

# **Payroll Information Seminar for Small Business**

(Séminaire en anglais, les séminaires en français sont aussi disponibles sur le site Web [www.cra-arc.gc.ca/vnts/bc/bc\\_py-fra.html](http://www.cra-arc.gc.ca/vnts/bc/bc_py-fra.html))

This seminar outlines employment relationships to help you determine whether a worker is an employee or self-employed. Other topics include source deductions, employer responsibilities, and assessment and penalties.

## **Topics covered:**

- Employee or self-employed?
- Maintaining proper payroll records
- Calculating deductions for Canada Pension Plan contributions, Employment Insurance premiums, and Income Tax
- Remitting payroll deductions
- Completing the T4 information return

## **Cost:**

The above seminar is FREE.

## **Location:**

Small Business BC  
601 West Cordova Street  
Seminar Room  
3rd floor, Room 390  
(East wing of the Waterfront Station)

## **Time and dates:**

9:00 a.m. to 12:30 p.m.  
Tuesday, January 13, 2009

Tuesday, February 3, 2009

Tuesday, February 17, 2009

Tuesday, March 17, 2009

Tuesday, April 21, 2009

Tuesday, May 26, 2009

Tuesday, June 23, 2009

Tuesday, July 21, 2009

Tuesday, August 18, 2009

Tuesday, September 15, 2009

Tuesday, October 20, 2009

Tuesday, November 17, 2009

Tuesday December 15, 2009

**Registration:**

**Register online at: [http://www.cra-arc.gc.ca/vnts/bc/bc\\_py-eng.html](http://www.cra-arc.gc.ca/vnts/bc/bc_py-eng.html)  
or register by telephone at: 604-691-4125 (voicemail for Registration  
and Seminar related questions only, for all other business enquires  
please see below).**

**Further Information:**

For further information about CRA's Small Business Information Seminars, please email CRA at: [SBS.PAC-VAN-Pender@cra-arc.gc.ca](mailto:SBS.PAC-VAN-Pender@cra-arc.gc.ca), (including in your E-mail your telephone number for reply) or leave a message on CRA's voice mail at 604-691-4125.

For all other business enquiries about taxes administered by the CRA, please telephone CRA's Business Enquiries line at 1-800-959-5525.