

Checklist

Canada Year-End Payroll Checklist



September – October: Start Preparing

- **Review local year-end requirements** shared by your payroll ICP
- **Check employee details** for accuracy (names, IDs, addresses, tax info), make updates in Paylocity. Notify ICP if retroactive changes are necessary.)
- **Review payments made to employees YTD** check for accuracy or earnings that still need to be paid
- **Confirm work locations / cost centers** are up to date
- ****Review Statutory Holiday**** for next year's payroll calendar: [Canadian statutory holidays in 2026](#)
- **Review and approve payroll calendars** for the upcoming year

October – November: Confirm Key Details

- **Notify your payroll ICP of any year-end bonus payrolls**
 - Include **bonus payout dates** so they can be added to the payroll calendar, if applicable for your specific country
- **Review taxable benefits** provided during the year (e.g., company car, housing, insurance)
 - Canada Revenue Guide to Taxable Benefits: Employers' Guide: [Taxable Benefits and Allowances – Canada.ca](#)
 - Revenue Quebec Taxable Benefits: [Taxable Benefits](#)
- **Confirm expat or international assignment details**, if applicable

November – December: Final Checks

- **Approve final bonus payrolls** for the year
- **Report Stock Options**, if any
- **Update employee compensation changes** effective January (if available)
- **Reconcile **Taxable Benefits**** and report any adjustment amounts for processing, if any (e.g., company car, allowances, insurance)
- **Review any draft year-end reports** provided by the ICP/Blue Marble
- **Communicate office closure dates** over the holidays to align on deadlines

December – January: Year-End Close

- **Confirm** when ****final payroll run of the year is processed****
- **Ensure ICP distributes tax certificates** to employees (e.g., T4)
- **Approve year-end reports** and filings before submission to local authorities
- ****Report Taxable Benefit**** amount changes in January, if any

January – February: Post Year-End Wrap-Up

- **Support employee questions** about year-end tax documents
- **Review final year-end reports** from the ICP
- **Ensure updates are applied for the new year's payroll processing** prior to the first payroll