhatt	80.00	\$2,440.00	\$0.00	\$0.00	\$534.12	\$0.00	\$1,905.88	\$192.85	\$0.00	\$2,632.85
2026-10-16	Grace Liu	80.00	\$3,040.00	\$0.00	\$0.00	\$741.36	\$0.00	\$2,298.64	\$242.24	\$0.00	\$3,282.24
2026-10-16	Hailey Morrison	80.00	\$3,280.00	\$0.00	\$0.00	\$845.44	\$0.00	\$2,434.56	\$261.99	\$0.00	\$3,541.99
2026-10-16	Jordan Ellis	84.00	\$2,817.36	\$0.00	\$0.00	\$674.60	\$0.00	\$2,142.76	\$223.91	\$0.00	\$3,041.27
2026-10-16	Kevin Doyle	86.00	\$2,684.24	\$0.00	\$0.00	\$621.37	\$0.00	\$2,062.87	\$212.95	\$0.00	\$2,897.19
2026-10-16	Lucas Ferreira	72.00	\$1,909.44	\$0.00	\$0.00	\$359.99	\$0.00	\$1,549.45	\$149.17	\$0.00	\$2,058.61
2026-10-16	Maya Collins	80.00	\$3,424.62	\$0.00	\$0.00	\$898.86	\$0.00	\$2,525.76	\$273.91	\$0.00	\$3,698.53
2026-10-16	Natalie Brennan	80.00	\$2,340.00	\$0.00	\$0.00	\$498.44	\$0.00	\$1,841.56	\$184.62	\$0.00	\$2,524.62
2026-10-16	Omar Haddad	76.00	\$1,956.24	\$0.00	\$0.00	\$387.40	\$0.00	\$1,568.84	\$153.04	\$0.00	\$2,109.28
2026-10-16	Rebecca Stewart	80.00	\$2,160.00	\$0.00	\$0.00	\$434.65	\$0.00	\$1,725.35	\$169.80	\$0.00	\$2,329.80
2026-10-16	Sunita Bhatt	80.00	\$2,440.00	\$0.00	\$0.00	\$534.12	\$0.00	\$1,905.88	\$192.85	\$0.00	\$2,632.85
2026-10-02	Grace Liu	80.00	\$3,040.00	\$0.00	\$0.00	\$741.36	\$0.00	\$2,298.64	\$242.24	\$0.00	\$3,282.24
2026-10-02	Hailey Morrison	80.00	\$3,280.00	\$0.00	\$0.00	\$845.44	\$0.00	\$2,434.56	\$261.99	\$0.00	\$3,541.99
2026-10-02	Jordan Ellis	76.00	\$2,489.76	\$0.00	\$0.00	\$551.87	\$0.00	\$1,937.89	\$196.94	\$0.00	\$2,686.70
2026-10-02	Kevin Doyle	76.00	\$2,352.48	\$0.00	\$0.00	\$502.90	\$0.00	\$1,849.58	\$185.65	\$0.00	\$2,538.13
2026-10-02	Lucas Ferreira	76.00	\$2,015.52	\$0.00	\$0.00	\$389.60	\$0.00	\$1,625.92	\$157.90	\$0.00	\$2,173.42
2026-10-02	Maya Collins	80.00	\$2,894.62	\$0.00	\$0.00	\$703.10	\$0.00	\$2,191.52	\$230.27	\$0.00	\$3,124.89

Payroll Tax Liability PDF



Lakeshore Home Health Supply
Unit 4, 220 Anvilstone Road
Mississauga ON L5T 9Z9
Canada

Payroll Tax Liability

Period: 2026-01-01 to 2026-12-31 | Employees: All | Tax Paid: CRA remittances paid in the window, by payment date

Tax Type	Tax Amount	Tax Paid	Tax Owed
Federal Taxes			
Income Tax	\$88,364.75	\$76,561.44	\$11,803.31
Employment Insurance	\$9,280.20	\$8,066.98	\$1,213.22
Employment Insurance Employer	\$12,992.24	\$11,293.73	\$1,698.51
Canada Pension Plan	\$32,220.44	\$27,909.69	\$4,310.75
Canada Pension Plan Employer	\$32,220.44	\$27,909.69	\$4,310.75
Second Canada Pension Plan	\$0.00	\$0.00	\$0.00
Second Canada Pension Plan Employer	\$0.00	\$0.00	\$0.00
Total	\$175,078.07	\$151,741.53	\$23,336.54

Questions a manager will ask

Does it work for employees in Quebec?

No. Every province and territory except Quebec is covered, and payroll for a Quebec employee is blocked rather than calculated wrong.

Does it pay our employees and CRA for us?

No. It prints the cheques and builds the CPA-005 file your staff upload to the bank. A CRA remittance is marked paid using the bank payment already recorded.

What if a paycheque was wrong?

A paycheque that was wrong in a period already remitted is corrected in the next period. Paycheques keep the pay facts they were made with, so a later change to the employee does not reprice them.

Where is our data kept?

On our own servers in Ontario.

How do the tax rates stay current?

CRA publishes new formulas effective January 1 and July 1, and we publish an update each time. Your system checks every week, tells your payroll managers, and shows what changes before they apply it.

Can we bring our payroll history across?

Yes. Historical paycheques, filed T4 XML, ROE BLK records and remittance history can be imported, including from QuickBooks exports.

Can we see what payroll costs us?

Yes. Total Payroll Cost adds wages, company contributions and employer taxes, and thirteen reports export to spreadsheets and PDF.

Who do we call when something goes wrong?

The team that built your system: business hours for everyone, plus an emergency line for hosted clients.

Next steps

- 1

Book a call

Scan the code or go to nexasystems.ca/appointment/1 to book a one-hour consultation.
- 2

Bring your payroll

Tell us how you pay staff today: schedules, provinces, how hours are kept and who signs off each run.
- 3

See it on a demo system

We walk through the steps in this guide on the demo company, with your payroll in mind.

Or call 905-792-0000 during business hours.



nexasystems.ca/appointment/1

Notes for the first meeting



See it on a demo system

Book a call

nexasystems.ca/appointment/1

Phone

905-792-0000

Web

nexasystems.ca

Location

Toronto, Ontario



Nexa Systems Inc. is wholly Canadian owned. It builds custom ERP systems and business apps on Odoo and hosts them on its own servers in Ontario. Screens and documents in this guide show invented data from a demo company.