INSTRUCTION GUIDE FOR REMITTANCES MADE USING AN EXCEL (.XLS) FILE

EMPLOYER SERVICES

HOW TO PREPARE AN EXCEL FILE

Attached to this guide is an Excel template that we ask you to use so that our agents do not have to manipulate your file to conform to our processing system.

DESCRIPTION OF .XLS FILE

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		52787	15	20081001	20081028	3114.80	20080815		2014.80		1100.00					
2								987654321	80.00		250.00			DEBLOIS PIERRE		
3								987654432	365.40		100.00			TANGUAY GHISLAIN		
4								987654733	80.00		80.00			COULOMBE MICHEL		
5								986245265	365.40		0.00			BLANCHET JEAN-EUDES		
6								971256265	80.00		0.00			FORTIN PIERRE		
7								256889651	32.00		0.00			TREMBLAY CAPUCINE		
8								971256286	42.00		0.00			TRÉPANIER GÉRARD		
9								971256245	50.00		50.00			SOUMIS CLAUDINE		
10								256221563	120.00		120.00			DEPRES ROMAIN		

General: Right-align the columns with numeric characters; left-align those with alphanumeric characters; the columns are in standard format unless otherwise indicated;

- Column **A**: Leave blank;
- Column **B**: Enter your reference number (i.e., employer number) one time only in cell B1;
- Column **C**: Enter the number of transactions in your remittance;
- Column **D**: Enter the start date of the period covered by the remittance in standard format (year, month, day);
- Column **E**: Enter the end date of the period covered by the remittance in standard format;
- Column **F**: The column is in numeric format to two decimal places; enter the amount of the payment (i.e., cheque amount); separate figures by a period and not by a comma or a space;
- Column **G**: Enter the payment date in standard format (if the date changes on a regular basis, enter the 15th of the month);
- Column **H**: Starting in cell H2, enter the SIN of the employees for whom you have made a payroll deduction;
- Column **I:** The column is in numeric format to two decimal places; starting in cell I2, enter the amounts of the employee contributions (do not separate the figures by a comma or a space). The total must appear in cell I1;

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- Column **J**: The column is in numeric format to two decimal places; leave it blank (this column can exceptionally be used for some occasional deposits);

- Column **K**: The column is in numeric format to two decimal places; starting in cell K2, enter, if applicable, the employer contributions (same rules as column I). The total must appear in cell K1;

- Column **L**: The column is in numeric format to two decimal places; leave it blank;

- Column **M**: Enter, if applicable, the appropriate absence code if there is no employer or employee contribution (these codes are not mandatory but useful for the Fund);

B: Maternity leave
C: CSST
D: Death
F: End of employment
G: Strike
L: Lockout
M: Illness
N: New participant
P: Temporary layoff
R: Retired
S: Permanent stop requested by worker
T: Temporary stop requested by worker
V: Vacation
X: Undetermined

- Column **N**: Starting in cell N2, enter the employees' family name, followed by the first name; no more than 21 characters.