

Quebec Canada Introduction to Federal Year-End

Course Outline*

This seminar is presented with the cooperation of The Canadian Payroll Association.

- Deadlines and penalties
- Reconciling and balancing year-end slips and tax accounts
- Step-by-step instructions for completing the RL-1 and RL-2 slip and summary
- Methods of filing tax slips and reporting deadlines and penalties
- How to handle exceptions such as:
 - Reporting a repayment of salary or wage; and
 - Correcting a payroll error
- Process for adding, amending, or cancelling slips

**Program subject to change without notice
Last Updated 06/24/2020*