Labour Statistics Division

Business Payrolls Survey

Your Survey Reporting Record

Confidential when completed

Collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19.

REPORT FOR:
RETURN BY:

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This survey measures the month-to-month trends of payroll employment, paid hours and earnings. Your participation is critical to ensure an accurate reflection of your industry, region and business size. As with most business surveys, completion of this survey is a legal requirement under the Statistics Act.

Statistics Canada has entered into data sharing agreements pursuant to Section 11 of the Statistics Act, with the statistical agencies in the provinces of British Columbia, Ontario, Québec and New Brunswick and under Section 12 with the Northwest Territories Bureau of Statistics and the Nunavut Bureau of Statistics. Under Section 12 of the Statistics Act, respondents in the Northwest Territories and Nunavut may refuse to share their data with their respective bureaus of statistics by writing to the Chief Statistician and returning a letter of objection with their completed questionnaire.

Strictly for statistical purposes, Statistics Canada will combine your responses to this survey with your business´ monthly payroll deduction files received from the Canada Revenue Agency. The combined information permits the publication of the total number of paid employees, payrolls and hours at detailed industrial and geographic levels.

A. ALL EMPLOYEES

1a. **Gross monthly payroll** This is the total remuneration **PAID** to employees during the survey reference month, before deductions. It includes any amount subject to appear in Box 14 of the T4 slips. (regular pay, overtime pay and special payments)		
1b. **Start and end dates of the Gross Monthly Payroll. (reported in item 1a)** The first day of the first regular pay period and the last day of the last regular pay period paid out within the reference month.	From D M	To D M
1c. **Total number of employees in the last pay period paid out within the reference month.** (employees receiving pay for work performed or for paid absence for the last pay period of the month.) This must include part-time employees.		
1d. **Number of part-time employees** (those that work less than 30 hours a week) This number must be included in item 1c.		

For sections B, C, D and E record your information in the first column. Only use the additional columns when recording more than one payroll within an employee category.

FOR INFORMATION ONLY

B. EMPLOYEES PAID BY THE HOUR

2. **Number of employees paid by the hour** receiving pay for work performed or paid absence for the last pay period of the month.				
3. **Last pay period in the month.** Start and end dates	From D M / To D M	From D M / To D M	From D M / To D M	From D M / To D M
4a. **Regular gross pay** payable for the last pay period of the month, including overtime pay for the same period.	$ .00	$ .00	$ .00	$ .00
4b. **Overtime pay** payable for the last pay period of the month included in Item 4a.	$ .00	$ .00	$ .00	$ .00
5a. **Total number of hours payable** for the last pay period of the month, including overtime hours for the same period	.0	.0	.0	.0
5b. **Total number of overtime hours** worked in the last pay period of the month included in Item 5a	.0	.0	.0	.0

6. **Special payments PAID at anytime during the month to employees paid by the hour** (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.) This includes all special payments subject to appear in Box 14 of the T4 slips.	Type of Payment	Period Covered From D M Y	Period Covered To D M Y	Amount Paid
				$ .00
				$ .00
				$ .00

CONTINUED ON REVERSE SIDE

C. SALARIED EMPLOYEES (EXCLUDING WORKING OWNERS)

7. **Number of salaried employees** receiving pay for work performed or paid absence for the last pay period of the month.				
8. **Last pay period in the month.** Start and end dates	From D M / To D M	From D M / To D M	From D M / To D M	From D M / To D M
9a. **Regular gross pay** payable for the last pay period of the month, including overtime pay for the same period.	$ .00	$ .00	$ .00	$ .00
9b. **Overtime pay** payable for the last pay period of the month included in item 9a	$ .00	$ .00	$ .00	$ .00
10. **Average number of working hours in a week.**	.	.	.	.

11. **Special payments PAID at anytime during the month to salaried employees** (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)

This includes all special payments subject to appear in Box 14 of the T4 slips.

Type of Payment	Period Covered From D M Y	Period Covered To D M Y	Amount Paid
			$ .00
			$ .00
			$ .00

D. WORKING OWNERS OF INCORPORATED BUSINESSES

12. **Number of working owners** receiving pay for the last pay period of the month.				
13. **Last pay period in the month.** Start and end dates	From D M / To D M	From D M / To D M	From D M / To D M	From D M / To D M
14. **Regular gross pay** payable for the last pay period of the month.	$ .00	$ .00	$ .00	$ .00

15. **Special payments or draws PAID at anytime during the month to working owners** (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)

This includes all special payments subject to appear in Box 14 of the T4 slips.

Type of Payment	Period Covered From D M Y	Period Covered To D M Y	Amount Paid
			$ .00
			$ .00
			$ .00

FOR INFORMATION ONLY

E. OTHER EMPLOYEES (Employees paid exclusively by commission or piece work or another form of payment not already reported.)

16. **Number of other employees** receiving pay for work performed or paid absence for the last pay period of the month.				
17. **Last pay period in the month.** Start and end dates	From D M / To D M	From D M / To D M	From D M / To D M	From D M / To D M
18. **Regular gross pay** payable for the last pay period of the month, including overtime pay for the same period.	$ .00	$ .00	$ .00	$ .00

19. **Special payments PAID at anytime during the month to other employees** (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)

This includes all special payments subject to appear in Box 14 of the T4 slips.

Type of Payment	Period Covered From D M Y	Period Covered To D M Y	Amount Paid
			$ .00
			$ .00
			$ .00

Si vous désirez recevoir un formulaire français, prière de nous appeler à l'un des numéros suivants:
If you need help in completing this form, please call us at one of the following numbers:

LOCAL **TOLL FREE** **FAX** **TOLL FREE FAX**

Completed by (Please print):

Name	Title	Tel. No.	Date