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Year-end checklist for QuickBooks Desktop Payroll
In order for QuickBooks to calculate tax and other amounts during a payroll run, QuickBooks needs to know the amounts you already paid to employees before you started using QuickBooks Payroll, for this calendar year-to-date. In order to enter YTD amounts, you need:

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Navigate to Payroll You can find "Payroll" midway through the list of navigation options in the left menu bar. Hover over it, and click on "Employees." If you just purchased payroll with your QuickBooks Online subscription, your screen will resemble the one in the screenshot below.

How to Do Payroll in QuickBooks Online in 9 Steps

You can break payroll down into a handful of steps: Open a payroll account with the CRA. Have employees fill out a TD1 form. Calculate payroll deductions and withhold them from your employees' cheques. Remit payroll deductions, EI premiums and CPP contributions to the CRA. Report everything on a T4 or T4A form at the end of the tax year.

Your Easy Guide to Payroll Deductions | QuickBooks Canada

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Chapter 9 QuickBooks Online Payroll - Intuit
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