

As an employer, you're responsible for withholding, paying, and reporting income taxes for your employees, as well as other liabilities included on pay cheques like Canada Pension Plan (CPP) and Employment Insurance (EI) contributions. Yes, this is where things get serious. But don't worry, you've got this! The main thing to remember is that when you pay employees, you have to pay the government for taxes you take out of their pay cheques.

QuickBooks Online Payroll makes it easy to track and file your payroll liabilities and submit the required forms.

This QuickGuide will show you how to:

- Set up company payroll tax information.
- Pay taxes and other liabilities.
- Enter tax history (if necessary).
- Access other common payroll reports and forms.

Setting Up Company Payroll Tax Information

- 1 From the left-hand navigation bar, select **Taxes**, then select **Payroll Tax**.
- 2 In the Payroll Tax Centre window, click Edit your Tax Setup.
- **3** In the Tax Setup Overview window, select **Federal Tax Information** and enter your Canada Revenue Agency (CRA) payroll number. You received this number when you registered your business with the CRA. This number will be printed on T4 slips and other payroll forms.

4 Enter your T4 Transmitter Number (also called a Magnetic Media number) in the T4 Transmitter Number field. This number is required to send your T4s electronically to the CRA. If you don't have a transmitter number, contact the CRA to obtain one.

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	Home	Tax Setup Overview	
20	Customers		
	Suppliers	Setup: Pay Policies Tax Setup Deductions Preferences	
Ĥ	Employees	Tax Setup Overview	
5	Transactions	To change or add information to a section, click the title of the section. General Tax Information	
~~	Reports	Filing Name: CAPLUS Joe's Landscaping Filing Address: 2500 Garcia Ave	
•	Taxes	Calgary, AB 11X 0L3 Federal Tax Information	
	Sales Tax Payroll Tax	CRA Payroli Number:	
B	Apps		

5 Click **OK** to save the information.

Paying Taxes and Other Payroll Liabilities

- 1 From the left-hand navigation bar, select **Taxes**, then select **Payroll Tax**.
- 2 In the Payroll Tax Centre window, click the **Pay Taxes** button.
- 3 In the Pay Taxes window, select **Federal Taxes** to view the details of the tax payment.

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	Home	Pay Taxes									
20	Customers										
	Suppliers	TAX TYPE	DUE DATE		AMOUNT						
Ĥ	Employees	Tax Payments Due (You need	Tax Payments Due (You need to take action on these tax payments soon.)								
\$	Transactions	Federal Taxes	15-10-2014		\$4,651.20	Record payment					
~~	Reports	There are no upcoming tax p	payments.								
•	Taxes										
	Sales Tax										
	Payroll Tax										
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4 If everything looks correct, click the **Record Payment** button.

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Employment Insurance Employment Insurance Employer Canada Pension Plan Canada Pension Plan Employer

5 From the Approve Payment window, select **Earliest**, **Other** or **Latest** in the Payment Date field. This is the date that will appear on the liability payments.

\$2,828.79 \$246.42 \$344.99 \$615.50

\$615.50 \$4,651.20

ederal Taxes		\$4,65
Because the date of this payment is after the contact the agency for help in calculating any	due date, you may owe penalty and interest. Make this payment and penalty and interest.	
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Chequing Balance -\$9,847.01 TAX ITEM	Earlest v 16-11-2014	AMOUNT
Income Tax		\$2.828.79
Employment Insurance		\$246.42
Employment Insurance Employer		\$344.99
Canada Pension Plan		\$615.50
Canada Pension Plan Employer		\$615.50 \$4,651.20

- 6 Click the **Record and Print** button to print the PD7A worksheet. Use this worksheet to fill in your monthly PD7A amounts online or on the original forms sent by the CRA. Submit your PD7A to the CRA along with CPP contributions, E1 premiums, and income tax remittance. **Do not** submit the worksheet.
- 7 To pay your payroll taxes, select **Transactions** from the left-hand navigation bar. Select **Expenses**.

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,	Transactions		DATE *	TYPE	NO.	PAYEE	CATEGORY		TOTAL BEFORE SALE	SALES TAX	TOTAL	ACTION
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	Sales		06-11-20	Cheque Expense		Andrew Munro	Purchas	۰	\$0.00	\$0.00	\$0.00	
	Expenses Chart of Accounts		06-11-20	Expense	6546	Staples	-Split-		\$400.10	\$0.01	\$400.11	
			06-11-20	Cheque Expense	570	Andrew Munro	Purchas	٥	\$100.00	\$5.00	\$105.00	
			22-08-20	Expense		Clement Napoly	Chequir	٠	\$0.00	\$0.00	\$0.00	
3			21-08-20	Cheque Expense	569		Advertis	\$	\$1.00	\$0.00	\$1.00	
			13-08-20	Bill Payment (Ch	568	Caroline Corbeil			\$-320.00	\$0.00	\$320.00	
			13-08-20	Bil		Caroline Corbell	Service:	٥	\$320.00	\$16.00	\$336.00	Make payment



- 8 The Expense Transactions window displays tax payments that can be paid. Select the payment(s) you want to pay and click the **Print Cheques** button.
- 9 In the Print Cheques window, click the **Preview and Print** button.

Entering Tax History

If you are just starting with QuickBooks Online Payroll and have processed pay for your employees this calendar year, you'll need to record the tax payments that you have already made so your records and statements are accurate. If you have not processed payroll for the current year, you will not have any history to record.

- 1 From the left-hand navigation bar, select **Taxes**, then select **Payroll Tax**.
- 2 In the Payroll Tax Centre window, select Enter Prior Tax History.
- 3 In the Prior Tax Payments window, click the **Add Payment** button.
- 4 In the Create Prior Tax Payment window, enter information for all tax payments that have been made for the current year before you started using QuickBooks Online Payroll. Click OK to save and add another payment.

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P	QUICKBOOKS								
	Home	Create Prior Tax Paym	ent						
28	Customers								
	Suppliers	Enter tax payments (made in this ye information about the payment you Enter payments as positive number	ear, but before you begar made and click the OK b s and any tax credit as a	n using QuickBooks Onlin outton. negative number.	ne Payroll) one at a time. If ne	cessary, select	the tax type from the li	st. When the page refreshes, you can en	ter
Ĥ	Employees	Тах Туре	Federal Taxes 💌						
	Transactions	Period Start Date*	01-01-2014						
*	Transacuons	Period End Date	16-11-2014						
~	Reports	Payment Date*							
•	Taxes	Cheque Number							
	Salar Tay	Notes							
	Pauroll Tay	TAX ITEM	AMOUNT						
	r ayron rax	Income Tax*	0.00						
	Apps	Employment Insurance*	0.00						
		Employment Insurance Employer*	0.00						
		Canada Pension Plan*	0.00						
		Canada Pension Plan Employer*	0.00						
		Total Cheque Amount	\$0.00						
					Cancel	ок			
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Note: Enter payments as positive numbers and any tax credit as a negative number.



Printing The Tax Liability Report

Use the Tax Liability report to see the outstanding payroll liabilities for your business.

1 From the left-hand navigation bar, select **Taxes**, select **Payroll Tax**, and then select **View your Tax Liability Report**.

You can change the time period covered by making a selection in the Date Range field.

Note: If your company paid a liability incurred within the date range of the report, the report omits that liability, even if the payment occurred after the ending date of the report. This report creates totals by payroll item, not by agency.

2 Click the **Run Report** button to view your tax liabilities for the selected period.

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Home	Tax Liability Report			Share -
Customers	Date Range Last pay date Run Report			
Employees		TAX AMOUNT	TAX PAID	TAX OWED
🖉 Transactions	Federal Taxes	\$4,651.20	\$0.00	\$4,651.20
🕁 Reports	Income Tax	\$2,828.79	\$0.00	\$2,828.79
Taxes	Employment Insurance	\$246.42	\$0.00	\$246.42
Sales Tax Payroll Tax	Employment Insurance Employer	\$344.99	\$0.00	\$344.99
🙆 Apps	Canada Pension Plan	\$615.50	\$0.00	\$615.50
	Canada Pension Plan Employer	\$615.50	\$0.00	\$615.50

About Other Payroll Reports And Forms

The many monthly and annual payroll reports you need to print and file are available in QuickBooks Online Payroll. QuickGuides are provided to step you through the processes of completing T4s and Record of Employment forms. See these guides for more information on accessing and printing these important documents.

