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FORMULAS TO CALCULATE SOURCE DEDUCTIONS AND CONTRIBUTIONS
2013

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The information contained in this guide does not constitute a legal interpretation of the laws or regulations of Québec or Canada. This guide must be used for 2013. It does not contain legislative amendments for the 2013 taxation year that were announced after November 20, 2012. As a result, you should verify that the texts of the guide reflect the latest fiscal legislation. To find out the changes with respect to source deductions and contributions, including changes announced after the publication of this document, go to our website at **www.revenuquebec.ca**.

Our website also contains online services and documents for employers. You can consult documents, print them or download the dynamic versions of certain documents, as needed. Most of these documents can also be ordered online or by telephone. You will find our contact information at the end of the guide.

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1 INTRODUCTION

1.1 About the guide

This guide contains the formulas for calculating source deductions of Québec income tax (including the health contribution), QPP contributions, QPIP premiums and the employer contribution to the health services fund.

The formulas also help you calculate source deductions for certain payments, such as bonuses, retroactive pay, accumulated overtime or unused vacation, and commissions.

Note

You cannot use the formulas to calculate a source deduction of income tax if the source deduction is calculated using a fixed rate that must be applied to the gross remuneration. For example, you cannot use the formulas to calculate the source deduction of income tax for a single payment or an income supplement payment.

The formulas to calculate source deductions of Québec income tax are presented in three steps:
- calculating the annual income;
- calculating the income tax for the year; and
- calculating the income tax to be withheld for the pay period.

In addition, each formula is followed by a list of related variables. Note that the formulas, the variables and their definitions generally do not change from year to year.

This guide is to be used as a supplement to the *Guide for Employers* (TP-1015.G-V). For all information on source deductions and on employer and payer obligations, see the guide on our website at **www.revenuquebec.ca**.

1.2 Abbreviations used in the guide

CIP   Cooperative investment plan
CSST   Commission de la santé et de la sécurité du travail
FTQ   Fédération des travailleurs et travailleuses du Québec
IFC   International financial centre
QPIP   Québec parental insurance plan
QPP   Québec Pension Plan
RPP   Registered pension plan
RRSP   Registered retirement savings plan

1.3 Terms used in the guide

Below you will find important information on a number of terms that we use frequently in this guide. **These definitions are specific to this guide**.

Employee

The term "employee" is used to designate an individual who holds employment or an office.

Employment

The term "employment" is used to designate an office or work carried out by an individual under a written or verbal contract of employment.

Employment income

For the purposes of this guide, employment income includes income from an office.

Individual

An individual is a natural person. For the purposes of this guide, "individual" refers both to an employee and to a beneficiary of an amount you pay as a payer.

Office

The term "office" designates a position for which an individual is entitled to be remunerated. For example, an individual who is a member of the board of directors of a corporation holds an office, even if he or she performs no administrative duties. An individual who is an elected or appointed representative also holds an office.

Person

The term "person" is used to designate both a natural person and a legal person.

Place of residence

For the purposes of this guide, the term "place of residence" means the place of residence within the meaning of the *Taxation Act*.

See interpretation bulletin IMP. 22-3/R1 to determine the place of residence of an individual who leaves Québec and Canada.

Remuneration

Remuneration includes salary or wages and any other amount that you pay as an employer (for example, a retiring allowance) or as a payer (for example, pension benefits).

Remuneration, salary or wages paid

When we refer to "remuneration paid" or "salary or wages paid," this covers remuneration, salary or wages that are **paid, allocated, granted or awarded**.

For example, if, in a given week, you pay an employee his or her regular salary of $400 and also grant the employee a taxable benefit in kind (that is, other than in cash) worth $200, the **salary paid** is $600. In other words, the benefit **granted** is considered salary or wages **paid**.

Similary, if you allocate tips to an employee, these tips constitute salary or wages that you pay to the employee.

Note

> With regard to the QPIP, only remuneration actually paid to an employee is considered salary or wages paid; benefits in kind generally do not constitute eligible salary or wages under the QPIP.

Salary or wages

The term "salary or wages" refers to gross employment income and therefore includes the following amounts and any similar payment made to an employee:
- taxable benefits (including taxable allowances);
- commissions;
- overtime pay;
- vacation pay;
- retroactive pay, including payments resulting from a collective agreement signed before the death of an employee;
- tips (including allocated tips);
- advances;
- bonuses;
- certain amounts paid further to an industrial accident – CSST;
- indemnities paid further to a precautionary cessation of work (that is, the amount paid to an employee under the *Act respecting occupational health and safety* for the first five days following the date on which the employee ceased to work);
- the portion of the salary or wages (earned during the year) that is to be paid in another year, under a salary deferral arrangement;
- amounts paid to an employee during a self-funded leave of absence;
- out-of-Canada living allowances;
- location incentives paid to a physician;
- directors' fees;
- amounts paid after an employee's death (other than a death benefit), provided the payments were foreseeable at the time of death;
- fees paid in connection with employment (for example, fees paid to council or committee members);
- earnings loss benefits, supplementary retirement benefits and permanent impairment allowances paid under the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* (federal statute).

Note that, contrary to the definition provided in tax legislation, for the purposes of this guide the term "salary or wages" does not include the following:
- wage loss replacement benefits paid under a wage loss replacement plan to which the employer contributed;
- amounts paid by a trustee under an employee trust or a profit-sharing plan;
- amounts paid by a custodian under an employee benefit plan.

1.4   List of mathematical symbols used in this guide

Symbol	Definition
–	minus
+	plus
/	divided by
x	multiplied by
=	equals
≥	greater than or equal to
≤	less than or equal to
%	percent

2 PRINCIPAL CHANGES

This part outlines the principal changes made to the formulas for 2013, as well as some changes that came into effect in 2012 further to tax measures announced by the Ministère des Finances after publication of the 2012 version of this guide.

2.1 Variable E – Value of personal tax credits

The indexation factor used to calculate the value of personal tax credits for 2013 is 2.48%.

2.2 Variable F

Foreign specialist employed by a new financial services corporation

You must include in variable F the remuneration paid to a foreign specialist who took up employment duties after March 20, 2012, under an employment contract entered into after that date, where certain conditions are met. These conditions are essentially the same as those that apply to foreign employees.

New key positions recognized by SODEC

You must include in variable F the remuneration paid after March 20, 2012, to a foreign employee who holds a certificate issued by SODEC and who acts as assistant producer, assistant director, set designer, financial comptroller, accountant or assistant accountant, visual effects producer or visual effects coordinator.

For more information, refer to the *Guide for Employers* (TP 1015.G-V).

2.3 Variables H, H_1 and H_2 – Deduction for employment income

The maximum deduction for employment income has been increased from $1,075 to $1,100 for 2013. Consequently, the maximum amount of variables H, H_1 and H_2 has been increased from $1,075 to $1,100.

2.4   Variable K – The constant for adjusting the income tax rate

For 2013, a new income tax rate of 25.75% applies to taxable income of more than $100,000. The 2012 income thresholds for taxable income have been indexed. Specifically,

- the 16% rate applies to taxable income of $41,095 or less (previously $40,100);
- the 20% rate applies to taxable income of more than $41,095, but not more than $82,190 (previously $80,200);
- the 24% rate applies to taxable income of more than $82,190, but not more than $100,000;
- the 25.75% rate applies to taxable income of more than $100,000.

The values of variable K are therefore $1,644 (increased from $1,604), $4,931 (increased from $4,812) and $6,681.

2.5   Variable M – QPP

The QPP contribution rate has been increased from 10.05% to 10.20%, for 2013, which corresponds to a contribution rate of 5.10% for the employee and 5.10% for the employer. In addition, the maximum pensionable earnings for the purposes of the QPP have been increased from $50,100 to $51,100. Variable M has therefore been increased from $2,341.65 to $2,427.60.

2.6   Variables N and N_1 – QPIP

The maximum insurable earnings subject to QPIP premiums have been increased from $66,000 to $67,500 for 2013. The employee premium rate remains 0.559%, and the employer premium rate remains 0.782%. As a result, variable N is $377.33 (instead of $368.94) and variable N_1 is $527.85 (instead of $516.12).

2.7   New variables for the health contribution

As of 2013, you must withhold the health contribution of an individual who, during the year, is 18 or over. In certain situations, an individual may request that you not withhold the health contribution by submitting to you form TP 1015.3-V, *Source Deductions Return*, duly completed.

The formulas for calculating the source deductions of Québec income tax for the year are amended to take into account the health contribution.

Formulas	Changes to existing variables	New variables
Regular payments (section 3.1.1)	$Y = [(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)] + Z$	Z = Health contribution for the year based on the estimated annual net income R = Estimated annual net income $\quad = P \times (G - F_2 - H) - J - J_1$ F_2 = Total of the following amounts for the pay period: • amounts withheld as contributions to an RPP; • amounts withheld as contributions to an RRSP; • amounts withheld as contributions paid under a retirement compensation arrangement; • the travel deduction for residents of designated remote areas.
Bonuses, retroactive pay or similar lump-sum payments – **First method** (section 3.1.2)	$Y_1 = [(T \times (I_1 + B_1)) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)] + Z_1$ $Y_2 = [(T \times (I_1 + B_1 + B_2)) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)] + Z_2$	Z_1 = Health contribution for the year on the remunerations included in variable B_1 Z_2 = Health contribution for the year on the remunerations included in variables $B_1 + B_2$ R_1 = Estimated annual net income up to the day the bonus, retroactive pay or similar lump-sum payment is paid $\quad = (G_1 - F_3 - H_1) + [Pr \times (G - F_2 - H_2)] - J - J_1$ F_3 = Total of the amounts included in variable F_2 up to the day the bonus, retroactive pay or similar lump-sum payment is paid F_2 = Total of the following amounts for the pay period: • amounts withheld as contributions to an RPP; • amounts withheld as contributions to an RRSP; • amounts withheld as contributions paid under a retirement compensation arrangement; • the travel deduction for residents of designated remote areas.

Formulas	Changes to existing variables	New variables	
Bonuses, retroactive pay or similar lump-sum payments – **Second method** (section 3.1.2)	$A = (T \times B_2) + Z$	Z	$=$ Health contribution on bonuses, retroactive pay or similar lump-sum payments paid during the pay period
		R	$=$ Estimated annual net income
			$= [P \times (G - F_2 - H)] + B_1 + B_2 - J - J_1$
Cumulative average basis – **First method** (section 3.2)	$Y = [(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)] + Z$	Z	$=$ Health contribution for the year based on the estimated annual net income
		R	$=$ Estimated annual net income
			$= [S_1 \times (G - F_2 - H)] + B - J - J_1$
		F_2	$=$ Total of the following amounts that you have taken into account since the beginning of the year (including for the pay period): • amounts withheld as contributions to an RPP; • amounts withheld as contributions to an RRSP; • amounts withheld as contributions paid under a retirement compensation arrangement; • the travel deduction for residents of designated remote areas.

Formulas	Changes to existing variables	New variables	
Cumulative average basis – **Second method** (section 3.2)	$Y_3 = [(T \times I_3) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)] + Z_3$ $Y_4 = [(T \times I_4) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)] + Z_4$	Z_3	$=$ Health contribution for the year on the remunerations included in variable B_3
		Z_4	$=$ Health contribution for the year on the remunerations included in variable B_4
		R_3	$=$ Estimated annual net income taking into account variable B_3
			$=$ $[S_1 \times (G - F_2 - H_1)] + B_3 - J - J_1$
		R_4	$=$ Estimated annual net income taking into account variable B_4
			$=$ $[S_1 \times (G - F_2 - H_2)] + B_4 - J - J_1$
		F_2	$=$ Total of the following amounts that you have taken into account since the beginning of the year (including for the pay period): • amounts withheld as contributions to an RPP; • amounts withheld as contributions to an RRSP; • amounts withheld as contributions paid under a retirement compensation arrangement; • the travel deduction for residents of designated remote areas.

3 FORMULAS TO CALCULATE SOURCE DEDUCTIONS OF QUÉBEC INCOME TAX (INCLUDING THE HEALTH CONTRIBUTION)

To calculate the Québec income tax to be withheld from the remuneration paid at **regular intervals** to an individual (employee or beneficiary), use the formulas described in section 3.1.1.

If an employee receives, **in addition to a salary or wages**, a bonus, retroactive pay or similar lump-sum payment (for example, a payment covering **accumulated overtime or unused vacation**), use one of the methods described in section 3.1.2.

If the employee's remuneration varies in amount from one pay period to another (for example, an **employee who earns commissions**), use one of the methods described in section 3.2 instead.

Note

If you use the formula applicable to **regular payments** to calculate the source deduction of income tax and compare the result with the amount shown in the *Source Deduction Table for Québec Income Tax* (TP-1015.TI-V), you may find that the amounts are not identical. The difference is attributable to the fact that different elements are taken into account in the calculation.

Do not withhold income tax if the employee completed the 2013-01 version of the *Source Deductions Return* (form TP-1015.3-V) and checked the box on line 20 of the form.

Exemption from source deductions of income tax or of the health contribution

Where an individual or an employee requests on the *Source Deductions Return* (form TP-1015.3-V) the exemption from source deductions of income tax (line 20) or of the health contribution (line 22), you do not have to withhold the income tax or the health contribution on the remuneration of that person.

This exemption is valid only for the year of the request.

3.1 Calculating source deductions of income tax for regular payments

3.1.1 Regular payments

Step 1 **Calculating the annual income**

I   =   Annual taxable income

= $\boxed{P \times (G - F - H) - J - J_1}$

R   =   Estimated annual net income

= $\boxed{P \times (G - F_2 - H) - J - J_1}$

where

P = Number of pay periods in the year

G = Gross remuneration subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

F = Total of the following amounts for the pay period:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the deduction respecting the CIP, that is, 125% of the amount withheld from the employee's remuneration for the purchase of preferred shares qualifying under the CIP;
- the travel deduction for residents of designated remote areas;
- the security option deduction;
- the portion of the remuneration that gives entitlement to one of the following deductions:
  - the deduction for employment income situated on a reserve or premises,
  - the deduction for employment income earned on a vessel,
  - the deduction for IFC employees,
  - the deduction for foreign specialists,
  - the deduction for foreign researchers,
  - the deduction for foreign researchers on a post-doctoral internship,
  - the deduction for foreign experts,
  - the deduction for foreign professors,
  - the deduction for foreign producers or foreign individuals holding a key position in a foreign production filmed in Québec,
  - the deduction for foreign farm workers,
  - the Canadian Forces personnel and police deduction.

F_2 = Total of the following amounts for the pay period
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the travel deduction for residents of designated remote areas.

H = Deduction for employment income

= (0.06 x D), maximum of $1,100 / P

where

D = Gross salary or wages subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

P = Number of pay periods in the year

J $\quad=\quad$ Deductions indicated on line 19 of form TP-1015.3-V. If the value of J is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

$\quad=\quad$ $\boxed{(P \times J_3) / Pr}$

where

P $\quad=\quad$ Number of pay periods in the year

J_3 $\quad=\quad$ Deductions indicated on line 19 of form TP-1015.3-V after the first pay period in the year

Pr $\quad=\quad$ Number of pay periods remaining in the year

J_1 $\quad=\quad$ Annual deductions that we authorized after the individual completed form TP-1016-V. If the value of J_1 is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

$\quad=\quad$ $\boxed{(P \times J_2) / Pr}$

where

P $\quad=\quad$ Number of pay periods in the year

J_2 $\quad=\quad$ Deductions that we authorized after the first pay period in the year

Pr $\quad=\quad$ Number of pay periods remaining in the year

Step 2   Calculating the income tax for the year

Y $\quad=\quad$ Income tax for the year

$\quad=\quad$ $\boxed{(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)} + Z$

▼

If the result is negative, enter 0.

where

T $\quad=\quad$ Income tax rate applicable to the bracket of annual taxable income

Annual taxable income (I)		Income tax rate (T)	Constant (K)
More than	Equal to or less than		
$0	$41,095	16%	$0
$41,095	$82,190	20%	$1,644
$82,190	$100,000	24%	$4,931
$100,000		25.75%	$6,681

I   =   Annual taxable income

K   =   Constant applicable for the adjustment of the income tax rate on the basis of the annual taxable income

K_1 = Non-refundable tax credits that we authorized for the year after the individual completed form TP-1016-V (for example, the tax credit for charitable donations). If the value of K_1 is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

    = $\boxed{(P \times K_2) / Pr}$

        where

        P   =   Number of pay periods in the year

        K_2 = Non-refundable tax credits that we authorized after the first pay period in the year

        Pr = Number of pay periods remaining in the year

E   =   Value of personal tax credits indicated on form TP-1015.3-V

    = $\boxed{E_1 + E_2}$

        If the result obtained is not a multiple of 5, round it off to the nearest multiple of 5. If the result is halfway between two multiples of 5, round it off to the higher multiple.

        where

        E_1 = Indexed value of personal tax credits, which corresponds to one of the following amounts:
- the indexed value of variable E for 2012 multiplied by 1.0248;
- the amount from line 7 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form;
- $11,195 (the basic amount for 2013), for employees who began employment in 2013 and who did not complete form TP-1015.3-V, or for new beneficiaries who did not complete the form.

           Note

           The indexed value of variable E for 2012 corresponds to the value of variable E for 2011, multiplied by the indexation factor for 2012.

        E_2 = Non-indexed value of the personal tax credits, which corresponds to the amount from line 9 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form.

           Note

           There may be a limit on the deductions and personal tax credits an individual can claim on form TP-1015.3-V if the individual is not resident in Canada in 2013, or if he or she becomes resident in Canada during the year. For more information, consult section 13.13.4 of guide TP-1015.G-V.

P = Number of pay periods in the year

Q = Amount withheld for the pay period for the purchase of class A shares in the Fonds de solidarité des travailleurs du Québec (FTQ)

Q_1 = Amount withheld for the pay period for the purchase of class A or class B shares in Fondaction, the Fonds de développement de la Confédération des syndicats nationaux pour la coopération et l'emploi

Note
The total of the amounts withheld for the year after adding the value of variables Q and Q_1 must not exceed $5,000. For the pay period in which the annual maximum is reached, the value of variables Q and Q_1 must be zero.

Z = Health contribution based on estimated annual net income

Estimated annual net income (R)		Health contribution (Z)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; or • 5% x (R − $18,000).
$40,000	$130,000	**Whichever is less:** • $200; or • $100 + [5% x (R − $40,000)].
$130,000		**Whichever is less:** • $1,000; or • $200 + [4% x (R − $130,000)].

Note
The health contribution withheld for the year must not exceed the maximum annual amount. As soon as the maximum annual amount is reached, you must cease to withhold the contribution.

Step 3 Calculating the income tax to be withheld for the pay period

A = Income tax to be withheld for the pay period

= $\boxed{(Y / P)}$ + L

▼

If the result is negative, enter 0.

where

Y = Income tax for the year

P = Number of pay periods in the year

L = Additional source deduction of income tax requested by the individual on form TP-1017-V, source deduction of income tax requested by a fisher on form TP-1015.N-V, or amount indicated on line 11 of form TP-1015.3-V, for the pay period

Example: Calculating source deductions of income tax for regular payments

Stanley receives a gross salary of $2,000 per week. Stanley's contribution to an RPP is $200 per week. His deduction for a foreign employee is $500 per week. The amount entered on line 10 of form TP-1015.3-V is $21,830. On January 3, Stanley purchased $2,000 worth of shares of the Fonds de solidarité des travailleurs du Québec (FTQ) and $3,000 worth of shares of Fondaction – le Fonds de développement de la Confédération des syndicats nationaux pour la coopération et l'emploi, payable over the first 20 pay periods of the year. Stanley's health contribution for the year is $200.

For the first 20 pay periods in the year, the source deductions of income tax are calculated as follows:

Step 1

I = Annual taxable income

$\quad$ = $P \times (G - F - H) - J - J_1$

$\quad$ = 52 x ($2,000.00 – ($200.00+ $500.00) – $21.15) – $0.00 – $0.00

$\quad$ = 52 x ($1,278.85) – $0.00 – $0.00

$\quad$ = $66,500.20 – $0.00 – $0.00

$\quad$ = $66,500.20

R = Estimated annual net income

$\quad$ = $P \times (G - F_2 - H) - J - J_1$

$\quad$ = 52 x ($2,000.00 $ – $200.00 - $21.15) – $0.00 – $0.00

$\quad$ = 52 x ($1,778.85) – $0.00 – $0.00

$\quad$ = $92,500.20 – $0.00 – $0.00

$\quad$ = $92,500.20

Step 2

$$Y = \text{Income tax for the year}$$

$$= [(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)] + Z$$

$$= [(0.20 \times \$66,500.20) - \$1,644.00 - \$0.00 - (0.20 \times \$21,830.00) - (0.15 \times 52 \times \$100.00) - (0.25 \times 52 \times \$150.00)] + \$200.00$$

$$= [\$13,300.04 - \$1,644 - \$0.00 - \$4,366.00 - \$780.00 - \$1,950.00] + \$200.00$$

$$= \$4,560.04 + \$200.00$$

$$= \$4,760.04$$

Step 3

$$A = \text{Income tax to be withheld for the pay period}$$

$$= (Y / P) + L$$

$$= (\$4,760.04 / 52) + \$0.00$$

$$= \$91.54$$

For the 32 pay periods remaining in the year, the source deductions of income tax are calculated as follows:

Step 1

$$I = \text{Annual taxable income}$$

$$= P \times (G - F - H) - J - J_1$$

$$= 52 \times (\$2,000.00 - (\$200.00 + \$500.00) - \$21.15) - \$0.00 - \$0.00$$

$$= 52 \times (\$1,278.85) - \$0.00 - \$0.00$$

$$= \$66,500.20 - \$0.00 - \$0.00$$

$$= \$66,500.20$$

$$R = \text{Estimated annual net income}$$

$$= P \times (G - F_2 - H) - J - J_1$$

$$= 52 \times (\$2,000.00 \$ - \$200.00 - \$21.15) - \$0.00 - \$0.00$$

$$= 52 \times (\$1,778.85) - \$0.00 - \$0.00$$

$$= \$92,500.20 - \$0.00 - \$0.00$$

$$= \$92,500.20$$

Step 2

Y = Income tax for the year

= $[(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)] + Z$

= $[(0.20 \times \$66,500.20) - \$1,644.00 - \$0.00 - (0.20 \times \$21,830.00) - (0.15 \times 52 \times \$0.00) - (0.25 \times 52 \times \$0.00)] + \$200.00$

= $[\$13,300.04 - \$1,644.00 - \$0.00 - \$4,366.00 - \$0.00 - \$0.00] + \$200.00$

= $\$7,290.04 + \$200.00$

= $\$7,490.04$

Step 3

A = Income tax to be withheld for the pay period

= $(Y / P) + L$

= $(\$7,490.04 / 52) + \$0.00$

= $\$144.04$

3.1.2 Bonuses, retroactive pay or similar lump-sum payments

You may use either of the following methods to calculate the income tax to be withheld from bonuses, retroactive pay or similar lump-sum payments (for example, a payment covering **accumulated overtime or unused vacation**). Please note that Method 1 is more precise than Method 2.

Note

If the total of the employee's annual salary or wages and the amount of the lump-sum payment is not more than $14,000, do not use these formulas. Simply withhold 8% income tax from the lump-sum payment.

Do not withhold income tax if the employee completed the 2013-01 version of form TP-1015.3-V and checked the box on line 20 of the form.

Method 1

Step 1 Calculating the annual income

I_1 = Annual taxable income to the date the bonus, retroactive pay or similar lump-sum payment was paid

= $(G_1 - F_1 - H_1) + [Pr \times (G - F - H_2)] - J - J_1$

R_1 = Estimated annual net income to the date the bonus, retroactive pay or similar lump-sum payment was paid

= $(G_1 - F_3 - H_1) + [Pr \times (G - F_2 - H_2)] - J - J_1$

where

G_1 = Total of the amounts included in variable G below, to the date the bonus, retroactive pay or similar lump-sum payment was paid

F_1 = Total of the amounts included in variable F below, to the date the bonus, retroactive pay or similar lump-sum payment was paid

H_1 = Total of the amounts included in variable H in section 3.1.1, to the date the bonus, retroactive pay or similar lump-sum payment was paid

Pr = Number of pay periods remaining in the year

G = Gross remuneration subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

F = Total of the following amounts for the pay period:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the deduction respecting the CIP, that is, 125% of the amount withheld from the employee's remuneration for the purchase of preferred shares qualifying under the CIP;
- the travel deduction for residents of designated remote areas;
- the security option deduction;
- the portion of the remuneration that gives entitlement to one of the following deductions:
  - the deduction for employment income situated on a reserve or premises,
  - the deduction for employment income earned on a vessel,
  - the deduction for IFC employees,

  - the deduction for foreign specialists,
  - the deduction for foreign researchers,
  - the deduction for foreign researchers on a post-doctoral internship,
  - the deduction for foreign experts,
  - the deduction for foreign professors,
  - the deduction for foreign producers or foreign individuals holding a key position in a foreign production filmed in Québec,
  - the deduction for foreign farm workers,
  - the Canadian Forces personnel and police deduction.

F_3 = Total of the amounts included in variable F_2 below, to the date the bonus, retroactive pay or similar lump-sum payment was paid

F_2 = Total of the following amounts for the pay period:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation agreement;
- the travel deduction for residents of designated remote areas.

H_2 = Deduction for employment income

= $(0.06 \times D_1)$, maximum of $(\$1{,}100 - H_1) / P$

where

D_1 = $B_1 + B_2 + G_1 + D$

where

B_1 = Bonuses, retroactive pay or similar lump-sum payments paid **since the beginning of the year** (excluding variable B_2) (see note below)

B_2 = Bonuses, retroactive pay or similar lump-sum payments paid **during the pay period** (see note below)

G_1 = Total of the amounts included in variable G, to the date the bonus, retroactive pay or similar lump-sum payment was paid

D = Gross salary or wages subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

Note

If you took into account an amount included in variable F or F_2 in calculating the income tax to be withheld from bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (variable B_1), including those paid during the pay period (variable B_2), you must reduce variables B_1 and B_2 accordingly.

H_1 = Total of the amounts included in variable H in section 3.1.1, to the date the bonus, retroactive pay or similar lump-sum payment was paid

P = Number of pay periods in the year

J = Deductions indicated on line 19 of form TP-1015.3-V. If the value of J is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

= $(P \times J_3) / Pr$

where

P = Number of pay periods in the year

J_3 = Deductions indicated on line 19 of form TP-1015.3-V after the first pay period in the year

Pr = Number of pay periods remaining in the year

J_1 = Annual deductions that we authorized after the individual completed form TP-1016-V. If the value of J_1 is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

= $(P \times J_2) / Pr$

where

P = Number of pay periods in the year

J_2 = Deductions that we authorized after the first pay period in the year

Pr = Number of pay periods remaining in the year

Step 2 Calculating the income tax for the year

Y_1 = Income tax for the year on the remuneration included in variable B_1

= $[T \times (I_1 + B_1)] - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)$ $+ Z_1$

Y_2 = Income tax for the year on the remuneration included in variables B_1 and B_2

= $[T \times (I_1 + B_1 + B_2)] - K - K_1 - (0.20 \times E) - (0.15 \times P \times Q) - (0.25 \times P \times Q_1)$ $+ Z_2$

Note

In calculating variable Y_1, you must determine the income tax rate (variable T) according to the result obtained when you add variables I_1 and B_1. For example, if variable I_1 equals $50,000 and variable B_1 equals $5,000, the income tax rate (variable T) is the rate applicable to taxable income of $55,000 ($50,000 + $5,000), that is, 20%.

In calculating variable Y_2, you must determine the income tax rate (variable T) according to the result obtained when you add variables I_1, B_1 and B_2.

where

T = Income tax rate applicable to the bracket of annual taxable income

Annual taxable income (I)		Income tax rate (T)	Constant (K)
More than	Equal to or less than		
$0	$41,095	16%	$0
$41,095	$82,190	20%	$1,644
$82,190	$100,000	24%	$4,931
$100,000		25.75%	$6,681

I_1 = Annual taxable income to the date the bonus, retroactive pay or similar lump-sum payment was paid

B_1 = Bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (excluding variable B_2) (see note below)

B_2 = Bonuses, retroactive pay or similar lump-sum payments paid during the pay period (see note below)

Note

If you took into account an amount included in variable F or F_2 in calculating the income tax to be withheld from bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (variable B_1), including those paid during the pay period (variable B_2), you must reduce variables B_1 and B_2 accordingly.

K = Constant applicable for the adjustment of the income tax rate on the basis of the annual taxable income

K_1 = Non-refundable tax credits that we authorized for the year after the individual completed form TP-1016-V (for example, the tax credit for charitable donations). If the value of K_1 is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

= $\boxed{(P \times K_2) / Pr}$

where

P = Number of pay periods in the year

K_2 = Non-refundable tax credits that we authorized after the first pay period in the year

Pr = Number of pay periods remaining in the year

E = Value of personal tax credits indicated on form TP-1015.3-V

= $\boxed{E_1 + E_2}$

If the result obtained is not a multiple of 5, round it off to the nearest multiple of 5. If the result is halfway between two multiples of 5, round it off to the higher multiple.

where

E_1 = Indexed value of personal tax credits, which corresponds to one of the following amounts:
- the indexed value of variable E for 2012 multiplied by 1.0248;
- the amount from line 7 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form;
- $11,195 (the basic amount for 2013), for employees who began employment in 2013 and who did not complete form TP-1015.3-V, or for new beneficiaries who did not complete the form.

Note

The indexed value of variable E for 2012 corresponds to the value of variable E for 2011, multiplied by the indexation factor for 2012.

E_2 = Non-indexed value of the personal tax credits, which corresponds to the amount from line 9 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form.

> **Note**
>
> There may be a limit on the deductions and personal tax credits an individual can claim on form TP-1015.3-V if the individual is not resident in Canada in 2013, or if he or she becomes resident in Canada during the year. For more information, consult section 13.13.4 of guide TP-1015.G-V.

P = Number of pay periods in the year

Q = Amount withheld for the pay period for the purchase of class A shares in the Fonds de solidarité des travailleurs du Québec (FTQ)

Q_1 = Amount withheld for the pay period for the purchase of class A or class B shares in Fondaction, the Fonds de développement de la Confédération des syndicats nationaux pour la coopération et l'emploi

> **Note**
>
> The total of the amounts withheld for the year after adding the value of variables Q and Q_1 must not exceed $5,000. For the pay period in which the annual maximum is reached, the value of variables Q and Q_1 must be zero.

Z_1 = Health contribution for the year on the remuneration included in variable B_1

Estimated annual net income $(R_1 + B_1)$		Health contribution (Z_1)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; • 5% x $[(R_1 + B_1) - \$18{,}000]$.
$40,000	$130,000	**Whichever is less:** • $200; • $100 + [5\% \times ((R_1 + B_1) - \$40{,}000))]$.
$130,000		**Whichever is less:** • $1,000; • $200 + [4\% \times ((R_1 + B_1) - \$130{,}000))]$.

Z_2 = Health contribution for the year on the remunerations included in variables $B_1 + B_2$

Estimated annual net income $(R_1 + B_1 + B_2)$		Health contribution (Z_2)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; • 5% x [$(R_1 + B_1 + B_2) - \$18{,}000$].
$40,000	$130,000	**Whichever is less:** • $200; • $100 + [5% x ($(R_1 + B_1 + B_2) - \$40{,}000$)].
$130,000		**Whichever is less:** • $1,000; • $200 + [4% x ($(R_1 + B_1 + B_2) - \$130{,}000$)].

Note

The health contribution withheld for the year must not exceed the maximum annual amount. As soon as the maximum annual amount is reached, you must cease to withhold the contribution.

Step 3   Calculating the income tax to be withheld for the pay period

A_1 = Income tax to be withheld from a bonus, retroactive pay or similar lump-sum payment paid during the pay period

= $\boxed{Y_2 - Y_1}$

where

Y_2 = Income tax for the year on the remuneration included in variables B_1 and B_2

Y_1 = Income tax for the year on the remuneration included in variable B_1

Method 2

Step 1   Calculating the annual income

I = Annual taxable income

= $\boxed{[P \times (G - F - H)] + B_1 + B_2 - J - J_1}$

R = Annual net income

= $\boxed{[P \times (G - F_2 - H)] + B_1 + B_2 - J - J_1}$

where

P = Number of pay periods in the year

G = Gross remuneration subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

F = Total of the following amounts for the pay period:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the deduction respecting the CIP, that is, 125% of the amount withheld from the employee's remuneration for the purchase of preferred shares qualifying under the CIP;
- the travel deduction for residents of designated remote areas;
- the security option deduction;
- the portion of the remuneration that gives entitlement to one of the following deductions:
  – the deduction for employment income situated on a reserve or premises,
  – the deduction for employment income earned on a vessel,
  – the deduction for IFC employees,
  – the deduction for foreign specialists,
  – the deduction for foreign researchers,
  – the deduction for foreign researchers on a post-doctoral internship,
  – the deduction for foreign experts,
  – the deduction for foreign professors,
  – the deduction for foreign producers or foreign individuals holding a key position in a foreign production filmed in Québec,
  – the deduction for foreign farm workers,
  – the Canadian Forces personnel and police deduction.

F_2 = Total of the following amounts for the pay period
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the travel deduction for residents of designated remote areas.

H = Deduction for employment income

   = (0.06 x D), maximum of $1,100 / P

   where

   D = Gross salary or wages subject to source deductions of income tax for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments.

   P = Number of pay periods in the year

B_1 = Bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (excluding variable B_2) (see note below)

B_2 = Bonuses, retroactive pay or similar lump-sum payments paid during the pay period (see note below)

Note

If you took into account an amount included in variable F or F_2 in calculating the income tax to be withheld from bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (variable B_1), including those paid during the pay period (variable B_2), you must reduce variables B_1 and B_2 accordingly.

J = Deductions indicated on line 19 of form TP-1015.3-V. If the value of J is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

= $\boxed{(P \times J_3) / Pr}$

where

P = Number of pay periods in the year

J_3 = Deductions indicated on line 19 of form TP-1015.3-V after the first pay period in the year

Pr = Number of pay periods remaining in the year

J_1 = Annual deductions that we authorized after the individual completed form TP-1016-V. If the value of J_1 is determined after the first pay period in the year, it is instead equal to the result of the following calculation:

= $\boxed{(P \times J_2) / Pr}$

where

P = Number of pay periods in the year

J_2 = Deductions that we authorized after the first pay period in the year

Pr = Number of pay periods remaining in the year

Step 2 Calculating the Québec income tax to be withheld for the pay period

A = Québec income tax to be withheld from a bonus, retroactive pay or similar lump-sum payment paid during the pay period

= $\boxed{T \times B_2}$ + Z

where

T = Income tax rate applicable to the bracket of annual taxable income

Annual taxable income (I)		Income tax rate (T)	Constant (K)
More than	Equal to or less than		
$0	$41,095	16%	$0
$41,095	$82,190	20%	$1,644
$82,190	$100,000	24%	$4,931
$100,000		25.75%	$6,681

B_2 = Bonuses, retroactive pay or similar lump-sum payments paid during the pay period (see note below)

Note

If you took into account an amount included in variable F or F_2 in calculating the income tax to be withheld from bonuses, retroactive pay or similar lump-sum payments paid during the pay period (variable B_2), you must reduce variable B_2 accordingly.

Z = Health contribution on a bonus, retroactive pay, or similar lump-sum payment paid during the pay period

Estimated annual net income (R + B_2)		Health contribution (Z)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; or • 5% x (R − $18,000).
$40,000	$130,000	**Whichever is less:** • $200; or • $100 + [5% x (R − $40,000)].
$130,000		**Whichever is less:** • $1,000; or • $200 + [4% x (R − $130,000)].

Note

The health contribution withheld for the year must not exceed the maximum annual amount. As soon as the maximum annual amount is reached, you must cease to withhold the contribution.

Example: Calculating source deductions of income tax from retroactive pay (Method 2)

Simone receives a gross salary of $2,000 per week. Simone's contribution to an RPP is $200 per week. Her deduction for a foreign employee is $500 per week. Simone's health contribution for the year is $200. Each pay period, her employer withholds $259.62 in income tax from the salary paid.

During a pay period, she receives, in addition to her salary, retroactive pay of $4,000. For that pay period, Simone's RPP contribution is $600, of which $400 is related to the retroactive pay.

Step 1

I = Annual taxable income

= $[P \times (G - F - H)] + B_1 + B_2 - J - J_1$

= $[52 \times (\$2{,}000.00 - (\$200.00 + \$500.00) + \$21.15)] + \$0.00 + (\$4{,}000.00 - \$400.00) - \$0.00 - \$0.00$

= $52 \times (\$1{,}278.85) + \$0.00 + \$3{,}600.00 - \$0.00 - \$0.00$

= $\$66{,}500.20 + \$0.00 + \$3{,}600.00 - \$0.00 - \$0.00$

= $\$70{,}100.20$

R = Estimated annual net income

= $[P \times (G - F_2 - H)] + B_1 + B_2 - J - J_1$

= $[52 \times (\$2{,}000.00 - \$200.00 - \$21.15)] + \$0.00 + (\$4{,}000.00 - \$400.00) - \$0.00 - \$0.00$

= $52 \times (\$1{,}778.85) + \$0.00 + \$3{,}600.00 - \$0.00 - \$0.00$

= $\$92{,}500.20\ \$ + \$0.00 + 3{,}600.00 - \$0.00 - \$0.00$

= $\$96{,}100.20$

Step 2

A_3 = Source deduction of income tax from the retroactive pay paid during the pay period

= $[T \times B_2] + Z$

= $[0.20 \times \$3{,}600.00] + \$200.00$

= $\$772.00 + \$200.00$

= $\$920.00$

The **total** source deduction of income tax for the pay period is $1,175.77, that is, the source deduction of income tax from his retroactive pay ($920.00) plus the source deduction of income tax from his salary ($259.62).

3.2 Calculating source deductions of income tax on a cumulative-averaging basis

You must use one of the following methods for employees whose remuneration varies (for example, **employees who earn commissions**).

Either of the following methods may be used to calculate income tax on bonuses, retroactive pay or similar lump-sum payments (for example, a payment covering **accumulated overtime** or **unused vacation**). Under Method 1, the Québec income tax to be withheld from such an amount is spread out over the pay periods remaining in the year. Under Method 2, the total amount of Québec income tax applicable to such an amount is withheld for the pay period concerned.

Note

If the total of the employee's annual salary or wages and the lump-sum payment is not more than $14,000, do not use these formulas. Simply withhold 8% income tax from the lump-sum payment. Do not withhold income tax if the employee completed the 2013-01 version of form TP-1015.3-V and checked the box on line 20 of the form.

Method 1

Step 1   **Calculating the annual income**

I =   Annual taxable income

   = $\boxed{[S_1 \times (G - F - H)] + B - J - J_1}$

▼

If the result is negative, enter 0.

R =   Estimated annual net income

   = $\boxed{[S_1 \times (G - F_2 - H)] + B - J - J_1}$

where

S_1 =   Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

Examples

		52 pp	26 pp	24 pp
First pay period	$S_1 =$	52 / 1	26 / 1	24 / 1
Second pay period	$S_1 =$	52 / 2	26 / 2	24 / 2
Last pay period	$S_1 =$	52 / 52	26 / 26	24 / 24

G =   Gross remuneration subject to source deductions of income tax for the pay period, **plus** the total gross remuneration since the beginning of the year (**excluding variable B**)

F = Total of the following amounts taken into account **since the beginning of the year** (including the pay period):
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the deduction respecting the CIP, that is, 125% of the amount withheld from the employee's remuneration for the purchase of preferred shares qualifying under the CIP;
- the travel deduction for residents of designated remote areas;
- the security option deduction;
- the portion of the remuneration that gives entitlement to one of the following deductions:
  – the deduction for employment income situated on a reserve or premises,
  – the deduction for employment income earned on a vessel,
  – the deduction for IFC employees,
  – the deduction for foreign specialists,
  – the deduction for foreign researchers,
  – the deduction for foreign researchers on a post-doctoral internship,
  – the deduction for foreign experts,
  – the deduction for foreign professors,
  – the deduction for foreign producers or foreign individuals holding a key position in a foreign production filmed in Québec,
  – the deduction for foreign farm workers,
  – the Canadian Forces personnel and police deduction.

F_2 = Total of the following amounts that you have taken into account **since the beginning of the year** (including the pay period):
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation agreement;
- the travel deduction for residents of designated remote areas.

H = Deduction for employment income

= $(0.06 \times D)$, maximum of \$1,100 / S_1

where

D = Gross salary or wages subject to source deductions of income tax for the pay period, **plus** the total gross salary or wages since the beginning of the year (**including variable B**)

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

B = Bonuses, retroactive pay or similar lump-sum payments paid during the pay period, **plus** those paid since the beginning of the year

J = Deductions indicated on line 19 of form TP-1015.3-V

J_1 = Annual deductions that we authorized after the individual completed form TP-1016-V

Step 2   Calculating the income tax for the year

Y = Income tax for the year

$$= \boxed{(T \times I) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)} + Z$$

where

T = Income tax rate applicable to the bracket of annual taxable income

Annual taxable income (I)		Income tax rate (T)	Constant (K)
More than	Equal to or less than		
$0	$41,095	16%	$0
$41,095	$82,190	20%	$1,644
$82,190	$100,000	24%	$4,931
$100,000		25.75%	$6,681

I = Annual taxable income

K = Constant applicable for the adjustment of the income tax rate on the basis of the annual taxable income

K_1 = Non-refundable tax credits that we authorized for the year after the individual completed form TP-1016-V (for example, the tax credit for charitable donations)

E = Value of personal tax credits indicated on form TP-1015.3-V

$$= \boxed{E_1 + E_2}$$

If the result obtained is not a multiple of 5, round it off to the nearest multiple of 5. If the result is halfway between two multiples of 5, round it off to the higher multiple.

where

E_1 = Indexed value of personal tax credits, which corresponds to one of the following amounts:
- the indexed value of variable E for 2012 multiplied by 1.0248;
- the amount from line 7 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form;
- $11,195 (the basic amount for 2013), for employees who began employment in 2013 and who did not complete form TP-1015.3-V, or for new beneficiaries who did not complete the form.

Note

The indexed value of variable E for 2012 corresponds to the value of variable E for 2011, multiplied by the indexation factor for 2012.

E_2 = Non-indexed value of the personal tax credits, which corresponds to the amount from line 9 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form.

Note

> There may be a limit on the deductions and personal tax credits an individual can claim on form TP-1015.3-V if the individual is not resident in Canada in 2013, or if he or she becomes resident in Canada during the year. For more information, consult section 13.13.4 of guide TP-1015.G-V.

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

Q = Amount withheld for the pay period for the purchase of class A shares in the Fonds de solidarité des travailleurs du Québec (FTQ) **plus** the amount withheld for this purpose since the beginning of the year

Q_1 = Amount withheld for the pay period for the purchase of class A or class B shares in Fondaction, the Fonds de développement de la Confédération des syndicats nationaux pour la coopération et l'emploi, **plus** the amount withheld for this purpose since the beginning of the year

Note

> The total of the amounts withheld for the year after adding the value of variables Q and Q_1 must not exceed $5,000. For the pay period in which the annual maximum is reached, the value of variables Q and Q_1 must be zero.

Z = Health contribution based on estimated annual net income

Estimated annual net income (R)		Health contribution (Z)
More than	**Equal to or less than**	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; or • 5% x (R − $18,000).
$40,000	$130,000	**Whichever is less:** • $200; or • $100 + [5% x (R − $40,000)].
$130,000		**Whichever is less:** • $1,000; or • $200 + [4% x (R − $130,000)].

Note

> The health contribution withheld for the year must not exceed the maximum annual amount. As soon as the maximum annual amount is reached, you must cease to withhold the contribution.

Step 3 · Calculating the income tax to be withheld for the pay period

A = Income tax to be withheld for the pay period

= $\boxed{[(Y / S_1) - M]}$ + L

▼

If the result is
negative, enter 0.

where

Y = Income tax for the year

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

M = Cumulative income tax withheld to the last pay period (excluding variable L)

L = Additional source deduction of income tax requested by the individual on form TP-1017-V, source deduction of income tax requested by a fisher on form TP-1015.N-V, or amount indicated on line 11 of form TP-1015.3-V, for the pay period

Method 2

If you use Method 2, **you must first determine** the Québec income tax to be withheld from a bonus, retroactive pay or similar lump-sum payment that you paid during the pay period (variable A_3), and **then determine** the Québec income tax to be withheld from the other remuneration paid during the pay period (variable A). You proceed this way because the amount determined for variable A_3 will affect the amount determined for variable A.

Step 1 · Calculating the annual income

I_3 = Annual taxable income, plus the remuneration included in variable B_3

= $\boxed{[S_1 \times (G - F - H_1)] + B_3 - J - J_1}$

I_4 = Annual taxable income, plus the remuneration included in variable B_4

= $\boxed{[S_1 \times (G - F - H_2)] + B_4 - J - J_1}$

R_3 = Estimated annual net income (take into account variable B_3)

= $\boxed{[S_1 \times (G - F_2 - H_1)] + B_3 - J - J_1}$

R_4 = Estimated annual net income (take into account variable B_4)

= $\boxed{[S_1 \times (G - F_2 - H_2)] + B_4 - J - J_1}$

where

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

Examples

		52 pp	26 pp	24 pp
First pay period	$S_1 =$	52 / 1	26 / 1	24 / 1
Second pay period	$S_1 =$	52 / 2	26 / 2	24 / 2
Last pay period	$S_1 =$	52 / 52	26 / 26	24 / 24

G = Gross remuneration subject to source deductions of income tax for the pay period, **plus** the total gross remuneration since the beginning of the year (**excluding variable B**)

F = Total of the following amounts taken into account **since the beginning of the year (including the pay period)**:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation arrangement;
- the deduction respecting the CIP, that is, 125% of the amount withheld from the employee's remuneration for the purchase of preferred shares qualifying under the CIP;
- the travel deduction for residents of designated remote areas;
- the security option deduction;
- the portion of the remuneration that gives entitlement to one of the following deductions:
  - the deduction for employment income situated on a reserve or premises,
  - the deduction for employment income earned on a vessel,
  - the deduction for IFC employees,
  - the deduction for foreign specialists,
  - the deduction for foreign researchers,
  - the deduction for foreign researchers on a post-doctoral internship,
  - the deduction for foreign experts,
  - the deduction for foreign professors,
  - the deduction for foreign producers or foreign individuals holding a key position in a foreign production filmed in Québec,
  - the deduction for foreign farm workers,
  - the Canadian Forces personnel and police deduction.

F_2 = Total of the following amounts that you have taken into account **since the beginning of the year (including the pay period)**:
- amounts withheld as contributions to an RPP;
- amounts withheld as contributions to an RRSP;
- amounts withheld as contributions paid under a retirement compensation agreement;
- the travel deduction for residents of designated remote areas.

H_1 = Deduction for employment income from the gross salary or wages and the remuneration included in variable B_3

= $[0.06 \times (D_1 + B_3)]$, maximum of $1,100 / S_1$

where

D_1 = Gross salary or wages to the date the bonus, retroactive pay or similar lump-sum payment was paid, **excluding variable B_3**

B_3 = Variable B_4 below **plus** the bonuses, retroactive pay or similar lump-sum payments paid during the pay period

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

H_2 = Deduction for employment income from the gross salary or wages and the remuneration included in variable B_4

= $\boxed{[0.06 \times (D_1 + B_4)], \text{ maximum of } \$1{,}100 \, / \, S_1}$

where

D_1 = Gross salary or wages, to the date the bonus, retroactive pay or similar lump-sum payment was paid, **excluding variable B_4**

B_4 = Bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year (other than those paid during the pay period)

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

J = Deductions indicated on line 19 of form TP-1015.3-V

J_1 = Annual deductions that we authorized after the individual completed form TP-1016-V

Step 2   **Calculating the income tax for the year**

Y_3 = Income tax for the year on the remuneration included in variable B_3

= $\boxed{(T \times I_3) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)} + Z_3$

Y_4 = Income tax for the year on the remuneration included in variable B_4

= $\boxed{(T \times I_4) - K - K_1 - (0.20 \times E) - (0.15 \times S_1 \times Q) - (0.25 \times S_1 \times Q_1)} + Z_4$

where

T = Income tax rate applicable to the bracket of annual taxable income

Annual taxable income (I)		Income tax rate (T)	Constant (K)
More than	Equal to or less than		
$0	$41,095	16%	$0
$41,095	$82,190	20%	$1,644
$82,190	$100,000	24%	$4,931
$100,000		25.75%	$6,681

I_3 = Annual taxable income, plus the remuneration included in variable B_3

I_4 = Annual taxable income, plus the remuneration included in variable B_4

K = Constant applicable for the adjustment of the income tax rate on the basis of the annual taxable income

K_1 = Non-refundable tax credits that we authorized for the year after the individual completed form TP-1016-V (for example, the tax credit for charitable donations).

E = Value of personal tax credits indicated on form TP-1015.3-V

= $\boxed{E_1 + E_2}$

If the result obtained is not a multiple of 5, round it off to the nearest multiple of 5. If the result is halfway between two multiples of 5, round it off to the higher multiple.

where

E_1 = Indexed value of personal tax credits, which corresponds to one of the following amounts:
- the indexed value of variable E for 2012 multiplied by 1.0248;
- the amount from line 7 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form;
- $11,195 (the basic amount for 2013), for employees who began employment in 2013 and who did not complete form TP-1015.3-V, or for new beneficiaries who did not complete the form.

Note

The indexed value of variable E for 2012 corresponds to the value of variable E for 2011, multiplied by the indexation factor for 2012.

E_2 = Non-indexed value of the personal tax credits, which corresponds to the amount from line 9 of form TP-1015.3-V, for individuals who completed the 2013-01 version of the form.

Note

There may be a limit on the deductions and personal tax credits an individual can claim on form TP-1015.3-V if the individual is not resident in Canada in 2013, or if he or she becomes resident in Canada during the year. For more information, consult section 13.13.4 of guide TP-1015.G-V.

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

Q = Amount withheld for the pay period for the purchase of class A shares in the Fonds de solidarité des travailleurs du Québec (FTQ), **plus** the amount withheld for this purpose since the beginning of the year

Q_1 = Amount withheld for the pay period for the purchase of class A or class B shares in Fondaction, the Fonds de développement de la Confédération des syndicats nationaux pour la coopération et l'emploi, **plus** the amount withheld for this purpose since the beginning of the year

Note

The total of the amounts withheld for the year after adding the value of variables Q and Q_1 must not exceed $5,000. For the pay period in which the annual maximum is reached, the value of variables Q and Q_1 must be zero.

Z_3 = Health contribution for the year on the remunerations included in variable B_3

Estimated annual net income (R_3 + B_3)		Health contribution (Z_3)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; • 5% x [($R_3$ + B_3) − $18,000].
$40,000	$130,000	**Whichever is less:** • $200; • $100 + [5% x (($R_3$ + B_3) − $40,000)].
$130,000		**Whichever is less:** • $1,000; • $200 + [4% x (($R_3$ + B_3) − $130,000)].

Z_4 = Health contribution for the year on the remunerations included in variable B_4

Estimated annual net income $(R_4 + B_4)$		Health contribution (Z_4)
More than	Equal to or less than	
$0	$18,000	$0
$18,000	$40,000	**Whichever is less:** • $100; • 5% x $[(R_4 + B_4) - \$18,000]$.
$40,000	$130,000	**Whichever is less:** • $200; • $\$100 + [5\% \times ((R_4 + B_4) - \$40,000)]$.
$130,000		**Whichever is less:** • $1,000; • $\$200 + [4\% \times ((R_4 + B_4) - \$130,000)]$.

Note

The health contribution withheld for the year must not exceed the maximum annual amount. As soon as the maximum annual amount is reached, you must cease to withhold the contribution.

Step 3 **Calculating the income tax to be withheld for the pay period**

A_4 = Income tax to be withheld for the pay period

= $\boxed{A + A_3}$

where

A = Income tax to be withheld from the remuneration for the pay period. **Do not include** bonuses, retroactive pay or similar lump-sum payments paid during the pay period.

= $\boxed{[(Y - M_1) / S_1] - M}$ $+ L$

▼
If the result is negative, enter 0.

where

Y = Income tax for the year

M_1 = Cumulative income tax withheld from bonuses, retroactive pay or similar lump-sum payments paid since the beginning of the year, **including variable A_3**

S_1 = Annualization factor (the number of pay periods in the year, divided by the number corresponding to the current pay period)

M = Cumulative income tax withheld to the last pay period (**excluding variables L and M_1**)

L = Additional source deduction of income tax requested by the individual on form TP-1017-V, source deduction of income tax requested by a fisher on form TP-1015.N-V, or amount indicated on line 11 of form TP-1015.3-V, for the pay period

A_3 = Income tax to be withheld from a bonus, retroactive pay or similar lump-sum payment paid during the pay period

= $\boxed{Y_3 - Y_4}$

where

Y_3 = Income tax for the year on the remuneration included in variable B_3

Y_4 = Income tax for the year on the remuneration included in variable B_4

4 FORMULA TO CALCULATE QPP CONTRIBUTIONS

4.1 Employee contribution

The following formula is used to calculate the employee contribution to the QPP **only for an employee whose employment is continuous and whose pay periods are regular**.

For each pay period, you must withhold the employee's contribution to the QPP from his or her contributory earnings until the total of the amounts withheld reaches the employee's maximum annual contribution. Contributory earnings in the formula correspond to $S_3 - (V / P)$.

Calculating the employee contribution

C = Employee's QPP contribution to be withheld for the pay period

= $0.0510 \times [S_3 - (V / P)]$, to a maximum of $M - A_5$

Note

If variable C is an amount containing a fraction of a cent, do not take into account a fraction of less than $0.005 (one-half cent). A fraction of $0.005 or more is considered $0.01 (one cent).

If variable C is greater than 0 but less than $0.01, you must withhold $0.01 as a contribution even if the fraction is less than $0.005 (one-half cent). For example, if variable C is equal to $0.001 (one-tenth cent), you must withhold $0.01.

If the result obtained in calculating the pay period exemption (V / P) contains three or more decimal places, keep only the first two decimal places and do not round off.

Example: V / P = $3,500 / 52 = $67.3077 = $67.30

where

S_3 = Employee's gross pensionable salary or wages under the QPP for the pay period

V = Basic exemption for the year under the QPP ($3,500)

P = Number of pay periods in the year

M = Employee's maximum annual QPP contribution ($2,427.60)

A_5 = Employee's QPP contributions withheld since the beginning of the year

Note

When a bonus, overtime pay or retroactive pay is paid **separately** from the employee's basic salary or wages, and the pay period exemption (V / P) has already been taken into account, the withholding is 5.10% of the amount paid, to a maximum of $M - A_5$.

4.2   Employer contribution

There is no formula to calculate the employer contribution. You simply pay a contribution that is equal to the total amount of the contributions you **withheld** from the employees' pensionable salary or wages (as calculated using the formula in section 4.1).

5 FORMULAS TO CALCULATE QPIP PREMIUMS

5.1 Employee premium

Use the formula below to calculate the employee QPIP premium.

For each pay period, you must withhold an employee's QPIP premium from his or her gross eligible salary or wages under the QPIP until the total amount reaches the employee's maximum annual premium.

Calculating the employee Premium

Ap = Employee's QPIP premium to be withheld for the pay period

= $(0.00559 \times S_4)$, to a maximum of $N - A_6$

Note

If variable Ap is an amount containing a fraction of a cent, do not take into account a fraction of less than $0.005 (one-half cent). A fraction of $0.005 or more is considered $0.01 (one cent).

If variable Ap is greater than 0 but less than $0.01, you must withhold $0.01 as a premium even if the fraction is less than $0.005 (one-half cent). For example, if variable Ap is equal to $0.001 (one-tenth cent), you must withhold $0.01.

where

S_4 = Employee's gross eligible salary or wages under the QPIP for the pay period

N = Employee's maximum annual QPIP premium ($377.33)

A_6 = Employee's QPIP premiums withheld since the beginning of the year

5.2 Employer premium (with respect to an employee)

Use the formula below to calculate the employer QPIP premium.

For each pay period, you must calculate the employer's QPIP premium for each employee on the basis of the employee's gross eligible salary or wages under the QPIP until the total amount reaches the employer's maximum annual premium for that employee. Once the employee's maximum annual premium is reached, the employer's maximum annual premium is also reached.

Calculating the employer premium (with respect to an employee)

Ap_1 = Employer's QPIP premium for the pay period with respect to the employee

= $(0.00782 \times S_4)$, to a maximum of $N_1 - A_7$

Note

If variable Ap_1 is an amount containing a fraction of a cent, do not take into account a fraction of less than $0.005 (one-half cent). A fraction of $0.005 or more is considered $0.01 (one cent).

where

S_4 =   Employee's gross eligible salary or wages under the QPIP for the pay period

N_1 =   Employer's maximum annual QPIP premium with respect to each employee ($527.85)

A_7 =   Employer's QPIP premiums calculated for previous pay periods with respect to the employee

6 FORMULA TO CALCULATE THE EMPLOYER CONTRIBUTION TO THE HEALTH SERVICES FUND

Use the formula below to calculate the employer contribution to the health services fund.

Calculating the employer contribution to the health services fund

D_2 = Employer's contribution to the health services fund for the pay period

$\quad$ = $\boxed{W \times S_2}$

$\qquad$ where

$\qquad$ W = Contribution rate based on **total payroll**

$\qquad\quad$ = $\boxed{2.31 + (0.39 \times S)}$

$\qquad\qquad$ where

$\qquad\qquad$ S = 1, if the **total payroll** is ≤ $1,000,000

$\qquad\qquad$ S = 5, if the **total payroll** is ≥ $5,000,000

$\qquad\qquad$ S = $\dfrac{\text{total payroll}}{\$1,000,000}$, if the **total payroll** is between $1,000,000 and $5,000,000

$\qquad\qquad$ Note

$\qquad\qquad\quad$ The contribution rate must be rounded off to the second decimal place. When the number in the third decimal place is 5 or more, round off the number in the second decimal place to the next highest number.

$\qquad$ S_2 = Total salaries or wages paid for the pay period respecting which you are required to pay a contribution to the health services fund

If you are a new employer, your **total payroll** for the first two consecutive calendar years corresponds to the salaries or wages paid from the beginning of the calendar year to the end of the period covered by the remittance of the contribution to the health services fund. The rate must therefore be adjusted for each remittance period, on the basis of the cumulative **total payroll** for the preceding periods.

If you are not a new employer, your **total payroll** is generally equal to your **total payroll** for the preceding year.

For more information, see section 8.4.2 of guide TP-1015.G-V.

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