

Instruction Manual



Electronic Transmission of the Online Monthly Report

***October 2005
Version 1.1***

THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION

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www.cpamontreal.ca

CONTENTS

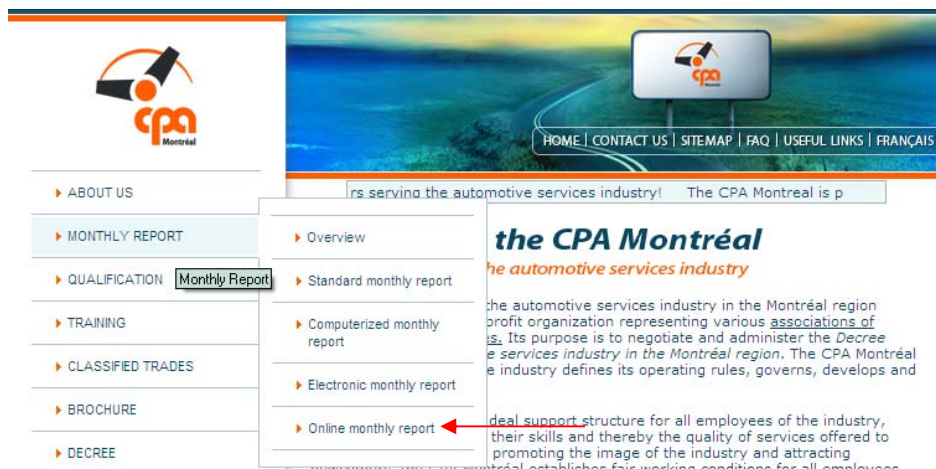
How to access your file?	3
Employees	5
Active employees list	5
Inactive employees list	5
How to consult the file of an active or inactive employee?	5
How to modify an employee's file?	6
How to create a new employee's file?	8
Should you modify or create your employees files before generating your online monthly report?	8
Managing the online monthly report.....	9
How to create an online monthly report?	9
How to fill-in a monthly report?	11
Period Ending.....	11
Wage per Hour	11
Shift Premium	12
Working hours.....	12
Other Wages.....	13
Note	13
Total Hours, Total Wages for the Week, Total Wages for the Month and Levy	15
What to do if the Total Wages for the Month calculated by the system don't match those of my payroll register?	16
How to fill-in the monthly report for an artisan?	17
How to use the search text box?.....	17
How to send your report to the CPA Montréal?.....	18
How to pay your dues?.....	20
By cheque.....	20
Direct payment	21

How to access your file?

1. Go to the CPA Montréal Web site at the following address : www.cpamontreal.ca

2. Click on **ENGLISH**

3. Select **MONTHLY REPORT** and click on **Online monthly report** to get to the welcome page of the online monthly report.



4. Click on **Transmission of online monthly report** to get to the connection window.

Monthly report

[Overview](#) | [Standard monthly report](#) | [Computerized monthly report](#) | [Electronic monthly report](#) | [Online monthly report](#)

Online monthly report

The online monthly report is a completely secure and free service allowing employers, or a person duly authorized by an employer, to fill out the monthly report directly online, whether at the office or at home, at any time of the day, within the deadline (by the 15th of the month following the report period) prescribed by the CPA Montréal. Upon completing the report, employers simply transmit it over the Internet. The levies must be sent no later than 15 of the month by using one of these two methods: by mail or directly on-line on the website of the CPA Montréal by selecting one of the participating financial institutions.

Who can use this service?

All employers under the CPA Montréal's jurisdiction may use this service provided they have the minimum required specifications mentioned below.

How can an employer register for the service?


To register for the online monthly report service, employers must first ensure they have the **minimum required specifications**:

- Internet Explorer 6 or later or equivalent
- Screen resolution of at least 800 x 600 pixels
- A valid e-mail address
- An internet connection (high-speed recommended)
- The employer must have signed the [Agreement on the electronic transmission of online monthly reports](#) between the employer and the CPA Montréal, which will be submitted after the trial period

Employers are invited to consult the instruction manual [Electronic transmission of online monthly reports](#), which will explain how to produce online monthly reports.

To register for the service or obtain more information, please contact the Computer and Monthly Reports Management Department of the CPA Montréal at 514-288-3003.

**Transmission of
online monthly report**

5. Enter your Username (number of your institution ex. 99999-999) and your Password, in lower-case characters, and click .






Identification requise
Please identify yourself

Utilisateur / User name :

Mot de passe / Password :



6. After you've clicked on , you will automatically be directed to the Terms of use window. Carefully read the terms and click on  if you accept the terms as stated. By doing so you will be accessing the window for active employees. If you refuse you will not be able to send your online monthly report.



Online monthly reports

Terms of use

1. Accuracy of the information provided

I expressly acknowledge that an online monthly report submitted to the CPA Montréal that fails to comply with any of the guidelines provided by this document is considered null and void, and that, therefore, it must be replaced by completing a standard monthly report completed by hand.



2. Validity of the electronic transmission

I accept that an online monthly report has the same value as a standard monthly report completed manually and signed by myself or by another person that I have duly authorized by providing the CPA Montréal with the following information: name of the person, title, telephone number, and date at which that person becomes responsible for submitting reports.

3. Confidential nature of the user ID and password

I am responsible for immediately informing the CPA Montréal about any unauthorized use of my user ID and password, or about any attempt at breaching system access security. I am also responsible for taking every possible measure to ensure the secure use of this online service.

The CPA Montréal cannot be held responsible for any loss or damage resulting from non-compliance with any of the guidelines provided in this section.



Employees


Active employees list

When the file was created the data related to each of your active employees, those who didn't have a departure date at that moment, was transferred. Please note that the hourly rate was not transferred, meaning that you must indicate the hourly rate for each of your active employees before generating your first online monthly report.

Inactive employees list


In the inactive employees window you will find the employees who have a departure date.

How to consult the file of an active or inactive employee?

1. Click on ▶ Active employees list or ▶ Inactive employees list according to which section the file of the employee you want to modify is in.
2. Click on  to open the file of the selected employee.



Surname	Given Name	S. I. N.
BOUCHER	DANIEL	000 000 000
POUDRIER	SERAPHIN	000 000 000

3. Consult the file of the employee. To return to the Active employees list without saving the changes made, click on  .




Surname : * POUDRIER
Given Name : * SERAPHIN
S. I. N. : * 000 000 000 (000 000 000)
Sex : ☒ Male ☐ Female
Language : ☒ French ☐ English
Date of Birth : * 1995-05-27 (YYYY-MM-DD)
Address : * 2010 CHEMIN DE LA GARE
City : * SAINT-JACQUES
Postal Code : * G2A 1A1
Home Telephone : (000 000-0000)
Cell Phone : (000 000-0000)
Hiring Date : * 2010-10-01 (YYYY-MM-DD)
Departure Date : (YYYY-MM-DD)
Trade Code : * 1001
Hourly Rate : 22.000 \$ (00.0000)

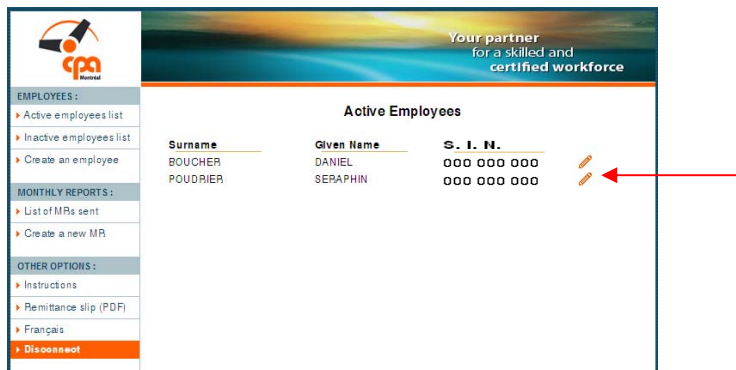
* indicates mandatory fields.

How to modify an employee's file?

Once your employee file is created, you will be able to modify it in order to correct a mistake or simply to update the data.

1. Click on ▶ **Active employees list** or ▶ **Inactive employees list** according to which section the file of the employee you want to modify is in.
2. Click on  to open the file of the selected employee.



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Your partner for a skilled and certified workforce

EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee

MONTHLY REPORTS :



- ▶ List of MRs sent
- ▶ Create a new MR

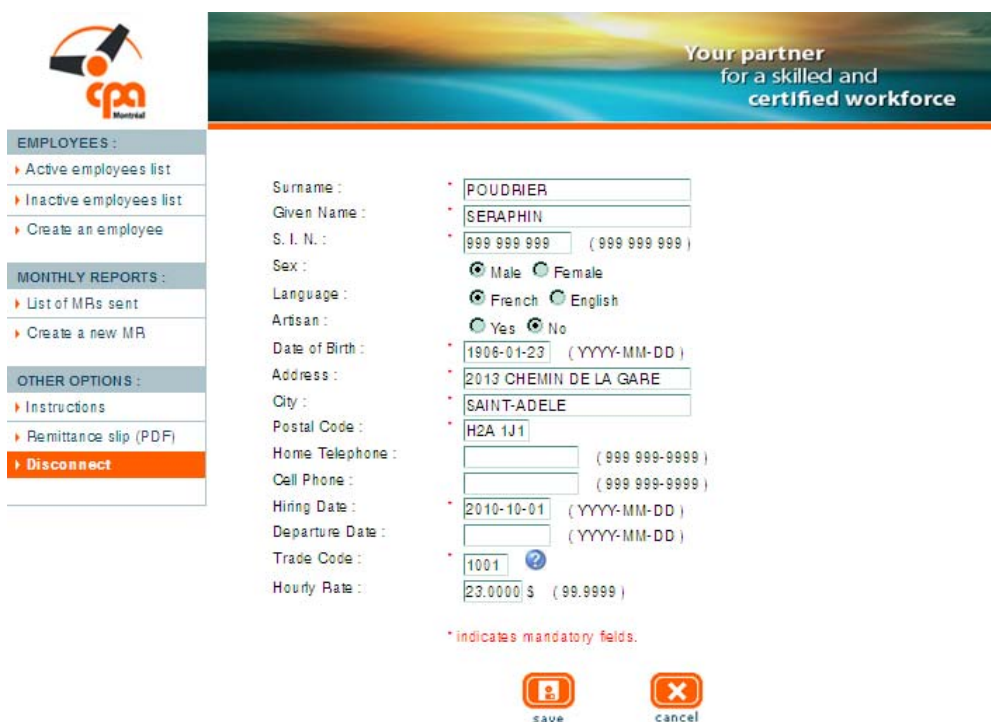
OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ Français
- ▶ Disconnect

Active Employees

Surname	Given Name	S. I. N.
BOUCHER	DANIEL	000 000 000
POUDRIER	SERAPHIN	000 000 000

3. Make the necessary changes, then click on  to save the changes made and return to the Active employees list. If you do not click on this button you will lose all changes made. To return to Active employees list without saving the changes made, click on  . In order to fill-in the *Departure Date*, *Trade Code* and *Hourly Rate* sections see instructions below.



qpa
Your partner for a skilled and certified workforce

EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee

MONTHLY REPORTS :

- ▶ List of MRs sent
- ▶ Create a new MR

OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ Disconnect

Surname : * POUDRIER

Given Name : * SERAPHIN

S. I. N. : * 999 999 999 (999 999 999)

Sex : ☒ Male ☐ Female

Language : ☒ French ☐ English

Artisan : ☒ Yes ☐ No

Date of Birth : * 1906-01-23 (YYYY-MM-DD)

Address : * 2013 CHEMIN DE LA GARE

City : * SAINT-ADELE

Postal Code : * H2A 1J1

Home Telephone : (999 999-9999)

Cell Phone : (999 999-9999)



Hiring Date : * 2010-10-01 (YYYY-MM-DD)

Departure Date : (YYYY-MM-DD)

Trade Code : * 1001 ?

Hourly Rate : 23.0000 \$ (99.9999)

* indicates mandatory fields.





Departure Date

When you fill-in a date of departure in an employee's file, you must pay a departure sum that must be included in your online monthly report in the other wages section (Prior Departure Notice).

What to do in the case of a rehiring?

You must recreate your employee file with his or her new hiring date.

Trade Code

To help you code the occupation of your employee you can consult the List of trades by clicking  in your employee's file    . If you know the class or hours of experience of your employee you can enter the numerical code. If you only know the occupation you can enter the simplified code of only four characters.

Hourly Rate



You must enter the hourly rate for all your active employees before generating your online monthly report.

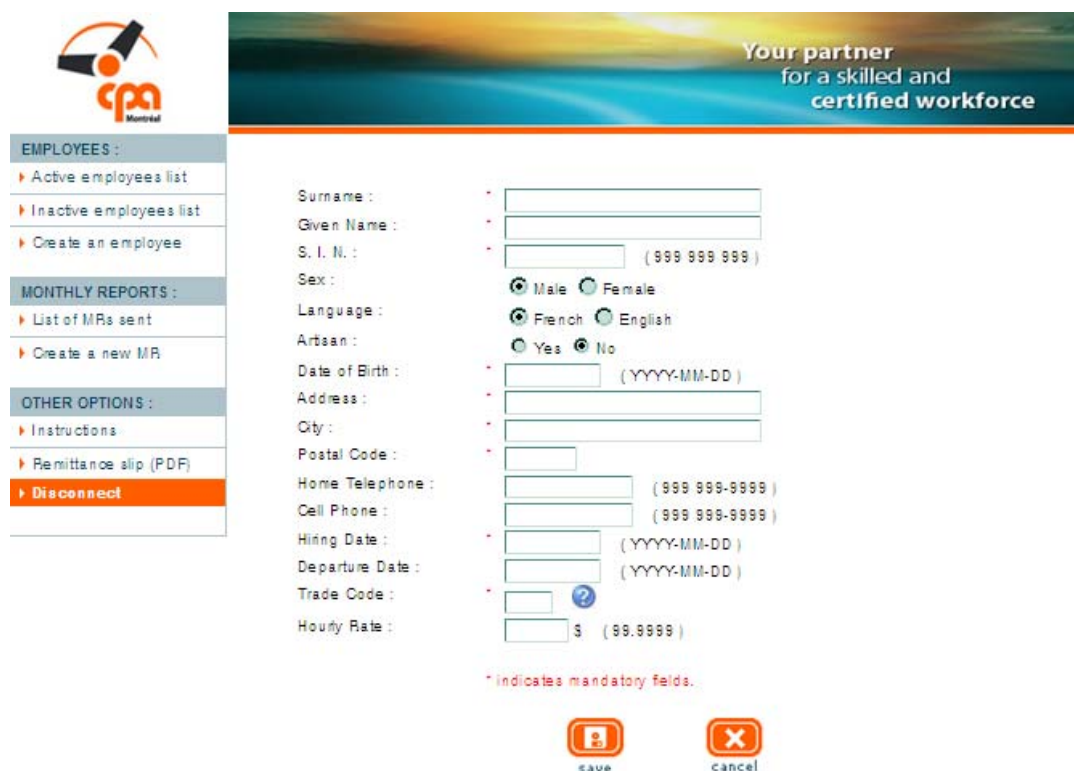
If your employee changes hourly rates permanently you must enter the necessary corrections directly into the employee's file and not in the online monthly report. This data will automatically be copied into your report.

However you do have the possibility to change the hourly rate directly in the online monthly report when it varies or is modified during the month. This action won't change the hourly rate indicated in the employee's file.

The Decree states a minimum hourly wage for all member trades. Hence, you must assure that your employees receive at least the wage mentioned in article 9.00.

How to create a new employee's file?

1. Click on  .
2. Enter the information on the employee in the corresponding fields. If the employee has a competency card we recommend you refer to it when creating the employee's file. The sections preceded by a red asterisk are mandatory and you will be unable to complete your request without them. To fill-in the *Departure Date*, *Trade Code* and *Hourly Rate* sections please refer to page 7.
3. Once you have filled-in the appropriate fields click on  to save the changes made and return to the Active employees list. If you do not click on this button you will lose all the data just entered.



The screenshot shows the 'Create an employee' form. On the left is a sidebar menu with sections: EMPLOYEES (Active employees list, Inactive employees list, Create an employee), MONTHLY REPORTS (List of MRs sent, Create a new MR), and OTHER OPTIONS (Instructions, Remittance slip (PDF), Disconnect). The main form area has a header banner that reads 'Your partner for a skilled and certified workforce'. The form fields include: Surname, Given Name, S. I. N. (with a red asterisk), Sex (Male/Female), Language (French/English), Artisan (Yes/No), Date of Birth (with a red asterisk), Address, City, Postal Code, Home Telephone, Cell Phone, Hiring Date, Departure Date (with a red asterisk), Trade Code (with a red asterisk and a help icon), and Hourly Rate. A red asterisk indicates mandatory fields. At the bottom are 'save' and 'cancel' buttons.

Should you modify or create your employees files before generating your online monthly report?

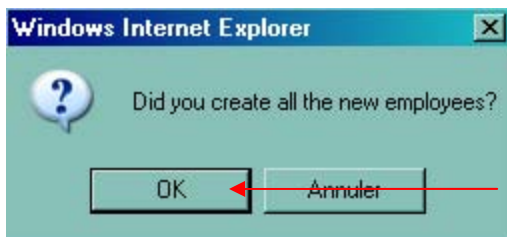
Yes, all modifications or creations must be made before producing your online monthly report.

Managing the online monthly report

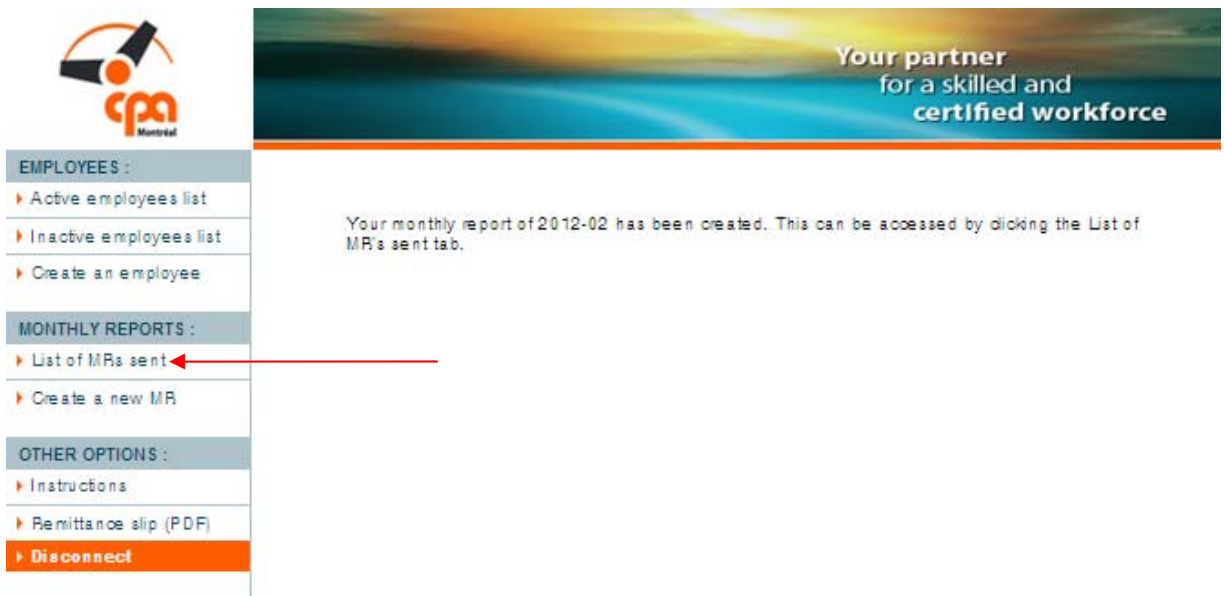
How to create an online monthly report?

1. Click on [Create a new MR](#).
2. Enter the year and month of the online monthly report you would like to generate and click on [next step](#).
3. Click on [OK](#) if you have created all the new employees.




If you have not created all the new employees, click on [Annuler](#) (cancel) and create the missing employees (please refer to *How to create a new employee's file*). You can then create your online monthly report by following Steps 1 to 4.



4. Click on [List of MRs sent](#) to go get the online monthly report.



Once you reach the Monthly Reports list, you can:

- Go to the first page of the selected monthly report by clicking on .
- Go directly to the levies chart on the last page of the selected report by clicking on . This action allows you to consult the chart without having to go through all the pages of the report.
- Delete the selected report by clicking on .

Once the monthly report has been sent to the CPA Montréal, a date will appear under the column Submitted on. You can also check the status of your monthly report which can be *Accepted* or *Rejected*. If your monthly report is rejected, you will receive an email that provides the reason of the rejection.



EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee



MONTHLY REPORTS :

- ▶ List of MRs sent
- ▶ Create a new MR



OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ Français
- ▶ Disconnect

Monthly Reports

Period	Submitted on	Status			
2012-01	2012-03-05	Accepted			
2011-12	2011-12-23	Accepted			
2011-11	2011-12-15	Accepted			
2011-09	2012-01-03	Rejected			
2011-08	2011-10-03	Accepted			
2011-07	2011-09-19	Accepted			
2011-06	2012-01-04	Accepted			
2011-05	2012-02-10	Accepted			
2011-04	2012-02-10	Accepted			

How to fill-in a monthly report?

1. Click on  [List of MRs sent](#) to get your online monthly report.
2. Click on  to open the online monthly report for the selected period.
3. Fill-in the appropriate fields, referring always to your payroll register. Read the next pages for further information on filling-in the online monthly report.

Employee :		BOISVERT, ALBERT						S. I. N. :		000 000 000					
		WORKING HOURS							OTHER WAGES						
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 60%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages				
08-03	10.0000	\$	\$						A	\$	\$				
08-10	10.0000	\$	\$						A	\$	\$				
08-17	10.0000	\$	\$						A	\$	\$				
08-24	10.0000	\$	\$						A	\$	\$				
08-31	10.0000	\$	\$						A	\$	\$				
	10.0000	\$	\$						A	\$	\$				
Total wages for the month :											\$				
Note :											Levy :	0.00 \$			

Period Ending

When opening your file, the end period is automatically copied. Hence, you don't have to enter anything in this field. Please note however that if the period end is modified you must advise the CPA Montréal as soon as possible.

Wage per Hour

If you've entered the hourly rate in your employee's file it will automatically be copied to the monthly report. Hence, unless you want to enter different hourly rates within the same month you don't have to enter anything in this field.

Please note that if your employee changes hourly rates permanently, you must make the necessary corrections in the employee's file and not in the online monthly report.

Shift Premium

Enter the amount of the rate paid in night or shift premium when it applies.

Working hours

Holidays Hrs. Paid: enter the number of hours paid for non-working holidays. The system will multiply these hours by the Wage per Hour.

Regular Day: enter the number of hours worked day. The system will multiply these hours by the Wage per Hour.

Regular Night: enter the number of hours worked night. The system multiplies these hours by the Wage per Hour and adds the Shift Premium.

Plus 50 %: enter the number of hours worked overtime. The system multiplies these hours by 1.5 of the simple hourly rate. It does not take into consideration the Shift Premium, even if the employee worked these overtime hours during the night.

Hours Accumulated: enter the number of hours accumulated and not paid.

What to do if you pay your employees night overtime hours with 1.5 of the rate with the Shift Premium?

Although the Regular Night hours of the employee are multiplied by the hourly rate with the Shift Premium, the overtime hours are only multiplied by 1.5 of the hourly wage, the system does not take into consideration the Shift Premium.

Hence, if you pay the night overtime hours of your employees by 1.5 of the hourly wage plus the Shift Premium you must balance the Total earnings for the week to the amount that appears on your payroll register by putting the amount of the difference in Adjustment, Bonus or Commission.

Example

An employee worked 45 night hours. His hourly rate is \$15 and his Shift Premium is \$0.65. The amount showing in the payroll register of the employer is \$743.38.

40 hours x (\$15 + \$0.65) = \$626

5 hours x (\$15 + \$0.65) x 1.5 = \$117.38

Total: \$743.38

The employer must fill-in his online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice		H=Accumulated Hours Paid T=Flat Rate V=Vacations		
07-01	15 \$	0.65 \$			40.00	5.00	45.00		A ▾	4.88 \$	D ▾		743.38 \$

Other Wages

Enter the amounts paid for:

- A) adjustment
- B) bonus
- C) commission
- D) prior departure notice
- H) accumulated hours paid
- T) flat rate
(for more information see the following page)
- V) vacations

In front of each amount paid, enter the appropriate letter.

Note

This field allows you to declare specific information on the employee that can't be keyboarded somewhere else on the report. This field is optional.

What is a Flat Rate?

A Flat Rate is a lump sum paid to an employee on top of pay for his regular and overtime hours at his usual hourly wage.

This sum represents an incentive bonus.

The employer **must always pay the usual hourly wage of the employee, as well as regular and overtime hours worked and paid** before declaring and paying any Flat Rate.

For example, salary gained by an employee who worked 40 hours at \$18 an hour is \$720, this amount must never be considered a Flat Rate.

Example 1

An employee has worked 40 regular hours at an hourly rate of \$20. On top of his wages he received a Flat Rate of \$200.

The employer must fill-in his online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations			
07-01	20	\$		40.00			40.00		T	200.00	\$	D	1000.00

Example 2






An employee has worked 40 regular hours and 10 overtime hours paid according to his \$20 hourly rate. On top of his wages he received a Flat Rate of \$900.

The employer must fill-in the online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations			
07-01	20	\$		40.00		10.00	50.00		T	900.00	\$	D	2000.00


Total Hours, Total Wages for the Week, Total Wages for the Month and Levy



The system automatically calculates the Total Hours, the Total Wages for the Week, the Total Wages for the Month and the Levy when:

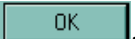
- You click on  next to the data related to each employee. **Please note that this button will calculate but will not save any data.**
- You click on  to save modifications made to the current page and go to the next page.
- You click on  to save modifications made to the current page and go to the previous page.
- You click on  to save modifications made and return to the list of monthly reports.
- You click on  to save modifications made to the current page and go to the levies chart of the monthly report.

You must make sure that the totals automatically calculated by the system match those of your payroll register.

What to do if the Total Wages for the Month calculated by the system don't match those of my payroll register?

1. Click on  next to the employee for whom the problem occurred.

Employee :		BERUBE, MARTIN		S. I. N. :		000 000 000								
		WORKING HOURS							OTHER WAGES					
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages			
08-03	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-10	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-17	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-24	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-31	15.0000	\$					0.00		A		\$	0.00	\$	
	15.0000	\$					0.00		A		\$	0.00	\$	
Total wages for the month :											2400.00	\$		
Note :											Levy :	8.40	\$	

2. Enter the Total Wages for the Month as they appear in your payroll register and click on .

Inviter utilisateur de Internet Explorer

Inviter de script :



What are the total wages for the month (MARTIN BERUBE) ?

2500

OK

Annuler

3. The system will adjust the monthly total and will recalculate the levy amount.



Employee :		BERUBE, MARTIN		S. I. N. :		000 000 000								
		WORKING HOURS							OTHER WAGES					
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages			
08-03	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-10	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-17	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-24	15.0000	\$		40.00			40.00		A		\$	600.00	\$	
08-31	15.0000	\$					0.00		A		\$	0.00	\$	
	15.0000	\$					0.00		A		\$	0.00	\$	
Total wages for the month :											2500.00	\$		
Note :											Levy :	8.75	\$	

How to fill-in the monthly report for an artisan?

1. Make sure that the artisan worked during the sub-periods automatically selected by the system. Make the necessary corrections if needed by de-selecting the necessary boxes. The system will automatically recalculate the levy. Please note that only the fields that can be filled-in are those to be checked for each week appearing in the online monthly report.


Artisan :		ALLAIRE, SYLVAIN							S. I. N. :		000 000 000		
		WORKING HOURS							OTHER WAGES				
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations	Total Wages		
08-03			<input checked="" type="checkbox"/>	Sub-period worked									
08-10			<input checked="" type="checkbox"/>	Sub-period worked									
08-17			<input checked="" type="checkbox"/>	Sub-period worked									
08-24			<input checked="" type="checkbox"/>	Sub-period worked									
08-31			<input checked="" type="checkbox"/>	Sub-period worked									
Note :									Artisan's levy :		5.00 \$		

How to use the search text box?

No need to click on  or  to go to a specific employee in your online monthly report.


Just use the search box at the top left of each page of the report (except for the levies chart page on the last page). To do this, type the name of the candidate in the search text box and click the magnifying glass icon to search.

Whether to view or modify information from a specific employee, this will save you time.



Your partner
for a skilled and
certified workforce


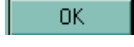
Monthly Report

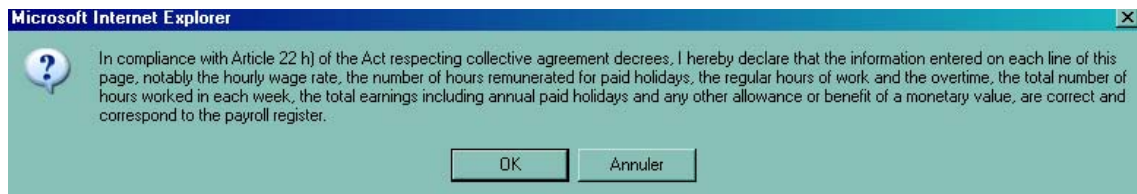
Search : 



Period	Establishment No
2011-01	10001-001

Employee :		GRATTON, BOB		S. I. N. :		999 999 999						
		WORKING HOURS							OTHER WAGES			
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations	Total Wages	
01-06	15.0000 \$			40.00			40.00		A 560.00 \$	D	1160.00 \$	
01-13	15.0000 \$			40.00			40.00		A	D	600.00 \$	
01-20	15.0000 \$			40.00			40.00		A	D	600.00 \$	
01-27	15.0000 \$			40.00			40.00		A	D	600.00 \$	
	15.0000 \$						0.00		A	D	0.00 \$	
Total wages for the month :											2960.00 \$	
Note :											Levy : 10.36 \$	

How to send your report to the CPA Montréal?








1. Click on  at the bottom of the window to save the changes made to the current page and go to the levies chart of the monthly report.
2. Take note of the statement and click  if you state that the information you are providing is exact and corresponds to your payroll register.


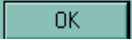


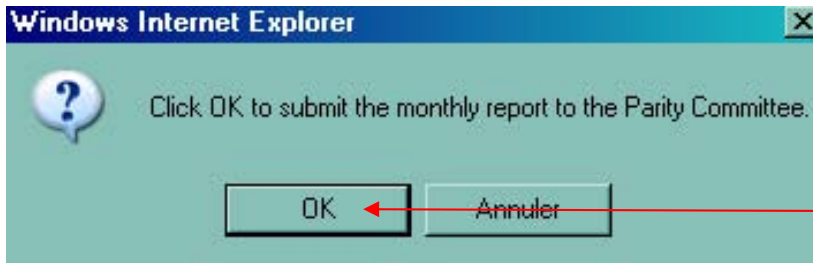
3. Please make sure that the amounts automatically generated by the system are identical to those of your payroll register. If there is a debit or credit amount in your account, you must so indicate in the field provided for this purpose and click on  in order to have the system recalculate the Total. **Please note however that this button recalculates the amounts but does not save the data.** The amount appearing next to Total is the sum that you must send to the CPA Montréal. Please refer to pages 20 and 21 to find out about the two payment methods. To go to the first page of the monthly report click on . To send your report, go to the next step.

Breakdown of levies		
Employee deductions :	0,35 %	0.00
Employer portion :	0,35 %	0.00
Artisan :		4.00
Debit - Credit :		
Total :		4.00

To pay your levies directly online, please select one of the following participating financial institutions :

 CIBC	Personal and Business
 Desjardins	Personal Business
 HSBC	Personal Business
 Bank of Montreal	Personal Business
 National Bank	Personal Business
 Royal Bank	Personal and Business
 Scotiabank	Personal and Business

4. Click on  to save the changes made and send your monthly report to the CPA Montréal.
5. Click on  to submit your report.



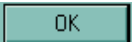


6. The CPA Montréal will send you an acknowledgement by email that the document has been received in which you will find a printable version in PDF format of the sent monthly report. You must print it and keep it for five years; this document could be requested during the visit of one of the CPA Montréal inspectors to your institution.


How to pay your dues?

By cheque

To pay your dues, you can send a cheque by mail to the CPA Montréal at **509 Bélanger Street, Montreal, Quebec H2S 1G5** or go in person. Please indicate on the cheque the establishment number and the period corresponding to the monthly report. The cheque must be accompanied by a duly filled-in Remittance slip:

1. Click on  to go to the levies chart of the monthly report.
2. Click on  Print remittance slip .
3. Take note of the message and click .



4. Click on  print . As you will see, the information in boxes (1, 2, 35, 36, 37, 38 and 39) is automatically entered.
5. However, you must fill-in the remaining boxes for instance *Cheque Amount*, *Authorized Signature*, *Date (YYYY-MM-DD)* and *telephone*.

DATE	DEBIT	CREDIT	TOTAL
2010-08	2.80	2.80	0.00
			9.00

If any of the amounts of the Remittance slip are incorrect, make the necessary correction on your report (Examples: Addition of a Debit or Credit amount, correction of erroneous data), save the changes and follow steps above. If you already sent the report when you see the error, you will have to send it again.

Note: You can fill-in all the fields of the Remittance slip manually by selecting [Remittance slip \(PDF\)](#) in Other options.

Direct payment

To pay your levies directly on-line, select one of the participating financial institutions at the bottom of the levies chart window (first image) or at the bottom of the confirmation notice of your report (second image). This means you can pay your levies before or after you have transmitted your report.

First image

CPA Montreal Your partner for a skilled and certified workforce

EMPLOYEES :

- Active employees list
- Inactive employees list
- Create an employee

MONTHLY REPORTS :

- List of MRs sent
- Create a new MR

OTHER OPTIONS :

- Instructions
- Remittance slip (PDF)
- Disconnect**

Monthly Report

Period	Establishment No
2012-01	10001-001

Breakdown of levies

Employee deductions :	0,35 %	0.00
Employer portion :	0,35 %	0.00
Artisan :	4.00	
Debit - Credit :		
Total :		4.00

save edit cancel Print remittance slip send

To pay your levies directly online, please select one of the following participating financial institutions :

	CIBC	Personal and Business
	Desjardins	Personal Business
	HSBC	Personal Business
	Bank of Montreal	Personal Business
	National Bank	Personal Business
	Royal Bank	Personal and Business
	Scotiabank	Personal and Business

Second image

CPA Montreal Your partner for a skilled and certified workforce

Thank you for sending your monthly report to the CPA Montréal.

Please send a cheque along with a [Remittance slip](#) as soon as possible. You can also pay your levies directly online by selecting one of the following participating financial institutions. If you have already paid your levies, kindly disregard this notice.

	CIBC	Personal and Business
	Desjardins	Personal Business
	HSBC	Personal Business
	Bank of Montreal	Personal Business
	National Bank	Personal Business
	Royal Bank	Personal and Business
	Scotiabank	Personal and Business