



## Diocese of Montreal – Anglican Church of Canada Central Payroll Agency Agreement

The Synod of the Diocese of Montreal ("the Diocese") is prepared to offer full payroll services to parishes and certain affiliated diocesan organizations ("clients") under the following terms and conditions:

- 1) The Diocese will act as payroll agent for the client, performing the following:
  - a) process statutory and benefit deductions from employee pay
  - b) pay net amount to each employee (usually by direct deposit)
  - c) remit source deductions to Federal and Provincial governments
  - d) issue T-4's and Relevé 1's to employees and relating summaries to Federal and Provincial governments
  - e) issue Record of Employment (ROE) for terminated employee
- 2) While the Diocese acts as agent, client nevertheless retains all the responsibilities of the employer. Client will be responsible for notifying the Diocese of any changes involving its staff which might impact the payroll, income tax exemptions or assessments, including:
  - a) address
  - b) bank account
  - c) marital status
  - d) number of dependents
- 3) Any payroll changes (new hires, terminations, leaves, salary changes) must be confirmed to Synod Accounting Department, in writing, prior to the effective date of the change. Such confirmations must be signed by a member of the Corporation.
- 4) Stipend invoices showing total salaries and employer assessments are issued to each client at the beginning of each month. Such accounts are then payable on the 25<sup>th</sup> of each month. Further invoices are only issued when any factor is changed.
- 5) Client acknowledges that, in the event that any stipend account balance remains unpaid after the due date, without prior written approval of the Bishop, or his designate, then the Diocesan Treasurer and/or the Controller may elect to cancel payroll service for such client on thirty days notice in writing. In such an event, all affected employees will be advised accordingly.

The parties hereto have signed below agreeing to the above terms and conditions.

### The Synod of the Diocese of Montreal

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name of client)

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date