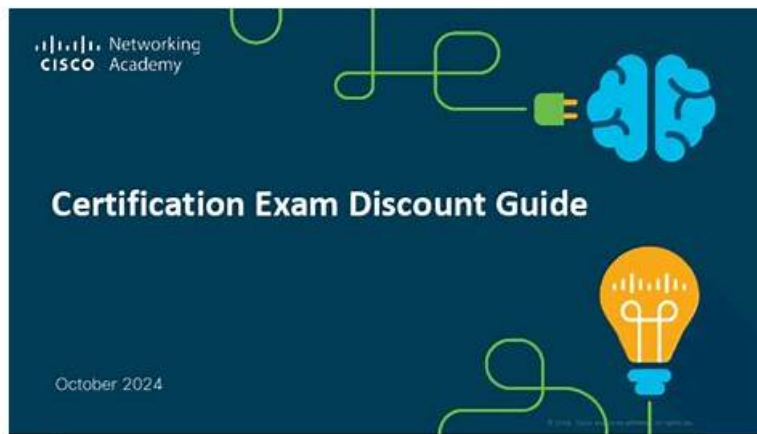
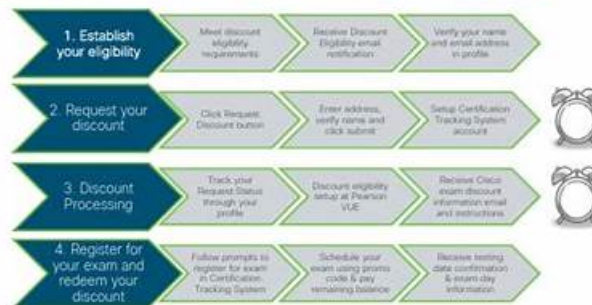


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## National Payroll Institute Payroll Fundamentals 1 Exam Sample Questions (Q37-Q42):

### NEW QUESTION # 37

Anne Massy works for Liberty Promotions in Nunavut and is provided with a company-leased automobile. The automobile was in Anne's possession for 365 days. Of the 34,134 kilometres driven, 15,805 kilometres were for business purposes. The monthly lease cost of the vehicle was \$198.60, excluding GST calculated at 5%. Anne requested in writing that Liberty Promotions use the optional operating cost method if all conditions apply. She did not reimburse the company for any of the expenses associated with the automobile. Calculate Anne's annual automobile taxable benefit.

#### Answer:

Explanation:

\$7,900.10

Explanation:

Anne has both an automobile standby charge (because the car was made available) and an operating expense benefit (because the employer paid operating costs and she did not reimburse).

1) Standby charge (leased auto): Lease cost for standby charge purposes includes GST and excludes insurance.

Monthly lease incl. GST =  $\$198.60 \times 1.05 = \$208.53$ .

Standby charge per month =  $2/3 \times \$208.53 = \$139.02$ .

Days available  $\div 30 = 365 \div 30 = 12.17$ , rounded to 12.

Annual standby charge =  $\$139.02 \times 12 = \$1,668.24$ .

2) Operating expense benefit: Personal km =  $34,134 - 15,805 = 18,329$ .

Optional method requires the automobile be used primarily (>50%) for business; Anne's business use is under 50%, so the optional method does not apply and the fixed rate must be used.

Fixed rate (2026) =  $\$0.34/\text{km} \times 18,329 = \$6,231.86$ .

Total taxable benefit =  $\$1,668.24 + \$6,231.86 = \$7,900.10$ .

### NEW QUESTION # 38

A retiring allowance includes:

- A. Payments in recognition of long service
- B. Bonus or incentive pay
- C. Accumulated overtime
- D. Vacation pay

#### Answer: A

Explanation:

The CRA defines a retiring allowance (also called severance pay) as an amount paid to an employee when or after they retire or lose their job, in recognition of long service or for the loss of office or employment. This matches option A.

The other options are specifically not retiring allowances under CRA guidance. The CRA states a retiring allowance does not include salary, wages, bonuses, or overtime, which rules out bonus or incentive pay and accumulated overtime. The CRA also states it does not include payments for accumulated vacation leave not taken before retirement, which rules out vacation pay.

This classification matters in payroll because retiring allowances have distinct rules: for example, they are not subject to CPP or EI deductions, and part of a retiring allowance may be eligible for direct transfer to an RRSP

/RPP under special rules (based on pre-1996 service).

### NEW QUESTION # 39

The amount of notice the employer must give an employee depends on:

- A. The employee's length of service and the jurisdiction in which they work
- B. The size of the employer's payroll
- C. The industry in which the employer operates

- D. The employee's length of service and the jurisdiction in which they live

**Answer: A**

Explanation:

Termination notice requirements come from the employment standards legislation that applies to the workplace, which is tied to the jurisdiction where the employee works (province/territory), unless the workplace is federally regulated. The Government of Canada explicitly directs employers and employees to consult the employment standards for the province or territory of work if they are not in a federally regulated industry.

Within a given jurisdiction, the minimum notice (or pay in lieu) is typically based on the employee's length of continuous employment/service. For example, under the Canada Labour Code (federally regulated workplaces), required notice increases with service (and can be replaced with wages in lieu), showing service length is a core driver of notice entitlements.

That's why "where they live" is not the deciding factor for notice rules: the governing employment standards are based on the jurisdiction of employment (where the work is performed / the employment is regulated), and the employee's length of service under that jurisdiction's rules.

#### **NEW QUESTION # 40**

An employee has the use of a company-leased vehicle for both business and personal use. This is an example of:

- A. An allowance
- B. An earning
- **C. A benefit**
- D. An expense reimbursement

**Answer: C**

Explanation:

This is a benefit because the employer is providing access to an automobile (leased by the employer) that the employee can use for personal driving as well as business. The CRA explains that when an employer-owned or employer-leased automobile is made available for personal use, the employee receives a taxable automobile benefit, generally made up of a standby charge (availability of the vehicle) and potentially an operating expense benefit (if the employer pays operating costs and the employee has personal kilometres).

It is not an allowance (which is typically a cash amount given to the employee), and it is not an expense reimbursement (repayment of employee-incurred business expenses). It is also not an earning (pay for work performed). Payroll's role is to track availability days/months, business vs personal kilometres, any employee reimbursements, apply the CRA calculation methods, and report the taxable benefit on the employee's information slip with the correct taxable benefit treatment.

#### **NEW QUESTION # 41**

Tanya submitted a letter of resignation to her employer on April 2 of the current year advising that she would be resigning her position effective April 27 for the pay period ending April 28. What date will appear in Block 11 of Tanya's Record of Employment?

- A. April 30 of the current year
- B. April 2 of the current year
- **C. April 27 of the current year**
- D. None of the above

**Answer: C**

Explanation:

Block 11 on the ROE is "Last day for which paid." Service Canada instructs employers to enter the last day for which the employee received insurable earnings. This date usually coincides with the last day of work, unless the employee continues to receive insurable earnings after the last day worked (for example, paid leave like vacation/sick leave or salary continuance).

In Tanya's case, she gave notice on April 2, but her resignation is effective April 27. There's no information indicating paid leave after April 27 or salary continuance. So Block 11 should be April 27 (the last day she worked/received insurable earnings).

The question also mentions the pay period ending April 28—that date belongs in Block 12 (Final pay period ending date), which is the end date of the final pay period that includes the Block 11 date, and is often different from Block 11.



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