

Payroll Tax Update (Canada) 13.01

PTCA 13-01 | December 20, 2012

Audience

This notice applies to you if you have employees who work or live in Canada.

Notes:

- Do not download taxes until after you have completed your last payroll for 2012, you have closed the year, and you are ready to process your first payroll for 2013.
- If you are not the person who performs software updates, please forward this notice to the correct person in your company.

Software

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) version 9.7.0 or later

Issue

The following taxes will change effective 1 January 2013:

Federal Taxes

- Canadian Pension Plan (CPP & CPP_E)
- Employment Insurance (EI & EI_E)

Provincial Taxes

- Alberta (ABTAX)
- British Columbia (BCTAX)
- Manitoba (MBTAX)
- New Brunswick (NBTAX)
- Newfoundland and Labrador (NLTAX)
- Northwest Territories (NTTAX)
- Nova Scotia (NSTAX)
- Nunavut (NUTAX)
- Ontario (ONTAX)
- Prince Edward Island (PETAX)
- Quebec (PQTAX, QTAX, QPIP, QPIP_E, QPP, and QPP_E)
- Saskatchewan (SKTAX)
- Yukon (YTTAX)

Note: For more information about the tax changes, see the [Payroll Tax Release Notes](#).

Solution

Follow the instructions below to update your tax files. If you are using a firewall, you must allow access to <http://downloads.timberline.com/route.asp> to enable Payroll to download the tax update.

Important: Do not download taxes until after you have completed your last payroll for 2012, you have closed the year, and you are ready to process your first payroll for 2013.

To download the file:

1. Log on to your network and Payroll with full administrative rights.
2. Start the Payroll application.
3. Select **Tools > Download Taxes** to download the latest version of the tax file.
4. Select the **Update tax files when download is complete** check box if you want to update the taxes automatically after the files are downloaded.

Note: To determine your software version:

1. Start Payroll.
2. Select **Help > About Payroll**. The software version is listed in the window.

For more information about the tax changes and detailed instructions, see the [Payroll Tax Release Notes](#). You can also view the *Release Notes* from within Payroll by selecting **Help > Documents** or **Help > Product Documents** after you update the taxes.

Technical Assistance

[Technical Assistance at Year End](#)