

# PF1 Reliable Exam Questions: Payroll Fundamentals 1Exam - Latest National Payroll Institute PF1 Valid Exam Fee

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## Payroll Fundamentals 1 (Questions + Answers) Verified 100% Correct!!

RQ and CRA define a car allowance as reasonable if: Answer- - The allowance is based solely on business kilometres driven in a calendar year  
- the amount provided is based on the following government-prescribed reasonable guidelines  
- \$0.58 per km for the first 5,000 business km's in the year (\$0,62 in the Yukon, NWT & Nunavut)  
- \$0.51 thereafter (\$0.56 for YK, NWT, NT)  
- the employer does not reimburse the employee for expenses related to the same use of the vehicle

Personal Driving includes: Answer- - vacation travel  
- driving to conduct personal business  
- travel between home and work, even if the employer insists the employee drive the vehicle home

Business driving includes: Answer- - driving to existing and prospective clients, points of call, and other office locations of the employer  
- when an employee travels directly from home to a point of call, which is not the employer's place of business where the employee regularly reports for work  
- when the employees travels home directly from a point of call

Availability (automobiles) Answer- The number of thirty-day periods that the automobile is available to the employee for the current taxation year. The employee has access to or control over the vehicle.

Automobile Answer- A motor vehicle that is designed or adapted to primarily carry individuals on highways and streets, and has seating capacity of not more than the driver and eight passengers

If a gift or award is given to an employee in cash Answer- The amount is considered pensionable, insurable and taxable to the employee, subject to all statutory deductions

Overtime meal allowance is considered non-taxable if (RQ): Answer- - overtime is done at the employer's request and is expected to last for at least two consecutive hours  
- overtime is done rarely or on an occasional basis

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## National Payroll Institute Payroll Fundamentals 1 Exam Sample Questions (Q12-Q17):

### NEW QUESTION # 12

How many pay periods will be used to calculate insurable earnings in Block 15B on the Record of Employment if the employee is paid weekly?

- A. Last 27 pay periods (or less if period of employment is shorter)
- B. Last 14 pay periods (or less if period of employment is shorter)
- C. Last 7 pay periods (or less if period of employment is shorter)
- D. Last 13 pay periods (or less if period of employment is shorter)

**Answer: A**

Explanation:

For a paper ROE, Service Canada's ROE guidance uses a set number of most recent consecutive pay periods to support the reporting of insurable earnings. In Block 15C (insurable earnings by pay period), the paper ROE provides 27 fields, which allows reporting up to 27 weekly pay periods (or fewer if the employee worked fewer periods).

Block 15B is the total insurable earnings for the applicable number of consecutive pay periods, and for a weekly payroll this aligns with the same maximum count used on the paper ROE earnings grid - 27 periods.

Practically, this means payroll totals the employee's insurable earnings for the last 27 consecutive weekly pay periods leading up to the interruption of earnings (or the full period of employment if shorter). Using the correct number of pay periods ensures Service Canada has the right earnings history to adjudicate EI benefits accurately and reduces ROE processing issues.

### NEW QUESTION # 13

Jasmine works for a Saskatchewan employer and earns \$500.00 weekly. Calculate her Employment Insurance (EI) premium.

**Answer:**

Explanation:

\$8.15 (employee EI premium for the week)

Explanation:

For employees whose province of employment is outside Quebec (including Saskatchewan), EI premiums are calculated by multiplying the employee's insurable earnings by the employee EI premium rate for the year, up to the annual maximum insurable earnings. For 2026, the employee EI premium rate outside Quebec is \$1.63 per \$100 of insurable earnings (which is 1.63%).

Jasmine earns \$500.00 weekly and (based on the question) we assume all earnings are insurable and she has not reached the annual maximum. Her EI premium is:

$$\$500.00 \times 1.63\% = \$500.00 \times 0.0163 = \$8.15.$$

This amount is deducted from the employee's pay and later remitted to the CRA as part of the employer's regular payroll remittance. The maximum insurable earnings for 2026 is \$68,900, but at \$500 per week she would only hit the maximum later in the year (if at all), so the weekly premium calculation above applies.

### NEW QUESTION # 14

The source deductions form completed by all new employees in Quebec is called:

- A. T2222
- B. T1213
- C. TD1-AB
- D. TP-1015.3-V

**Answer: D**

Explanation:

In Quebec, employees must complete a Quebec-specific source deductions form so the employer can calculate Quebec income tax to withhold. Revenu Quebec identifies Form TP-1015.3-V (Source Deductions Return) as the form employees complete and provide to their employer/payer for this purpose. It is part of the onboarding /payroll setup process in Quebec and is used to determine personal tax credits and any additional withholding instructions for Quebec provincial income tax.

The other options are not the standard Quebec source deductions return for new employees: T1213 is a CRA form used to request a reduction in tax deductions at source (federal), TD1-AB is a provincial TD1 for Alberta (not Quebec), and T2222 is not the Quebec source deductions return. From a payroll communication standpoint, the employer should request both the applicable federal TD1 and the Quebec TP-1015.3-V, then retain them on file to support accurate withholding calculations.

#### NEW QUESTION # 15

Benefits are:

- A. Dollar amounts the employer pays for the work an employee performs
- **B. Values attributed to something the employer has either provided to an employee or paid for on an employee's behalf**
- C. Dollar amounts paid to employees for the use of their personal property for business purposes
- D. Dollar amounts paid to employees to cover expenses that they incur while performing their job

**Answer: B**

Explanation:

In Canadian payroll, a benefit generally means the employer has provided something of value to the employee (or paid for something on the employee's behalf), rather than paying cash for work performed. The CRA's Employers' Guide - Taxable Benefits and Allowances (T4130) explains that a benefit/allowance may be provided in cash (for example, an allowance) or in a manner other than cash (for example, a parking space or gift), and that employers may have to include the value of that benefit/allowance in the employee's income depending on the circumstances.

Option C best captures this "value of something provided or paid for" concept. Option B describes wages /salary (earnings for work). Option A aligns more with reimbursements/expense coverage. Option D aligns with allowances for business use of personal property (often treated separately and may be taxable or non-taxable depending on CRA rules and documentation). Payroll's role is to determine whether the benefit is taxable, value it correctly, and apply the right statutory withholdings and reporting.

#### NEW QUESTION # 16

Which pension plan requires the services of an actuary to study and forecast future needs of the plan to ensure the plan remains sufficiently funded to provide employees with their retirement benefits?

- A. Registered Retirement Savings Plan
- B. All of the above
- **C. Defined benefit pension plan**
- D. Defined contribution pension plan

**Answer: C**

Explanation:

A defined benefit (DB) pension plan promises a future pension benefit based on a formula (for example, service and earnings). Because the benefit is defined, the plan must ensure it is adequately funded to meet future liabilities. That requires actuarial valuations—professional studies that forecast future obligations and determine required contributions. Regulators describe DB plan funding as being based on actuarial calculations and require administrators to file actuarial valuation reports to establish funding and contribution requirements.

A defined contribution (DC) plan does not promise a specific future pension amount; contributions are defined, and the retirement outcome depends on investment performance—so it does not require the same ongoing actuarial funding valuations for promised liabilities. An RRSP is an individual savings plan, not an employer DB plan requiring actuarial funding reports. Therefore, the correct answer is Defined benefit pension plan (option A).

#### NEW QUESTION # 17

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