

**Diocese of Rupert's Land**  
**Pre-Authorized Remittances (Payroll)**

The Diocese of Rupert's Land presently has **Payworks** process the payroll for the Diocese, plus a number of parishes. The payroll is completed on a semi-monthly basis.

Attached is a Pre-Authorized Remittance (Payroll) form to be completed if it is the Parish's wish to share in this program. The funds are automatically withdrawn from the Parish bank account on a semi-monthly basis (as per the Pay Run Schedule – also attached).

Items required to be forwarded with the Pre-Authorized Remittance include a TD1, TD1 MB, salary and benefit sheet for the employee, e-mail address for the employee, and e-mail address and name of individual who would be the main contact for the parish.

Parish cost to complete semi-monthly payroll, employee pay stubs, parish statements and yearly T4's are:

- From 1 to 4 employees, the cost is \$20 per month
- Each additional employee is \$7.50 per month
- Cost for Record of Employment is \$5.00
- Cost for incorrect bank account information is \$10.00
- Cost for mailing pay statement to employee is \$2.50

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I hereby authorize the Diocese of Rupert's Land to debit the parish bank account (as identified by the attached voided cheque) for the semi-monthly payroll and benefits – for the Parish of

We understand that the parish will continue to receive the invoices for the payroll, as they presently do.

Authorized Signing Authorities:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

A Sample cheque, marked VOID, is attached