

Dec. 11, 2003

## GrandMaster Suite - January 2004 Update

Dear Valued Customer,

Enclosed is your GrandMaster Suite year-end software update. This update reflects changes in Provincial and Federal legislation as well as product enhancements. The changes in this release become effective January 1, 2004.

CPP/QPP remains at 4.95% with a maximum of \$1831.50 on \$40,500.00 annual earnings. The EI has decreased from 2.10% to 1.98% with maximum of \$772.20 on \$39,000.00 annual earnings. The federal personal exemption (TD1) amount is now \$8012.00. Quebec's personal exemption amount has increased by \$2% -- the exemption is now \$9150.00. The other provincial TD1 amount have increased in ON by 2.9%, SK by 3.3%, AB by 6%, BC by 2.6%, YK by 3.3%, NT by 3.3% and NU by 3.3%. The program will automatically increase these amounts for you upon the first payroll calculation. Online copies of these forms are available on the GrandMaster Suite CD-ROM. These forms can also be obtained from CCRA.

**NOTE: This update can be applied at any time prior to 2004. The program will automatically switch to the new tax tables when the Cheque Date requires a 2004 year.**

We have included a brief *In Order to Serve You Better* questionnaire to help us keep our records up-to-date. Please take a few moments to review this document. If any changes are required, please fax them to **(204) 987-8506**.

Choose the *Year-End Processing Notes* link on your CD-ROM to view instructions on how to finalize your "Year End" procedure. The document includes helpful information on creating T4s, T4As, Relève 1s, etc. If you require further assistance or have questions about this process, please call us at **(800) 665-5129**.

### **To Install This Update:**

- 1) Place the GrandMaster CD-ROM into your CD drive. The AutoPlay window will appear.
- 2) Choose the Install GrandMaster Suite option from the Welcome screen.
- 3) Follow the instructions as shown on the screen.

Note: If the AutoPlay window does not appear, run the Windows Explorer, browse the CD-ROM, then double-click the Autorun.exe file located at the root of the CD-ROM.

**The staff at CanPay would like to wish you the Best  
of the season and continued Prosperity for 2004!**

*P.S. Remember to include your e-mail address on our "Better to Serve You" letter so you can receive your FREE subscription to The Payroll News! Read this month's issue at: [www.canpay.com/payrollnews](http://www.canpay.com/payrollnews)*