

Priest-In-Charge (PIC) Overview 2012

Remuneration for PIC duties is taxable, insurable and pensionable at the Federal and Provincial levels. This means that Income Tax, Employment Insurance, and Canada Pension Plan Contributions must be deducted from the salary; and at year-end, a T4 must be issued to the PIC by the payer of the salary.

The Diocese Central Payroll provides the service of managing a monthly payroll for the PIC, withholding all appropriate deductions, submitting the deductions to Revenue Canada, and preparing a T4. Clergy can use the PIC payroll Direct Deposit system by filling in the TD1 Forms available from Diocese office or online at <http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html> . Clergy should include both the provincial and Federal TD1 forms and attach a voided cheque of the account into which the funds are to be deposited.

PIC's are paid by direct deposit to their bank account on the 30th of the month. These payments include the salary less appropriate deductions, **for all duties which occurred from the 16th of the previous month up to and including the 15th of the current month**. The Clergy are then mailed a pay statement with a breakdown of the remuneration. Any travel expenses can be submitted to the Parish directly by the Clergy, as travel does not go through Central Payroll.

The Parish will receive a Payroll Remittance Advice Form the following month with a statement of the monies paid out to the PIC. This can be used to prepare and submit a payment to the Diocese for the PIC.

Treasurers and Clergy are asked to fill out and sign the attached PIC Monthly Payroll Advice each month. The information can be emailed using a PDF file (cnewcomb@nspeidiocese.ca), faxed (902-425-0717), or mailed to the attention of the Diocese payroll to be received by the 20th of the current month. This will ensure that the amount can be deposited in the bank on the 30th pay date. Please note that payroll does not have the ability to pay clergy (PIC) without the properly completed form.

All Parishes are encouraged to pay part-time and PIC clergy through Central Payroll.