



### 9.7.4 Open a Payroll Deductions Account (RP)

**A Payroll Deductions Account (RP) is required when a conference or council must issue T4A slips for employees or for scholarship or bursary recipients.**

To register for a Payroll Deduction (PR) Account, please send this completed form to the SSVP National Council of Canada Office ([national@ssvp.ca](mailto:national@ssvp.ca)). The National Council will send the Payroll Deductions Account (RP) and the information needed to submit T4A slips online to the conference or council by e-mail.

Conference or Council Name: \_\_\_\_\_

Email: \_\_\_\_\_

Physical address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

President name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

What type of payment will you be making?	Payroll deductions Registered retirement savings plan Registered retirement income fund Other (specify) _____
How often will you pay your employees/payees/recipient?	Daily                      Semi-monthly Weekly                     Monthly Bi-weekly                 Annually Other (specify) _____
What is the maximum of employees you expect to have working for you at anytime in the next 12 months?	_____
What is the expected total of employee salaries/scholarship/bursaries for the next 12 months?	_____
When will you make the first payment to your employees/payees/recipient?	_____

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To access the RP account online, please complete the 9.7.2 form and send it to the National Council.