



## MEMORANDUM

**DATE:** December 22, 2011

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

**FROM:** ComVida Client Services

**SUBJECT:** *ComVida*<sup>®</sup> Payroll Year-end Tax Update for 2012

Enclosed is the *ComVida*<sup>®</sup> Payroll Version 2.5.17 (12-A) Tax Update for 2012. Documents pertaining to this release can be found in the enclosed CD in the **Payroll v2517 (12-A) Documents** folder. We suggest printing the documents for reference, follow all instructions carefully, and read each section completely before proceeding.

Materials included in this package are as follows:

1. Memorandum
2. One CD labelled  
*ComVida*<sup>®</sup> PAYROLL Version 2.5.17 (12-A) Update December 2011
3. Installation Instructions
4. Taxation Notice
5. Release Notes
6. Year-end Procedure
7. Filing T4s and T4As

**Your Payroll must be updated to the new version prior to running your Calculate Period for the first pay period in 2012.**

**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, 2011 and your cheques are dated January 2, 2012, you must install this tax update prior to running Calculate Period for the pay period ending December 27, 2011.

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.