

## DUE DATES and DEADLINES

To help keep you on time for due dates and deadlines, the following list contains key dates to be aware of:

- **Your payroll remittance requirements are determined by the Canada Revenue Agency (CRA)**
  - **Monthly** - payroll deductions are due on the 15<sup>th</sup> of each month for the prior month
  - **Quarterly** – payroll deductions are due on the 15<sup>th</sup> of the month following the last month in a calendar quarter
  - **Accelerated remitter** – Up to four times per month
- **January 15<sup>th</sup>** - last day to remit payroll deductions for the year for any payments to be included from the prior year's T4s.
- **February 28<sup>th</sup>** - T4s must be issued to employees and sent to CRA
- **February 28<sup>th</sup>** - T5's for dividends and interest must be issued to recipients and sent to CRA.
- **April 30<sup>th</sup>** - personal income tax returns must be filed and any taxes owing must be paid to avoid interest and penalties.
- **June 15<sup>th</sup>** - personal income tax returns for self-employed individuals and unincorporated partners must be filed to avoid penalties (please note - taxes owing are still due April 30<sup>th</sup> to avoid interest).
- **Corporate Income Tax Return** - must be filed within 6 months following the fiscal year end to avoid penalties. **Corporate Income Taxes** are 3 months following your fiscal year end (2 months if there is investment income).

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### GST/HST

Generally, you become a mandatory registrant for GST/HST as soon as your gross revenue exceeds \$30,000. Alternatively, you may choose to register for GST/HST prior to your revenue reaching \$30,000 in order to claim back your input tax credits. Please call us to discuss. You are required to collect and remit GST/HST monthly, quarterly or annually, depending on your revenue and/or how you choose to register. The due dates will be noted on each GST/HST return you receive.

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**Provincial Sales Tax (PST)**

If applicable in your business, PST is generally due to the Minister of Finance on the 15th of each month, for the month previous.

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**WorkSafe BC**

For most corporations, WorkSafeBC BC registration is mandatory even if the shareholders are the only employees. If applicable, WorkSafe BC is generally reported annually. Depending on your volume and the nature of business, quarterly remittances may be required.

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*This information is intended only as a guide. We would be pleased to review your specific filing requirements, or answer any questions or concerns you may have.*