



Adding New Employee Classification

Complete and Submit to Canada Smart Plan:

Scan/Email: info@canadasmartplan.com **Fax:** 1-604-357-1141

Scenario 1: You have been a one person operation, and are just adding your first employee.

Scenario 2: You already have several employees and are adding a new category of employee

Canada Revenue Agency (CRA) rules:

If you have employees on payroll in addition to the business owners, then at least ONE CLASSIFICATION of employees must be added to your Canada Smart Plan, and all employees within that employee classification must be added within your administrative portal. The number of employees in a classification can be one or several and are identified by having the same duties, responsibilities and income.

EG: You may have a "Manager" of your business and several employees they manage. In this case the "Manager" is just one person and their role is a separate classification to those they manage. Just one additional classification of employee would be REQUIRED, however additional classifications can be added if the employer wishes to provide those employees benefits as well.

The MINIMUM annual benefit for each employee in the classification must be at least 10% or more of the highest benefit given to any other classification, and not less than \$500. Eg: If the highest benefit amount is given to owners and is \$15,000 per year the minimum to be given to any other class would be \$1500 per year.

Your Business Name:

Administrators Name:

Administrators Email Address:

Administrators Phone Number:

Classification Name:

Classification Annual Benefit Amount:

Roll Over Unused Benefit at Year End?

Yes:

No:

Signed: _____ Date: _____

Submit To:

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Ph: 1-866-996-1919

E: info@CanadaSmartPlan.com