

**HKAY Professional Corporation**

316 3770 Westwinds Dr N.E.

Calgary AB T3J 5H3

[hkay@hkaycpa.com](mailto:hkay@hkaycpa.com)

<b>Firm's /Corporation name</b>		
<b>Address:</b>		
<b>Payroll Registration number with CRA</b>		
<b>Pay period :</b>	<b>From</b>	DD/MM/YYYY
	<b>To</b>	DD/MM/YYYY

**Existing employee's information**

S. No.	Name of the employee	Hours	Rate/hr/Salary	Additional tax deduction required
1				
2				
3				
4				
5				
6				
7				
8				
9				

**Information for employees left**

S. No.	Name of the employee	Employment Status Current/Left	Date of leaving	ROE required or not
1				
2				
3				
4				

**Verified by: Supervisor/ Manager/ Proprietor/Director/Partner**

**Dated:**

**Place:**

