

Paying Your Payroll Remittance Taxes

Making Your Payroll Remittances Is an Important Step to Avoiding CRA Audits & Penalties

When To Make Remittances

Most businesses will pay their payroll remittances **monthly**.

Monthly payments need to be made by the 15th of the month following the remittance period. For example, payroll calculated between January 1st – January 31st needs to be remitted to the CRA by February 15th.

Remittance Calculation Basics

Payroll remittances are made up of:

- + **CPP** (Canada Pension Plan) withheld from **Employee's** paychecks
- + **CPP** contributed by yourself (the **Employer**) equal to the employee's payment
- + **EI** (Employment Insurance) withheld from **Employee's** paychecks
- + **EI** contributed by yourself (the **Employer**) equal 1.4X the employee's payment
- + **Federal and provincial income taxes** withheld from **Employee's** paychecks
- = **Total Remittance Payment Required**

Making Your Remittance Payments

CRA My Payment Portal (Recommended):

- Navigate to the CRA My Payment Portal: <https://www.canada.ca/en/revenue-agency/services/e-services/payment-save-time-pay-online.html>
- Scroll down and select **Pay now**
- Select **Payroll source deductions** under the *Businesses* heading
- Select **Regular remittance** to make a current remittance payment
- Enter your CRA Payroll number (i.e. 123456789 RP 0001) into the **Account number** box
- Enter **Gross payroll** which is total wages before tax deductions earned by your employees in the month
- Enter the total **Number of employee** you had in the month
- Enter the year and month you are making remittances for in the **Period end** boxes
- Enter the **Amount** of remittances you need to pay – refer to basic calculation
- Select **Next**, select **Confirm and proceed to pay**, select **Pay now**
- Choose your payment method and complete the transaction following the prompts
- Don't forget to **keep a copy** of the remittance payment confirmation

Other Payment Options are [here](#) and include mail, online banking, and credit card, among others. Paying via [online banking](#)? Look for a payee such as: Federal Payroll Deductions – Regular/Quarterly – EMPTX – (PD7A).

Audit Risk Note: you must make a payment to 'remit' your payroll information. If you do not need to make a payment for a month, inform the CRA that you do not have any payroll or risk audit inquiries. Sign into your [My Business](#) Account, select **RP0001** then **Provide a nil remittance** and enter the applicable time period.

We hope this handout was helpful. Don't forget to check out all our payroll videos and handouts 😊.