



Year End Readiness

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By W.H. (Bill) Loewen, Chairman, Telpay

With a new year fast approaching it is a good time to get prepared. Here are a few suggestions:

1. If you are having Telpay remit CRA deductions with your payroll, you will need to make a note to check your remittance frequency.
2. If you are not paying all your bills through Telpay for Business you should consider doing so beginning in the New Year. You have two options:
 - a. Pay directly using the Telpay for Business (version 6.6) accounts payable system to just enter and pay. Telpay for Business integrates with most accounting systems - Quick-Books, Simply Accounting, Accpac. This allows for single entry of data and importing files into Telpay for Business.
 - b. If you still pay your employees by cheque and plan to move to in-house payroll software, Telpay for Business can process your direct deposits for as low as \$5 per file for the first 33 employees this works out to 15 cents per employee.
3. International payments can be made for only \$2 per payment using Telpay for Business, foreign exchange services are handled by Payline by ICE.
4. If you have regular fixed collections from your customers, Telpay for Business can process your collection file. The process is similar to processing a file of payroll payments.

We hope this checklist and Telpay for Business helps you prepare for the new calendar year.

Enjoy the Holiday Season. We thank you for your patronage and continue our pledge to be deserving of it.

Yours Truly,

A handwritten signature in black ink, appearing to read "W.H. Loewen", written in a cursive style.

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