



## MEMORANDUM

**DATE:** December 18, 2009

**TO:** *ComVida*<sup>®</sup> Payroll Users

**FROM:** ComVida Client Services

**SUBJECT:** *ComVida*<sup>®</sup> Payroll Year-end Tax Update for 2010

Enclosed is the *ComVida*<sup>®</sup> Payroll Version 2.5k (10-A) Tax Update for 2010. Documents pertaining to this release can be found in the enclosed CD in the **Payroll 2.5k Documents** folder. We suggest printing the documents for reference, follow all instructions carefully, and read each section completely before proceeding.

Please note that T4 Tips and Techniques and other documents can be found in the *Payroll Guide* in the **Prior Documents** folder in this CD.

Materials included in this package are as follows:

1. Memorandum
2. One CD labelled  
*ComVida*<sup>®</sup> PAYROLL Version 2.5k (10-A) Update December 2009
3. Installation Instructions
4. Taxation Notice
5. Release Notes

**You can do this update any time after you have done Initialize Period for the last pay period ending in December 2009. Your Payroll must be updated to the new version prior to running your Calculate Period for the first pay period in 2010.**

**NOTE:** The Canada Revenue Agency uses the *cheque date* NOT the pay period end date to determine when the new rates apply.

E.g. If your pay period end date is December 27, 2009 and your cheques are dated January 2, 2010, you must install this tax update prior to running Calculate Period for the pay period ending December 27, 2009.

Please call the **HELPDESK**<sup>™</sup> at (604) 540-4400, fax at (604) 540-4020, or go to our web site, [www.comvida.com](http://www.comvida.com), if you have any questions or comments.