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Speak with any of our agents now for a customized price based on needs!

STANDARD PAYROLL FEE SCHEDULE - 2026

WEEKLY		BI-WEEKLY & SEMI-MONTHLY		MONTHLY		OTHER FEES		
Base =	\$ 20.00	Base =	\$ 28.00	Base =	\$ 33.00	ONE-TIME FEE	SETUP:	\$0 - \$150*
# OF EMPLOYEES	PER RUN FEE	# OF EMPLOYEES	PER RUN FEE	# OF EMPLOYEES	PER RUN FEE	*Based on # of employees and complexity		
1	\$22.00	1	\$30.00	1	\$35.00	Records of Employment (WEB-ROE)	\$7.00 / Employee	- EFILED
2	\$24.00	2	\$32.00	2	\$37.00	Records of Employment (MANUAL)	\$12.00 / Employee	
3	\$26.00	3	\$34.00	3	\$39.00	Add New Employee	\$2.00 / Employee	
4	\$28.00	4	\$36.00	4	\$41.00	Late Employee Addition	\$15 or \$1 / DAY	based on start date**
5	\$30.00	5	\$38.00	5	\$43.00	T4 Year-End Consolidation & Filing	\$100.00 Base Fee + \$2.00 / Emp. Slip	
6	\$32.00	6	\$40.00	6	\$45.00	Stop-Payment Processing	\$25.00	
7	\$34.00	7	\$42.00	7	\$47.00	Rejected Employee Deposit	\$25.00	NON-NEGOTIABLE Charges
8	\$36.00	8	\$44.00	8	\$49.00	Rush Payment	\$25.00	
9	\$38.00	9	\$46.00	9	\$51.00	Courier Charges	\$25.00***	
10	\$40.00	10	\$48.00	10	\$53.00	NON-SUFFICIENT FUNDS	\$150.00	
11	\$42.00	11	\$50.00	11	\$55.00	SERVICES WITH POTENTIAL FEES		
12	\$44.00	12	\$52.00	12	\$57.00	Gross-Up (Net to Gross Calculation)	\$20.00 Base Fee + \$5.00 / Employee	
13	\$46.00	13	\$54.00	13	\$59.00	Year-to-Date Data-Entry & Verification	\$0 - \$2.50 / Employee	
14	\$48.00	14	\$56.00	14	\$61.00	Benefit updates or adjustments	\$0 - \$2.00 / Employee	
15	\$50.00	15	\$58.00	15	\$63.00	Termination Processing	\$7 - \$42 based on need	
16	\$52.00	16	\$60.00	16	\$65.00	Custom Earning or Deduction Codes	\$2.00 / Code	
17	\$54.00	17	\$62.00	17	\$67.00	3rd party calculations	\$0 - \$25	
18	\$56.00	18	\$64.00	18	\$69.00	RRSP plan setup & calculation	\$0 - \$25	
19	\$58.00	19	\$66.00	19	\$71.00	Benefit plan setup & calculation	\$0 - \$25	
20	\$60.00	20	\$68.00	20	\$73.00	Ad Hoc requests not listed	\$0 - \$100	

Example of cost per payroll-run

** Please note that employees who are added too close to payday may be considered late and subject to a processing fee. Please send employees as soon as they start their employment to avoid this charge.

*** Courier charges are subject to change at any time as per their third party pricing and policies.

Your dedicated payroll agent works with you as a partner in your payroll process, providing the following services at no charge

Payroll Journal & Invoice Review Employment legislation evaluation Quality assurance of Year-end tax slips Zero-defect guarantee - Paytrak error? No Charge!	Please note that this document is not an exhaustive list, and is subject to change. Consult your agent for further details!	Statutory remittances (CPP, EI and Tax) payments WCB report generation - we make it easy for you Scheduling, and legislative resources Years of experience (up to 20+ years!)
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