

# Rate lists

## Businesses

This rate list is effective from January 1, 2023. Please note that this rate list is subject to change without notice. Applicable taxes for your province are additional to the rates below. Some additional fees may apply depending on your situation. Please refer to the **notes** that apply to your service and the possible additional charges on page 2. The rates in this document are for each company **unless** specified in the notes section.

### ACCOUNTING, TAX, AND GENERAL BUSINESS SERVICES

Type of service	Rate	Notes
File opening (fixed cost)	\$80.00	<b>1</b>
Junior Accounting Technician (hourly)	\$69.00	<b>7</b>
Senior Accounting Technician (hourly)	\$105.00	<b>19</b>
Government grant applications (hourly)	\$105.00	
Income tax return (fixed cost)	\$675.00	<b>4 and 6</b>
Income tax return if bookkeeping completed by CJPBA (fixed cost)	\$550.00	<b>4 and 6</b>
Government audit (hourly)	Hourly rate	<b>11</b>
Registrar update (fixed cost)	\$50.00	<b>1</b>
Declaration of wages – Québec and BC (fixed cost)	\$50.00	<b>1</b>
Monthly GST/HST/QST return (per return) (fixed cost)	\$40.00	<b>16</b>
Quarterly GST/HST/QST return (per return) (fixed cost)	\$70.00	<b>16</b>
Annual GST/HST/QST return (per return) (fixed cost)	\$90.00	<b>16</b>
Mailing accounting documents	According to the Canada Post rate	

### PAYROLL SERVICES FOR BUSINESSES

Payroll services	Rate	Notes
Fixed cost for the service	\$25.00	<b>15 and 17</b>
Cost per pay stub provided to each payroll service (fixed cost)	\$3.25	<b>15</b>
Cost for monthly payroll reporting (fixed cost)	\$40.00	<b>16</b>
Cost for quarterly payroll reporting (fixed cost)	\$70.00	<b>16</b>
Cost for annual payroll reporting (fixed cost)	\$90.00	<b>16</b>
Tax slips/statements (T4, T4A, T5, etc.) (per slip) (fixed cost)	\$15.00	<b>5 and 18</b>
Tax slips/statements (T4, T4A, T5, etc.) if bookkeeping completed by CJPBA (per slip) (fixed cost)	\$10.00	<b>5 and 18</b>
Annual submission of tax slip/statement summary to government (fixed cost)	\$25.00	
Mailing tax slips/statements to employees (fixed cost)	\$3.50	<b>18</b>
REWEB Record of Employment Reporting (fixed cost)	\$15.00	<b>1</b>

## ACCOUNTING SOFTWARE FOR BUSINESSES

Software	Rate	Notes
Sage software	\$220.00	<b>2 and 10</b>
Acomba software	\$220.00	<b>2 and 10</b>
QuickBooks Online software – EasyStart	\$220.00	<b>2 and 10</b>
QuickBooks Online software – Essentials	\$350.00	<b>2 and 10</b>
QuickBooks Online software – Plus	\$600.00	<b>2 and 10</b>
QuickBooks Online software – Advanced	\$1,020.00	<b>2 and 10</b>

## TAX RETURN – SELF-EMPLOYED

Income tax return (T2125)	Complete file received before			Rates for previous tax returns (12)	Notes
	1 April (12)	15 April (12)	30 April (12)		
Company file provided/ form completed (fixed cost)	\$150.00	\$160.00	\$175.00	\$200.00	<b>4 and 5</b>
Revenues/expenses not compiled (fixed cost)	Hourly rate	Hourly rate	Hourly rate	Hourly rate	<b>4 and 5</b>
Monthly GST/QST/HST return (fixed cost)	\$40.00	\$40.00	\$40.00	\$40.00	<b>4 and 5</b>
Quarterly GST/QST/HST return (fixed cost)	\$70.00	\$70.00	\$70.00	\$70.00	<b>4 and 5</b>
Annual GST/QST/HST return (fixed cost)	\$90.00	\$90.00	\$90.00	\$90.00	<b>4 and 5</b>
Government audit	Hourly rate	Hourly rate	Hourly rate	Hourly rate	<b>11</b>

## CONSULTATION SERVICES FOR BUSINESS

Type of service	Rate	Notes
Self-employed – beginner session	\$175.00	<b>8</b>
Start-up and follow-up of company's accounting system		On request
Budget analysis services for companies		On request
Hourly rate for training on accounting software	\$105.00	<b>20</b>
Tax specialist initial meeting – businesses	\$225.00	<b>13</b>
Tax specialist meeting – businesses	\$200.00	<b>9</b>

## REBATES

Type of rebate	Rate	Notes
Individual client referral	\$5.00	<b>3</b>
Company client referral	\$250.00	<b>14</b>
Annual loyalty	1%	<b>21</b>

## NOTES

<b>1</b>	Applies to each company.
<b>2</b>	Includes only the basic software without any options. Payroll options or any other options are added to the annual fee.
<b>3</b>	Discount applied on the next invoice produced by Comptabilité JP Bédard Inc. Discount applicable for each referral.
<b>4</b>	Audit support (ARC/QR) <b>not included</b> . Senior or Junior Accounting Technician hourly rates applies if our services are required.
<b>5</b>	Hourly rates may apply. Québec statements are included.
<b>6</b>	Standard business tax return. Additional fees may apply depending on business needs and the scope of the task.
<b>7</b>	Software cost <b>not included</b> . The annual software fee will be billed in full on the first invoice (January) unless other arrangements are made.
<b>8</b>	Includes a starter kit and a 60-minute virtual meeting.
<b>9</b>	Hourly rate that applies after the initial meeting of a project with the tax specialist.
<b>10</b>	Annual rate. Amount charged pro rata on the first invoice of the year (January).
<b>11</b>	Government audits will be charged at the Senior Accounting Technician hourly rate. A flat fee is possible by arrangement.
<b>12</b>	Rates for the current reporting year. No prior year returns will be filed between February and April unless agreed upon.
<b>13</b>	The initial meeting includes a 15-25-minute meeting to explain your goals/expectations, a research and planning period, and a second meeting to propose a plan to achieve your goal/expectation. The cost of the initial meeting is \$225.00. Please note that depending on the complexity of your goal, we may need more than 60 minutes to work on your file. In this case, there will be an additional cost that will be prorated from the hourly rate of \$200.00.
<b>14</b>	Discount applied after the referred client has been a client of Comptabilité JP Bédard Inc. for more than 12 continuous months.
<b>15</b>	Cost of service by payroll frequency. Payroll frequency can be weekly, bi-weekly, monthly, or annually.
<b>16</b>	The rate includes the declaration to the CRA and RQ (if applicable).
<b>17</b>	Includes sending the T4 and RL-1 summary to CRA and RQ.
<b>18</b>	Cost per employee or per shipment.
<b>19</b>	Senior Accounting Technician Hourly Rate. The senior accounting technician will be involved in files that require additional expertise.
<b>20</b>	Accounting software programs used are Acomba, Simply Accounting (Sage50), and QuickBooks Online.
<b>21</b>	One percent discount for each year of service completed with CJPBA. This discount is applied on each service/product during the year. The maximum percentage of the loyalty discount is 10%.