# Agency

## Source deductions remittance voucher – Explanations

- Gross payroll in the remitting period: This is all remuneration you paid, before any deductions. Include regular wages, commissions, overtime pay, paid leave, taxable benefits and allowances, piecework payments, and special payments. It is the same as the monthly total of all amounts that would appear in Box 14 – Employment income T4slips. Quarterly remitters: use the total of these amounts for the last month of the quarter.
- Number of employees in your last pay period: This includes any employee for whom you will prepare a T4 slip, including part-time and temporary employees, and employees absent with pay. Do not include people for whom you will not prepare a T4 slip. Do not include those you did not pay in the last pay period in the month or quarter, such as employees on unpaid leave.
- End of remitting period for which deductions were withheld: Enter the month and year for which you are remitting (for regular remitters) or the last month and the year of the quarter for which you are remitting (for quarterly remitters)
- Amount paid: Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums and income tax deducted from your employees as well as the employer's share of CPP and EI.

#### More information

If you need more information, go to cra.gc.ca/payroll or call the business enquiries line at 1-800-959-5525.

To access and manage your payroll account, go to cra.gc.ca/mybusinessaccount.

You can:

- view remitting requirements
- view account balance and transactions
- provide a nil remittance
- respond to notices using fillable forms
- and more

Authorized employees or representatives can access accounts online on behalf of their employer or clients. To log in or register, go to cra.gc.ca/representatives.

Please quote your account number on all correspondence.

Form authorized by the Minister of National Revenue

RC107 E	(17)		Te	ear off here and	return lower portion wit	h your payme	ent.			_
*	Canada Revenue Agence du revenu du Canada			CURRENT SOURCE DEDUCTIONS REMITTANCE VOUCHER Pay online or at your financial institution			RC107 E (17  Protected B when completed  Do not use this area			
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## How do you remit?

## You can remit:

- online or by phone using a Canadian financial institution's services
- online at cra.gc.ca/mypayment
- online by setting up a pre-authorized debit agreement at cra.gc.ca/mybusinessaccount
- in person at your Canadian financial institution with the remittance voucher
- in person at a Canada Post retail outlet with cash or debit. Go to the CRA Make a Payment page, select Pay at Canada Post and follow the links to create a QR code

**Note:** The QR code contains all the information required to make your payment with cash or debit at a Canada Post retail outlet.

For more information on how to make a payment, go to cra.gc.ca/payments.

Personal information is collected under the *Income Tax Act* (ITA) and is used to verify compliance with obligations related to withholding, remitting, reporting and filing. It may also be used for any other purpose as authorized by the ITA. It may be shared or verified with other federal, provincial/territorial government institutions in accordance with sharing agreements. A refusal to provide the information may result in penalties, interest payable or other actions. Personal information is described in CRA PPU 120 and is protected under the *Privacy Act*. Individuals have a right of protection, access to and correction or notation of their personal information and to file a complaint with the Privacy

CANADA REVENUE AGENCY PO BOX 3800 STN A SUDBURY ON P3A 0C3

Commissioner of Canada regarding our handling of their information.

We will charge you a fee for any dishonoured payment. **Do not** fold this voucher or use staples, paper clips, or tape.
Use this remittance voucher, not a photocopy. **Do not** send us cash.

Teller's Stamp