

## July 2025 Payroll Updates

### Payroll Update Steps

This update accounts for the various income tax calculation and provincial TD1 changes which take effect on **July 1, 2025** (as per the 121<sup>st</sup> edition of the T4127 Payroll Deductions Formulas document).

**Before calculating deductions for cheques dated July 1, 2025 or later**, follow these steps in sequence to prepare your Payroll files.

If you still have payroll cheques which will be dated **June 30** or earlier, complete those first and then continue with the steps below.

After level update 225 is installed, repeat the following for each company ID within SAMCO that you do payroll in.

1. Apply the July 2025 tax changes by running **Payroll » [F2] » Apply Tax Changes for Jul 2025**. If the menu selection says **Jan 2025**, stop and call SAMCO Support at 604-597-4211 or email [support@samco.com](mailto:support@samco.com). **Do not continue** as the software update containing the July 2025 tax changes has not been installed on your system yet;
2. Answer **Y** to *Do you wish to run this update?*;
3. Enter **Y** to *Do you wish to continue?*;
4. The data has now been updated.
5. Next, go to the **Payroll » [F2] » Setup » Control information** and confirm the **MC Number** is 121. If you do not see this, please contact [support@samco.com](mailto:support@samco.com) and we will gladly assist you.

It is only **after this update** is done that you should calculate deductions for your first payroll cheques dated July 1, 2025 or later.

Repeat the above steps for each company ID within SAMCO that you do payroll in.

If you have any questions or concerns regarding this process, please do not hesitate to give us a call at 604-597-4211 or email [support@samco.com](mailto:support@samco.com). We'll be more than happy to help out.