



Canada Revenue  
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# **T4032-PE, Payroll Deductions Tables – CPP, EI, and income tax deductions – Prince Edward Island**

**Effective  
January 1, 2016**

## What's new as of January 1, 2016

The major changes made to this guide since the last edition are outlined.

This guide reflects some income tax changes recently announced which, if enacted as proposed, would be effective January 1, 2016. At the time of publishing, some of these proposed changes were not law. We recommend that you use the new payroll deductions tables in this guide for withholding starting with the first payroll in January 2016.

The changes to the federal income tax rates and thresholds for January 1, 2016 are:

a tax rate of 20.5% for the income threshold of \$45,282.01 to \$90,563.00;

a tax rate of 33% for the income threshold of \$200,000.01 and over.

The federal income tax thresholds have been indexed for 2016.

The federal Canada employment credit has been indexed to \$1,161 for 2016.

The federal basic personal amount, the spouse or common-law partner amount and the amount for an eligible dependant have been indexed to \$11,474 for 2016.

There are no changes to the Prince Edward Island personal income tax for 2016.

## Payroll Deductions Tables

You can download guides T4008, *Payroll Deductions Supplementary Tables*, and T4032, *Payroll Deductions Tables*, from our webpage at [www.cra.gc.ca/payroll](http://www.cra.gc.ca/payroll). You can also choose to print only the pages or information that you need.

Guide T4032, *Payroll Deductions Tables*, is also available on CD for use on any computer with or without Internet access. You can order a copy at [www.cra.gc.ca/orderforms](http://www.cra.gc.ca/orderforms) or by calling 1-800-959-5525.

Paper copies remain available for employers who do not use a computer. To get a copy, call us at 1-800-959-5525.

## Payroll Deductions Online Calculator

For your 2016 payroll deductions, you can use our Payroll Deductions Online Calculator (PDOC). The online calculator makes it easier to calculate payroll deductions. PDOC is available at [www.cra.gc.ca/pdoc](http://www.cra.gc.ca/pdoc).

PDOC calculates your payroll deductions. It calculates deductions for any pay period, province (except Quebec) and territory. The calculation is based on exact salary figures.

## Let us notify you

We provide an electronic service that can notify you immediately, **free of charge**, of any changes for payroll deductions.

To subscribe, visit our webpage at [www.cra.gc.ca/lists](http://www.cra.gc.ca/lists) and enter your business's email address for each mailing list that you want to join.

## Special Notice

### Payroll Deductions Tables (T4032)

Effective with the January 1, 2017 edition, the Canada Revenue Agency will no longer publish the paper and CD versions of the guide T4032, *Payroll Deductions Tables*. The electronic version of the guide will continue to be available on our website at [www.cra.gc.ca/payroll](http://www.cra.gc.ca/payroll). For employers who do not have access to a computer, please call 1-800-959-5525 to receive a copy of the guide.

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This guide uses plain language to explain the most common tax situations. If you need more help, contact your tax services office.

## Who should use this guide?

This guide is intended for the employer and the payer. It contains tables for federal and provincial tax deductions, CPP contributions and EI premiums. It will help you determine the payroll deductions for your employees or pensioners.

For more information on deducting, remitting, and reporting payroll deductions, see the following employers' guides:

T4001, *Employers' Guide – Payroll Deductions and Remittances*

T4130, *Employers' Guide – Taxable Benefits and Allowances*

RC4110, *Employee or Self-employed?*

RC4120, *Employers' Guide – Filing the T4 Slip and Summary*

RC4157, *Deducting Income Tax on Pension and Other Income, and Filing the T4A Slip and Summary*

These guides are available on our website at [www.cra.gc.ca](http://www.cra.gc.ca). You can also get the guides by fill out the order form available on our website or by calling 1-800-959-5525.

### Note

You may want to keep the 2015 edition of *Payroll Deductions Tables* until the end of 2016. That edition may help you to resolve any pensionable and insurable earnings review (PIER) deficiencies that we identify in processing your 2015 T4 return.

## What if your pay period is not in this guide?

This guide contains the most common pay periods: weekly, biweekly (every two weeks), semi-monthly, and monthly. If you have unusual pay periods, such as daily (240 working days), or 10, 13, or 22 pay periods a year, see the Guide T4008, *Payroll Deductions Supplementary Tables*, or the Payroll Deductions Online Calculator (PDOC) to determine tax deductions.

## Which provincial or territorial tax table should you use?

Before you decide which tax table to use, you have to determine your employee's province or territory of employment. This depends on whether or not you require the employee to report for work at your place of business.

If the employee reports for work at your place of business, the province or territory of employment is considered to be the province or territory where your business is located.

To withhold payroll deductions, use the tax table for that province or territory of employment.

If you do not require the employee to report for work at your place of business, the province or territory of employment is the province or territory in which your business is located and from which you pay your employee's salary.

For more information and examples, see Chapter 1, "General Information" in guide T4001, *Employers' Guide – Payroll Deductions and Remittances*.

## Federal tax for 2016

### Indexing for 2016

For 2016, the federal income thresholds, the personal amounts and the Canada employment credit have been increased based on changes in the consumer price index.

The federal indexing factor for January 1, 2016 is 1.3%. The tax credits corresponding to the claim codes in the tables have been indexed accordingly. Employees will automatically receive the indexing increase, whether or not they file Form TD1, *2016 Personal Tax Credits Return*.

## Tax rates and income thresholds

For 2016, the tax rates and income thresholds are:

**Chart 1 – 2016 federal tax rates and income thresholds**

Annual taxable income (\$)	Federal tax rate (%)	Constant (\$)
From – To	R	K
0.00 to 45,282.00	15%	0

45,282.01 to 90,563.00	20.5%	2,491
90,563.01 to 140,388.00	26%	7,471
140,388.01 to 200,000.00	29%	11,683
200,000.01 and over	33%	19,683

## Canada employment credit

The non-refundable Canada employment credit is built into the federal payroll deductions tables. The federal Canada employment amount is the lesser of the following amounts:

- \$1,161; and
- the individual's employment income for the year.

The maximum annual non-refundable tax credit is \$174.15.

Pension income is not eligible for this credit. If you are paying pension income, use the Payroll Deductions Online Calculator to find the tax deduction.

## Personal amounts

Most of the federal personal amounts for 2016 are revised.

Basic personal amount.....	\$11,474
Spouse or common-law partner amount.....	\$11,474
Amount for an eligible dependant.....	\$11,474

For more detailed information on the personal amounts, see Form TD1.

## Provincial tax for 2016

### Tax rates and income thresholds

For 2016, the provincial tax rates and income thresholds are:

**Chart 2 – 2016 Prince Edward Island tax rates and income thresholds**

Annual taxable income (\$)	Provincial tax rate (%)	Constant (\$)
From – To	V	KP
0.00 to 31,984.00	9.80%	0
31,984.01 to 63,969.00	13.80%	1,279
63,969.01 and over	16.70%	3,134

### Surtax

For 2016, Prince Edward Island's surtax is:

- where the basic provincial tax payable is less than or equal to \$12,500, the surtax is \$0; and
- where the basic provincial tax payable is greater than \$12,500, the rate is 10% of the basic provincial tax payable over \$12,500.

### Personal amounts

Listed below are some of the provincial non-refundable personal tax credits.

Basic personal amount.....	\$7,708
Spouse or common-law partner amount.....	\$6,546
Amount for an eligible dependant.....	\$6,294

For more detailed information on the personal amounts, see Form TD1PE, 2016 Prince Edward Island Personal Tax Credits Return.

## Canada Pension Plan (CPP) and Employment Insurance (EI)

### CPP contributions for 2016

Maximum pensionable earnings .....	\$54,900
Annual basic exemption .....	\$3,500
Maximum contributory earnings .....	\$51,400
Contribution rate (%) .....	4.95
Maximum employee contribution .....	\$2,544.30
Maximum employer contribution.....	\$2,544.30

You stop deducting CPP when the employee reaches the maximum contribution for the year.

#### Note

As an employer, you have to remit these deductions along with your share of CPP contributions.

For more information, see Chapter 2, “Canada Pension Plan contributions” in guide T4001, *Employer’s Guide – Payroll Deductions and Remittances*.

### EI premiums for 2016

Maximum annual insurable earnings.....	\$50,800
Premium rate (%) .....	1.88
Maximum annual employee premium.....	\$955.04

You stop deducting EI when the employee reaches the maximum annual premium.

#### Note

As an employer, you have to remit these deductions along with your share of EI premiums.

For more information, see Chapter 3, “Employment Insurance premiums” in guide T4001, *Employer’s Guide – Payroll Deductions and Remittances*.

## Personal tax credits returns (TD1 forms)

You may have to ask your employees or your pensioners to complete a federal and a provincial personal tax credits return using a federal Form TD1 and a provincial Form TD1.

For more information, see Chapter 5, “Deducting income tax” in guide T4001, *Employers’ Guide – Payroll Deductions and Remittances*.

## Claim codes

The total personal amount an employee claims on a TD1 will determine which claim code you use. For 2016, the claim amounts that correspond to the federal claim codes are not the same as the claim amounts that correspond to the provincial claim codes. See Chart 3 and Chart 4.

### Explanation of claim codes

#### Claim code 0

This code represents **no claim amount**. If the federal claim code is “0” because the employee is a non-resident, the provincial claim code must also be “0.” This code may also be used if the employee indicated they have more than one employer or payer at the same time and have entered “0” on the front page of Form TD1 for 2016.

#### Claim codes 1 to 10

The claim code amounts do not appear on either the federal or the provincial TD1 form.

You match the “Total claim amount” reported on your employee’s or pensioner’s TD1 forms with the appropriate claim codes. Then, you look up the tax for the employee’s pay under the claim code in the federal and provincial tax tables for the pay period.

## Indexing of federal claim codes amounts

The credits that apply to each federal claim code have been automatically increased in the tax tables by the indexing factor for the current year. If your employee did not complete the federal and provincial TD1 forms for 2016, you continue to deduct income tax using the same claim code that you used last year.

**Chart 3 – 2016 federal claim codes**

Total claim amount (\$)	Claim code
No claim amount	0
11,474.00	1
11,474.01 to 13,666.00	2
13,666.01 to 15,858.00	3
15,858.01 to 18,050.00	4
18,050.01 to 20,242.00	5
20,242.01 to 22,434.00	6
22,434.01 to 24,626.00	7
24,626.01 to 26,818.00	8
26,818.01 to 29,010.00	9
29,010.01 to 31,202.00	10
31,202.01 and over	X The employer has to calculate the tax manually
No withholding	E

**Chart 4 – 2016 Prince Edward Island claim codes**

Total claim amount (\$)	Claim code
No claim amount	0
7,708.00	1
7,708.01 to 9,308.00	2
9,308.01 to 10,908.00	3
10,908.01 to 12,508.00	4
12,508.01 to 14,108.00	5
14,108.01 to 15,708.00	6
15,708.01 to 17,308.00	7
17,308.01 to 18,908.00	8
18,908.01 to 20,508.00	9
20,508.01 to 22,108.00	10
22,108.01 and over	X The employer has to calculate the tax manually
No withholding	E

## Form TD1X, *Statement of Commission Income and Expenses for Payroll Tax Deductions*

If your employees want you to adjust their tax deductions to allow for commission expenses, they have to complete Form TD1X, *Statement of Commission Income and Expenses for Payroll Tax Deductions*.

You deduct tax from your employees' commission pay using the "Total claim amount" on their TD1 forms in the following situations:

- if your employees do **not** complete a Form TD1X; or
- if they tell you in writing that they want to cancel a previously completed Form TD1X.

## How to use the tables in this guide

Use the tables in this guide to determine the CPP contributions, EI premiums, federal tax, and provincial tax that you will deduct from your employees' remuneration.

### CPP tables (Section B)

The annual basic exemption is built into the CPP tables.

Find the pages in Section B that correspond to your pay period.

To find the range that includes your employee's gross pay (this includes any taxable benefits), look down the "Pay" column.

In the shaded column next to the "Pay" column, you will find the CPP contribution that you should withhold from your employee's pay.

### EI table (Section C)

Find the page in Section C that corresponds to the "Insurable earnings" of your employee.

To find the range that includes your employee's insurable earnings, look down the "Insurable earnings" column. When you use the table in this guide to determine the EI premiums, look up the insurable earnings for the period not the gross remuneration.

In the shaded column next to the "Insurable earnings" column, you will find the EI premium that you should withhold from your employee's pay.



## Tax deductions tables

If you are using the income tax tables in this guide to determine your employees' and pensioners' total tax deductions, you have to look up the amounts in the federal tax table and the provincial tax table.

To determine the total tax you deduct for the pay period, you must add the federal and provincial tax amounts.

Even if the period of employment for which you pay a salary is less than a full pay period, you must continue to use the tax deductions table that corresponds to your regular pay period.

### Federal (Section D)

Find the pages in Section D that correspond to your pay period.

To find the range that corresponds to your employee's taxable income (this includes any taxable benefits), look down the "Pay" column.

In the row under the applicable claim code, you will find the amount of federal tax that you should withhold from your employee's pay (for more information, see the section called "Claim codes" and Chart 3).

### Provincial (Section E)

Find the pages in Section E that correspond to your pay period.

To find the range that includes your employee's taxable income (this includes any taxable benefits), look down the "Pay" column.

In the row under the applicable claim code, you will find the amount of provincial tax that you should withhold from your employee's pay (for more information, see the section called "Claim codes" and Chart 4).

### Example

You are an employer in Prince Edward Island. Sara, your employee, earns \$1,018 a week in 2016. She has a federal claim code 1 and a provincial claim code 1.

To determine Sara's federal tax deductions, you look at the weekly federal tax deductions table and find the range for her weekly salary, which is 1018-1026. The federal tax deduction for \$1,018 weekly under claim code 1 is \$115.30.

To determine Sara's provincial tax deductions, you use the weekly provincial tax deductions table. In the Prince Edward Island tax deductions table, the provincial tax deduction for \$1,018 weekly under claim code 1 is \$94.55.

Sara's total tax deduction is \$209.85 (\$115.30 + \$94.55). This amount of taxes will be included in your remittance to us.

## Additional information about payroll deductions

### Deducting tax from income not subject to CPP contributions or EI premiums

We have built the tax credits for CPP contributions and EI premiums into the federal and provincial tax deductions tables in this guide. However, certain types of income, such as pension income, are not subject to CPP contributions and EI premiums. As a result, you will have to adjust the amount of federal and provincial income tax you are deducting.

To determine the amount of tax to deduct from income not subject to CPP contributions or EI premiums, use the Payroll Deductions Online Calculator, available at [www.cra.gc.ca/pdoc](http://www.cra.gc.ca/pdoc). On the "Salary calculation" and/or on the "Commission calculation" screen, go to Step 3 and select the "CPP exempt" and/or "EI exempt" option before clicking on the "Calculate" button.

### Step-by-step calculation of tax deductions

You can use the following step-by-step calculations to calculate the tax deductions for any employee or pensioner who earns more than the maximum amounts included in the tax deductions tables.

The example shows you how to determine the amount of tax to deduct from all income.

However, if you design your own payroll program or spreadsheets to calculate tax deductions, do not use either of these calculations. Instead, see guide T4127, *Payroll Deductions Formulas for Computer Programs*.

## Example

### Tax to deduct for all income

This example applies to a person who earns \$1,100 weekly and contributes \$80 to a registered retirement savings plan (RRSP).

This person claims the basic personal amount.

### Calculate annual taxable income

Description	Sub-amounts	Amounts
(1) Gross remuneration for the pay period (weekly)		\$ 1,100.00
(2) <b>Minus</b>		
the other amounts authorized by a tax services office	0.00	
the RRSP contributions*	<u>80.00</u>	
		- <u>80.00</u>
* <b>This amount has to be deducted at source.</b>		
* <b>Note</b>		
If you have an employee you paid by commission, subtract the total expenses reported on Form TD1X from the gross remuneration reported on Form TD1X if applicable.		
(3) Net remuneration for the pay period (line 1 minus line 2)		\$ 1,020.00
(4) Annual net income (\$1,020 × 52 weeks)		\$ 53,040.00
(5) <b>Minus</b> the annual deduction for living in a prescribed zone, reported on the federal Form TD1		- <u>n/a</u>
(6) Annual taxable income (line 4 minus line 5)		\$ 53,040.00

### Calculate federal tax

Description	Sub-amounts	Amounts
(7) <b>Multiply</b> the amount on line 6 by the federal tax rate based on Chart 1.		× <u>0.205</u>
		\$ 10,873.20
(8) <b>Minus</b> the federal constant based on the annual taxable income on line 6 (see Chart 1)		- <u>2,491.00</u>
(9) Federal tax (line 7 minus line 8)		\$ 8,382.20
(10) <b>Minus</b> the federal tax credits:		
the total of personal tax credit amounts reported on the federal Form TD1	\$ 11,474.00	
the CPP contributions for the pay period <b>multiplied by</b> the number of pay periods in the year (annual maximum \$2,544.30)*	2,544.30	
the EI premiums for the pay period <b>multiplied by</b> the number of pay periods in the year (annual maximum \$955.04)*	955.04	
the Canada employment credit (annual maximum \$1,161.00)	<u>1,161.00</u>	
Total	\$ 16,134.34	
* <b>Note</b>		
When the maximum CPP contributions or EI premiums for the year is reached, use the maximum amount for later calculations		
(11) <b>Multiply</b> the total on line 10 by the lowest federal tax rate for the year.	× <u>0.15</u>	
(12) Total federal tax credits		- <u>2,420.15</u>
(13) Total federal tax payable for the year (line 9 minus line 12)		\$ <u>5,962.05</u>

### Calculate provincial tax

Description	Sub-amounts	Amounts
(14) Basic provincial tax for Prince Edward Island:		
<b>Multiply</b> the amount on line 6 by the provincial tax rate based on Chart 2.		\$ 7,319.52
(15) <b>Minus</b> the provincial constant based on the annual taxable income on line 6 (see Chart 2)		- <u>1,279.00</u>
(16) Provincial tax on income for Prince Edward Island (line 14 minus line 15)		\$ 6,040.52

(17) <b>Minus</b> the provincial tax credits:			
the total of personal tax credit amounts reported on Form TD1PE		\$	7,708.00
the CPP contributions for the pay period <b>multiplied by</b> the number of pay periods in the year (annual maximum \$2,544.30)*			2,544.30
the EI premiums for the pay period <b>multiplied by</b> the number of pay periods in the year (annual maximum \$955.04)*			<u>955.04</u>
Total		\$	11,207.34
<b>* Note</b>			
When the maximum CPP contributions or EI premiums for the year is reached, use the maximum amount for later calculations			
(18) <b>Multiply</b> the total on line 17 by the lowest provincial tax rate for the year.	×		<u>0.098</u>
(19) Total provincial tax credits		-	<u>1,089.62</u>
(20) Basic provincial tax (line 16 minus line 19)		\$	4,942.20
(21) Provincial surtax:			
where line 20 is less than or equal to \$12,500, the surtax is \$0			
where line 20 is greater than \$12,500, the surtax is 10% of line 20 that exceeds \$12,500		+	<u>0.00</u>
(22) Total provincial tax payable for the year (line 20 plus 21).		\$	<u>4,942.20</u>

### Calculate total tax and the tax deduction for the pay period

Description	Sub-amounts	Amounts
(23) Total federal and provincial tax deductions for the year (line 13 plus line 22). If the result is negative, substitute \$0.		\$ <u>10,904.25</u>
(24) Tax deduction for the pay period: <b>Divide</b> the amount on line 23 by the number of pay periods in the year (52)		\$ <u>209.70</u>

## Your opinion counts!

If you have any comments or suggestions that would help us improve this guide, we would like to hear from you. Send your comments to:

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