



## Payroll Year End Procedures Registration Form November/December 2018

#327 – 555 Sixth Street  
New Westminster, BC V3L 5H1

Phone: 604-540-4400 ext. 0  
Fax: 604-540-4020  
Email: [helpdesk@comvida.com](mailto:helpdesk@comvida.com)

Bill To:

Webinar	Dates & Times <sup>(1)</sup>	Description	Participant(s) Name & Email <sup>(2)</sup>	Price Per Site
EMS 4.2	<input type="checkbox"/> Tuesday, Nov 27 <sup>th</sup> – 9am - 12pm <input type="checkbox"/> Tuesday, Nov 27 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Wednesday, Nov 28 <sup>th</sup> – 9am – 12pm <input type="checkbox"/> Wednesday, Nov 28 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Tuesday, Dec 4 <sup>th</sup> – 9am – 12pm <input type="checkbox"/> Tuesday, Dec 4 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Wednesday, Dec 5 <sup>th</sup> – 9am - 12pm <input type="checkbox"/> Wednesday, Dec 5 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Tuesday, Dec 11 <sup>th</sup> – 9am – 12pm <input type="checkbox"/> Tuesday, Dec 11 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Wednesday, Dec 12 <sup>th</sup> – 9am – 12pm <input type="checkbox"/> Wednesday, Dec 12 <sup>th</sup> – 1pm – 4pm <input type="checkbox"/> Thursday, Dec 13 <sup>th</sup> – 9am – 12pm <input type="checkbox"/> Thursday, Dec 13 <sup>th</sup> – 1pm – 4pm	<p>This course is designed for the payroll user who is responsible for completing payroll Year End in <b>EMS 4.2</b>.</p> <p>It will include planning for; generating, and submitting T4s and T4As, preparing for the BC Pension submission, updating company information for 2019, and revising item or employee information for the new year.</p>		\$300

**Note (1):** All class are approximate 3 hours in length. Check desired class time. The duration of each webinar may vary depending on the number of participants and the questions asked.

**Note (2):** Please include an email address. We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

**Space is limited so be sure to register early! 24 hour cancellation notice required.**

Subtotal:	
GST:	
Balance Due:	