# 2008 T4 TimeSaver User Manual

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# Chapter 1 – Introduction

## *About T4 TimeSaver*

ELM Computer Systems Inc. has provided custom programming and consulting services to accounting firms and to small business since 1978. The T4 TimeSaver development team is committed to providing software for producing Canadian tax information returns which is superior to any other system available.

## *Technical Support*

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program. There are a number of other technical support options available to you. Select **Technical Support Options** from the **Help** menu to view a list of them.

Our technical support hours are 9am to 5pm ET.

| | |
|---|---|
| **Technical Support Hot Line:** | **1-800-268-3211** |
| **Local to Toronto:** | **(416) 495-1624** |
| **Fax Number:** | **(416) 495-0044** |
| **Email:** | **support@t4timesaver.ca** |
| **Product Website:** | **www.t4timesaver.ca** |
| **Corporate Website:** | **www.elmcomputers.com** |

To quickly and easily send an email to our technical support team, select **Send an E-mail to Technical Support** from the **Help** menu.

If you encounter a problem with the software, you may find some assistance in the "Common Problems" listed in Appendix C of this User Manual or in the program's on-line help system under the title "Common Problems". To access this information, press [F1] anywhere in the program and click the **Contents** tab to view the table of contents for the Help system.

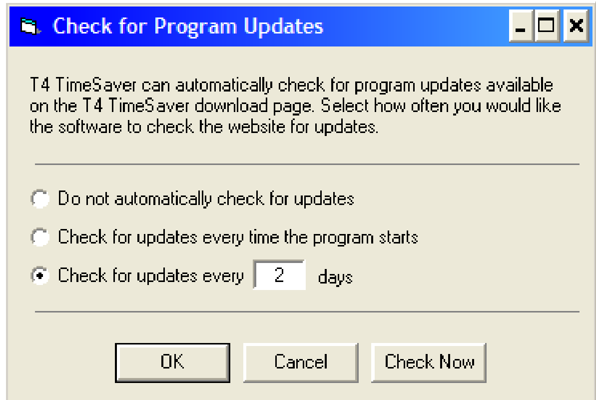
Technical support is available in the French language at our Montreal office. Support from our Toronto office is available only in English.

**French Language Technical Support:**

| | |
|---|---|
| **Telephone number:** | **(514) 499-9669** |

## *Receiving Updates*

2008 T4 TimeSaver can automatically check for updates on the T4 TimeSaver download page. Select **Check for Program Updates** from the **Help** menu.




Select the option which best meets your needs. You can also click the **Check Now** button to do an immediate search.

## *Requesting System Enhancements*

We value your suggestions at ELM Computer Systems Inc. and attempt, as much as possible to incorporate them into future versions of T4 TimeSaver. Many of the features now available in the system are the result of comments made by people like you who have used the program for years.

If there is a feature which you would like to see in T4 TimeSaver please call or send us a note and let us know. We cannot promise that all suggestions will be incorporated into the system but we assure you that each one will be given our careful consideration.

Thank you in advance for helping us to make T4 TimeSaver the finest tax slip preparation software available in Canada.

## *Hardware Requirements*

### Computer

Any Pentium class PC

### Operating System

[1]Windows 98™ (no longer supported by Microsoft), Windows ME™(no longer supported by Microsoft), Windows NT™(no longer supported by Microsoft), Windows 2000™, Windows XP™ and Windows Vista™.

[1] Note: Windows is a registered trademark of Microsoft Corporation. All product names mentioned in this manual and not listed are trademarks of their respective companies.

**System Memory**

A minimum of 64 Mb RAM is required to run T4 TimeSaver. Typically, any system able to run a current version of Windows will be able to run T4 TimeSaver.

**Disk Drives**

A hard disk drive with at least 20 Mb of available disk space is required for installation of the program files while leaving sufficient space for data. Data may be stored on either a hard disk or on removable media; T4 TimeSaver performs much better if data is stored on a hard disk. The software and/or its data files may also be installed on a network file server.

For optimal performance of both T4 TimeSaver and other software ensure that you have sufficient room available on your hard disk for the virtual memory swap file maintained by Windows. Typically this file is 50% greater than the size of the available RAM installed on your system.

**Printer**

Slips and summaries may be printed on ink jet and laser printers using government supplied forms. T4 TimeSaver will not print to dot-matrix (or impact) printers as these forms are no longer supported by either the CRA or the MRQ.

T4 TimeSaver can also produce most forms as facsimiles on ink jet and laser printers. You may also file most types of returns via the internet or on diskette, CD or DVD, greatly reducing your paper requirements and the labour involved in producing these returns.

## *License Agreement*

T4 TimeSaver ("program") is owned by ELM Computer Systems. ELM Computer Systems grants to you as a registered user a non-exclusive, non-transferable license to use the program. You are expressly prohibited from distribution of the program to others outside your office, regardless of whether such distribution is for profit. All rights, title and interest in and to the program, and all documentation, code and logic which describes and/or comprises the program are vested in ELM Computer Systems. Your right to use the program is conditional upon and limited by the terms and conditions of this license. You may not: (a) modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the program; or (b) loan, rent, lease or sublicense the program or any copy, without the prior written consent of ELM. Any violation of these provisions will constitute an automatic revocation of your license to use the program and will subject you to substantial liability under the applicable legislation of the jurisdiction in which the program is being used.

You are permitted to use the program on any and all personal computers in your office, with no restriction on the number of concurrent users. Use of the program at other offices (i.e. different street addresses) is prohibited unless separate licenses have been purchased for each office.

## *Warranty Information*

We warrant to you for ninety (90) days from the date you received the software package that the package contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate package or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

**Disclaimer**

The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms generated by the Package for submission to CRA or Québec's Ministère du Revenu. It is the users' responsibility to ensure that the proper forms are used and, with respect to the Relevé slips, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

# Chapter 2 - Getting Started

## *Installation*

T4 TimeSaver may be installed on any hard disk drive accessible to your computer. Single User and Network installations are described below. If you used T4 TimeSaver last year, you may install the program without affecting last year's database, nor will reinstalling the current program affect the current year's database.

We strongly recommend against storing data files on floppies as data loss will occur when the database exceeds the capacity of the floppy disk. For fastest program response and most secure retention of data it is recommended that data files be stored on either a local or network hard disk. Data files can also be stored on many USB flash drives provided sufficient space is available.

To install T4 TimeSaver from the CD follow these steps:

1. Copy the original CD media and store the originals in a safe place.

2. Close all open applications to avoid possible conflicts with open programs.

3. Insert the copy of the installation CD in an appropriate drive.

4. Click on the Windows Start button. For XP select Run from the menu displayed, for Vista type Run in the search box. Type **d:t4setup** (replace "d:" with the drive letter in which the install CD is located.) Click OK to continue.

To install T4 TimeSaver from the internet follow these steps:

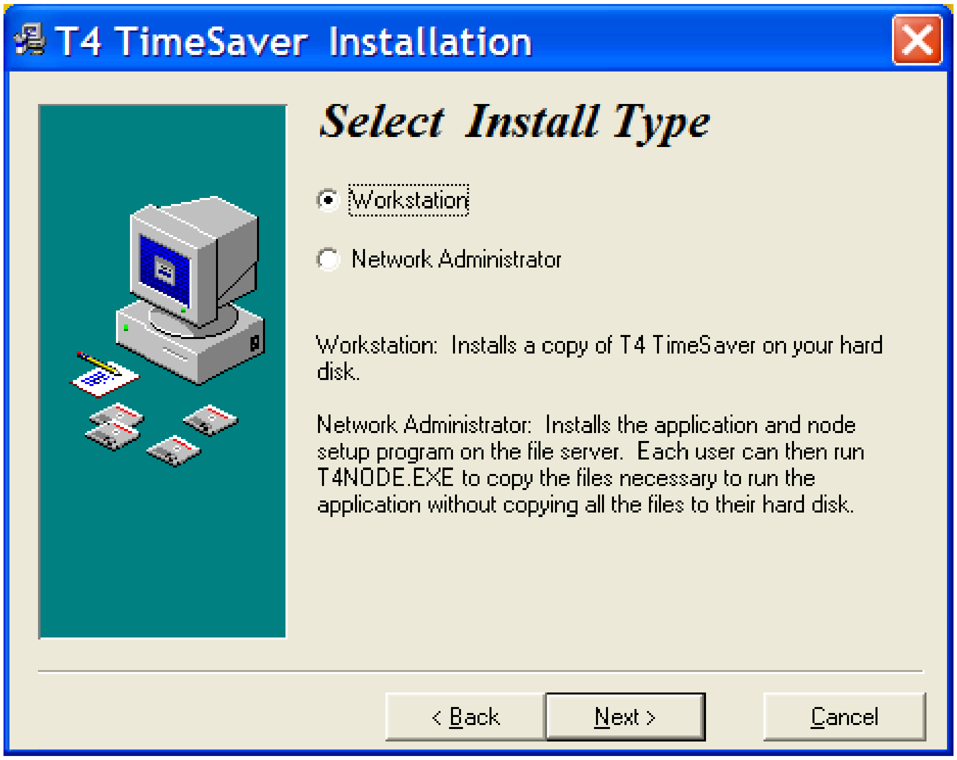
1. Download the installation package from our website:

   http://www.t4timesaver.ca/contents/t4_timesaver_downloads.html

2. Close all open applications to avoid possible conflicts with open programs.

3. Click on the Windows Start button. For XP select Run from the menu displayed, for Vista type Run in the search box. Type ***location*\t4setup** (replace "*location*" with the name of the folder to which you downloaded the installation package.) Click OK to continue.

When the setup program begins, follow the directions on your screen.




***Workstation Installation:***
Select **Workstation** from the **Select Install Type** window. This will install the program on either the local hard drive or any network drive available to the computer, placing all resources required by the software only on the local workstation.

***Network Administrator Installation***:
Select **Network Administrator** from the **Select Install Type** window to install the program on a network drive. Then run T4NODE.EXE from each workstation to copy the necessary files to run the program from the workstation.

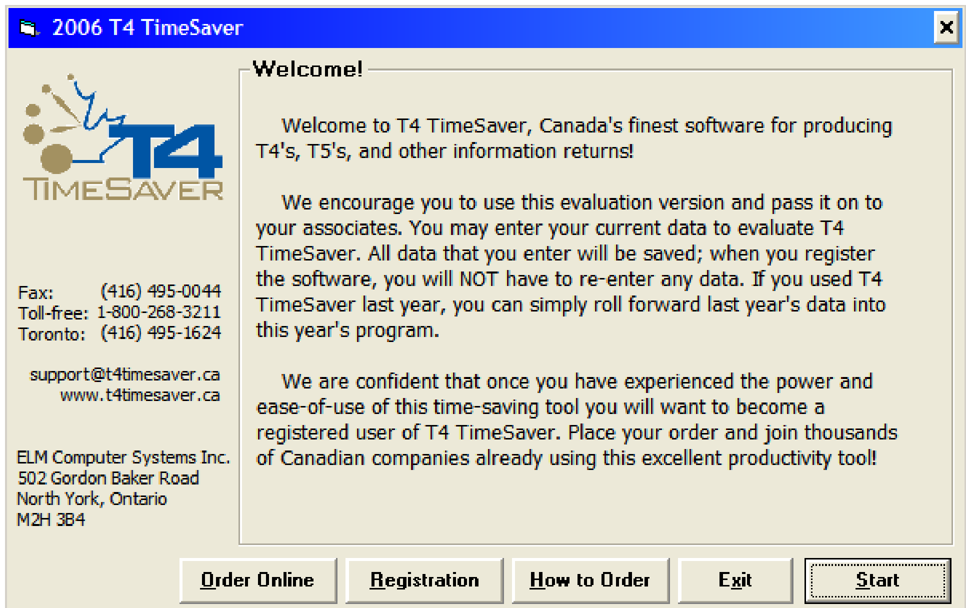
## *Starting the Program*

The **Start** menu will contain the T4 TimeSaver icon in the T4 TimeSaver program group.

## *Registration*

Your copy of T4 TimeSaver must be registered before all functionality of the program is activated. Click on the **Registration** button on the registration screen and enter the unique authorization number issued to you by ELM Computer Systems to register this copy of the program. You can then click on the **Start** button on the registration screen to begin using T4 TimeSaver.

You may enter data into the T4 TimeSaver without registering the program but you will be unable to produce a valid return until the registration number is entered. (Many functions will also be unavailable until the software is registered.)




The opportunity to register will be available every time you start the program until registration has been completed.

T4 TimeSaver program is copyright (c) 1987-2008 by ELM Computer Systems Inc. Please refer to the License Agreement in Chapter 1 for full details of the agreement between ELM Computer Systems Inc. and users of the package.

### *User Names and Passwords (Plus version only)*

Every time T4 TimeSaver Plus is started, you will be prompted for your user name and password. You can enter any name you wish to for a username. There should be a unique user name assigned to each person or workstation. The first time you enter a new user name, you must also enter a password which will be assigned to the user name. You will be asked to confirm that this is a new user name. You can change the password by selecting the **Change password** option from the **File** menu.

Each user name is associated with a corresponding user profile. The user profile contains the user settings associated with the user name. You can create as many user profiles as you require. The user settings can be unique for each user or there can be a number of identical users. A user profile is created by typing in a unique entry when prompted for the user name.

Each user can establish their own settings by selecting **User Setup Options** from the **Setup** menu. Preferences and default values can then be entered in the various categories. See chapter 4 for descriptions of the various settings.

Alternatively, global settings can be established by using the **User Administration** option in the **Setup** menu. To access this function you must enter the user name “Admin” upon startup. With this function you can add a new user or edit, copy or delete existing user settings.

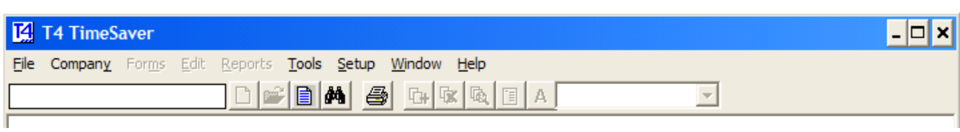
**NOTE: DEFAULT VALUES ENTERED IN SETUP WILL BE REFLECTED IN <u>NEW</u> COMPANIES ONLY. TO CHANGE VALUES IN <u>EXISTING</u> COMPANIES, SELECT EDIT COMPANY INFORMATION FROM THE COMPANY MENU.**

## *Privacy Protection*

Additionally, user names can be used to restrict access to sensitive information. By default there is no restriction to database access, but the creator of a database (or the person with username “admin”) can restrict access to the database to any users not on a user list. Select the **Database Access Control** from the **Setup** menu, and then select **Setup Database Access User List**. Check the “Restrict Access to the current database” checkbox. The database will be restricted to the creator and the user “Admin” unless additional usernames are added to the list.

## *What's on the T4 TimeSaver Window?*

The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name. Under the main menu are both the current company name and the icon toolbar. Clicking the company name will give you a list of all the companies available in the current database and will allow you to switch to any other company. The icons that appear in colour are available to use.




Those that are greyed out are only available when a form is open. See the section below on Toolbar Icons for details on the individual icons.

## *Use of Special Keys*

The T4 TimeSaver makes use of some special keys and key combinations to facilitate your data entry and editing.

## Short-cuts

Any command button that has an underlined letter can be accessed by simultaneously pressing the [Alt] key with that underlined letter. (E.g. pressing [Alt] + [K] would have the same affect as clicking on the OK button.)

In the same way, each menu title at the top of the window can be selected by simultaneously pressing the [Alt] key with the underlined letter. When the menu is open, you can select from the list of topics by simply typing the underlined letter (without the [Alt] key).

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1............... Accesses on-line help
Ctrl + P ....... Opens print window (with current employee selected, where applicable)
Ctrl + A ....... Adds a slip to the current company
Ctrl + D....... Deletes the current slip from the current company data
Ctrl + S ....... Allows you to select from the list of employees for the current company
Ctrl + PgUp Moves to the first slip for the current company
PgUp .......... Moves to the previous slip for the current company
PgDn .......... Moves to the next slip for the current company, adding a new slip if current slip is the last slip
Ctrl + PgDn Moves to the last slip for the current company
F9................ Switches between a T4 or T5 and its corresponding RL-1 or RL-3
Ctrl + G........ Switches between a slip and its corresponding Summary
Ctrl + J......... Adjusts the current employee's T4 or RL-1 slip

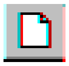
## Special Keys for Data Entry

During data entry the following keys may prove useful:

Tab or Enter Moves to the next data entry field.
Shift + Tab .. Moves to the previous data entry field.
Esc .............. Exits the current screen.
Home .......... Moves to the beginning of a data entry field.
End.............. Moves to the end of a data entry field.
Del............... Erases the character under the cursor.
Backspace .. Erases the character to the left of the cursor.
F2................ Opens a combo box (a box with a black top right corner, containing multiple choices).
F4................ Allows you to override a calculated field.
F5................Formats the employee name as "SURNAME, First name".
Up-Arrow..... Moves to the previous selection in a list.
Down-Arrow Moves to the next selection in a list.
PgUp ........... Moves by pages up through a list.
PgDn ........... Moves by pages down through a list.
Shift+F6.....Inserts the company address to an employee's slip.
F7................ Copies the address and S.I.N. for the current employee to a clipboard.
Shift + F7..... Pastes the address and S.I.N. from the clipboard to the current employee.
F8................ Switches order of first and last name

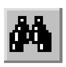
## *Toolbar Icons*

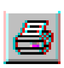
The toolbar is located directly below the main menu. The icons in the toolbar provide shortcuts for some of the common functions of the T4 TimeSaver program.

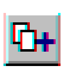
 **Add a New Company.** This function creates a new company within the current database. You must enter a company name that is unique to the database. You can have as many companies in the database as you wish.

 **Open a Company in the Current Database.** Clicking this icon will produce a list of the company names for all the companies in the current database. Select the desired company by highlighting it and clicking **Select**.

 **Edit the Current Company Information.** This function opens the current company information window and allows you to edit the information for the current company. You can change the company name, address, business number, EI rate, or adjustment options.

 **Find a Company by Name.** Clicking this icon opens the "Find Company" dialog box. Type in the company name (or part of it) and select either "All databases in directory" or "Current database only". Then click on the **Find** button. T4 TimeSaver will generate a list of companies that contain the desired name (or part of name). Select a particular company by locating and highlighting the desired company name and clicking **Select** (or double-click on the correct company name).

 **Print the Current Form.** Clicking this icon will open the print window with the company and employee already selected allowing you to print a single slip or summary. Choose the type of form and the copy number that you require. You can also adjust the margins and select printers from the same dialog box. [Ctrl] + [P] performs the same action. *See Chapter 9 - Producing Reports*.

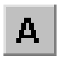
 **Add a Slip.** This function creates an empty slip of the same type as you are currently accessing. [Ctrl] + [A] performs the same function. Pressing [PgDn] when you are at the final slip for the company also adds a new slip.

 **Delete this Slip.** This deletes the current slip. [Ctrl] + [D] performs the same function. If you delete the only slip, the slip window will be closed.

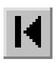
 **Find a Slip.** This provides you with a list of all the employees entered for the current company. [Ctrl] + [S] performs the same function. Select the desired

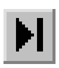
employee from the list by highlighting the name and then clicking **Select** or simply double-clicking on the employee name.

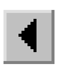
 **Go to Summary/Go to Slips.** Clicking this icon toggles between the Summary report and the slips for the type of form currently being displayed for the current company. [Ctrl] + [G] performs the same function.

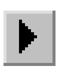
 **Adjust this T4 Slip.** This function calculates and makes any adjustments necessary for the current slip, based on the adjustment options entered for the current company. [Ctrl] + [J] performs the same function. The adjusted values will appear below the entered values.

The buttons below are only visible when an information return is being displayed.

 Clicking this icon moves to the first slip for the current company. [Ctrl] + [PgUp] performs the same function.

 Clicking this icon moves to the last slip for the current company. [Ctrl] + [PgDn] performs the same function.

 Clicking this icon moves to the previous slip for the current company. [PgUp] performs the same function.

 Clicking this icon moves to the next slip for the current company. [PgDn] performs the same function.

## *Input Conventions*

The decimal point should be used to enter cents. Where no decimal point is entered, the system will assume and display zero cents when the [Tab] or [Enter] keys are pressed, or you move the cursor to another field.

New data entered in a field will overwrite previously entered data. You may edit existing data by using the left and right cursor control keys, as well as the [Backspace], [Delete], [Home], and [End] keys.

## *Getting Help*

Whenever you require help, press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the table of contents to access the desired topic. Hyperlinks to related topics are provided for your convenience.

You can also access the help files from the **Help** menu. The **Contents** option will access the table of contents for the Help Pages. The **Search for help on** option will access the help index. The **Internet sites** submenu lists a number of Internet sites that may prove helpful.

During a technical support session our staff may request that you supply a copy of your database or a record of the settings currently being used by T4 TimeSaver installation at your location.

To send ELM a copy of your current database select the **Help** menu, then the **Send an E-mail to Technical Support** sub-menu, then the **Send Current Database** sub-menu. Please be assured that we will treat any data sent to us with the strictest of confidence and will delete all copies once your question has been answered.

To send ELM a listing of your current program settings select the **Help** menu, then the **Send an E-mail to Technical Support** sub-menu, then the **Send Other Email** sub-menu.

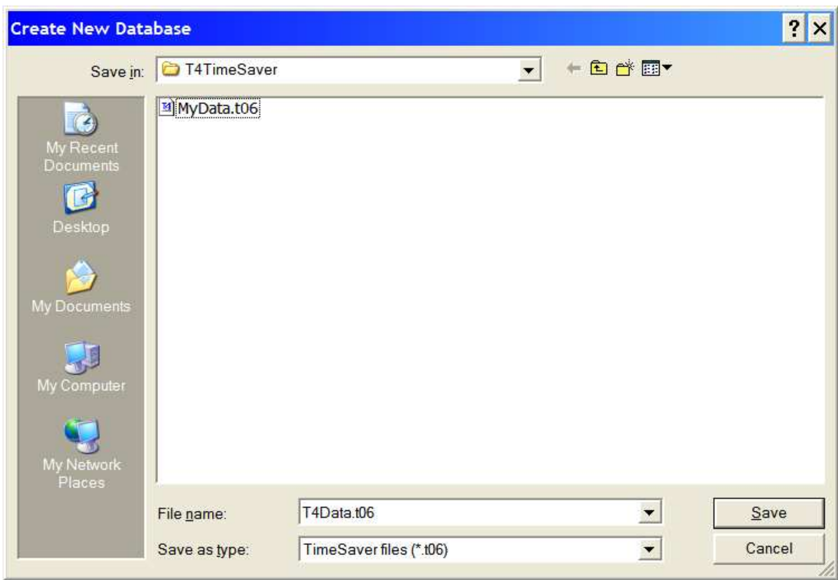
Please note that client confidentiality agreements between your office and its clients may prohibit sending client and/or corporate data to another entity such as ELM.

# Chapter 3 - Working with Databases

## *Creating a Database*

A T4 TimeSaver database is a collection of the data for one or more companies in a single file on your computer.  Each database can contain the data for numerous companies and you can create as many databases as you wish.  To create a database select **New database** from the **File** menu.

First, select the folder in which you want to store the database.  You can select any local or network folder available to your computer.  If a multi-user network version of T4 TimeSaver is being used, the database should be stored on a network drive so that it can be accessed by all users.  Next, you will need to give the database a name.  Enter a valid Windows filename. If you enter the extension, it must be ".T08".  If no extension is entered the extension will default to ".T08".




Click **Save** to create the database and exit the **Create New Database** dialog box. The new database will be automatically opened and its name will appear in the title bar of your T4 TimeSaver window.

If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created and opened unless you cancel the procedure.

By default there is no restriction to database access, but in the Plus version, the creator (or the person with username "admin") can restrict access to the database if desired.  Select the **Database Access Control** from the **Setup** menu, and then select **Setup Database Access User List**.  Check the "Restrict Access to the current database" checkbox.  The database will be restricted to the creator, the user "admin" and any additional usernames added to the list.

## *Opening a Database*
To work with an existing database, you must open it. Choose **Open Database** from the **File** menu. Select the path and folder that contains the required database. Select or type the name of the document you want to open in the **File name** field. You can only open a database with the filename extension ".T08" when using the 2008 T4 TimeSaver. If you attempt to open a database with a “.T07” extension you will be asked if you wish to convert the selected database into the 2008 format. If you respond “Yes” a 2008 database will be created which contains all of the company and employee information that was in the original 2007 database. The original 2007 database will not be affected.

If no database exists you will need to create one by selecting **New database** from the **File** menu.

**NOTE: IF YOU ARE UNABLE TO ACCESS MOST ITEMS UNDER THE “COMPANY” MENU THE MOST LIKELY CAUSE IS THAT NO DATABASE IS OPEN IN T4 TIMESAVER. YOU WILL ONLY BE ABLE TO CREATE COMPANY INFORMATION IF A DATABASE IS OPEN IN THE T4 TIMESAVER.**

## *Closing a Database*
Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you access to the file through your operating system in order to move or backup the file without closing T4 TimeSaver.

## *Deleting a Database*
Ensure that the database you wish to delete is closed. Select **Delete database** from the **File** menu. Locate and highlight the name of the database to be deleted and then click the **OK** button. You will be asked to confirm the deletion.

## *Renaming a Database*
To rename an existing database you must first close the database. Select **Rename database** from the **File** menu. Locate and highlight the name of the database you wish to rename and click the **OK** button. You will be asked to enter the new name of the database file. Ensure that the correct filename is entered, including the path and the “.T08" extension and again click the **OK** button.

## *Finding a Database*
To find an existing database you can select **Find database** from the **File** menu. You will be asked to specify a folder in which to look for database files from either the current taxation year, the previous taxation year, or both. All sub-folders of the specified folder will also be searched.

# Chapter 4 - User Setup Options

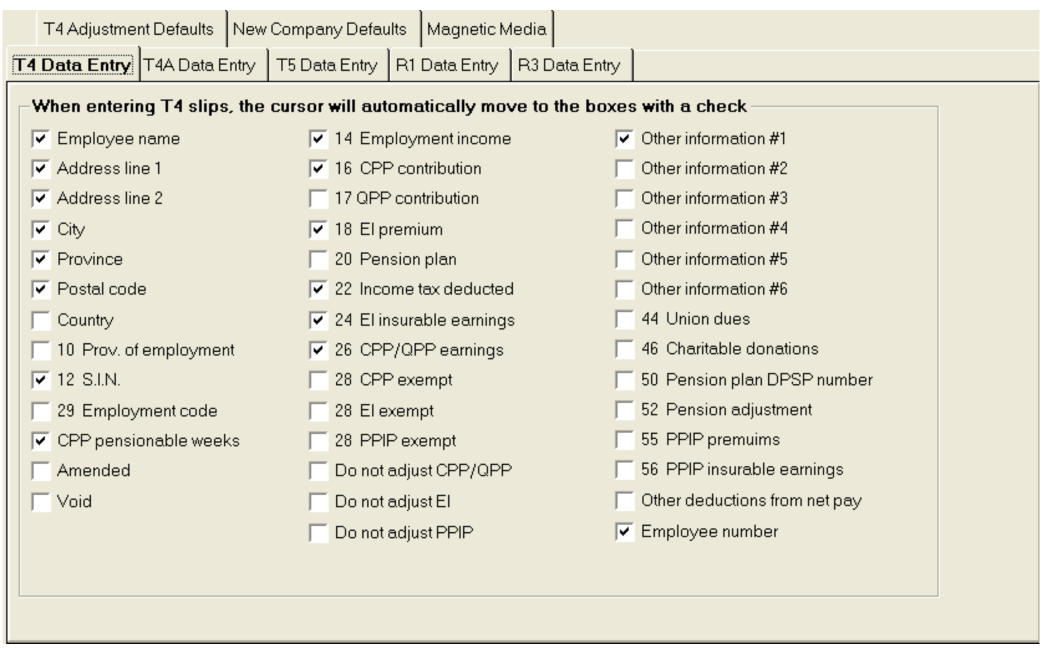
T4 TimeSaver comes with many user-definable settings to make it more flexible and efficient. Before entering data, you may wish to configure the program to your specific needs. If you are using the T4 TimeSaver Plus, these settings can be different for each user.

**NOTE: DEFAULT VALUES ENTERED IN SETUP WILL BE REFLECTED IN NEW COMPANIES ONLY. TO CHANGE VALUES IN EXISTING COMPANIES, SELECT EDIT COMPANY INFORMATION FROM THE COMPANY MENU.**

## *Data Entry Tabs*

Each data entry screen contains a number of boxes corresponding to the boxes on the printed form. It may not be necessary for you to enter information into each box as some boxes may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop in the Data Entry tabs for each type of slips. When you are finished, click on the **OK** button to save your selection.

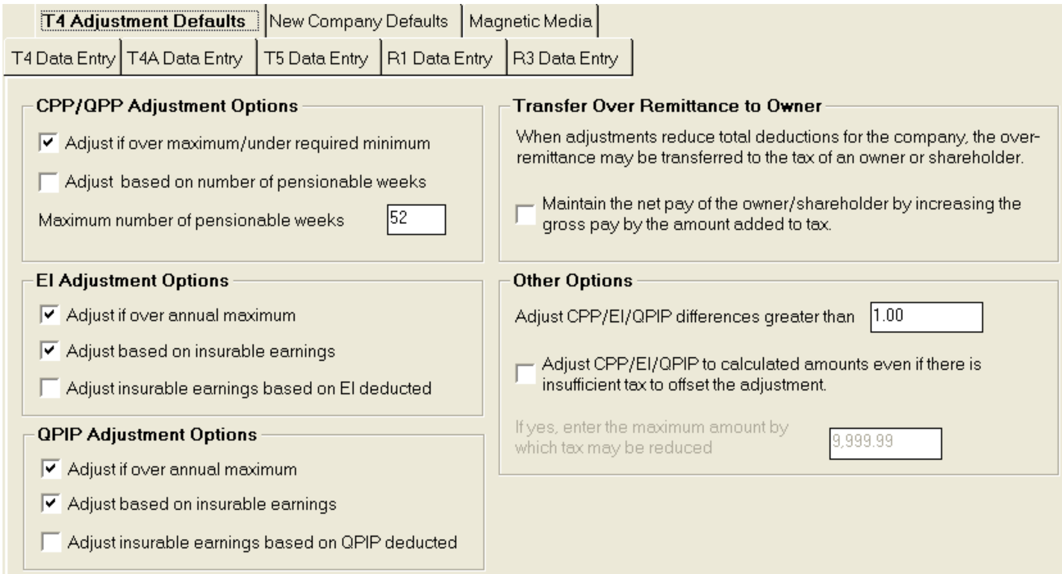
The following is a sample of the T4 Data Entry tab:




During data entry, pressing the [Tab] key or the [Enter] key will move you from one checked box to the next. Pressing [Shift] + [Tab] will move you back to the previous checked box. Use the space bar to check and uncheck boxes. If, on a particular form, you need to edit a box that would normally be skipped, you can use your mouse to place the cursor within the field and then type in the data.

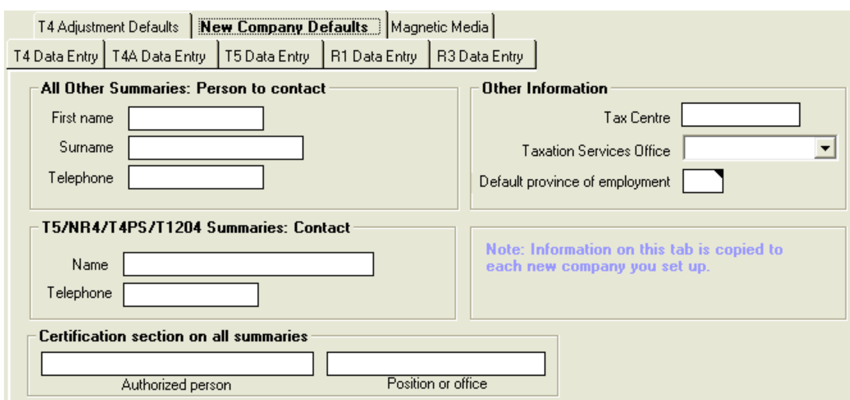
## *T4 Adjustment Defaults Tab*

Complete the **T4 Adjustment Defaults** tab. The information on this tab will be copied to the T4 Adjustment Options tab of the Company Information window for each <u>new</u> company. See further information in *Chapter 7 Adjusting T4s and Relevé 1s* regarding how to set the adjustments to best suit your needs.



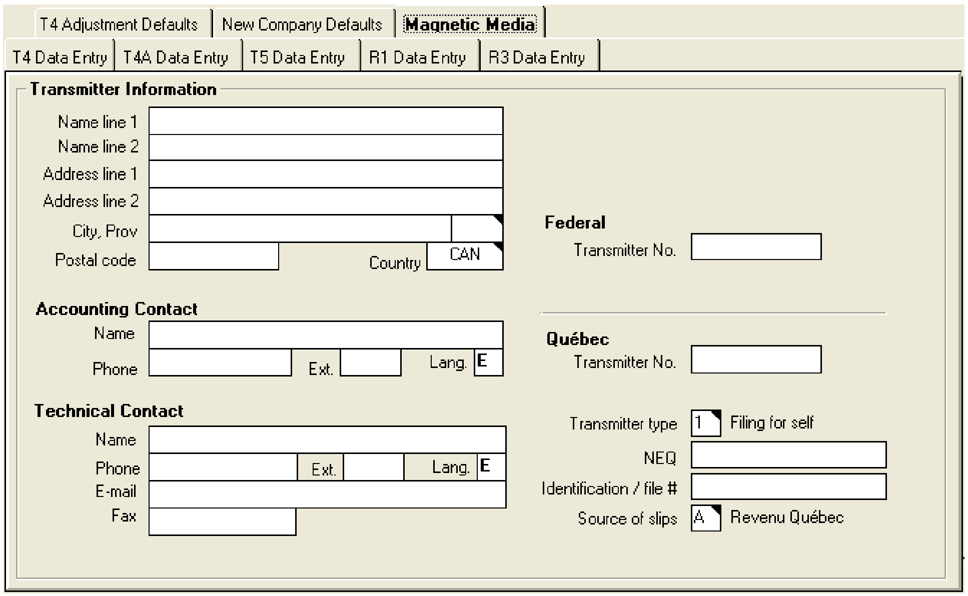

## *New Company Defaults Tab*

Complete the **New Company Defaults** tab. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.




## *Magnetic Media Tab*

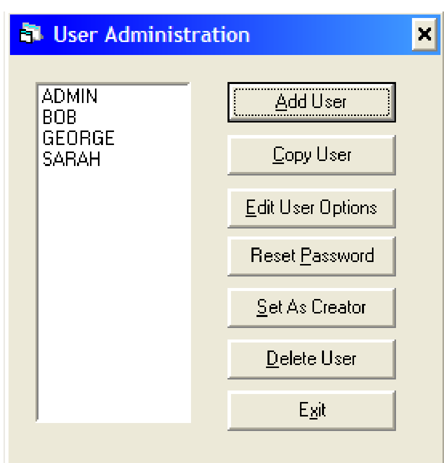
The Magnetic Media tab contains information required by the system to submit T4, NR4, T4A, T4A-NR, T5, T1204, RL-1, RL-2, RL-3, and RL-25 returns on diskette, CD or DVD. Enter the name and address of the company responsible for transmitting the magnetic media data. You should also enter names and phone numbers for accounting and technical contacts. If CRA has assigned a transmitter number for federal forms, it should be entered. If you will be filing RL-1 and/or RL-3 returns you must contact the Ministère du Revenu to receive a transmitter number and a set of serial numbers. See Chapter 10 – Filing by Magnetic Media for further information regarding magnetic media filing.




You do not have to submit a test diskette to either the CRA or the Québec government before filing your returns on diskette. We have already received approval for the magnetic media format on your behalf.

## *User Administration (Plus version only)*

When the user “admin” is logged into T4 TimeSaver, the **User Administration** function is available in the **Setup** menu. This allows the Administrator to add or delete user profiles.




The **Edit User Options** button allows the administrator to change setup options for the selected user. Select a user, click **Edit User Options**, then on the main menu select **User Setup Options** from the **Setup** menu. After making the desired changes, click **OK** to save your changes and **Finish** to return to the User Administration window.

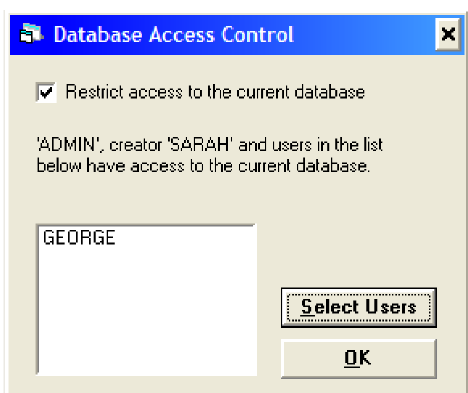
The **Reset Password** button allows the administrator to assign a new password for a user. Click the **Reset Password** button, enter the new password twice and click **OK**.

When **Database Access Restriction** is turned on (see below), the only users allowed access to the database by default are the administrator (admin) and the user who created the database. Clicking **Set As Creator** will change the creator name from the existing name to the selected name.

The administrator (admin) can also create a new user with identical settings as an existing user, by highlighting the original user name and clicking **Copy User**. Note that this will also copy the password, so the new user profile name should be selected and the **Reset Password** button clicked to reset the password.

## *Database Access Control*

The administrator (admin) also has access to the Database Access Control function. To restrict access to a database, select Database Access Control from the Setup menu. Select the Setup Database Access User List from the submenu. Check the "Restrict access to the current database" checkbox. The only users allowed access to the database will be "admin", the user that originally created the database and any user names that appear in the box. Click the **Select Users** button to add or remove names from the list.




## *Contribution Rates and Constants*

The administrator can change the rates and constants if required. Click the **Default** button to return the values to the 2008 legislated values.

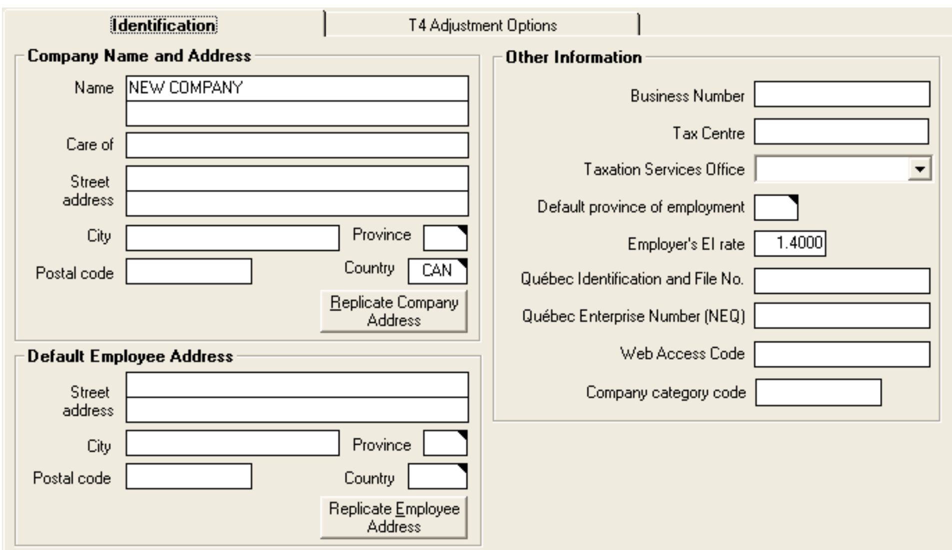
# Chapter 5 - Company Information

## *Creating a Company*

You can enter as many companies as you would like into each database, as long as each company has a unique name. To create a new company in the current database, select **New Company** from the **Company** menu. Company information is entered on the **Identification** tab and the **T4 Adjustment Options** tab.

### <u>Identification</u>

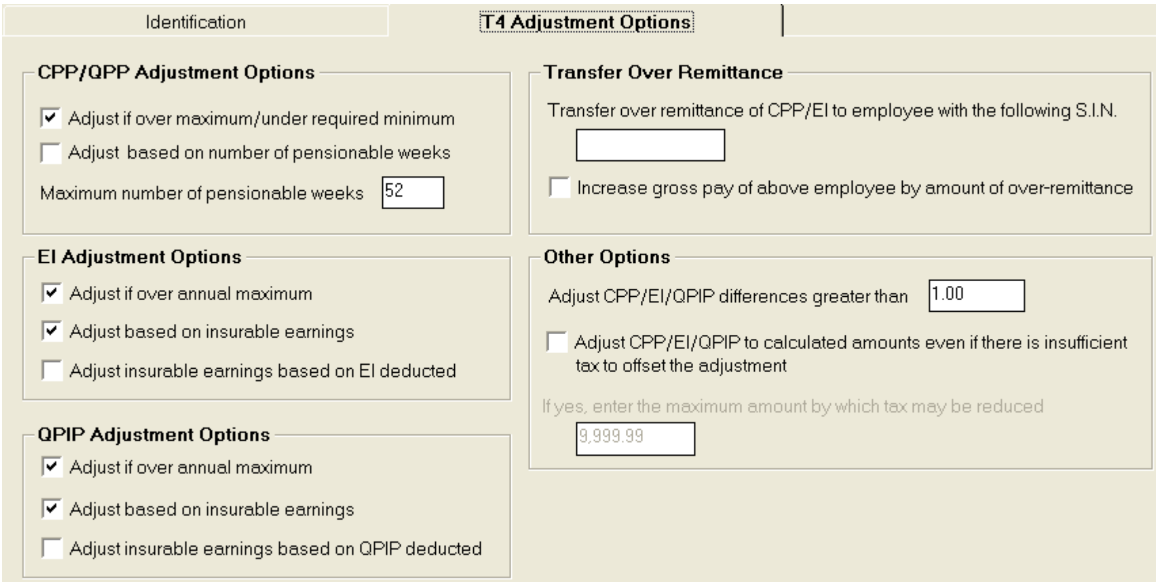
You must enter a company name which is unique to the current database. (It is possible to have the same company name in different databases.) You should also enter as much of the requested company information as possible when you add a new company.




You must enter a valid business number if you wish to file slips and summaries for this company using magnetic media processing. T4 TimeSaver will automatically use the default values for the Tax Centre, the Taxation Services Office Code, and the Default Province of Employment that you entered on the **New Company Defaults** tab in the **Setup** menu. You may make any changes required for this particular company by simply typing in the correct information.

The company category field is a self defined field that allows you to group the companies into categories. Enter a different company category name for each group of companies you require. This will allow you to print reports that include only the companies in the specified category. See **Using Filters** in Chapter 9.

**T4 Adjustment Options.**
With the T4 TimeSaver you have the flexibility of customizing your method of adjusting CPP/QPP and EI discrepancies for individual companies. When you add a new company, T4 TimeSaver will automatically insert the default values that you entered on the **T4 Adjustment Defaults** tab in the **Setup** menu.




You may make any changes required for this particular company by simply typing in the correct information. For further information see *Chapter 7 Adjusting T4s and Relevé 1s*.

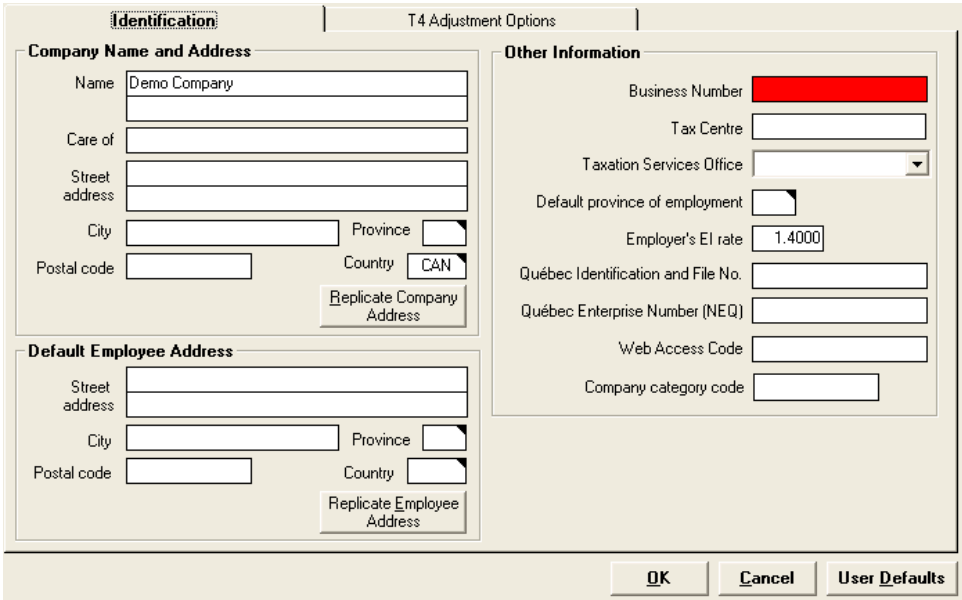
If, for a specific company, you have changed the values for the Tax Centre, the Taxation Services Office code, or the Default Province of Employment, on the **Identification** tab (or any of the options on the **T4 Adjustment Options** tab) pressing the **User Defaults** button will restore the default values that are stored in the User Setup Options. You will be asked to confirm your choice.

## *Selecting a Company*

To switch to another company, choose **Selecting a Company** from the **Company** menu. A list of all the companies stored in the current database will appear. Highlight the desired company and press [Enter] or click on the company name. You can perform the same function by simply clicking on the current company name visible at the top of the form.

## *Editing Company Information*

You can edit the company information by selecting **Edit Company Information** from the **Company** menu.




**<u>Replicate Company Address</u>**
This button will copy the information in the current company address and care-of lines to all companies in the current database.

**<u>Replicate Employee Address</u>**
This button will copy the information in the Default Employee Address section of the data entry screen to all employees of the current employer (or all slips for the current company).

**<u>User Defaults</u>**
If you have changed any of the adjustment options, pressing the User Default button will restore the default values that were recorded during setup. You will be asked to confirm the copying of this information.

Sometimes it may be necessary to make changes to the T4 Adjustment options for a number of companies. Instead of making the changes on each company's T4 Adjustment Options tab you can make the changes on the **T4 Adjustment Defaults** tab in the **Setup** menu. Then simply press this User Defaults button on the T4 Adjustment Options tab for each individual company.

## *Finding a Company*
To locate a company, select **Find Company** from the **Company** menu. The Find Company dialog box will open.


Type in a full or partial company name and select the scope of the search by clicking on either "All databases in directory" or "Current database only". Then, click on the **Find** button.


Once all the matching company names have been listed, double click on the required company name or highlight it and press **Select**. The selected company and its database will become the current company and database.

## *Deleting a Company*

Delete the current company, and all slips and summary forms associated with the company, by selecting **Delete Company** from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE".

## *Remove all Slips*

This function will remove all slips of any type from the current company. This is useful if you wish to initialize the employee data for a given company. Enter the type of slips you wish to remove (“T4", “T4A”, “T5", “T4ANR”, “NR4", “T4PS”, “T4AP”, “T4ARCA”, “T5013”, “T5018”, “R2”, “R15”, “R17”, “R25”or “T1204”), or “ALL” if you wish to remove all slips of every type for this company..

## *Remove Inactive Slips*

This function will remove slips that have all dollar values set to zero. This is useful for eliminating slips for employees that are no longer with the company, but for whom there is still a name and address in the database. Enter the type of slips you wish to remove (“T4", “T4A”, “T5", “T4ANR”, “NR4", “T4PS”, “T4AP”, “T4ARCA”, “T5013”, “T5018”, “R2”, “R15”, “R17”, “R25” or “T1204”), or “ALL” if you wish to remove inactive slips of every type for this company.

## *Adjust/Unadjust Company’s T4s/RL-1s*

This function allows you to adjust the CPP/QPP and/or EI for all of the employees in a given company at one time. The adjustments will be made according to the adjustment options you have entered for the company. See *Chapter 7 – Adjusting T4s and Relevé 1s* for further information about the adjustment options. You may also remove the adjusted values and return to the entered values by selecting the **Undo Adjustment** button from this window.

The **Adjustment Options** button opens the adjustment options data entry screen for the current company. You can verify or edit the adjustment options for the company before calculating the adjustments.

Check the **Print adjustment report** box if you desire such a report for your records. You can all print this report by selecting **T4** then **Adjustments** from the **Reports** menu.

## *Unlock all companies in database*

From time to time you may receive a message stating that a certain record has been locked by another user. If, in fact, no other user is accessing the database this message indicates that a record has been left locked in error. Selecting this function from the **Company** menu will unlock all of the locked records and allow you access once again. Be careful to ensure that all other users are at the main menu without any form or company records open when this function is utilized.

## *Refresh from Database*

In situations where more than one person is entering data for the same company data entered by one individual may not always be visible to another. Selecting this option from the **Company** menu will cause T4 TimeSaver to reload the data for this company and enable it to display data entered by other users.

# Chapter 6 - Entering Slips

Choose the type of slip you wish to enter by selecting it from the **Forms** menu. The following are some of the functions you can use:

## *Adding Slips*

This function is used to add a new slip, of the same type as you are currently entering, to the active company. Access this function by selecting **Add Slip** from the **Edit** menu, clicking on the **Add Slip** icon in the icon toolbar, or by pressing [Ctrl] + [A]. A blank slip will appear in which you may enter the information for an individual slip.

After entering data in a box you may press either the **Enter** or **Tab** key and the cursor will move to the next box. The cursor only stops at the boxes that have been checked off on the corresponding **Data Entry** tab of the **Setup** menu. (Note: there are Data Entry tabs for the most commonly used form types – T4, T4A, T5, RL-1, and RL-3.)

You will be warned if the data you have entered is invalid.

## *Deleting Slips*

Select **Delete Slip** from the **Edit** menu, or click on the **Delete Slip** icon in the icon toolbar, or press [Ctrl] + [D]. This function will delete the slip currently displayed on the screen. You will be asked to confirm the deletion.

If you delete the only slip, the slip window will be closed.

## *Remove all Slips*

This function is available in the **Company** menu and can be used to remove all slips of any type from the current company. This is useful if you wish to initialize the employee data for a given company. Enter the type of slips you wish to remove (“T4", “T4A”, “T5", “T4ANR”, “NR4", “T4PS”, “T4AP”, “T4ARCA”,“T5013”, “T5018”, “R2”, “R15”, “R17”, “R25” or “T1204”), or “ALL” if you wish to remove all slips of every type for this company..

**Note**: RL-1 slips will be removed with the corresponding T4 slips and RL-3 slips will be removed with the corresponding T5 slips.

## *Removing Inactive Slips*

Select **Remove Inactive Slips** from the **Company** menu to delete only those slips that have all dollar values equal to zero. These would be employees that were imported or converted from a previous year, but were not employed in the current year.

Enter the type of slip you wish to remove (“T4", “T4A”, “T5", “T4ANR”, “NR4", “T4PS”, “T4AP”, “T4ARCA”, “T5013”, “T5018”, “R2”, “R15”, “R17”, “R25” or “T1204”), or type “ALL” to remove all inactive slips of any type for this company.

**Note**: You can determine whether inactive slips exist by creating a Company Summary Report. The report will list the number of active and inactive slips of each type for the company.

**Note**: Inactive RL-1 slips will be removed with the corresponding inactive T4 slips and inactive RL-3 slips will be removed with the corresponding inactive T5 slips.

## *Finding Slips*

Choose **Select slip from list** from the **Edit** menu to display a list of all the employees for the current company. Clicking on the **Find Slip** icon in the icon toolbar or pressing [Ctrl] + [S] performs the same function. Select from the list by either double clicking on the desired employee or by highlighting the name and then clicking on **Select** or pressing the enter key. The slip for the employee selected will appear on the screen.

## *Sorting Slips*

When displaying various slips you can modify their sort order by selecting the desired field from the **Select Order of slips** field in the icon toolbar (located to the left of the slip number field). This function will change the order of the slips from the current sort order to the order designated by the field displayed in the **Select order of slips** field (the fields available for sorting will vary by the type of slip being edited). The slip currently being displayed will remain on the screen.

## *Entering Data*

The data entry screen for each type of slip contains input fields that correspond to the boxes on the printed forms. Descriptions of some of these boxes are listed below under the appropriate type of slip. For the other boxes see the Employers' Guides provided by CRA for information about the regulations concerning the contents of any of the particular boxes.

There are a number of features available to make data entry as quick and easy as possible. Many fields, for example the Province field, have black triangles in the top right corner. This indicates that there are a limited number of valid options for this field. Press F2, or double click in the field, to see and select from the valid options.

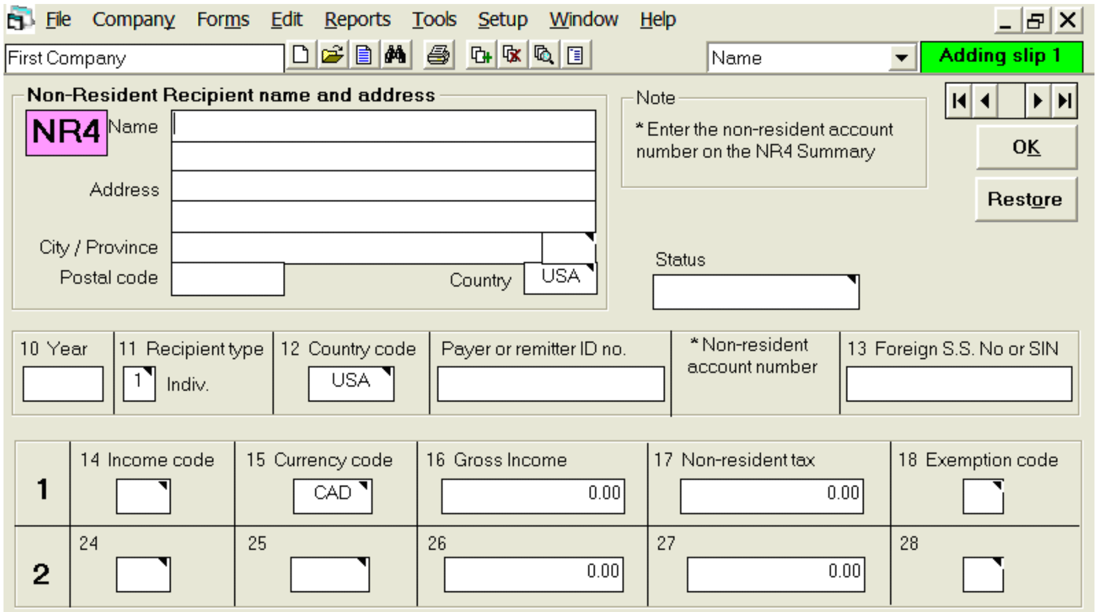
Pressing **F5** while in the Name field will automatically format the name in the “LAST, First” format.  Pressing **F8** while in the Name field will switch the order of the first and last names.

You can insert the company address onto the address fields for an employee by simultaneously pressing the **Shift + F6** keys.  If there is more than one slip for an employee you can copy the Employee information from one slip using the **F7** key and then paste it onto another slip using the **Shift + F7** combination of keys.

## *Overriding Calculated Fields*

Some fields on the slips and summaries contain calculated values.  These values will appear in blue type.  If it becomes necessary to edit a calculated field you may do so by pressing the F4 key.  The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value.  To return to the calculated value, click the **Recalculate** button.

## *NR4 Input Window*




### <u>Name</u>

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### <u>Status</u>

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

### <u>Recipient Type Code</u>

Enter one of the following valid codes to identify the types of recipient:
1, if the income was earned by an individual
2, if the income was earned by a joint account (two individuals).
3, if the income was earned by a corporation.
4, if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5, if the income was earned by a government, government enterprise, or international organization.

### <u>Income Code</u>

Enter the appropriate numeric income code, or select one from the drop down list, to indicate the source of the income being reported.

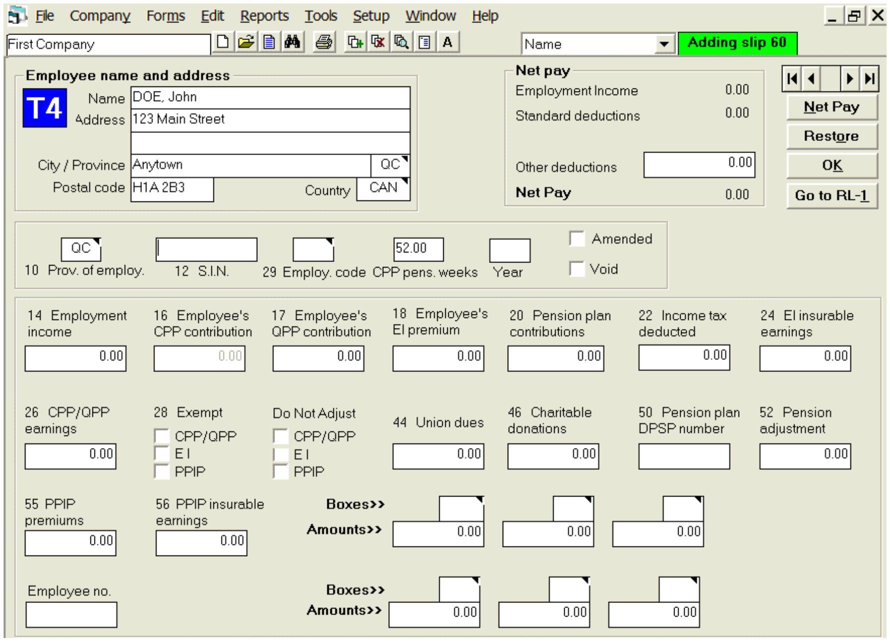
## Currency Code

Gross income and non-resident tax withheld should be reported in Canadian funds. However, if you cannot convert these amounts, CRA will convert both these values to Canadian currency based on the currency code entered here and the average annual rate. Ensure that both the gross income and the non-resident tax withheld are in the same currency and that the appropriate three letter code is selected.

## Exemption Code

Enter the applicable exemption code, or select it from the drop down list. See Appendix C in the CRA Publication T4061Non Resident Withholding Tax Guide.

## *T4 Input Window*



### Employee Name

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered. Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### Province Code

T4 TimeSaver will automatically insert into Box 10 the code for the province of employment entered on the **Identification** tab of the **Company Information**. You may, of course, override it for a specific employee. If the province code is set to "QC", the Employee's QPP contribution box is included in the data entry fields and you will be unable to access the CPP box. If any other province code is entered, the Employee's CPP contribution box will be accessible but not the QPP box. Also, if the province code is QC, a Relevé 1 slip can be accessed by pressing F9 or clicking the **Go to RL-1** button.

### S.I.N. Validation

T4 TimeSaver will check the validity of the S.I.N. entered and will change the background colour of the S.I.N. field to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*
When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid S.I.N. values.

**CPP Pensionable Weeks**
If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **T4 Adjustment Options** tab of the **Company Information**, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

**EI Insurable Earnings**
A value should only be entered in the EI Insurable earnings box when it is not equal to zero or to the gross pay amount (Box 14). If no amount in entered, Box 24 will be left blank on the printed slip as required by CRA.

**CPP/QPP, EI, and PPIP Exempt Boxes**
You may check one, two, or all three of the CPP/QPP, EI and PPIP Exempt boxes as appropriate for the current employee.

Do not check the CPP/QPP exempt box if you entered an amount in Box 16 or Box 26. Check CPP/QPP exempt only if the earnings were exempt for the entire period of employment.

Do not check the EI Exempt box if you entered an amount in Box 18 or Box 24. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

Do not check the PPIP Exempt box if you entered an amount in Box 55 or Box 56. Check PPIP exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

**Do Not Adjust CPP/QPP, EI, and Boxes**
Check one, two, or all three, of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

**Other Income**
Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the **Boxes** with the corresponding **Amounts** directly beneath. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

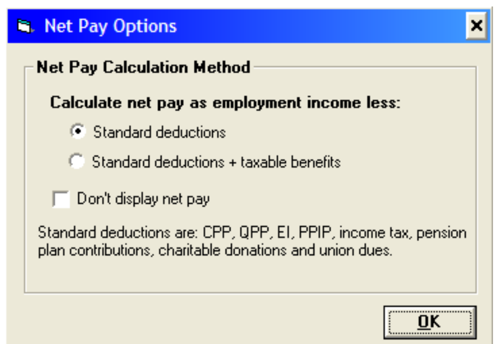
**Amended T4s**
Click on the check box labeled “Amended” to indicate that the T4 is an amended one. This will cause the word "AMENDED" to be printed across the top of the slip as required by CRA. It will also cause the slip to be included whenever the “Amended only” option is chosen during printing of the T4 slips or the T4 Summary, and excluded when “Originals only” is chosen.

## Net Pay Calculation

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the T4 and may prove useful as an audit check.  It will be calculated in one of the two following ways:

Gross Pay - Standard Deductions - Other Deductions; or
Gross Pay - Standard Deductions - Taxable Benefits - Other Deductions.

The Gross Pay is the amount entered in Box 14.  The Standard Deductions include the values entered in Boxes 16, 17, 18, 20, 22, 44, 46 and 55.  Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits is the sum of the “Amounts” boxes which represent taxable benefits.  Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

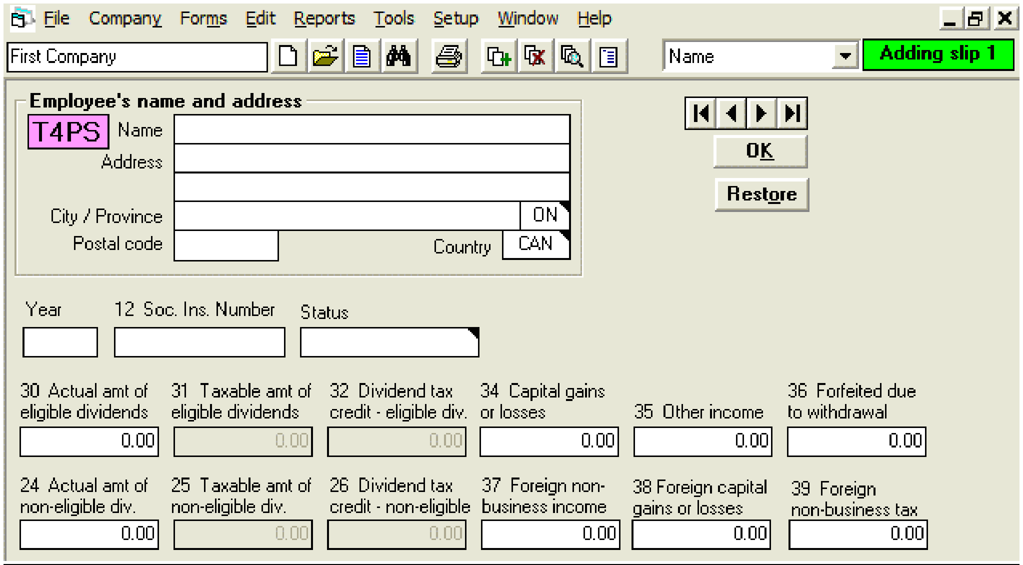



You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** button and then selecting the appropriate option.  You can also check the "Don't display net pay" to remove this information from the display.

## Go to RL-1

Use this button to create and/or access the corresponding RL-1 for this employee.

## T4PS Input Window




### <u>Name</u>

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### <u>Automatic Calculations</u>

For the eligible dividends, the Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.45
Federal Dividend Tax Credit = (Taxable Amount of Dividends) * 18.9655%

For dividends other than eligible dividends, the Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.25
Federal Dividend Tax Credit = (Taxable Amount of Dividends) * 13.3333%

This calculation is suppressed for corporate recipients.

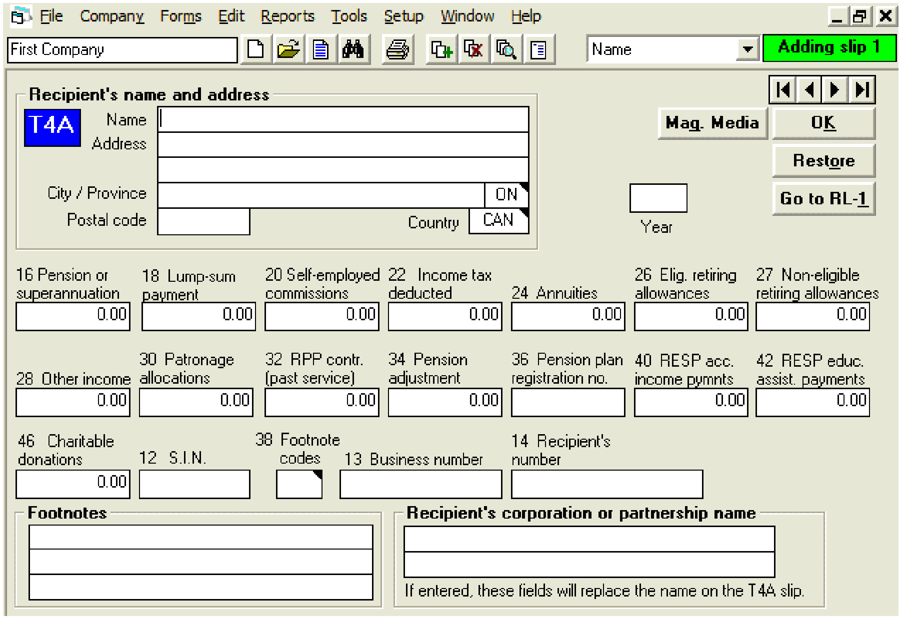
### <u>Recipient ID Number Validation</u>

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

**Status**

Indicate whether the current slip is an amended, duplicate, cancelled or additional slip. Otherwise, this field can be left blank.

## *T4A Input Window*




### Employee Name

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered. Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### S.I.N. Validation

The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

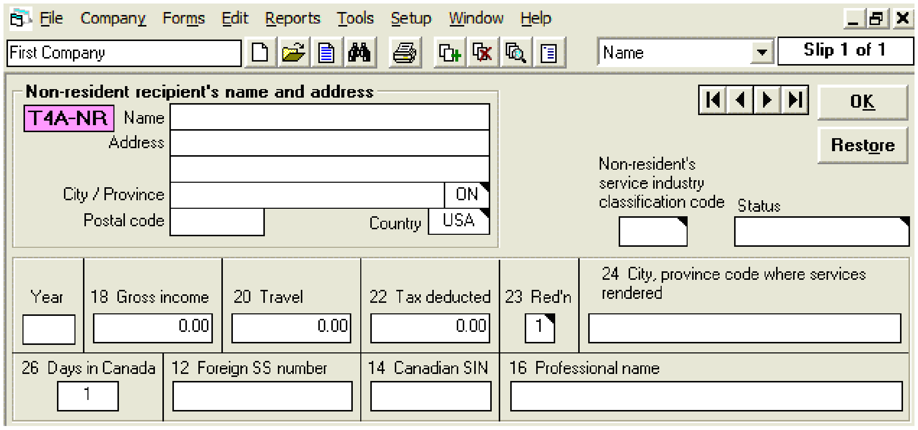
### Footnotes

Text footnotes may be entered in the fields provided. These will be printed on paper copies of the T4A. (Footnotes for use with Magnetic Media submissions may be accessed by clicking on the **Mag. Media** command button in the top right corner of the screen.) Type the word "amended" (in upper, lower, or mixed case) in the footnote section to indicate that the T4A is an amended T4A. This will cause the word "AMENDED" to be printed across the top of the slip as required by CRA. It will also cause the slip to be included if you choose “Amended only” when printing T4A slips or the T4A Summary and excluded when “Originals only” is chosen.

**Go to RL-1**

Use this button to create and/or access the corresponding RL-1 for this employee, i.e. the RL-1 with the same social insurance number. There must also be a corresponding T4 for the same employee with the province of employment set to “QC”.

## *T4A-NR Input Window*




**Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

**Country of Residence**

Enter the appropriate three character country code, or select it from the drop down list, to indicate the country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

**Non-Resident's Service Industry**

Enter the four digit numeric code, or select it from the drop down list, indicating the type of service industry.

**Status**

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

**City/Province where services rendered**

Enter the city name, leave a space and then type the two character province code for the province in which the services were rendered.

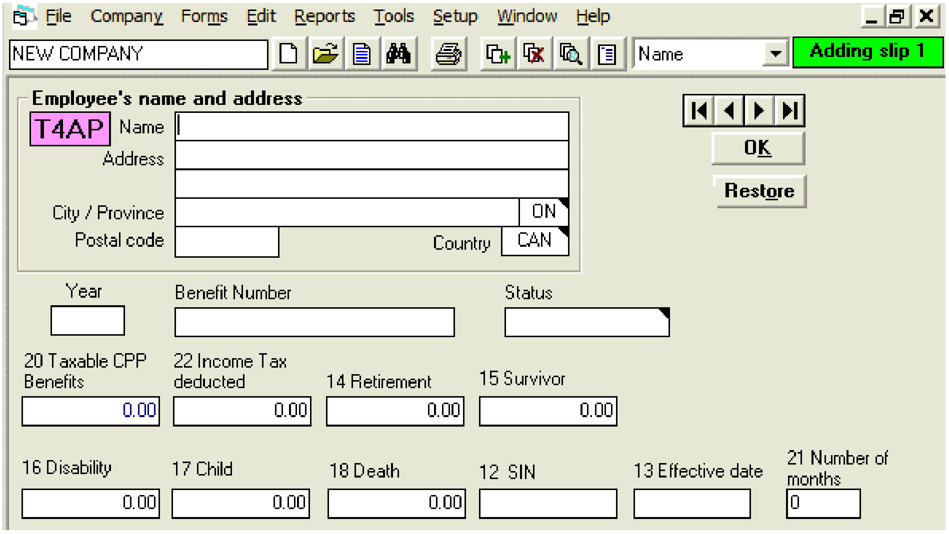
**Days in Canada**

Enter the total number of days the non-resident was in Canada during this calendar year while under contract with the payer. Include weekends and holidays.

## Professional Name

Use this box if the professional or operating name is different from the real or legal name of the non-resident. For example, this box may be used when payments are made to non-residents in the entertainment and athletic professions.

## *T4A(P) Input Window*



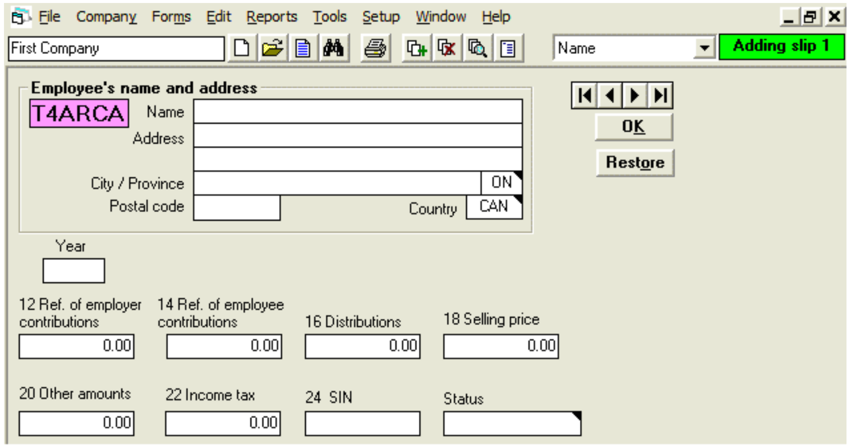

**Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

**Status**

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

## *T4A(RCA) Input Window*



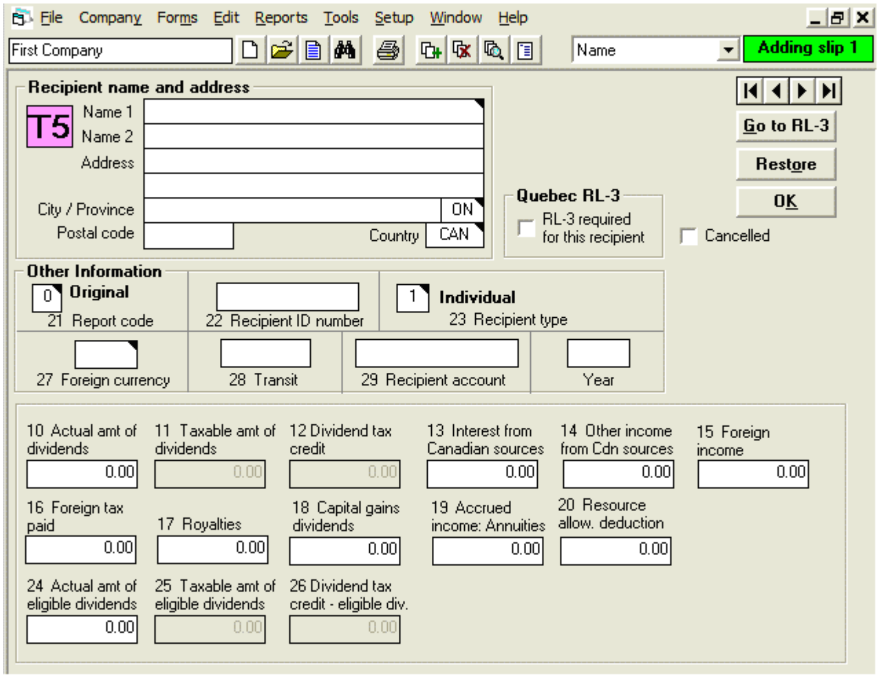

### Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

## *T5 Input Window*




### **Recipient Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered. Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### **Recipient ID Number Validation**

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

### **Report Code**

This code helps CRA determine if this is the original T5 slip issued to the recipient, or if it amends the original.

Enter O, if this is the original slip.
Enter A, if this is an amended slip (this slip changes the financial or identification information of a slip previously submitted).

## Recipient Type

Enter one of the following valid codes to identify the type of recipient:
1, if the investment income was earned by an individual
2, if the investment income was earned by a joint account (two individuals).
3, if the investment income was earned by a corporation.
4, if the investment income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5, if the investment income was earned by a government, government enterprise, or international organization.

## Currency Code

If you cannot report amounts in Canadian dollars, identify the foreign currency according to the ISO (International Organization for Standardization) 4217 Codes for the Representation of Currencies and Funds. Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

**USD** - United States, dollar
**JPY** - Japan, yen
**SVC** - El Salvador, colon
**FRF** - France, franc
**HKD** - Hong Kong, dollar
**ITL** - Italy, lire
**DEM** - Germany, mark
**DKK** - Denmark, kröne
**GBP** - United Kingdom, pound
**ESP** - Spain, peseta

Leave this area blank if you are reporting the amount in Canadian dollars. If you must report amounts in different currencies in respect of the same recipient, use a separate T5 slip for each currency.

## Automatic Calculations

For the eligible dividends, the Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.45
Federal Dividend Tax Credit = (Taxable Amount of Dividends) * 18.9655%

For dividends other than eligible dividends, the Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.25
Federal Dividend Tax Credit = (Taxable Amount of Dividends) * 13.3333%

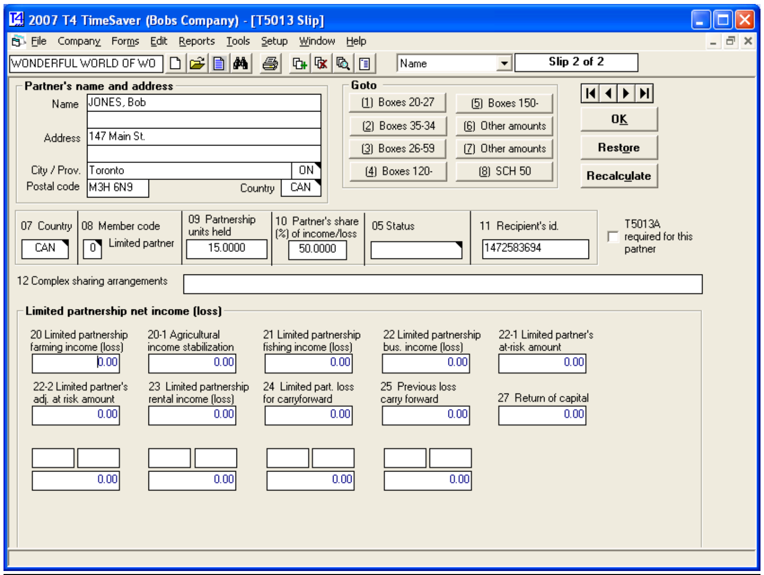
This calculation is suppressed for corporate recipients (recipient type 3).

**Relevé 3 Required**

If a Relevé 3 will be printed for the current recipient, check the **Relevé 3 Required** box. You can then use the **Go to RL-3** button in the top right corner of the form to view and edit the Relevé 3 slip.

Note that Revenu du Québec has specified that where the recipient is a corporation (i.e. the recipient type code is 3), the dividend income should be entered on the RL-3 as *Other income from Canadian sources* (box E) and not as *Actual amount of dividend* (box A). When adding a new T5 slip with recipient type code of 3, any amount entered in box 10 will be added to income entered in box 14 and will be carried over to box E of the corresponding RL-3 slip.

## *T5013 Input Window (Plus version only)*



### Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### Country Code

Enter the appropriate three character country code, or select it from the drop down list, to indicate the country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

### Member Code

Enter one of the following valid codes to identify the types of recipient:
0, for a limited partner
1, for a specified member
2, for a general partner
3, for a limited partner's exempt interest, or
4, for a nominee, agent, broker or advisor

### Units held

Enter the number of partnership units, complete to all decimal places, held by the partner.

### Partner's share (%) of income (loss)

This value will be calculated based on the Units or Interest Owned of all the partners in the partnership.

**Status**
Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

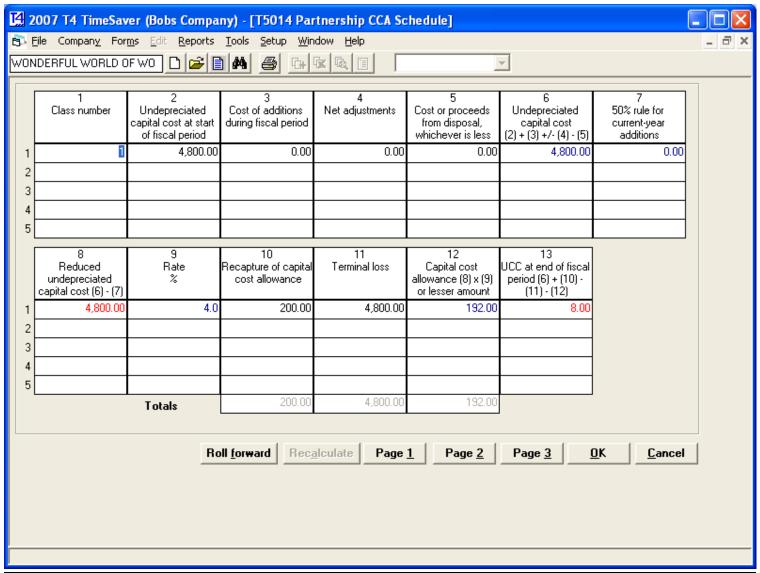
**Recalculate**
Click on this button to redistribute the amounts given on the summary, according to each partner's share. You have the option of recalculating all fields, or only those fields that have not been overridden.

**Go To**
Use these buttons to switch between pages of input fields.

| | |
|---|---|
| (1) Boxes 20-27: | Displays boxes 20-27 |
| (2) Boxes 35-34: | Displays boxes 30, 34, 35, 37, 41 & 43 |
| (3) Boxes 26-59: | Displays boxes 26 & 50 - 59 |
| (4) Boxes 120-: | Displays boxes 119 to 145 |
| (5) Boxes 150-: | Displays boxes 150 to 155 |
| (6) Other amounts: | Displays boxes 70, 71 & 85 |
| (7) Other amounts: | Displays other amounts fields |
| (8) SCH 50: | Displays the T5015 data fields and recipient code field |

**Recipient Code**
Enter one of the following valid codes to identify the type of recipient:
1, for an individual
2, for a trust
3, for a corporation
4, for a partnership

## *T5013 Sch 8 (T5014) Input Window (Plus version only)*



**Class Number**

Enter up to 15 different class numbers (1-5 on page 1, 6-10 on page 2, and 11-15 on page 3). Class numbers range from 1 to 47. For a complete listing of valid class numbers press the F2 key. The applicable rate will automatically be entered into column 9 and be used in the capital cost allowance calculation.

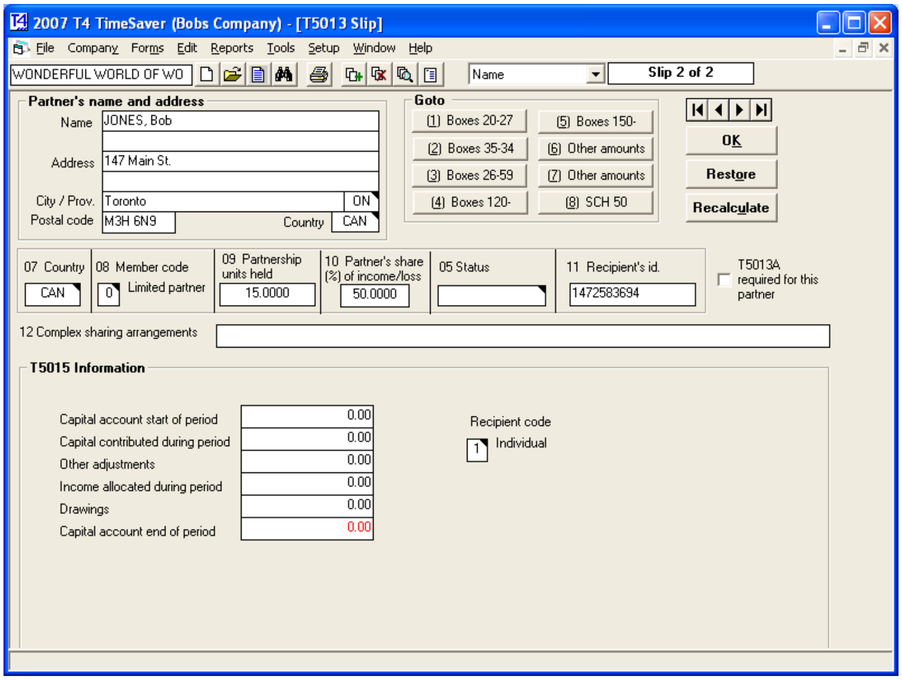
**Adjustments**

Enter the corresponding adjustments. Increases to capital costs should be entered as positive values, decreases as negative values.

**Undepreciated capital cost**

This value will be automatically calculated using the values entered in columns 2 through 5.

## *T5013 Sch 50 (T5015) Input Window (Plus version only)*

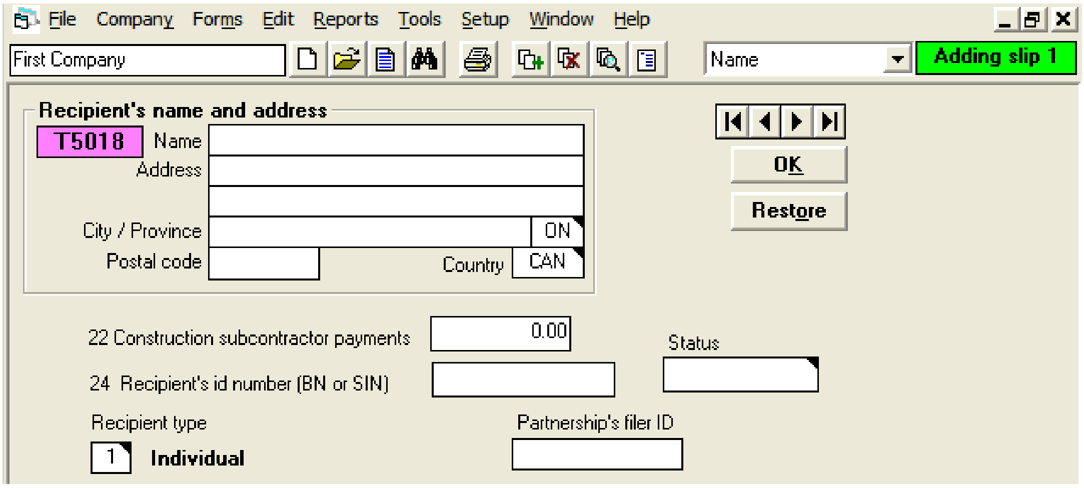



The top half of the form will already be completed if you have entered the T5013 information. Enter values for the Capital account start of period, Capital contributed during period, Other adjustments, Income allocated during period, and Drawings. The Capital account end of period will be automatically calculated.

**Recipient Code**

Enter one of the following valid codes to identify the type of recipient:
1, for an individual
2, for a trust
3, for a corporation
4, for a partnership

## *T5018 Input Window*




### Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### Construction subcontractor payments

Enter the total payment received by the subcontractor during the period specified on the T5018 Summary.

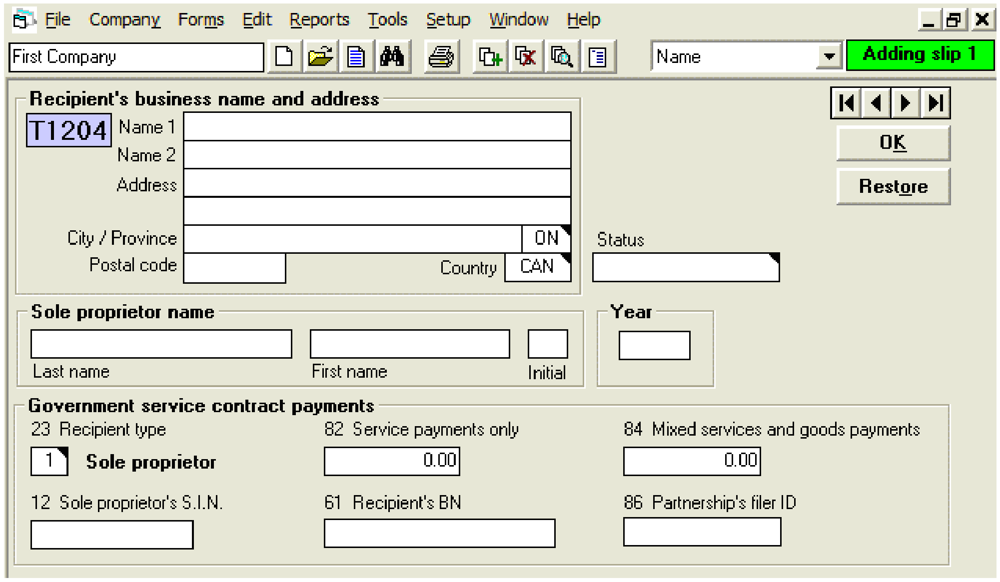
### Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

### Recipient ID Number Validation

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

## *T1204 Input Window*




### Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

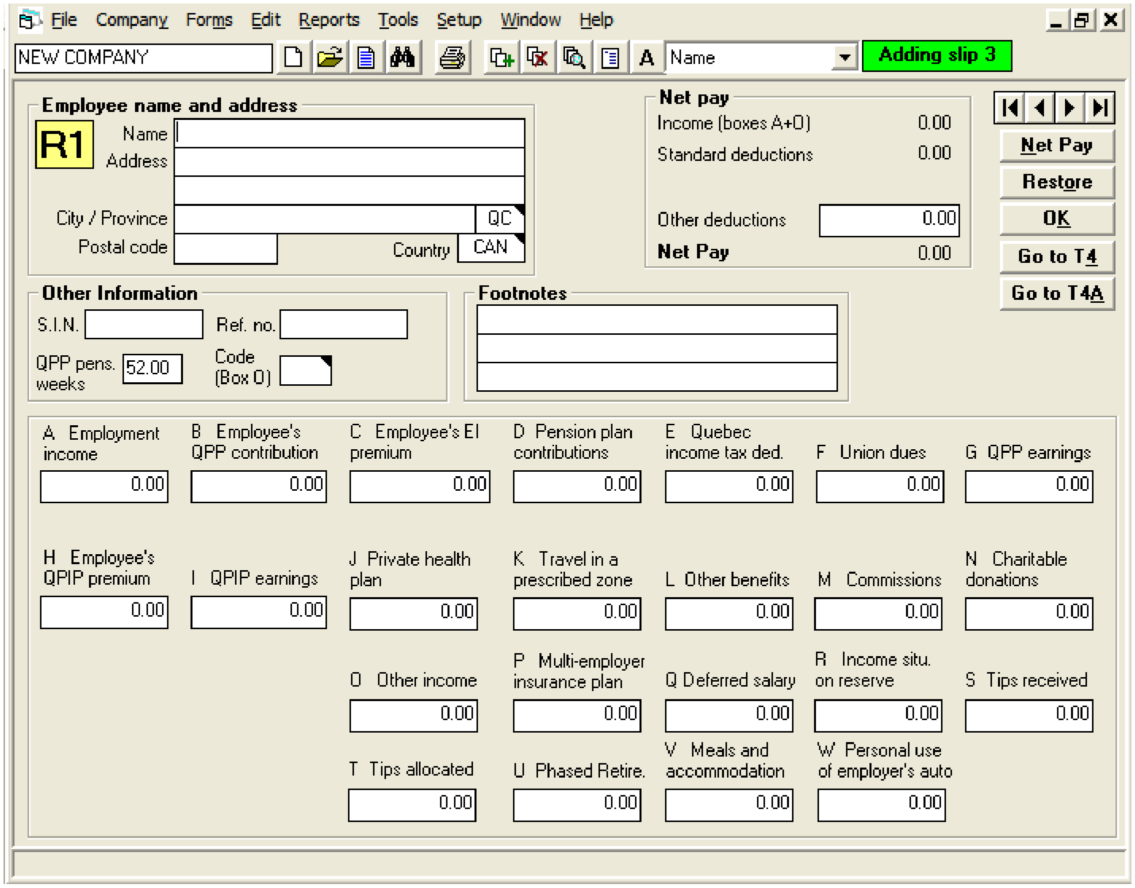
### Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

### Recipient Type Code

Enter one of the following valid codes to identify the types of recipient:
1, for an individual, other than a trust;
3, for a corporation; or
4, for a trust or a partnership

## *Relevé 1 Input Window*




A Relevé 1 will always be added when a T4 is created that has "QC" entered as the Province of Employment. Conversely, a T4 will also be added automatically for each Relevé 1 entered. Note that the Province of Employment is always "QC" for any RL-1 created.

When you are adding a Relevé 1 or a T4, all the relevant values (dollar amounts, name and address, etc.) are carried over to the corresponding form. Footnotes and boxes that are specific only to the Relevé 1 or the T4 will not be carried over. See *Appendix F - Equivalent fields on T4 and Relevé 1 Slips* for further details.

**Employee Name**

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters and ensure that the first letter of the first name is capitalized (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

## S.I.N. Validation

T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

## QPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **T4 Adjustment Options** tab of the **Company Information**, a value must be entered into the input field "QPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

## Footnotes

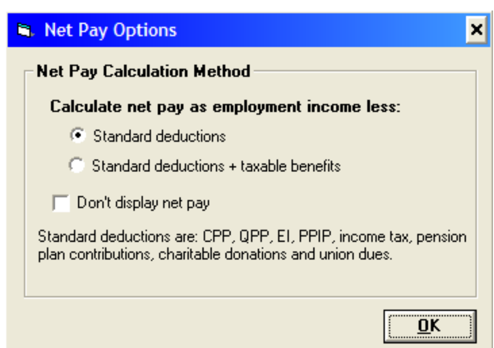
Text footnotes may be entered in the fields provided.

## Net Pay Calculation

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the RL-1 and may prove useful as an audit check. It will be calculated in one of the two following ways:

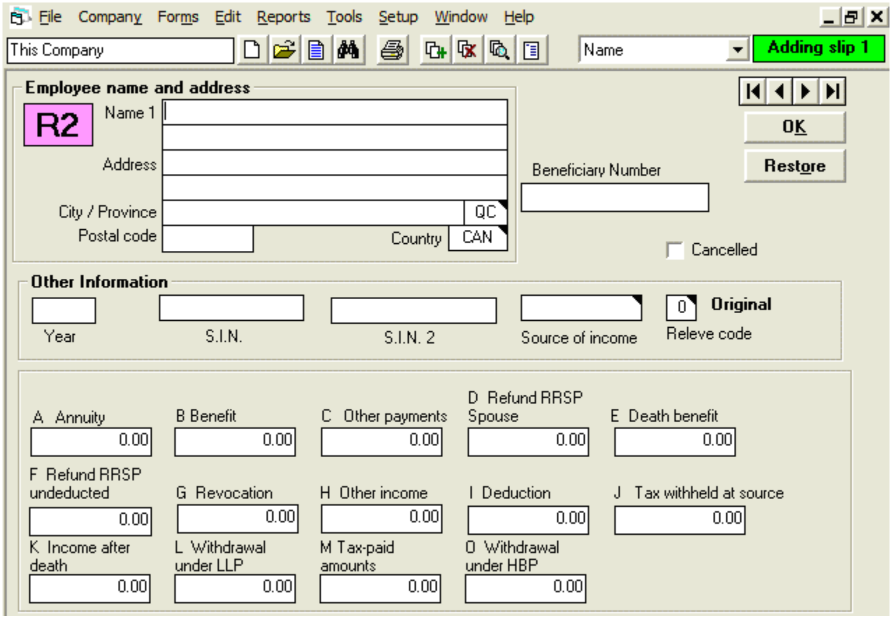
Gross Pay - Standard Deductions - Other Deductions; or
Gross Pay - Standard Deductions - Taxable Benefits - Other Deductions.

The Standard Deductions include the values entered in Boxes B, C, D, E, F, H and N, plus Box 22 (Income tax deducted) of the corresponding T4. Taxable Benefits is the sum of Boxes J, K, L, P, V and W. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.




You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

## *Relevé 2 Input Window*



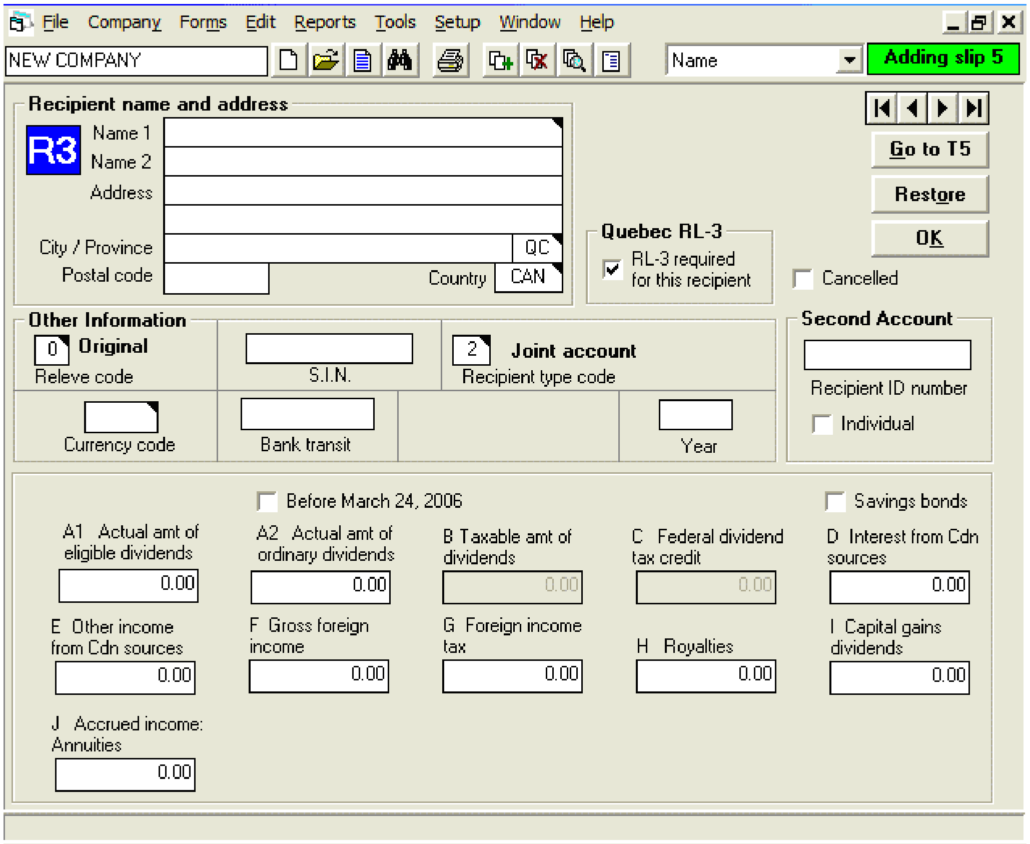

**<u>Name</u>**
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

**<u>Cancelled</u>**
Check this field if the slip has been cancelled.

**<u>Reléve Code</u>**
Enter 0, if this is the original slip.
Enter 1, if this is an amended slip (this slip changes the financial or identification information of a slip previously submitted).

**<u>Source of Income</u>**
Double clicking on the field or hitting the F2 key to view the complete list of options.

## *Relevé 3 Input Window*




### Recipient Name1 and Name 2

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered. Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

In the case of joint accounts, enter the name of the second account holder in the Name 2 box. The same formatting rules and options apply to this box.

### Social Insurance Number

If the recipient is an individual or holder of a joint account (recipient type codes 1, 2, 6 and 7), enter the recipient's Social Insurance Number (S.I.N.). For holders of a joint account, enter the S.I.N. of one of the individuals in this box and enter the other individual's S.I.N. in the **Second Account** area. If the recipient is not an individual (recipient types 3, 4 or 5), this box will be unavailable. T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: *Formulae for Federal and Provincial Deductions for Computer Users.*

**Other ID / Recipient number**

If the recipient is not an individual (recipient type 3, 4 or 5), enter the NEQ or other identification number here. The value entered in this box is not validated.

**Cancelled**

Check this field if the slip has been cancelled.

**Relevé Code**

This code determines if this is the original RL-3 slip issued to the recipient, or if it amends the original.

Enter 0, if this is the original slip.
Enter 1, if this is an amended slip (this slip changes the financial or identification information of a slip previously submitted).

**Recipient Type Code**

Enter one of the following codes to identify the types of recipient:
1 - an individual (other than a trust)
2 - a joint account (two individuals)
3 - a corporation
4 - an association, a trust (bankruptcy trustee, mandatory or succession), a club, or partnership
5 - a public body (municipality, government agency, etc.)
6 - the spouse of the settler of a trust or for the spouse of the deceased person
7 - one of the holders of a joint account other than the holders covered by code 2

**Automatic Calculations**

The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:

Taxable Amount of Dividends = the sum of 145% of eligible dividends (box A1) and 125% of ordinary dividends (box A2)

Federal Dividend Tax Credit = the sum of 17.25% of eligible dividends (box A1), 13.54% of ordinary dividends received or deemed received before March 24, 2007 (Box A2) and 10% of ordinary dividends received or deemed received after March 23, 2007 (Box A2).

This calculation does not apply for corporate recipients (recipient type 3).

Note that Ministère du Revenu has specified that where the recipient is a corporation (i.e. the recipient type code is 3), the dividend income should be entered as *Other income from Canadian sources* (box E) and not as *Actual amount of dividend* (box A). When adding a new RL-3 slip with recipient type code of 3, any amount entered in box E will be assumed to be dividend income and will be carried over to box 10 of the corresponding T5 slip. If the income is <u>not</u> dividend income, you can edit the T5 appropriately.

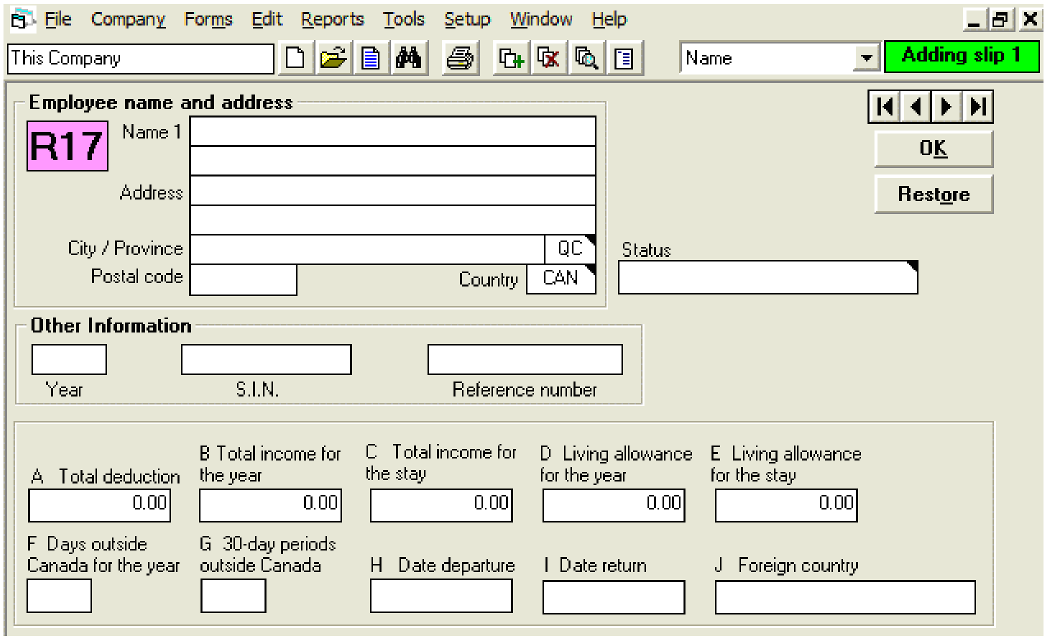
**<u>Currency Code</u>**

All amounts entered on a RL-3 slip should be in Canadian dollars. If this is not possible, enter the corresponding currency code according to international standard 4217 of the International Organization for Standardization (ISO). Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

**USD** - United States, dollar
**JPY** - Japan, yen
**SVC** - El Salvador, colon
**FRF** - France, franc
**HKD** - Hong Kong, dollar
**ITL** - Italy, lire
**DEM** - Germany, mark
**DKK** - Denmark, kröne
**GBP** - United Kingdom, pound
**ESP** - Spain, peseta

If you must report amounts in different currencies in respect of the same recipient, use a separate RL-3 slip for each currency.

## *Relevé 17 Input Window*



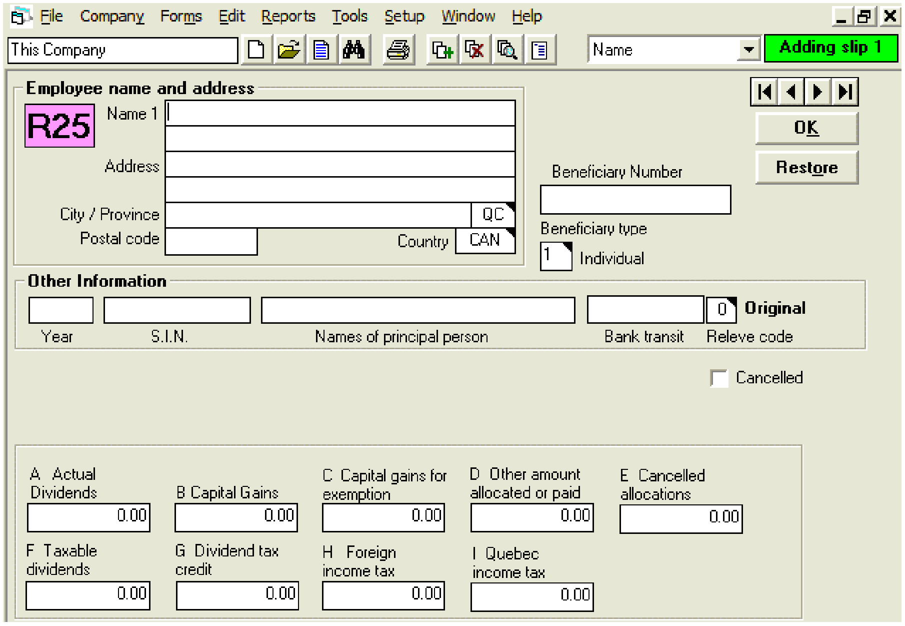

**Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

**Status**

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

## *Relevé 25 Input Window*




### Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

### Beneficiary Type

Enter one of the following valid codes to identify the type of recipient:
1, if the beneficiary was an individual
2, if the beneficiary was a joint account (two individuals)
3, if the beneficiary was a corporation
4, if the beneficiary was an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other
5, if the beneficiary was a public body, municipality, or government agency
6, if the beneficiary was the spouse of the settler or of the deceased

### Reléve Code

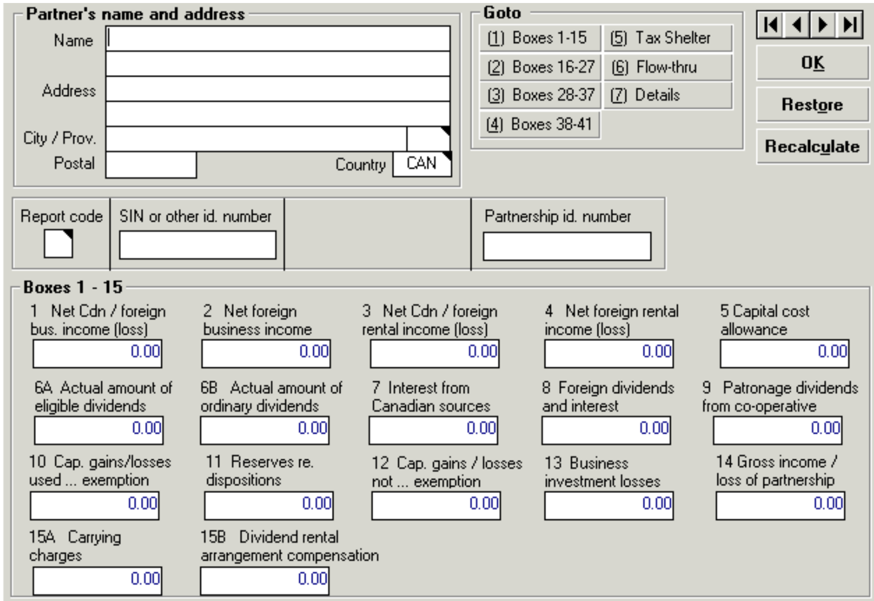
Indicate whether the current slip is an amended or amended slip.

Enter 0, or leave blank, if this is the original slip.
Enter 1, if this is an amended slip (this slip changes the financial or identification information of a slip previously submitted).

### Cancelled

Check this field if the slip has been cancelled

## *Relevé 15 Input Window*




**Name**
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

**Report Code**
This code helps MRQ determine if this is the original RL-15 slip issued to the recipient, or if it amends the original.

Enter O, if this is the original slip.
Enter A, if this is an amended slip (this slip changes the financial or identification information of a slip previously submitted).

**Boxes 1-36**
These fields will be automatically filled based on the partner's share of the net income or loss and the amounts given on the TP-600 summary. To override a calculated value, press the F4 key and then type in the desired value.

**Box 37**
Enter the number of units held by the partner, complete to all decimal places, held by the partner.

**NOTE:** These values will be displayed on the Partners page of the TP-600 and used to distribute the summary values amongst the partners on the RL-15 slips for each partner.

**Partner Code (Box 40)**
Enter one of the following valid options:
0, for limited partner
1, for specified partner
2, for general partner

**Recipient Code (Box 41)**
Enter one of the following valid options:
1, for an individual
3, for a corporation
4, for a trust or partnership

**Recalculate**
Click on this button to redistribute the amounts given on the summary, according to each partner's share. You have the option of recalculating all fields, or only those fields that have not been overridden.

**Go To**
Use these buttons to switch between pages of input fields.

| | |
|---|---|
| Boxes 1-15: | Displays boxes 1-15 |
| Boxes 16-27: | Displays boxes 16-27 |
| Boxes 28-37: | Displays boxes 28-37 |
| Boxes 38-41: | Displays boxes 38-41 |
| Tax Shelter: | Displays tax shelter boxes 50-55 |
| Flow-thru: | Displays flow-thru boxes 60-66 |
| Details: | Displays details field for text |

# Chapter 7 - Adjusting T4s and Relevé 1s

## *Making adjustments to T4s and RL-1s*

There are two methods of adjusting the T4s and RL-1s. The first method is to use the **Adjust this T4/R1** icon (or select **Adjust/unadjust this T4/R1** from the **Edit** menu) to adjust only the current employee. The adjustments will be made based on the adjustment options selected for the current company. These adjustments will <u>not</u> be reflected in the corresponding T4 summary, unless <u>all</u> of the slips are adjusted.

The second method is to adjust all of the employees for the company at once. To do this, select **Adjust/unadjust company's T4s/R1s** from the **Company** menu. You can skip any individual slips that you may not want to adjust by checking the **Do not adjust CPP/QPP, EI and/or PPIP** box(es). The adjustments will be made based on the same adjustment options selected for the current company. In this case the adjustments <u>are</u> reflected in the corresponding T4 Summary.

An adjustment report can be produced by checking the **Print adjustment report** option on the Adjust all T4s/R1s window before clicking the **Do adjustments** button. Or you can select the Adjustment report from the T4 or RL-1 submenus of the Reports menu. In either case an Adjustment Report window will open. See *Printing Adjustment Reports* in chapter 9 for further details.

## *Reversing Adjustments*

Reverse the adjustment on an individual T4 or RL-1 by clicking on the **Adjust this T4/R1** icon (or select **Adjust/unadjust this T4/R1** from the **Edit** menu) again. The CPP, QPP, EI, PPIP and tax will return to the originally entered values.

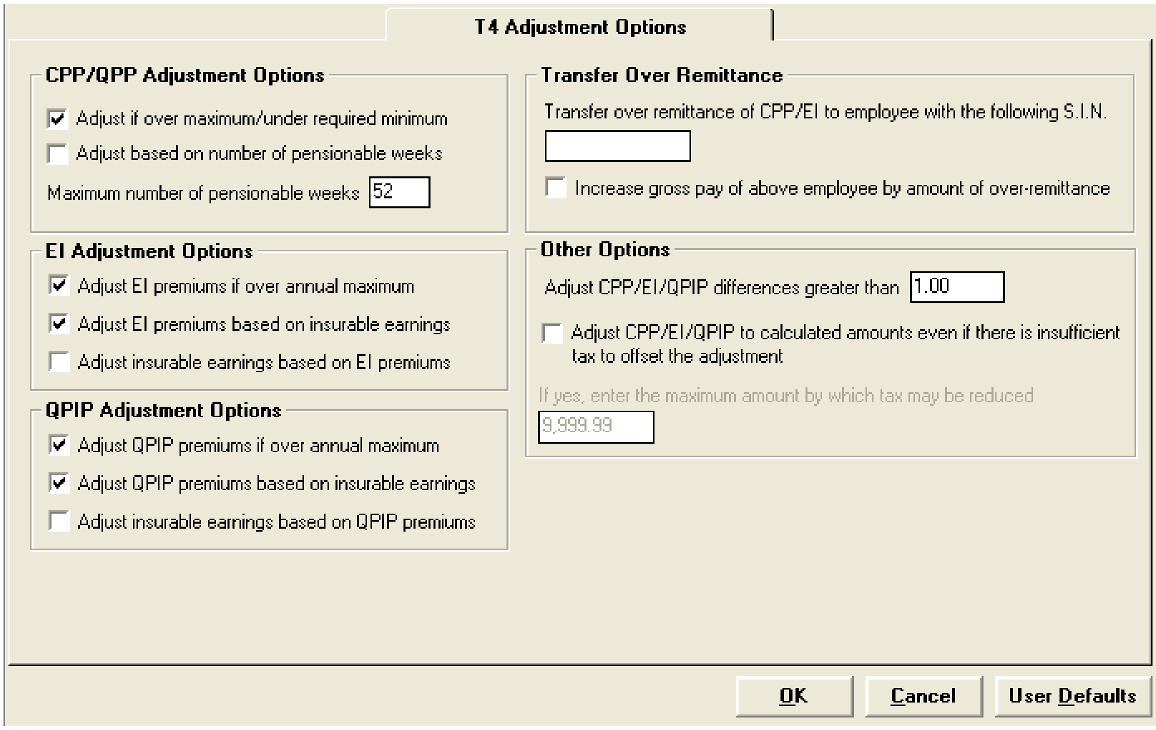
The adjustments on all of the slips for the company can be reversed by clicking the **Undo Adjustments** button on the Adjust all T4s/R1s window.

## *Setting Adjustment Options*

The adjustment options for each company are stored with the company profile. Select **Edit company information** from the **Company** menu and then click the **T4 Adjustment Options** tab. You can make any changes necessary for individual companies, and also enter the S.I.N. number of the employee to receive the transfer of over remittance of CPP/EI, if you choose.

If you are entering data for more than one company, you may want to select the appropriate options on the **T4 Adjustment Defaults** tab in the **Setup** menu. These global default options will then be used for each <u>new</u> company you setup.

**NOTE: DEFAULT VALUES ENTERED IN SETUP WILL BE REFLECTED IN <u>NEW</u> COMPANIES ONLY. TO CHANGE VALUES IN <u>EXISTING</u> COMPANIES, SELECT EDIT COMPANY INFORMATION FROM THE COMPANY MENU.**




## *CPP/QPP Adjustment Options*

### <u>A - Adjust CPP/QPP if over maximum/under minimum</u>

If this option is selected, CPP/QPP will be adjusted to fall within the range:

<u>Upper Limit:</u> the lesser of:
- the CPP/QPP pensionable earnings x 4.95%;
- and $2,049.30

<u>Lower Limit:</u> the lesser of:
- (the CPP/QPP pensionable earnings - $3500) x 4.95%;
- and $2,049.30

If the CPP/QPP deducted is greater than the Upper Limit, it will be adjusted down to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will be adjusted up to the Lower Limit. If the CPP/QPP deducted falls within the range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption which must be prorated based on pensionable weeks as outlined below. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip.

**<u>B - Adjust CPP/QPP based on number of pensionable weeks</u>**
If this option is selected, CPP/QPP will be calculated as:

(CPP/QPP pensionable earnings - *prorated deduction*) x 4.95%

Where the *prorated deduction* is calculated as:

(number of pensionable weeks / maximum number of pensionable weeks) x $3500

***NOTE THAT ONLY ONE OF A OR B MAY BE SELECTED.***

**<u>C - Maximum number of pensionable weeks</u>**
This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default value is 52 weeks but can be changed to 53 weeks if required.

## *EI Adjustment Options*

**<u>D - Adjust EI premiums if over annual maximum</u>**
If this option is selected, the EI will only be adjusted if it is greater than:

· standard annual maximum of $41,100 x 1.39% or $571.29 for employees with Québec as their province of employment

· standard annual maximum of $41,100 x 1.73% or $711.03 for all other provinces

***NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH E OR F***

**<u>E - Adjust EI premiums based on Insurable Earnings</u>**
If this option is selected, the EI will be calculated as:

· EI insurable earnings x 1.39% for employees with Québec as their province of employment

· EI insurable earnings x 1.73% for all other provinces.

(If E.I. insurable earnings are not entered, gross pay will be used.)

**<u>F - Adjust insurable earnings based on EI premiums</u>**
This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

- EI deducted (box 18) / 1.73% (or EI deducted (box 18) / 1.39% for Québec);
- $41,100; and
- Employment income (box 14).

***NOTE THAT ONLY ONE OF E OR F MAY BE SELECTED***

## *QPIP Adjustment Options*

**G - Adjust QPIP premiums if over annual maximum**
If this option is selected, the QPIP will only be adjusted if it is greater than:

· standard annual maximum of $60,5000 x 0.45% or $ 272.25

***NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH E OR F***

**H - Adjust QPIP premiums based on Insurable Earnings**
If this option is selected, the EI will be calculated as:

· QPIP insurable earnings x 0.45%

(If QPIP insurable earnings are not entered, gross pay will be used.)

**I - Adjust insurable earnings based on QPIP deducted**
This option assumes the entered amount for QPIP deducted is correct. When this option is selected, QPIP insurable earnings will be calculated as the minimum of:

· QPIP deducted (box 55) / 0.45;
· $60,500; and
· Employment income (box 14).

***NOTE THAT ONLY ONE OF E OR F MAY BE SELECTED***

## *Transfer Over Remittance*

**J - Transfer employer's over remittance of CPP/QPP or EI to the following employee**
When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

If a S.I.N. is entered here, then any net overpayment of CPP/QPP and EI resulting from adjustments calculated by the program will be credited to the tax deducted for the T4/RL-1 of this employee. This adjustment will be reflected in the adjusted tax on the Adjustment reports for the particular employee.

**K - Increase the gross pay with over remittance**
If an over remittance is created by the adjustments and you indicate that you want the over remittance to be transferred to one employee (i.e. an owner or shareholder), you may also increase the gross pay of that employee in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

## *Other Options*

**L - Adjust CPP/EI/QPIP differences greater than ________.**
If an amount is entered in this box, an adjustment to CPP/QPP, EI or QPIP must be greater than this threshold in order for the adjustment to be made. If the difference between the calculated amount and the entered amount for CPP/QPP, EI and QPIP is less than or equal to the threshold, no adjustments will be made and the entered amounts for CPP/QPP, EI, QPIP and tax will appear on the T4 slips.

**M - Do you want CPP, EI & QPIP to be adjusted to their calculated amounts even if there is insufficient tax to cover the difference?**
If this option is selected, it will adjust CPP/QPP, EI and QPIP to their calculated amounts although there may not be sufficient tax to make up the difference.

Where there is insufficient tax to cover the net adjustment to CPP/QPP, EI and QPIP, this difference will be posted to the T4 Summary. The shortfall is comprised of the increase in the employer's portion of CPP/QPP/EI/QPIP and the increase in the employee's contribution which was not offset by tax. The employer will have to make up the difference when filing the Summary. It would then be up to the employer to collect the under-contributed employee's portion from the employee.

**K - Enter the maximum amount by which tax may be reduced**
If item M was selected, you may enter the maximum amount by which tax may be reduced. This option prevents the tax from being decreased to zero. For example, if you only wanted tax to be decreased by a maximum of $100, enter $100 in this field.

# Chapter 8 - Entering Summary Form Information

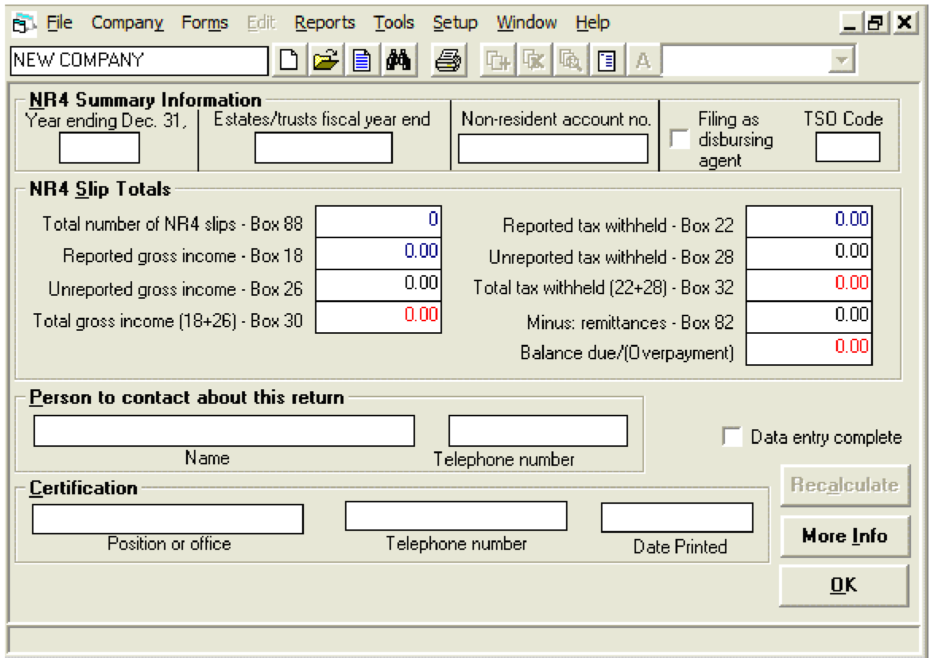
From the main menu select **Forms** and then select the type of Summary you wish to view (or click on the **Go to summary** icon from the toolbar while editing a slip).

All values that can be calculated from the information entered onto the slips will appear on the summary form in blue. The remaining values will need to be entered manually. These will generally appear as white boxes and the cursor will move from one to the next, skipping the calculated values. See the specific form and field below for more information.

**Overriding Calculated Values**

If it becomes necessary to edit a calculated field you may do so by pressing the F4 key. The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value. To return to the calculated value, click the **Recalculate** button.

## *NR4 Summary*




### Non-resident Account Number

Enter the account number under which non-resident tax deductions are remitted. This number has to match the account number shown on the remittance part of Form NR76, Non-Resident Tax - Statement of Account.

### Unreported Gross Income

Add the gross income reported on Forms NR601 and NR602.

### Unreported Tax Withheld

Add the non-resident tax amounts reported on Form NR601.

### Remittances

Enter the amount of money already remitted to CRA.

### Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

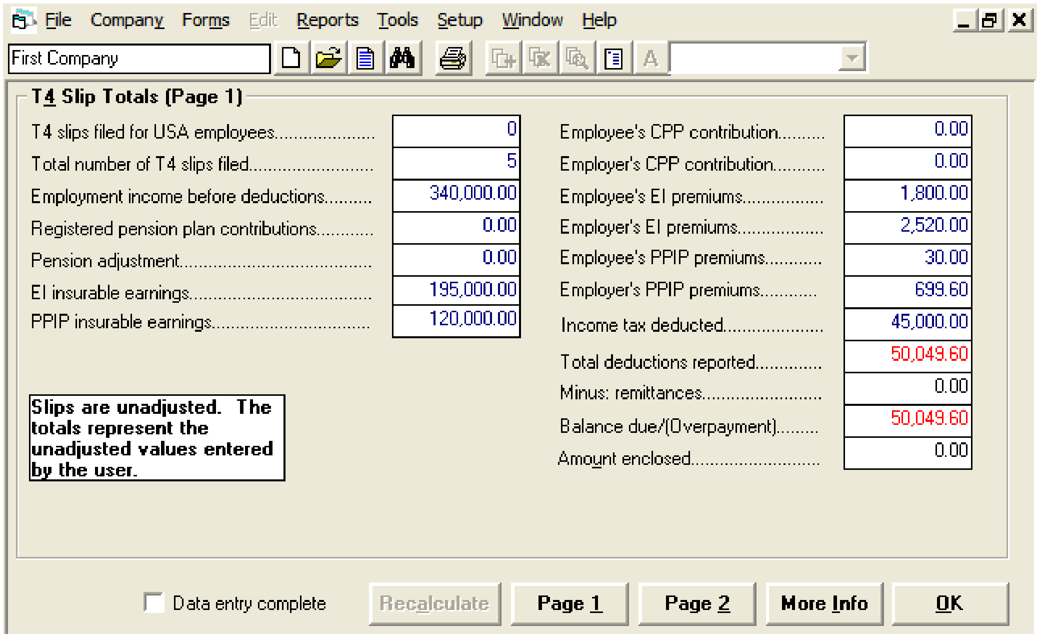
### Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

**Recalculate**
Recalculates the calculated values, returning overridden values to the calculated value.

**More Info**
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4 Summary*




**<u>Remittances</u>**
Enter the amount of money already remitted to CRA.

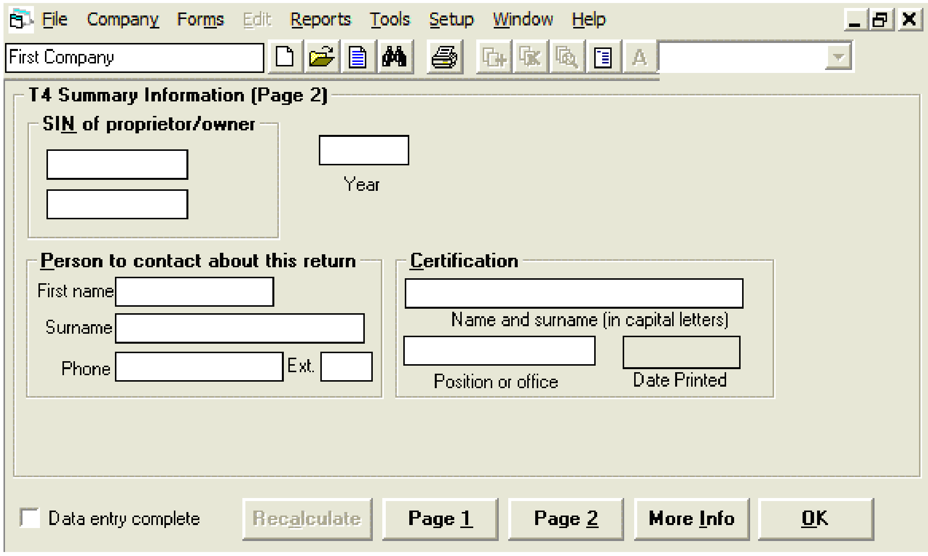
**<u>Amount Enclosed</u>**
Enter the amount to be enclosed with the T4 Summary form.

**<u>Adjustment Status</u>**
The T4 Summary will reflect the adjusted values as long as <u>all</u> of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the **Adjust this T4/R1** icon, the summary will reflect the unadjusted values for all of the employees.

**<u>Data entry complete</u>**
Once all of the data has been input for a given company, check the data entry complete box. This will allow you to print reports that will include only the companies that are completed, or conversely, only the companies that are not completed. See **Using Filters** in Chapter 9.

**<u>Recalculate</u>**
Recalculates the calculated values, returning overridden values to the calculated value.

**<u>Page 2</u>**
Contains the rest of the information required for the T4 Summary.




## Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area.  If no default name and number were entered, these fields will be blank.  In either case you can change the information at this time.

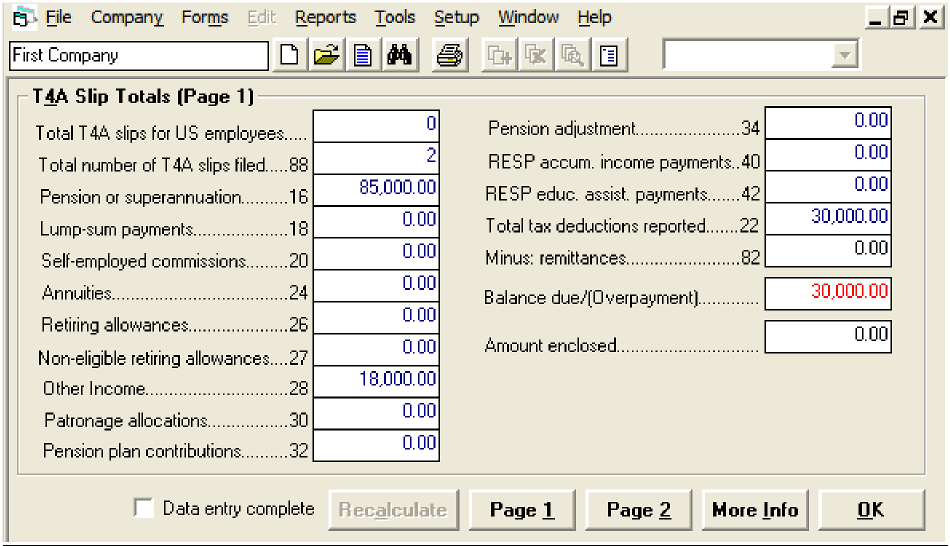
## Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area.  If no default name was entered, these fields will be blank.  In either case you can change the information at this time.

## More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4A Summary*




### Remittances

Enter the amount of money already remitted to CRA.

### Amount Enclosed

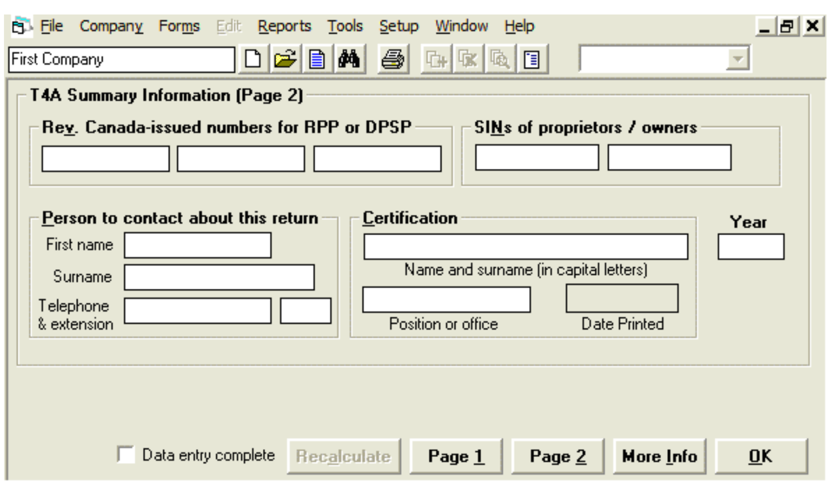
Enter the amount to be enclosed with the T4A Summary form.

### Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

### Page 2

Contains additional information required for the T4A Summary.



## Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

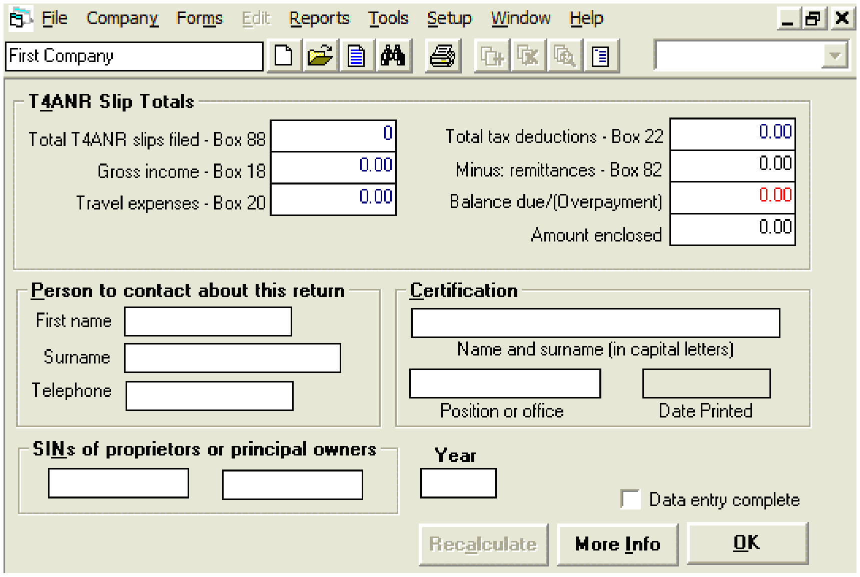
## Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

## More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4A-NR Summary*




**<u>Remittances</u>**
Enter the amount of money already remitted to CRA.

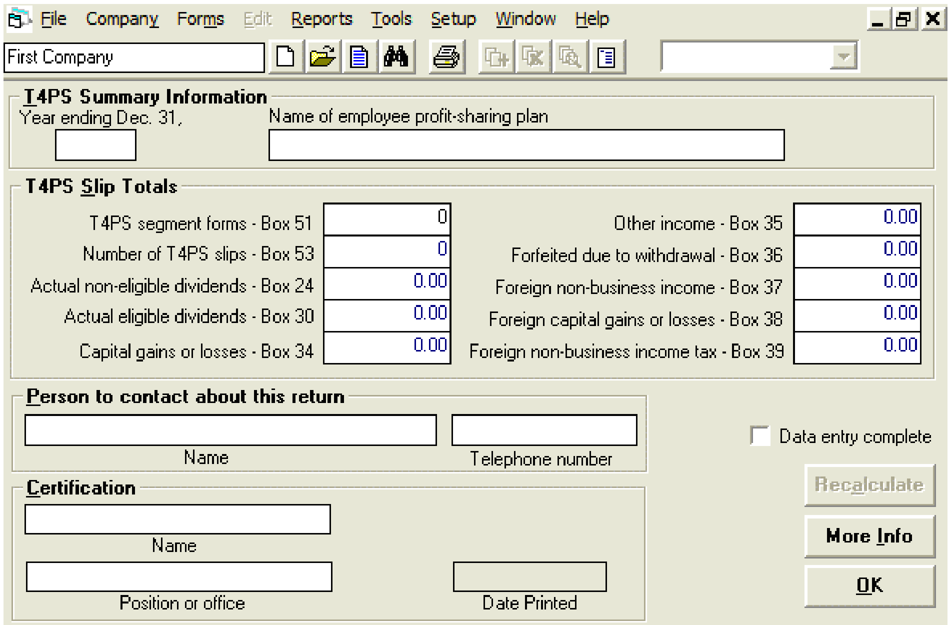
**<u>Person to contact about this return</u>**
The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

**<u>Certification</u>**
The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

**<u>Recalculate</u>**
Recalculates the calculated values, returning overridden values to the calculated value.

**<u>More Info</u>**
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4PS Summary*




**Year ending**
Enter the year being reported

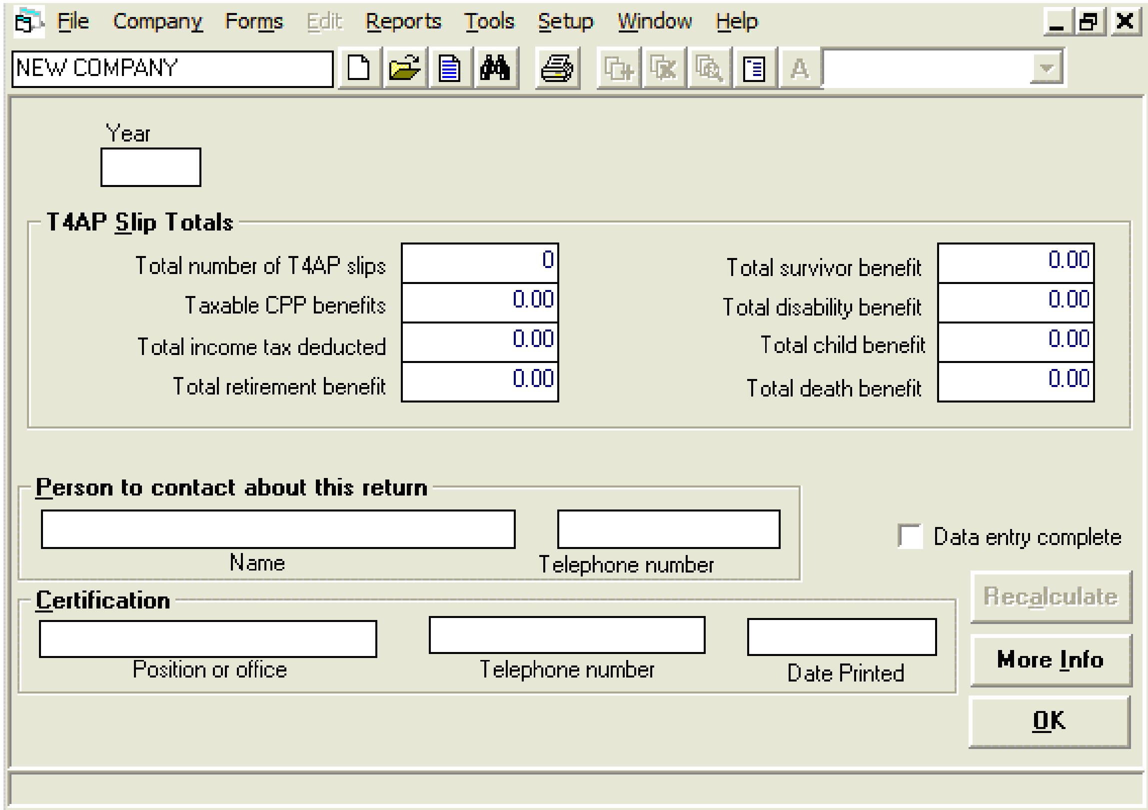
**T4PS segment forms**
If you have created segment forms, enter the number here. Segment forms are not required if you are filing electronically.

**Person to contact about this return**
The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

**Certification**
The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

**More Info**
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4A(P) Summary*



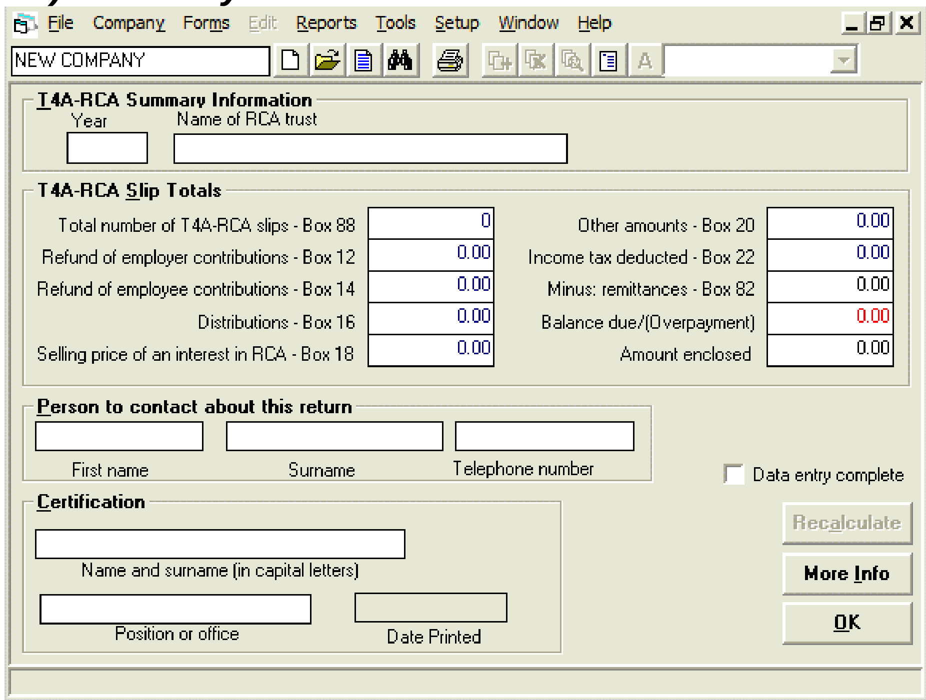

### Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

### More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T4A(RCA) Summary*



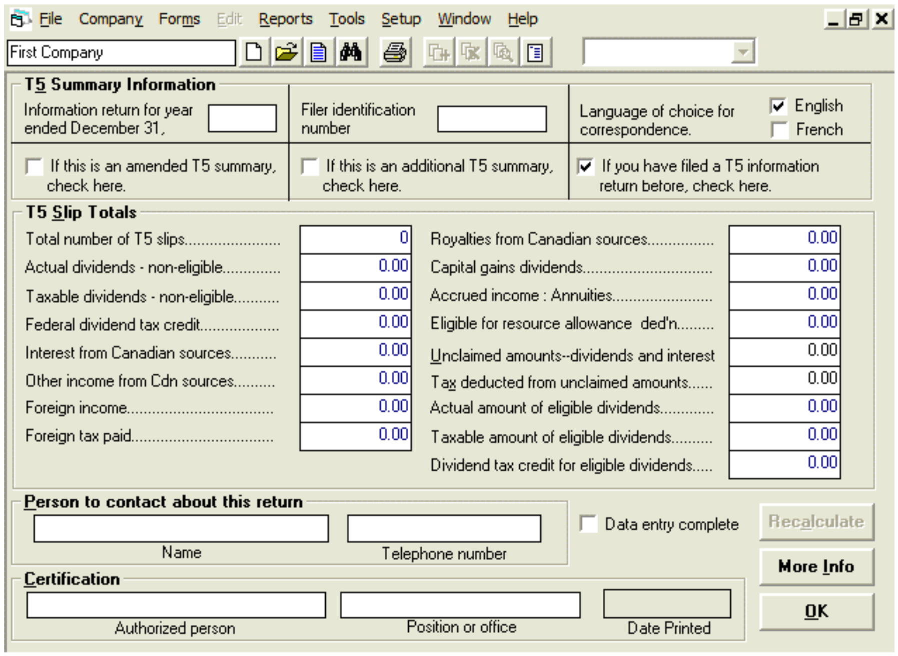

## Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

## More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T5 Summary*




### T5 Summary Information
Fill in the year, filer ID number, language choice, and indicate whether it is an amended or additional Summary. Also indicate if you have filed a T5 Summary before.

### T5 Slip Totals
You must enter the unclaimed dividends and interest, and the tax on this unclaimed amount.

### Person to contact about this return
T4 TimeSaver will automatically use the data entered in **New Company Defaults** in the **Setup** menu when the company was first created. You can, however, change the information if required.

### Certification
T4 TimeSaver will automatically use the data entered in **New Company Defaults** in the **Setup** menu when the company was first created. You can, however, change the information if required.

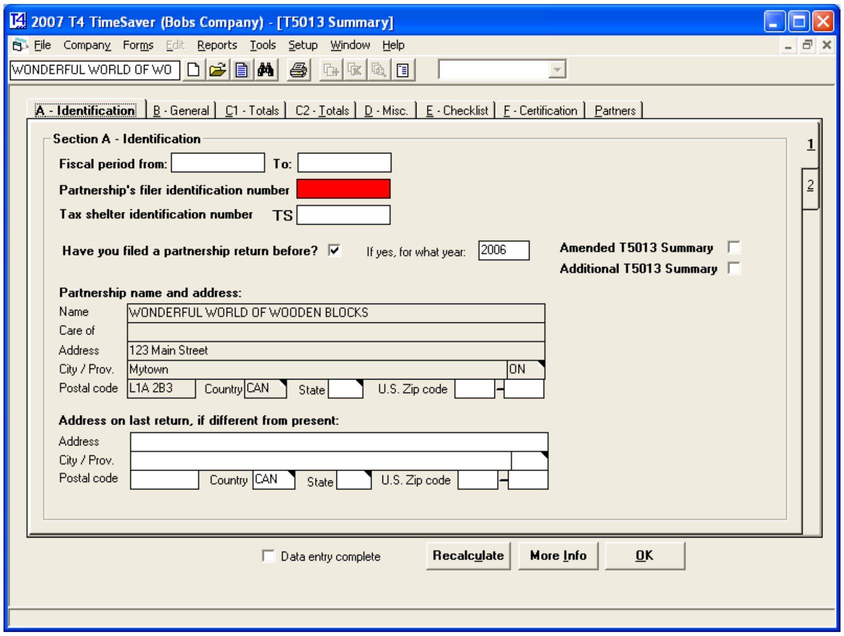
### Recalculate
Recalculates the calculated values, returning overridden values to the calculated value.

### More Info
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T5013 Summary*

The T5013 Summary has multiple pages. Across the top of the screen there are seven tabs: one for each of the five “Areas” on the T5013 summary, one for “Additional Amounts for Allocation” and one for “Partners”. Each tab has up to three pages of data entry screens. Most of the data entry fields appear exactly as they appear on the T5013 Summary. See the 2008 Guide for the Partnership Information Return for full details on the completion of the T5013 summary. Listed below are some of the fields that may require some additional explanation.

### Area A: Identification, Page 1



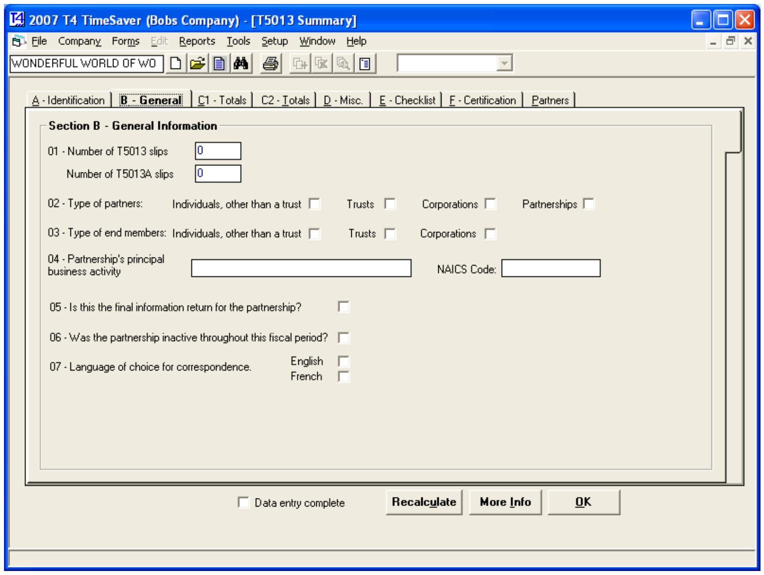

## Fiscal Period

Enter the beginning and ending dates of the fiscal period.

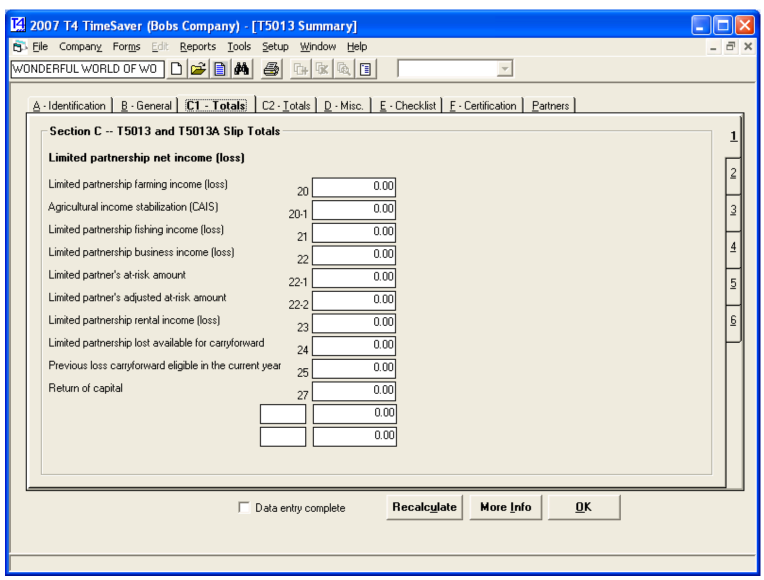
## Status

Check the appropriate box if this is an amended or additional T5013 Summary.

## Area B: General



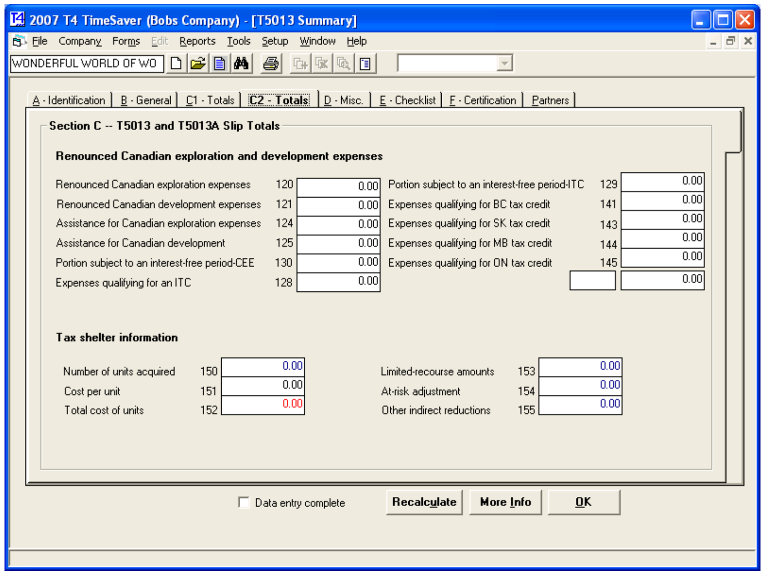

## Area C1: Totals (Net Income/Loss)



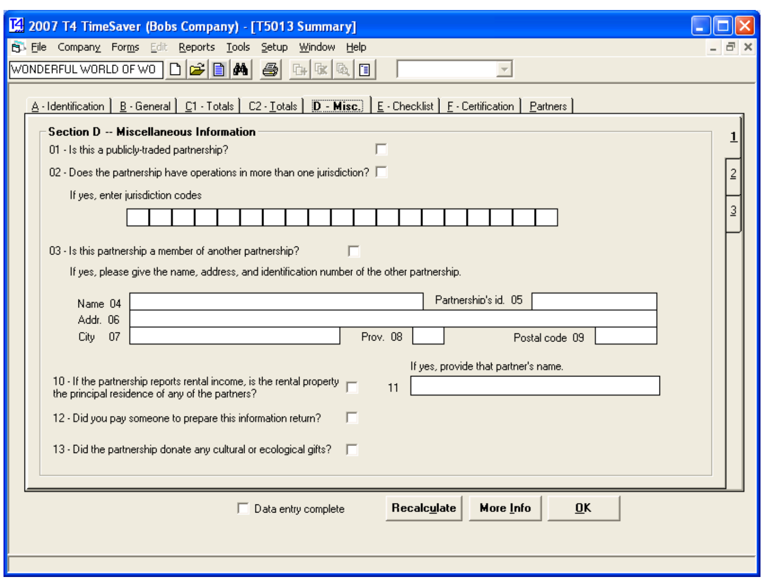

The amounts shown on the 6 pages of Area C1, are the total of the amounts allocated to the partners on the T5013 slips. The sources of income and losses are broken down into various categories that may be subject to different income tax rules. Include income from both Canadian and foreign sources in Canadian currency.

By pressing the **Recalculate** button (on the summary form or on the T5013 slip form) the information entered in this area will be allocated among the partners and posted to the T5013 slips according to each partner's share of net income (or loss).

## Area C2: Totals



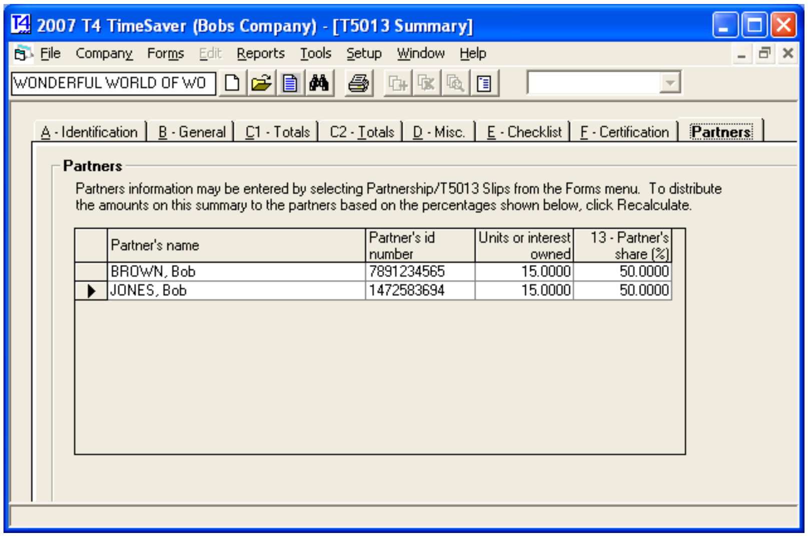

## Area D: Miscellaneous




The three pages of this section give miscellaneous information regarding the partnership. Check each box to indicate a *Yes* response or leave blank for a *No* response. In many cases, further information will be requested if the response is *Yes*.

### Area E: Checklist
This section gives a list of all the documents that are required to be filed with a T5013 submission, as well as some documents that may need to be filed, if they apply.

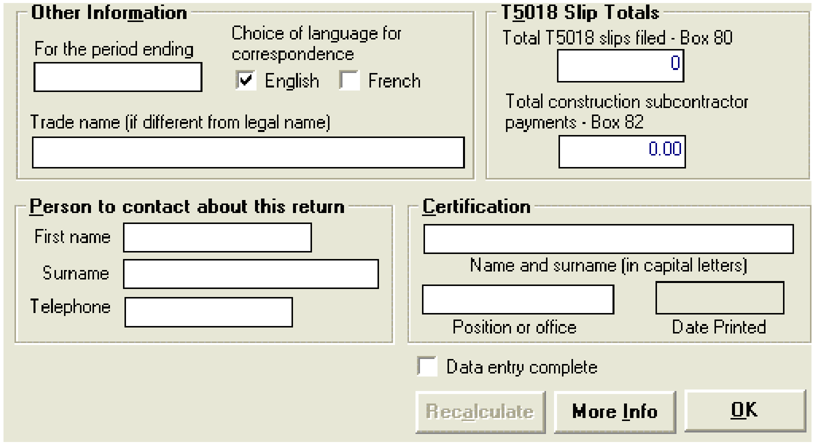
### Certification
Enter the name and position of the authorization partner responsible for the T5013 submission.

### Partners



Shows the name, Identification number, Units or interest owned, and the Percentage share of each partner in the partnership.

### More Info
Contains the company category and printing dates, if applicable.

## *T5018 Summary*




### Period Ending
Enter the date for the end of the period being reported.

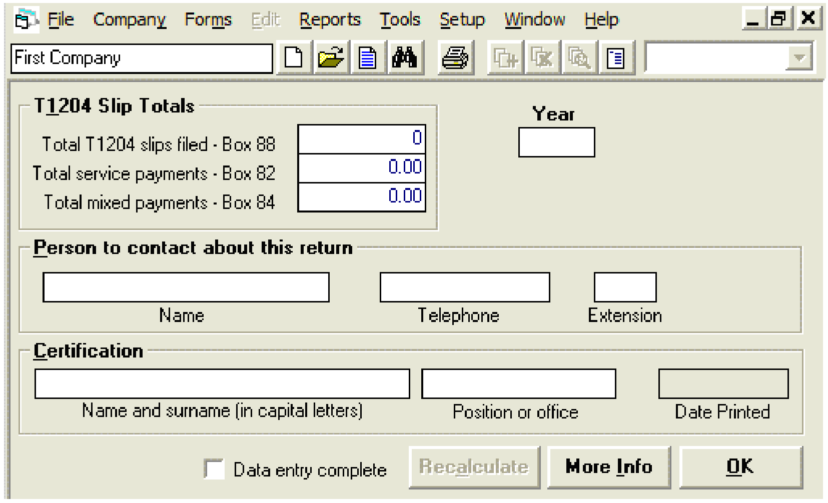
### Person to contact about this return
The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

### Certification
The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

### Recalculate
Recalculates the calculated values, returning overridden values to the calculated value.

### More Info
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *T1204 Summary*




### Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

### Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

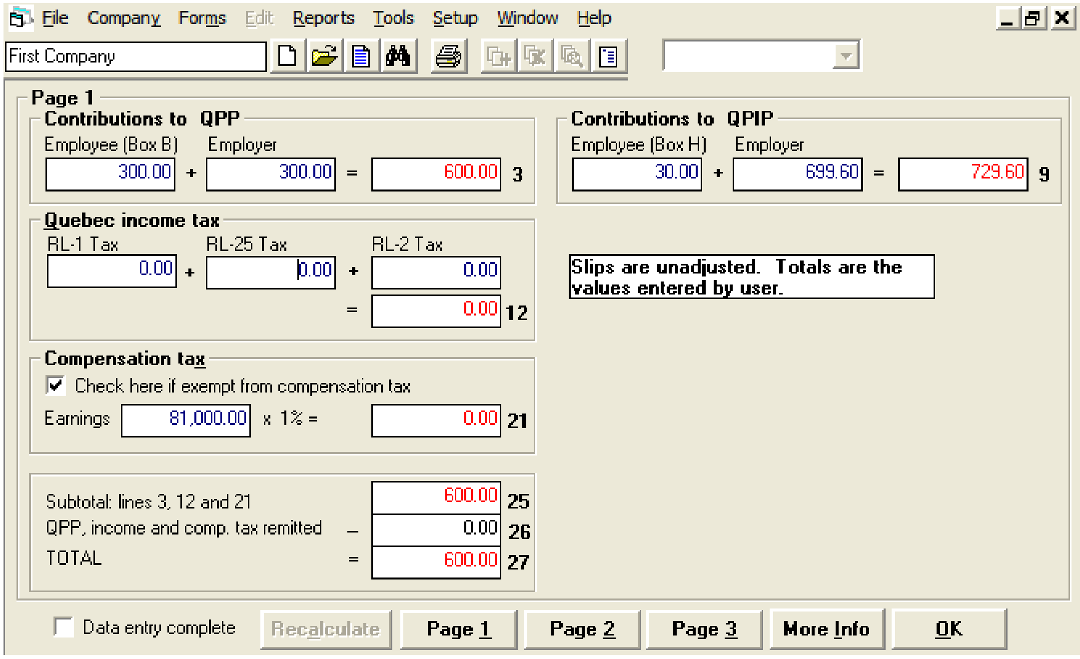
### Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

### More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *RL-1 Summary*




### Québec income tax

Enter the value of the total income tax withheld from all RL-16 slips, and all RL-2 slips.

### Compensation Tax

Compensation tax applies only to listed financial institutions other than corporations. If the company is not exempt from the compensation tax, remove the check from the appropriate box. The wages subject to the compensation tax are the totals from boss A and Q of the RL-1 slips.

### Total

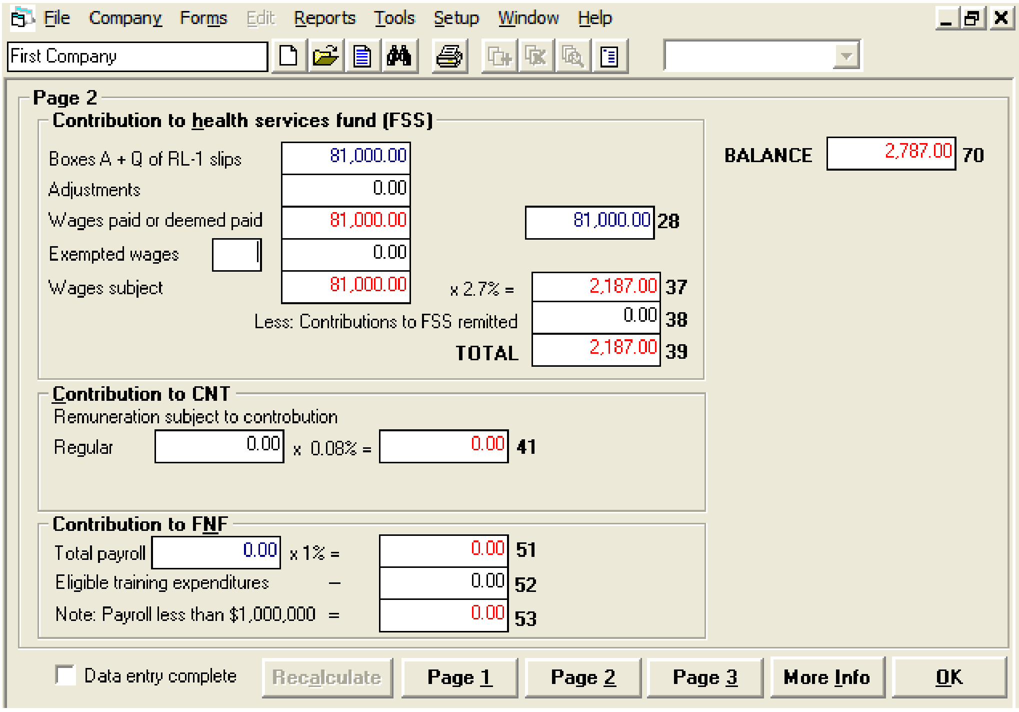
Once you have entered the sum of the QPP, income and compensation tax remitted in box 26, the box 27 total will be calculated.

### Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

### Page 2

Contains additional information required for the RL-1 Summary.




## Contributions to health services fund (FSS)

In the **Adjustments** box, enter the value required to obtain the correct total **Salaries** value. If the value contained in the box labeled **Boxes A + Q** is the same as the total salaries, leave the **Adjustments** box with the default value of 0.00. In the **Exempt** box, enter any salaries and wages paid by a new corporation and exempted from the contribution. You will need to attach a completed copy of the chart found on page 2 of the *Summary of Source Deductions and Employer Contributions*.

The amount subject to FSS is calculated, and the rate is applied based on the formula described in the RL-1 guide.

## Contribution to CNT

Enter the remuneration subject to contribution to the financing of the *Commission des normes du travail (CNT)*, as calculated on form *LE-39.0.2-V*. in the box labeled **Remuneration subject to contribution**.

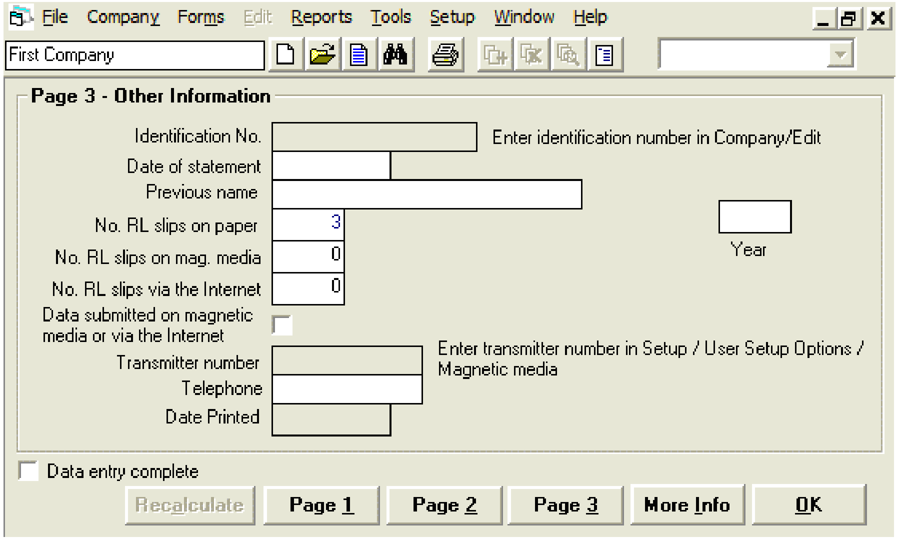
## Contribution to FNF

Enter the value of the **eligible training expenditures** in the box so that the contribution to the *Fonds national de formation de la main-d'oeuvre* can be calculated.

Note that if the total payroll (sum of boxes A and Q) is less than one million dollars, no contribution to FNF is required.

## Page 3

Contains additional information required for the RL-1 Summary.




## Other Information

Enter the other requested information for the RL-1 Summary form on page 3. Note that the number of slips listed should be the total number of RL-1, RL-2 and RL-25 slips for the company, whether they were filed on paper, magnetic media, or by internet.

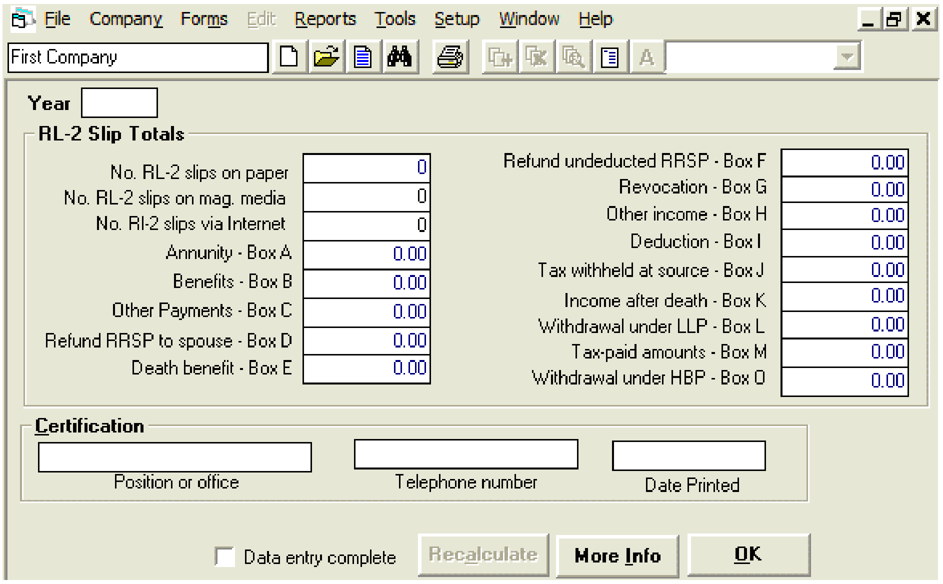
## Date printed

If the Relevé 1 Summary was previously printed, the date printed on the summary will be recorded here. Otherwise this box will be blank.

## More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *RL-2 Summary*



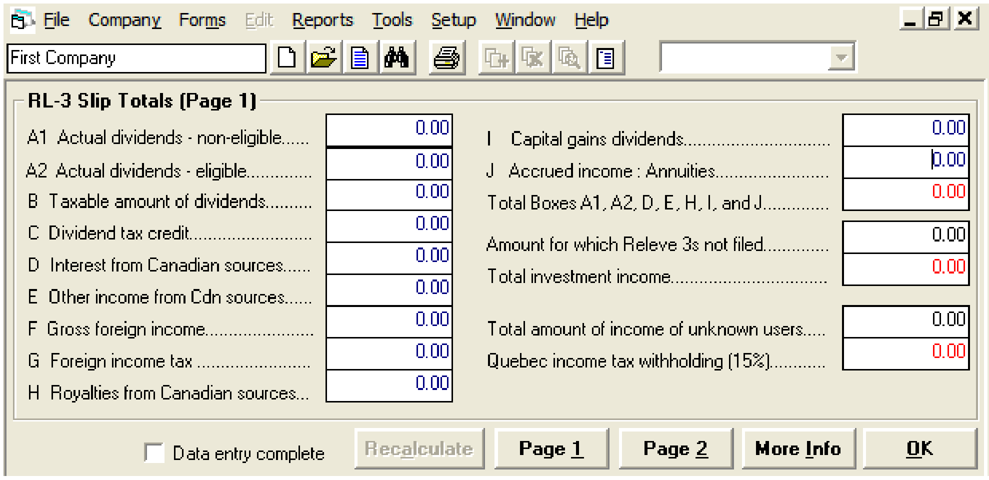

### Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

### More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *RL-3 Summary*




### Amount for which Relevé 3s not filed

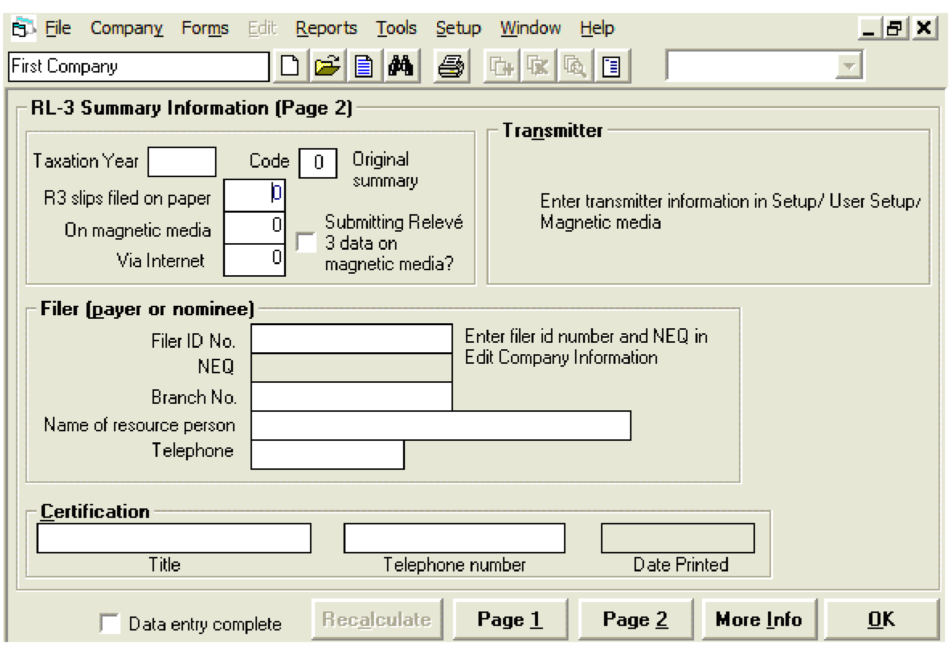
You should manually total all amounts from RL-3 slips that were not submitted because the amount was less than $50 and enter the total value in the box labeled **Amount for which Relevés 3s not filed**.

### Total amount of income of unknown users

You will need to calculate this value yourself by totaling the combined income from all RL-3 slips that have "Unknown" for the recipient's name and address.

### Page 2

Contains additional information required for the RL-3 Summary.



**RL-3 Summary Information**
Enter the correct year for which the data applies.

The "Code" field refers to whether the Summary is an original (0), additional (1) , or amended (2) Summary. Enter the appropriate code.

If you are submitting RL-3 data on magnetic media, check the box and enter the number of RL-3 slips which are being submitted in this manner.

**Filer (payer or nominee)**
Enter the filer ID number, filer branch number (if applicable), and the name and telephone number of a resource person. The name and address of the filer will be taken from the company information **Identification** tab.

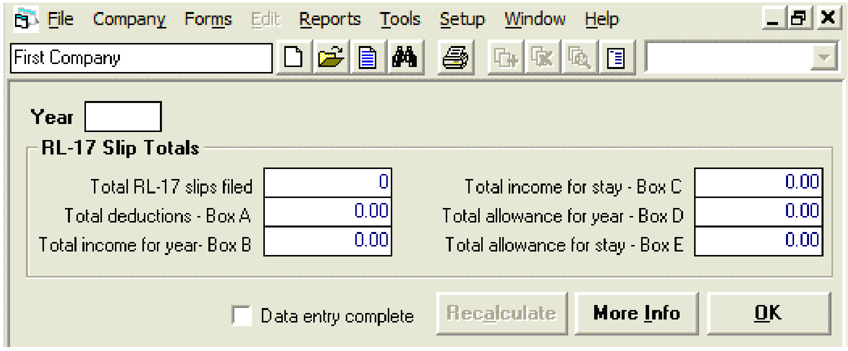
**Transmitter**
Enter the ID number, transmitter number, name and address of the transmitter company, and the name and phone number of a resource person.

**Certification**
When you create a new company, the title and phone number for the certification section are copied from the **New Company Defaults** tab of the **Setup** menu. You may edit them on the RL-3 Summary form if required.

**Recalculate**
Recalculates the calculated values, returning overridden values to the calculated value.

**More Info**
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

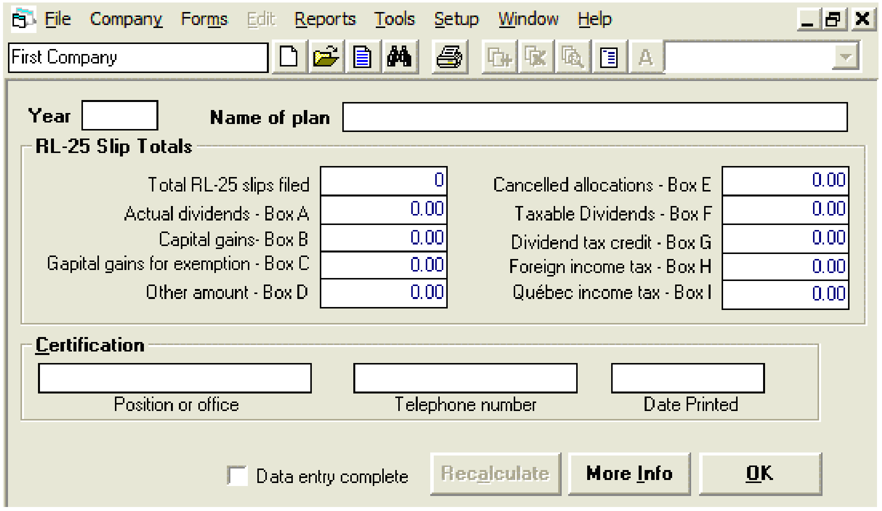
## *RL-17 Summary*




**Recalculate**
Recalculates the calculated values, returning overridden values to the calculated value.

**More Info**
Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *RL-25 Summary*




### Certification

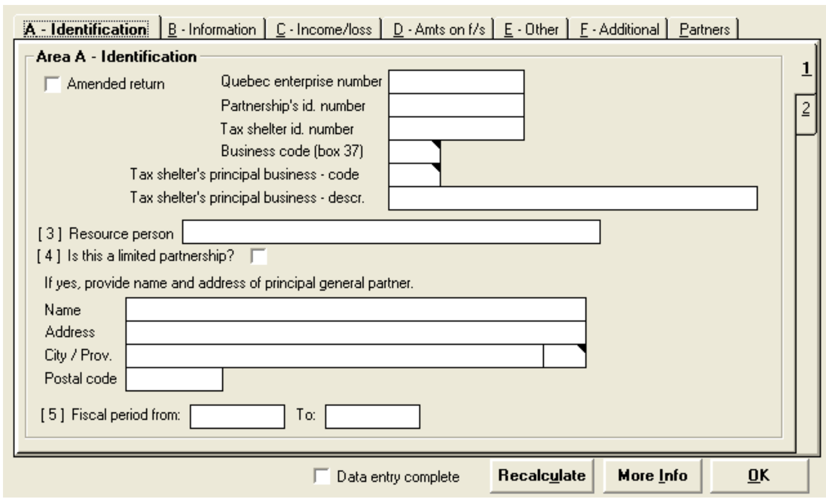
The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

### More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

## *TP-600 – Partnership Information Return*

The TP-600 has multiple pages. Across the top of the screen there are seven tabs: “Identification” for boxes 1-9, “Information” for boxes 10-20, “Income/loss” for boxes 30-70, “Amounts on financial statements” for boxes 80-86, “Other Information”, “Additional Amounts for Allocation” and “Partners”. Each tab has up to three pages of data entry screens. Most of the data entry fields appear exactly as they appear on the TP-600 return. See the *2008 Partnerships Guide to filing the Partnership Information Return* for full details on the completion of the TP-600. Listed below are some of the fields that may require some additional explanation.




**Amended Return**
Leave blank if this is an original form. Otherwise, check the check box to indicate an amended return.

**Business Code**
Enter the four digit Business activity code from the RL-15 slip box 38.

**Tax Shelter’s principal business activity and code**
Enter the two digit code and matching description from the “Information concerning the tax shelter” section of the RL-15 slip.

The amounts shown in Area C, lines 30 to 70, are the total of the amounts allocated to the partners in boxes 1 to 15 on the RL-15 slips. The sources of income and losses are broken down into various categories that may be subject to different income tax rules. Include income from both Canadian and foreign sources in Canadian currency.

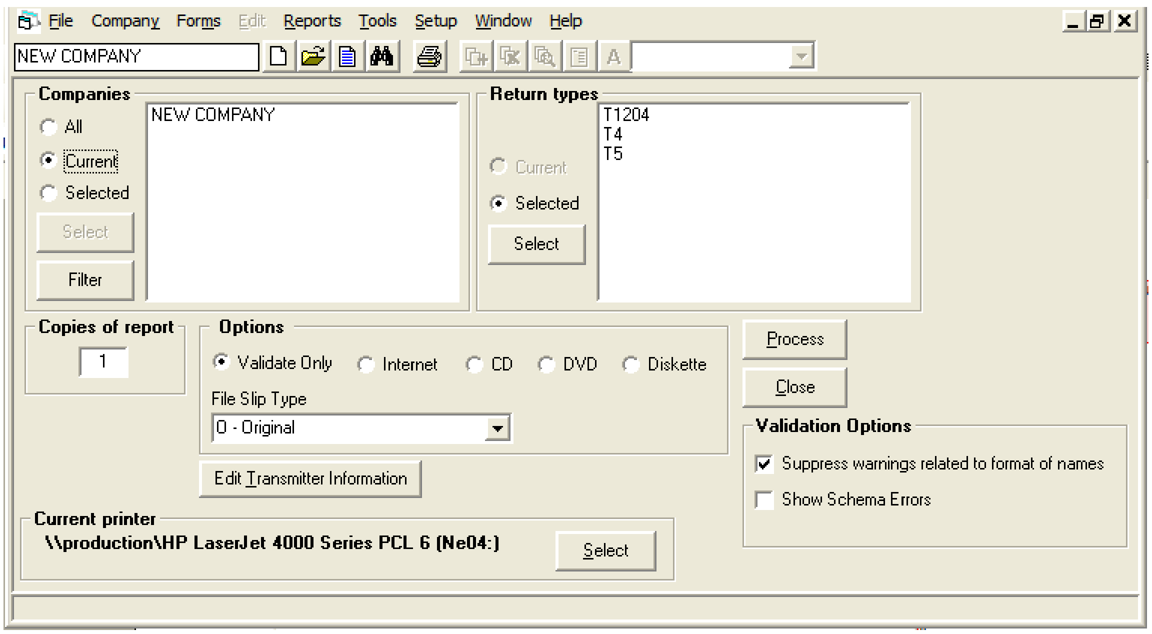
By pressing the **Recalculate** button (on the summary form or RL-15 slip) the information entered in this area will be allocated among the partners and posted to the RL-15 slips according to each partner’s share of net income or loss.

# Chapter 9 – Producing Reports

## *Validating Data*

This report will be run automatically when you process returns for Internet or magnetic media filing. Both the CRA and MRQ have strict filing requirements. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it.

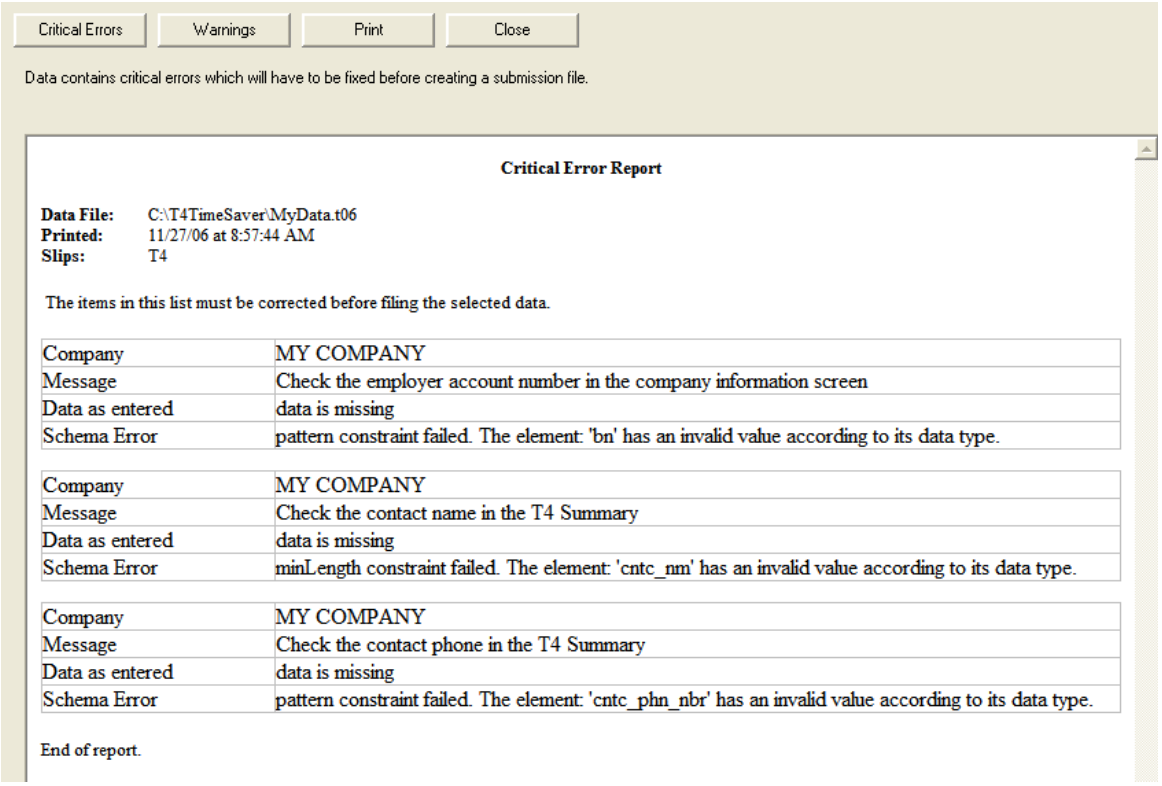
Select the Québec or Federal validation process.




Select the company or companies and the type of return(s) to be validated. Select "Validate only" to run the validation report on its own, or select a filing method to both validate and create the filing media at the same time. If the data fails the validation procedure, the filing will be aborted.

Ensure that the transmitter information is complete and correct. See "Edit Transmitter Information" in Chapter 10 for details. Click on **Process**.

The Critical Error Report will be generated. This report will list the location of missing or invalid data that will cause the data submission to be rejected by the CRA or MRQ. *These errors must be corrected before a magnetic media or internet submission can be made.*



Critical Errors | Warnings | Print | Close

Data contains critical errors which will have to be fixed before creating a submission file.

**Critical Error Report**

**Data File:** C:\T4TimeSaver\MyData.t06
**Printed:** 11/27/06 at 8:57:44 AM
**Slips:** T4

The items in this list must be corrected before filing the selected data.

| | |
|---|---|
| Company | MY COMPANY |
| Message | Check the employer account number in the company information screen |
| Data as entered | data is missing |
| Schema Error | pattern constraint failed. The element: 'bn' has an invalid value according to its data type. |

| | |
|---|---|
| Company | MY COMPANY |
| Message | Check the contact name in the T4 Summary |
| Data as entered | data is missing |
| Schema Error | minLength constraint failed. The element: 'cntc_nm' has an invalid value according to its data type. |

| | |
|---|---|
| Company | MY COMPANY |
| Message | Check the contact phone in the T4 Summary |
| Data as entered | data is missing |
| Schema Error | pattern constraint failed. The element: 'cntc_phn_nbr' has an invalid value according to its data type. |

End of report.

Click the **Warnings** button to view the missing or invalid data that may need to be corrected but will not cause rejection of the submission by CRA or MRQ. Either report can be printed by clicking the **Print** button.

## *Printing Slips*

Select the desired type of slip from the **Reports** menu. Then select **Slips** from this list of available reports. A dialog box will open, which will allow you to select which slips you wish to print, the type of paper and the printer you wish to print them on, and the number of copies you wish to print. The individual slips can then be distributed to the employees or recipients and CRA.

Note that the unadjusted values will print on each of the T4 and Relevé 1 slips unless all of the slips have been adjusted. You will be warned if some of the slips are adjusted and others are not.

### Companies

Select one of the three options listed:

- **All** (to print the slips for all companies in the current database),
- **Current** (to print the slips for only the current company), or
- **Selected** (to print the slips for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print slips for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

**Slips**

Select one of the four options listed:
**All** (to print all the slips for the selected companies),
**Amended only** (to print only the amended slips for the selected companies),
**Originals only** (to print only the slips that have not been amended for the selected companies), or
**Selected** (to print only the selected slips for the current company).

If you choose **Selected**, click on the **Select** button to get a list of the employees for the current company. Choose which employees you wish to print slips for using the select, unselect, select all, and unselect all buttons. When all the required employees have been added to the selected list, click on close.

**Copy & Printer Selection**

Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the **Type of Form** you have selected. Each copy selection has a separate printer selection. Accept the printer named in the combo box or select another valid printer from the list.

**Paper Source**

Indicate manual feed or one of the paper tray options listed for the selected printer.

**Font**

Make sure the *Use selected fonts* option is checked. Select the desired font from the list. You can select a different font for each copy of the report.

Note: By selecting a different font, you may affect the font size and placement of the printing. It is advisable to print a test form to determine whether alignment has been affected by the change in font.

**Type of Forms**

Select one of the listed options:
**Plain paper facsimiles** (to print a facsimile copy of the slip on a laser or ink jet printer) ,
**Pre-printed laser forms** (to print onto preprinted laser forms)
**(Continuous dot matrix forms** are no longer available in the T4 TimeSaver).

**Sort Returns by**

If you select "Sort returns by Company", T4 TimeSaver will print copies 2/3, copy 1 and then copy 4 for the first company, and then repeat for each remaining company. If you select "Sort returns by Copy Number", all of the copy 2/3s will print, followed by all of the copy 1s and finally all of the copy 4s.

**Order of Slips**
Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

**Options**
Whenever a facsimile or pre-printed laser form is being printed, the option to **Pause between copies for paper change** will be available. If this option is checked, the program will prompt you to change from the paper for copy 2/3 to copy 1 and then to copy 4 when appropriate.

You may elect to **print inactive (nil) forms**. These are slips that have all dollar values set to zero. These slips will not print unless this option is checked.

For some forms you will have the option to print **French instructions on copy 2/3**. You may select this option for French speaking employees.

In some cases T4 TimeSaver may try to switch to a paper size that your printer driver cannot accommodate. Checking the **use default paper size** option will cause the program to use the paper size selected in Windows.

Some printer drivers allow printing closer to the bottom of the paper than others. In some cases, the preprinted forms cannot be completed, because the particular printer driver cannot print as close to the bottom of the form as is necessary. If this is the case T4 TimeSaver will warn you that there is a problem and offer some possible solutions. One of the solutions may be to check the **force printing to bottom** option. When this option is selected, T4 TimeSaver will attempt to change the paper size to a larger size to force the printer to print lower on the page.

If you wish to have the employee number appear in the address field of the slip, select the **Print employee name followed by employee number** option.

**Print Alignment**
Before beginning to print, you may wish to print a test page. If the printing does not align correctly, click on the **Adjust Margins** button, and enter values that will offset the printing and move it to the correct place.

**Test Printer**
This button will print a test page to your Windows default printer in order to determine the maximum printable height for the printer.

## *Printing Summary Reports*

***Note*** *that the T5013 summary and the T5014, T5015, and T5017 partnership forms will print using the Adobe Acrobat Reader software. You will be able to print the form for the current company only.*

To print the Summary Form to be sent with the slips to CRA, select the appropriate type of summary from the list in the **Reports** menu, and then choose **Summaries** from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print, the type of paper to print them on, the printer you wish to print them on, and the number of copies you wish to print.

Note that the summary will reflect the unadjusted values from each slip unless all of the slips have been adjusted. You will be warned if some of the slips are adjusted while others are not.

**Companies**

Select one of the three options listed:

- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print a Summary Report for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

**Slips**

Select one of the options listed:

- **All** (to include all the slips in the Summary report for the selected companies),
- **Amended only** (to include only the amended slips in the Summary report for the selected companies), or
- **Originals only** (to include only the non-amended slips in the Summary report for the selected companies).

**Copy & Printer Selection**

Select one or more of the options listed. The options will change, depending on the **Type of Form** you have selected.

Each copy selection has a separate printer selection. Accept the printer named in the combo box or select another valid printer from the list.

**Paper Source**

Accept the paper tray named in the combo box or select another valid paper tray option from the list for the selected printer.

**Font**

Make sure the *Use selected fonts* option is checked. Select the desired font from the list. You can select a different font for each copy of the report.

Note: By selecting a different font, you may affect the font size and placement of the printing. It is advisable to print a test form to determine whether alignment has been affected by the change in font.

**Type of Forms**

Select one of the options listed:

- **Plain paper** (to print a facsimile copy of the form on a laser or ink jet printer),
- **Pre-printed laser forms** (to print onto preprinted laser forms)

**Sort Returns by**

If you select "Sort returns by Company", T4 TimeSaver will print all of the summaries for the first company and then repeat for each remaining company. If you select "Sort returns by Copy Number", the copy 1s for all the companies will print first, followed by all of the copy 2s, etc.

You may also choose to print the current date, or change to another date if appropriate.

**Options**

Whenever a laser form is being printed, the option to **pause between copies for paper change** will be available. If this option is checked, the program will prompt you to change paper between copies 1 and 2 and between copies 2 and 3.

You may elect to **print inactive (nil) forms**. These are slips that have all dollar values set to zero. These slips will not print unless this option is checked.

If you have been sent pre-printed summaries from CRA, they may already contain the company name, address, and business number as well as the code for the applicable tax centre. In this case you would select the **name/address preprinted** option to suppress duplicate printing of this information.

In some cases T4 TimeSaver may try to switch to a paper size that your printer driver cannot accommodate. Checking the **use default paper size** option will cause the program to use the paper size selected in Windows.

Some printer drivers allow printing closer to the bottom of the paper than others. In some cases, the preprinted forms cannot be completed, because the particular printer driver cannot print as close to the bottom of the form as is necessary. If this is the case T4 TimeSaver will warn you that there is a problem and offer some possible solutions. One of the solutions may be to check the **force printing to bottom** option. When this option is selected, T4 TimeSaver will attempt to change the paper size to a larger size to force the printer to print lower on the page.

Some of the pre-printed forms from CRA contain fields that are composed of frames; one for each character in the field. It is not necessary to follow these frames when typing or printing using a printer since the frames are ignored by the scanning devices used to read the data. However, if you would like to have the data stretched to fit one character into each frame you can select the **fit numbers/text in frames** option.

**Print Alignment**
Before beginning to print, you may wish to print a test page. If the printing does not align correctly, click on the **Adjust Margins** button, and enter values that will offset the printing and move it to the correct place.

**Test Printer**
This button will print a test page to your Windows default printer in order to determine the maximum printable height for the printer.

## *Printing Adjustment Reports*

A report showing all the adjustments made for each employee can be produced for the T4 and RL-1 slips. To generate this report, select **T4** or **RL-1** from the **Reports** menu. Then choose **Adjustments** from this list of available reports. A dialog box will open which will allow you to select the companies for which you wish to print T4 Adjustment Reports and the desired printer.

**Companies**
Select one of the three options listed:

- **All** (to print the Adjustment report for all companies in the current database),
- **Current** (to print the Adjustment report for only the current company), or
- **Selected** (to print the Adjustment report for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print the Adjustment Reports for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of this chapter.

**Order of Slips**
Select one of the options listed below:

- **Order by selected field** (lists employees sorted by selected field), or
- **Order in data entry sequence** (lists employees in the order they were entered).

**Copies of Report**
Type in the number of copies you require.

**Output Report to**
Select one of the options listed below:
- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

**Options**
Select one of the options listed below:
- **Detailed report** which shows the entered and adjusted values for each employee's CPP/QPP, EI, and tax deduction, as well as a Summary for the company, or
- **Summary report** which lists the total adjustments for each company.

**Current Printer**
This command button accesses the Print Setup dialog box, where you can select the default printer for printing Adjustment Reports and the source (paper tray, manual, etc.) of the paper.

Note: An asterisk beside a S.I.N. indicates that the S.I.N. value is invalid. (See S.I.N. validation in Chapter 6).

## *Printing Edit List Reports*
A complete edit listing of all the slips can be produced for all types of slips. To generate this report, choose the type of slip from the **Reports** menu, and then select **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for and the printer to print the reports on.

**Companies**
Select one of the three options listed below:
- **All** (to print the Edit List report for all companies in the current database),
- **Current** (to print the Edit List report for only the current company), or
- **Selected** (to print the Edit List report for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print the Edit List Reports for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of this chapter.

**Fields to print**
Select one of the two options listed below:

- **All** (to include all the fields available on the slip), or
- **Selected** (to print only those fields which you select).

*Note: selecting "All" may result in a report printed in a font too small to be legible.*

If you choose **Selected**, click on the **Select** button to get a list of the fields available for the current slip. Choose the fields you wish to print on the Edit List Reports by using the select, unselect, select all, and unselect all buttons. When all the required fields have been added to the selected list, click on close.

**Order of Slips**
Select one of the options listed below:
- **Order by selected field** (lists employees sorted by selected field), or
- **Order in data entry sequence** (lists employees in the order they were entered).

**Copies of Report**
Type in the number of copies you require.

**Output Report to**
Select one of the options listed below:
- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

**Options**
Select the format you would prefer (either table style or memo style) and check one or more of the other options listed below, if appropriate:
- **Include addresses**
- **Include inactive slips**. (An inactive slip is one which has all dollar amounts set to zero.)
- **Use legal paper (8½ x 14)**, and
- **Landscape orientation**

**Current Printer**
This command button accesses the Print Setup dialog box where you can select the default printer for printing Edit List Reports and the source (paper tray, manual, etc.) of the paper.

Note: An asterisk beside a S.I.N. indicates that the S.I.N. value is invalid. (See S.I.N. validation in Chapter 6).

## *Printing the Company Summary Report*
A Company Summary Report is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary Report** from the **Reports** menu to generate this report. A

dialog box will open which will allow you to select which companies to include, the number of copies to be printed, the printer to use, and whether to print the report or display it on the computer screen.

**Companies**

Select one of the three options listed below:

- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print a Summary Report for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, company category, or with a specific type of slip. See the section entitled Using Filters at the end of this chapter.

**Copies of Report**

Type in the number of copies you require.

**Output Report to**

Select one of the options listed below:

- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

**Options**

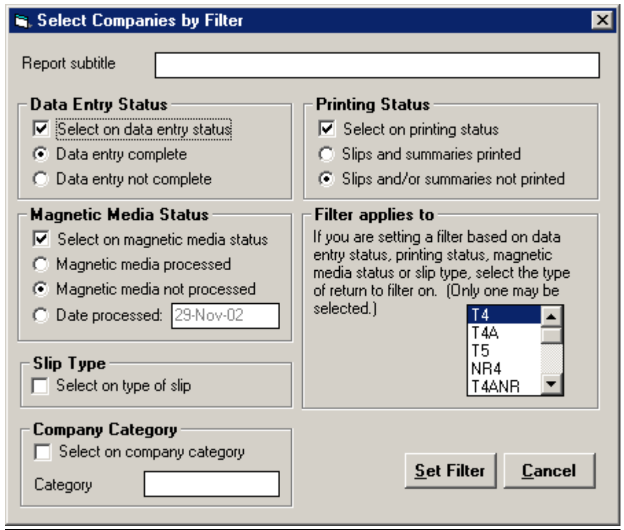
Allows you to choose whether or not you want to include the address information.

**Current Printer**

This command button accesses the Print Setup dialog box where you can select the default printer for printing Company Summary Reports and the source (paper tray, manual, etc.) of the paper.

## *Using Filters*

The **Filter** button allows you to select which companies to include in a report based on data entry status, printing status, magnetic media status, or company category. The report generated will contain information for the companies that meet the criteria you select, all other companies will be filtered out. When you click on the **Filter** button, the **Select Companies by Filter** window appears.




## Data Entry Status

Check this box if you want to filter by whether or not the data entry is complete. Select one of the options listed.

## Printing Status

Check this box if you need to filter by whether or not the slips and summaries have been printed. Select one of the options listed.

## Magnetic Media Status

Check this box if you want to filter by whether or not the slips for the company have been filed by magnetic media. You can also filter out the companies by the date that their magnetic media was processed. This option only appears when reports are being entered for returns for which magnetic media filing is supported.

## Slip Type

Check this box if you wish to select one type of slip to report on. Then enter the type of slip for which you want a report (“T4", “T4A”, “T5", “T4ANR”, “NR4", “T4PS”, “T4AP”, “T4ARCA”, “T5013”, “T5018”, “R2”, “R15”, “R17”, “R25” or “T1204”).

## Company Category

Check this box if you wish to select one company category to report on. Then type in the company category name.

## Filter Applies To

This option only appears when printing the Company Summary Report. You need to indicate which type of return the data entry status and printing status refers to. Once you have made your selections, click on the **Set Filter** button. You will be told the number of companies that meet the criteria you have outlined. Confirm the selection and the company names will appear in the companies box.

# Chapter 10 - Filing by Magnetic Media or Internet

*NOTE: Magnetic media filing is only available in T4 TimeSaver Plus, internet filing is available in both Basic and Plus.*

## *General information*

*NOTE: As a user of T4 TimeSaver, the requirement for you to submit a test file with the Ministère du Revenu is waived because ELM Computer Systems submits test files and receives approvals for the output of T4 TimeSaver from the appropriate government departments each year. However, if you prefer to submit your own test files, you may do so by following the instructions in the appropriate guides.*

*Please note that returns for employers filing over 500 returns are required by both CRA and MRQ to be filed on magnetic media or via the internet. CRA allows the maximum size of an internet file to be 5Mb. Any submission in excess of 5Mb must be submitted on magnetic media.*

Filing on magnetic media is to your advantage because it reduces your printing costs as well as the time spent handling paper. The program generates all the components required for a complete magnetic media submission:
• diskette, CD or DVD containing the T4, NR4, T4A, T4A-NR, T4A(P), T5, T1204, RL-1, RL-2, RL-3 or RL-25 information and transmitter identification (CRA no longer accepts submissions on multiple diskettes)
• Description of Magnetic Medium (ED-400-V, formerly OPR-400-V) for Québec returns

You may include returns for any number of companies when creating a magnetic media submission. Approximately 2,000 slip and summary records will fit on a single 1.44Mb floppy diskette, while about 80,000 slip and summary records will fit on a CD and an even greater number on a DVD (depending on the type of DVD media you are using). Each diskette counts as a single submission. If you choose to submit your returns on CD or DVD a file will be created on your hard drive which you may then copy to the appropriate drive using your own CD or DVD writing software. **NOTE: You must have access to a CD or DVD writer to use this option.**

## *Instructions for Federal Returns*

The following instructions are provided here for convenient reference. For complete details, obtain the CRA publications T4028 (for T4s, T4As, and T4A-NRs), and T4031(E) (for T5s and NR4s), both entitled *Computer Specifications for Data Filed on Magnetic Media.*

1. A magnetic media submission may contain only one diskette, CD or DVD. If you have multiple submissions each submission must be

submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing.

2. You may file original, amended or cancelled returns on magnetic media. You will be required to submit each type of return individually. Prepare corrections in accordance with the instructions below.
3. If you are submitting returns partially on magnetic media and partially on paper forms you must complete a separate summary for the portion on paper. Both the magnetic media and paper portions of the return should be submitted to the Magnetic Media Processing Team.
4. As noted earlier, filing on magnetic media eliminates the need to file paper copies of the summaries and slips with CRA. Do not send CRA paper copies of any returns that have been filed on diskette, CD, DVD or via the internet.

**Shipping Instructions**

A complete magnetic media submission should be labeled 'MAGNETIC MEDIA FILER' in clear, bold print and sent by courier or mail to the Magnetic Media Processing Team. You may include a number of submissions in a single shipment, as long as each submission is in a separate envelope.

**Making Corrections**

If it becomes necessary to make changes to the slips submitted on diskette please consult the following instructions.

If the submission has not yet been sent to CRA you may choose to simply correct the returns and recreate the diskette(s). If you do not wish to recreate the diskette(s) you may prepare amended slips and summaries and include them with the diskette submission.

If the corrections are being made to a submission that has already been sent to the Magnetic Media Processing Team you are required to fill out a change form to be included with your corrections. Please contact the Magnetic Media Processing Team for further information.

**Further Information**

If you have further questions regarding the specifics of your magnetic media submission, please contact the Magnetic Media Processing Team.

Magnetic Media Processing Team
Revenue Canada, Taxation
Ottawa Taxation Centre
875 Heron Road
Ottawa, Ontario K1A 1A2
Telephone: 1-800-665-5164

## *Instructions for Québec Returns*

The following instructions are provided here for convenient reference. For complete details, obtain from the Ministère du Revenu the publications entitled *Guide for Filing Data on Magnetic Media, General and technical information*, and the associated guides for the type of slip you are filing.

Please note that returns for employers with fewer than 15 returns must not be submitted on magnetic media. Returns for any employers with over 500 returns are required by the Ministère du Revenu to be submitted on magnetic media.

Each organization filing RL magnetic media on their own behalf or on the behalf of others must request a transmitter number and a set of serial numbers from Ministère du Revenu before producing the magnetic media returns.

1. If you submit RL-slip data for more than one filer, you must provide the Ministère du Revenu with a list of the names and the active identification and file numbers of all filers for whom you are submitting data for the year. You must also specify the type and number of RL slips being filed on each filer's behalf.
2. A magnetic media submission may not contain multiple sets of media. A submission can contain only one type of return, but may contain returns for multiple companies.
3. T4 TimeSaver enables you to process original, amended and cancelled RL-slips on magnetic media.
4. Filing on magnetic media eliminates the need to file paper copies of the slips with the Ministère du Revenu. However, paper copies of summaries must be sent **under separate cover** to the address given in the guides for filing the returns. **Do not send them to the address that you use for data filed on magnetic media.**

**Shipping Instructions**

1. The following information must be clearly marked on each diskette, CD or DVD:
   a. the type of RL data (for example, RL-1);
   b. the transmitter's name and transmitter number;
   c. the sequence number of the magnetic medium (for example, 1 of 3);
   d. the name and telephone number of the resource person.
2. Enclose a completed copy of form ED-400V (formerly OPR-400-V), *Description of Magnetic Medium*, for each diskette, CD or DVD set you submit.
3. Send your package to the following address:

Groupe de promotion de l'EDI et d'acquisition
des données électroniques
Direction générale du traitement et des technologies
Ministère du Revenu
3800, rue de Marly, secteur 2-2-0
Sainte-Foy (Québec) G1X 4A5

**Further Information**

If you have further questions regarding your magnetic media submission, please contact:

M. Yvan-Denis Veilleux
Direction générale du traitement et des technologies
Ministère du Revenu
3800, rue de Marly, secteur 2-2-0
Sainte-Foy (Québec) G1X 4A5

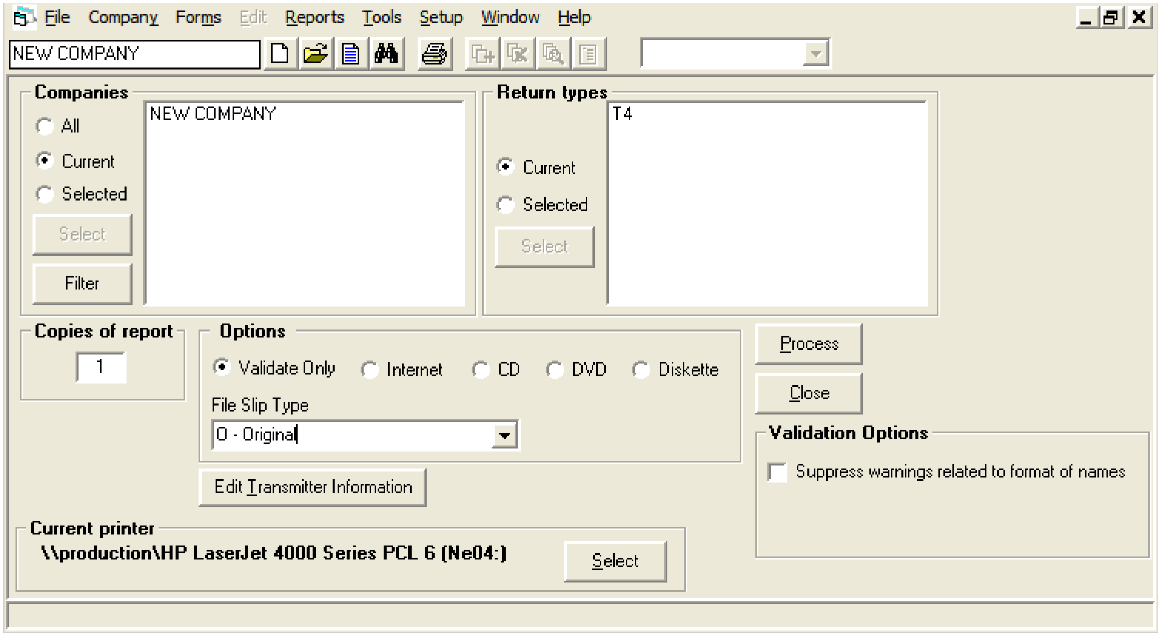
Telephone: (418) 652-5281
Fax: (418) 646-0713
E-mail: yvan-denis.veilleux@mrq.gouv.qc.ca

## *Setting up the Magnetic Media Transmitter Record Defaults*

During setup you should complete the **Magnetic Media** tab of the **Setup** menu if you plan to submit returns on magnetic media. Much of the information required by T4 TimeSaver for magnetic media processing is contained there.

To access magnetic media processing, choose the type of slip required from the **Reports** menu and then **Magnetic Media.** Note that magnetic media filing is only available for T4, NR4, T4A, T4A-NR, T4A(P), T5, T1204, T5018, RL-1, RL-2, RL-3 and RL-25 returns.

The magnetic media dialog box will open and give you a number of options:




## Companies

Select one of the three options listed below:

- **All** (to create magnetic media output for all companies in the current database),
- **Current** (to create magnetic media output for only the current company), or
- **Selected** (to create magnetic media output for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to create magnetic media output for using the select, unselect, select all, and unselect all buttons. When all the required companies have been added to the selected list, click on close.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of Chapter 9.

## Return types

Select one of the two options listed below:

- **Current** (to create magnetic media output for only the current slip type), or
- **Selected** (to create magnetic media output for the slip types you select).

If you choose **Selected**, click on the **Select** button to get a list of the slip types for the selected company (or companies). Choose the slip types you wish to create magnetic media output for using the select, unselect, select all, and unselect all buttons. When all the required slip types have been added to the selected list, click on close.

**Options**

Before creating a magnetic media or internet filing submission T4 TimeSaver will run a validating process to determine if there is any missing or invalid data. If such data is located it will be displayed in one of two reports. Missing or invalid data that would result in a refusal of your submission by CRA or MRQ are listed in a **Critical Error** report. These critical errors *must* be corrected before submitting the returns in any format. Missing or invalid data that *may* need to be corrected, but would *not* result in a refusal of the submission by CRA or MRQ are displayed in a **Data Validation Warnings** report. Warnings can be ignored and the submission would be accepted by CRA or MRQ. The validation procedure is implemented whenever a magnetic media submission is processed, but it can also be run independently by selecting the **Validate Only** option.

Choose the media by which the return(s) will be submitted to the CRA or MRQ. Your options are: **Internet**, **CD**, **DVD** or **Diskette**. If you choose to submit your returns on CD or DVD a file will be created on your hard drive which you may then copy to the appropriate drive using your own CD or DVD writing software. **NOTE: You must have access to a CD or DVD writer to use this option.** If you choose to submit your returns on diskette select the letter of the disk drive (either A or B) you wish to send the output to. Be sure to place a blank formatted diskette in the drive you selected.

If you are submitting returns over the internet please remember that only the following returns may be submitted over the internet:

- **CRA**: T4, T4A, T5, NR4, T4ANR, T1204 and originals only of the T5018
- **MRQ**: RL-1, RL-2, RL-3 and RL-25

See the Internet Filing selection below for further details.

**Edit Transmitter Information**

Pressing this button will allow you access to the information stored on the **Magnetic Media** tab of the **Setup** menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the magnetic media dialog box.

**File Slip Type**

The data type (original or amended/cancelled) that will be filed is displayed here.

**Current printer**

This area displays the current printer. The **Select** command button accesses the Print Setup dialog box where you can select the default printer for printing Magnetic Media Reports and the source (paper tray, manual, etc.) of the paper.

**Process**

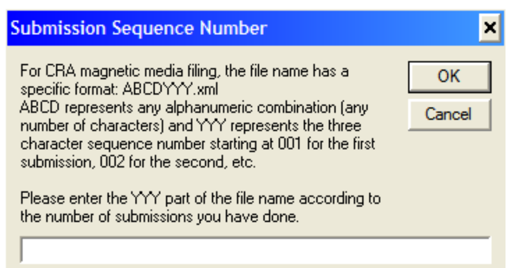
Pressing this command button will begin the processing of the magnetic media. You will be prompted to insert formatted diskettes when needed, and given a filename to put on the diskette label. The magnetic media transmittal reports required by MRQ will print automatically once the processing is complete. There is no need to submit a transmittal report with federal returns, but the T4 TimeSaver will generate a report you can print out for your own records.

**<u>Remove Serial #s</u>** *(RL magnetic media only)*
Use this function to remove previously assigned serial numbers. This should only be done if the returns have not yet be submitted to Ministère du Revenu du Québec and one of the following is true:
1. You elect not to submit by magnetic media after processing has been done.
2. The range of numbers used was not the range assigned by Ministère du Revenu du Québec.
3. Errors or omissions were discovered in the data so the returns must be reprocessed before submitting.

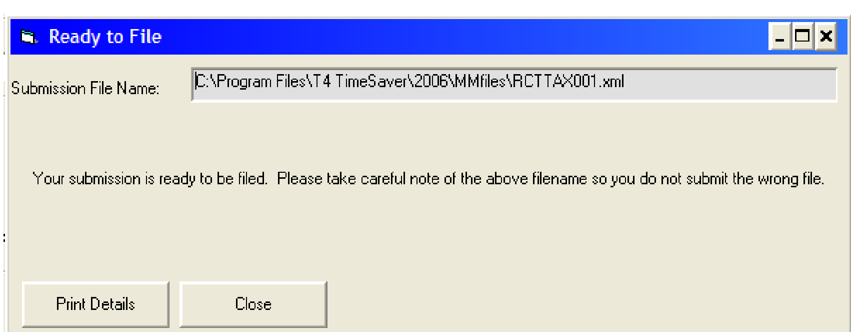
**<u>Set Serial #s</u>** *(RL magnetic media only)*
The Ministère du Revenu du Québec requires each transmitter to use a unique set of serial numbers for RL-1 and RL-3 magnetic media. You must contact them to obtain your numbers (as well as your transmitter number). This button allows you to enter the staring number, or change the number at any time. It is your responsibility to ensure that the starting number is correct.

## *CD or DVD Filing*

When the CD or DVD option is selected from the Magnetic Media dialog box, the following screen will be displayed:




Enter the three digit number as requested and click the OK button. The following dialog box will be displayed:



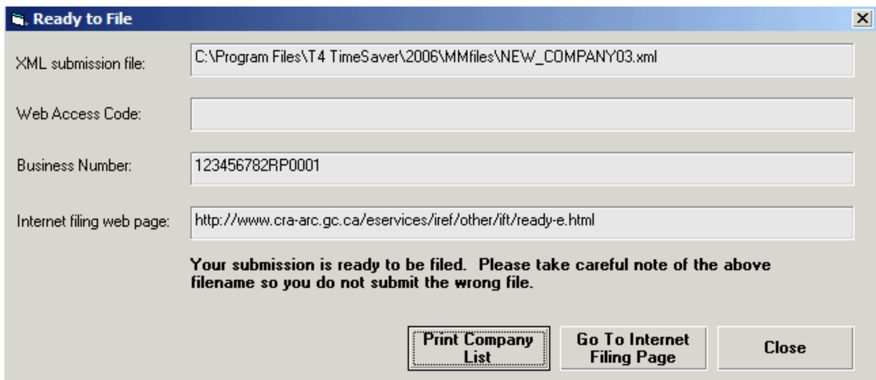
Make note of the file name, print the details if desired and click Close. Copy the file to the CD or DVD and submit as directed earlier in this chaper.

## *Internet Filing to CRA*

T4 TimeSaver is able to utilize CRA's URL for internet filing of the following returns:

- **CRA**: T4, T4A, T5, NR4, T4ANR and originals only of the T5018
- **MRQ**: RL-1, RL-2, RL-3 and RL-25

When the Internet option is selected from the Magnetic Media dialog box, the following screen will be displayed:




Make note of the information given, and click the **Go to Internet Filing Page** button to continue. The following web page will be opened:

http://www.cra-arc.gc.ca/eservices/iref/file_trans-e.html

Click the Enter Internet File Transfer (XML) Secure Web Site, which will open the following web page:

https://apps.cra-arc.gc.ca/ebci/leb0/upload/T05iDisclaimerRender-e

and a page entitled: "Disclaimer - T4 Internet File Transfer (XML)." Read and agree to the CRA terms and conditions disclaimer then enter the Business Number and Web Access Code for the company for which you are filing an internet return. *Note: CRA can currently only receive submissions associated with a business number with an "RP" extension. This should be expanded to business numbers with other extensions for the 2008 filing season.* (If you have not received your Web Access Code by January 9th contact the CRA support staff at 1 866 322 7489 to have one issued to you.)

Once this information has been entered and validated you will be prompted to upload a file containing the company data in XML format to the CRA website.

T4 TimeSaver will save all XML files in the following format:

*COMPANY_NAME_XXX.*XML

where "*COMPANY_NAME"* is the name of the company for which the file has been created with all space characters replace by an underscore character; "*XXX*' is a sequential number applied by T4 TimeSaver to ensure that older files are not overwritten, and "XML" is the default file type designator required by CRA.

**T4 TimeSaver Plus** is able to submit returns for multiple companies over the internet in a single file which can be no larger than 610kb in size. As in this case you would be acting as an agent for multiple companies you must use your own Business Number and Web Access Code to access the CRA website.

**T4 TimeSaver Basic** is limited to submitting returns for single companies over the internet. As above, the file can be no larger than 610kb in size.

## *Internet Filing to Ministère du Revenu du Québec*

To file a Revenu du Québec submission via the internet, go to the following website and follow the directions for setting up a use word and password.

http://www.revenu.gouv.qc.ca/eng/services/sgp_rl_internet/index.asp

Then follow the filing directions given.

You must follow the naming convention below for submissions to the MRQ:

AAPPPPPPSSS

Where:

AA denotes the year of the submission (for 2008 AA = 07)
PPPPPP denotes the transmitter number
SSS denotes the sequence or submission number (beginning at 001 and incrementing by 1 for each subsequent submission)

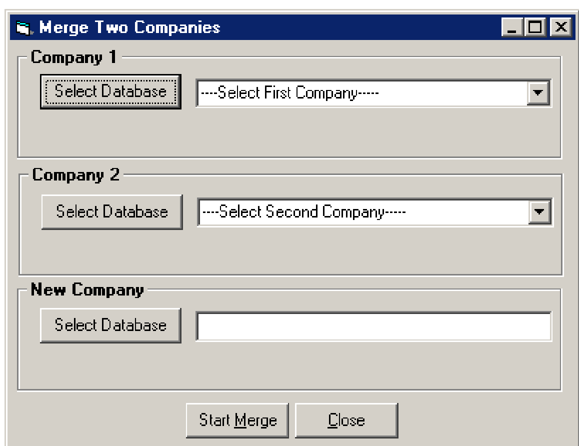
# Chapter 11 - Tools

## *Transfer Companies*

Use this function to transfer one or more companies from the current database to another database. Set the destination database by selecting an existing database or creating a new one. Indicate which company(ies) you wish to transfer using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. If the **Remove Company from Source Database** option is not checked, the company information will remain in both the current database and the destination database, otherwise it will be available only in the destination database.

## *Merge Companies*

Use this function to merge two companies as a third company. The companies to be merged can be selected from any database accessible to T4 TimeSaver. The resulting company, containing the merged data, must not already exist in the database in which it will be stored, which can be any database accessible to T4 TimeSaver.

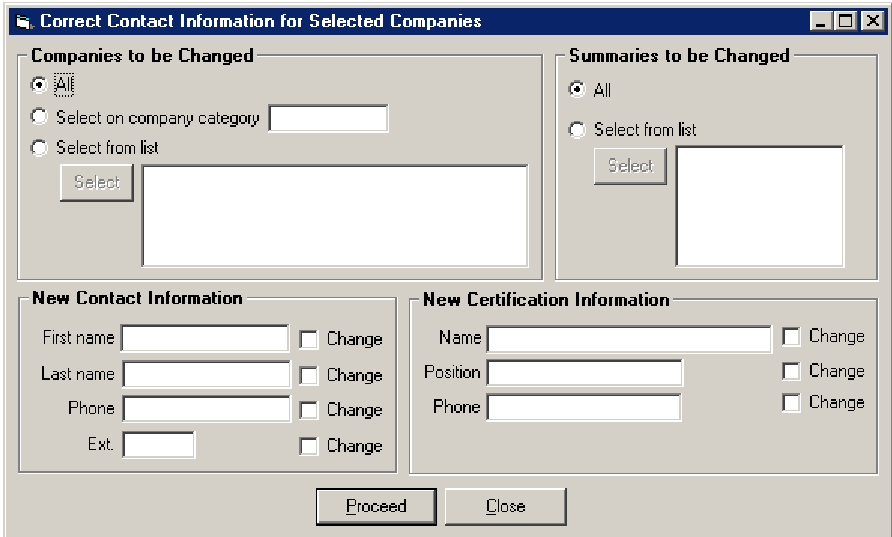



## *Change T4 Adjustment Options*

This tool enables you to change the T4 adjustment options for all companies or a group of companies (selected directly from a list or by their category code).

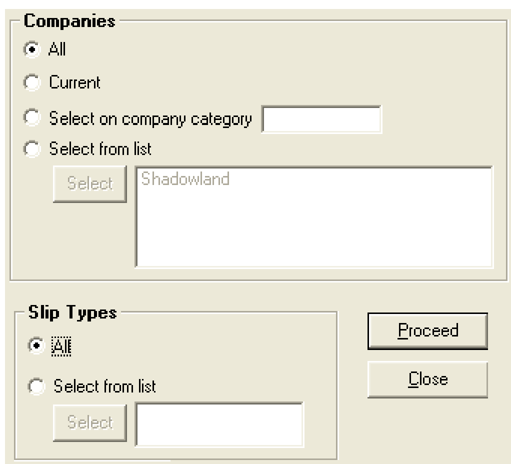
## *Correct Contact Information*

Use this function to correct the contact information for one, all, or selected companies. The option is provided to correct the company summary contact information as well.




## *Zero Out Slips*

Use this function to clear the dollar values from slips while maintaining the existing employee names and addresses.



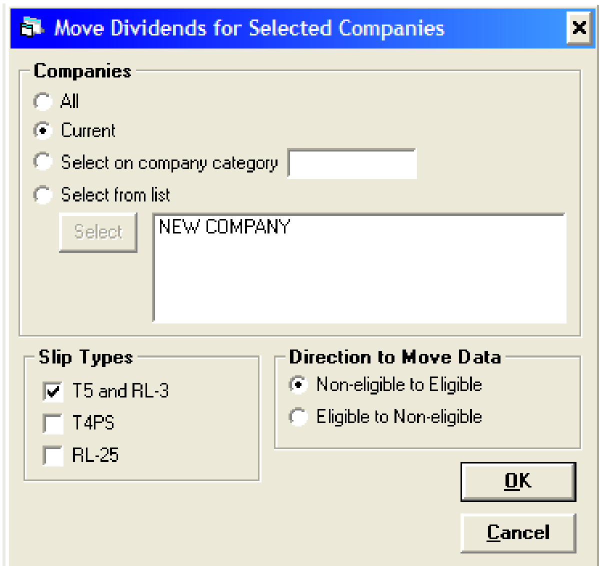

Select the all companies in the database, just the current database, all companies with the entered company category, or select individual companies.

Select either all slips of all types, or select the slip type from the list.

Once the selections have been made, click the Proceed button to complete the process.

## *Move Dividends*

Amounts in the "Actual amount of non-eligible dividends" box can be moved to the "Actual amount of eligible dividends" and vice versa on T5, RL-3, T4PS and/or RL-25 slips. Select **Move Dividends** from the **Tools** menu. Select the company or companies, as well as the types of slips, to be processed. Indicate the direction of movement (i.e. from eligible to non-eligible or from non-eligible to eligible)




## *Database Repair*

The database repair routine in T4 TimeSaver performs two functions. It compacts databases to save space and it recovers from certain types of file corruption caused by power failures, software problems, many hardware problems, and most common types of operator errors. However, certain situations such as physical damage to the data storage media (hard drive or disks), or inadvertent erasure of files cannot be rectified by database repair routine.

**Warning:**

IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE IN THIS SYSTEM TO PROTECT YOUR FILES FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF ALL YOUR FILES (BOTH DATA AND PROGRAMS) ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

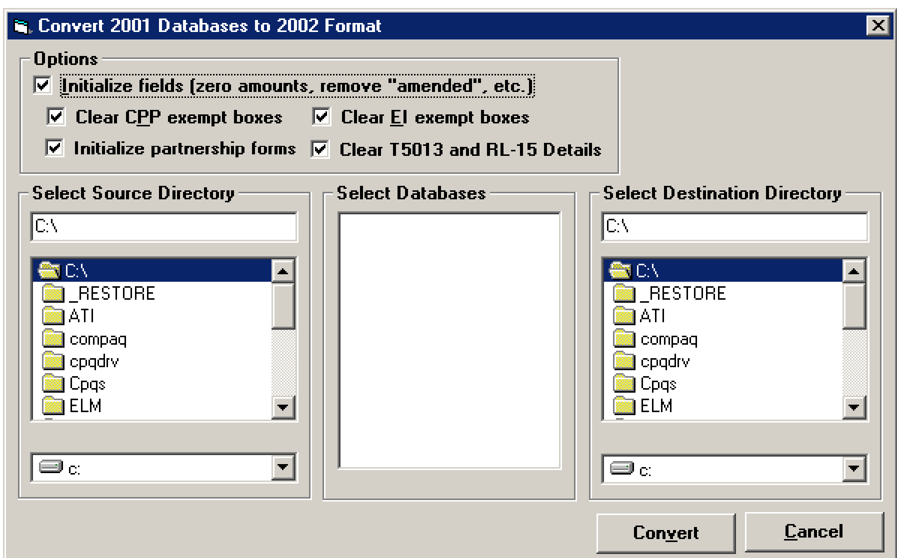
**When to run Database Repair**

The system constantly checks the validity of its files, and if it detects any corruption it will report it. This could occur if you had turned off the computer (or re-booted) without exiting T4 TimeSaver or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should free up some disk space before proceeding with the database repair routine.

If you get an error message about a corrupted database, you should run the **Database Repair** option in the **Tools** menu to attempt to correct the damage. Before using this tool it is advisable to make a backup copy of your database. You can copy the database to a floppy diskette, or to another hard drive.

Select the **Database Repair** option from the **Tools** menu. Choose the current database or selected database and click Start. If you have chosen selected database, highlight the correct database directory and name from the list of available databases. The process will begin as soon as you click on **OK**. You will be informed when the repair is complete. Any data that cannot be fixed will be discarded. You can then open the database again, and continue as usual.

## *Convert Last Year's Database*




This function converts a ".T07" database into a ".T08" database of the same name. Use this function to maintain the company and employee data.

**<u>Options</u>**
You can choose to set all dollar values to zero and to remove any "amended" markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended. Check in the appropriate box(es) if you want to clear the CPP exemption fields, the EI exempt fields, the T5013 Details boxes and/or to initialize the partnership forms.

**<u>Select Source Directory</u>**
Choose the drive and directory that contains the 2007 databases you wish to convert. The T4 TimeSaver will automatically find and list all the files having a ".T07" extension. The ".T07" databases will not be deleted.

**Select T4 TimeSaver file(s) to be converted**

Highlight the file(s) you wish to convert. T4 TimeSaver will create a new file with the same name but a ".T08" extension in the same directory as the original 2007 database. Only the highlighted files will be converted when the **Convert** button is clicked.

**Select Destination Directory**

Choose the drive and directory in which you wish to store the 2008 database. The directory can be the one containing the 2007 database or you can create a new one each year.

## *Import*
## *Import from Text File*

*Note: Appendix G contains important information regarding Importing from text files.*

If you have information in a payroll package or another tax slip preparation software product, and you would like to import this information into T4 TimeSaver, you can do so if the software allows you to export to a spreadsheet or text file. You can import both company information and information for individual slips.

**Creating an import file**

The files that T4 TimeSaver imports are tab-delimited text files. (The format of the text file is quite similar to the format used by QuickBooks for its export and import files.) The file is structured with keywords in capital letters that serve as row and column headings. The keywords that appear at the beginning of each row identify the type of information in that row. For example, the keyword T4 indicates that the row contains data about a T4 slip.

Generally, rows that begin with the same keyword are grouped together. For example, all of the T4 entries appear as a single block of rows in the file. Each block, in turn, has its own column headings that appear in capital letters in the cells of the first row in the block. The column headings identify the type of information that each column in the block contains.

There is one important exception to the rule that rows are grouped by keyword. If your import file includes both company and slip information, the slip information must follow immediately after the company to which it applies. For example, if your import file includes two companies with their associated T4 data, the blocks of information would be in sequence as follows:

Company 1
T4's for Company 1
Company 2
T4's for Company 2

You may optionally choose not to import company information, but to add the company information using T4 TimeSaver. The Import function will prompt you for the company to import slip information into. If you select the company this way, the import file may only contain slips for that company.

The best way to create or view an import file is to use a spreadsheet program, like Microsoft Excel -- that way, you will see the data laid out into rows and columns. If you do not have a spreadsheet program, you can also create an import file in a word processor.

To help you get started we have included a set of templates in Microsoft Excel format. You can access these by selecting Tools, Import, Open Excel Templates for Import from Text.

**Instructions**

1. Open the spreadsheet that contains the data.

2. Move the contents of all the cells in your spreadsheet one column to the right so that the first column is blank.

3. Move the contents of all the cells down by one row so that the first row is blank.

4. Check the structure of the spreadsheet. If it contains more than one type of information, for example, company information and T4 information, make sure that each type of information has its own block in the spreadsheet. The blocks should follow each other vertically.

5. In the first cell in the blank row above each block of information, enter one of the keywords shown in this table. Be sure to include the exclamation point (!).

| Enter this text . . . | If the block contains... |
|---|---|
| !COMPANY | Company information |
| !T4 | T4 and/or RL-1 slip information |
| !T4A | T4A slip information |
| !T5 | T5 and/or RL-3 slip information |
| !T4PS | T4PS information |
| !NR4 | NR4 information |
| !T4ANR | T4A-NR information |
| !T5013 | T5013 (Partnership) information |
| !T5018 | T5018 information |
| !RL2 | RL-2 information |
| !RL15 | RL-15 information |
| !RL17 | RL-17 information |
| !RL25 | RL-25 information |

For example, if the spreadsheet contains a company followed by its T4 slips, the structure of the spreadsheet would be as follows:

!COMPANY
[Company information]
!T4
[List of employee's names, addresses, gross pay, etc.]

6. Fill in the remaining cells of the first column with the keyword you entered in the first row for each information block. This time, omit the exclamation point. In our example, the first column would look like this:

!COMPANY
COMPANY
!T4
T4
T4
T4
[etc.]

7. Complete the first row for each block of information by adding the headings that T4 TimeSaver expects to find for that type of information. (See Appendix G for details about headings for company and slip information.) For example, the first row for a list of T4 slips might look like this:

!T4 NAME ADDRESS1 ADDRESS2 CITY PROV POSTAL SIN (etc.)

8. Make sure that the content of the columns in each block matches the headings you just added. For example, if the city and province are in one column, you need to move the province to the PROV column and the city to the CITY column. Our sample spread sheet would look something like this:

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | !COMPANY | NAME1 | ADDRESS1 | ADDRESS2 | CITY | PROV | POSTAL | |
| 2 | COMPANY | My Company | 100 Industrial Road | Unit 101 | Toronto | ON | M3N 8V7 | |
| 3 | !T4 | NAME | ADDRESS1 | CITY | PROV | POSTAL | EMPNUM | SIN |
| 4 | T4 | EMPLOYEE, A | 1 Apple Ave. | Willowdale | ON | M2J 1Z2 | A100 | 471 |
| 5 | T4 | EMPLOYEE, B | 2 Burton Blvd. | Etobicoke | ON | M8X 2J9 | A101 | 472 |
| 6 | T4 | EMPLOYEE, C | 3 Carling Cresc. | Thornhill | ON | L4J 5J1 | A102 | 473 |
| 7 | T4 | EMPLOYEE, D | 4 Davis Drive | Mississauga | ON | L4W 2W2 | A103 | 474 |
| 8 | !COMPANY | NAME1 | ADDRESS1 | ADDRESS2 | CITY | PROV | POSTAL | |
| 9 | COMPANY | Your Company | 200 Thornton Drive | Unit 202 | Oshawa | ON | L2T 3T2 | |
| 10 | !T4 | NAME | ADDRESS1 | CITY | PROV | POSTAL | EMPNUM | SIN |
| 11 | T4 | EMPLOYEE, E | 5 Edwards Crt. | North York | ON | M2H 3B4 | B200 | 571 |
| 12 | T4 | EMPLOYEE, F | 6 Fortescue Blvd. | Scarborough | ON | M3B 4G5 | B201 | 571 |
| 13 | !T5 | NAME1 | ADDRESS1 | CITY | PROV | POSTAL | COUNTRY | |
| 14 | T5 | EMPLOYEE, G | 7 Grand Gulf Road | Richmond Hill | ON | L2R 3Z3 | Canada | |
| 15 | T5 | EMPLOYEE, H | 8 Hill House Ave. | East York | ON | M5V 9C6 | Canada | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |

9. Save the spreadsheet as a tab delimited text file. (The columns must be separated by tabs.) Add a .TXT extension to the filename. The .TXT extension is not required; however, if you use the extension, T4 TimeSaver locates the file more quickly.

10. Start T4 TimeSaver. From the Tools menu, choose Import from Text File and enter the name and path of the file you just created. Click OK.

**<u>What happens</u>**

T4 TimeSaver adds the data to the database you currently have open and updates summaries as needed. For example, if you have imported a list of T4 slips, T4 TimeSaver updates the T4 summary with the totals of the slips.

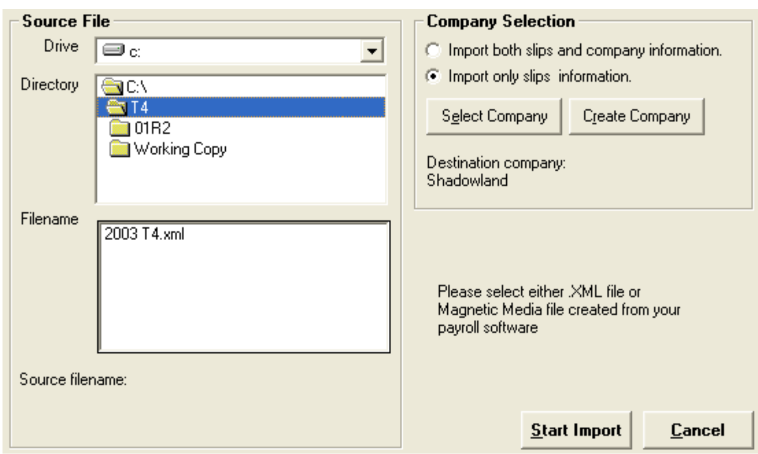
## *Import from Magnetic Media File*

If you have information in a magnetic media file, and you would like to import this information into T4 TimeSaver this tool allows you to do so. You can import company information as well as employee information for any slip type currently supported by T4 TimeSaver's Magnetic Media function.

## *Import from Payroll (Plus version only)*

Follow the instructions from your payroll package for submitting your T4s either by the internet or as a magnetic media submission. In either case, save the created file on your local computer.

Select **Import from Payroll** from the **Import** subdirectory of the **Tools** menu. The following window will appear.




Browse to the drive and directory where you saved the T4 submission file and highlight the correct file. Select the appropriate Company Selection option, and select the company if required. Click the **Start Import** button to import the data.

## *Export Names and Addresses*

The Export tool permits you to create a list of employee names and addresses to a quote-comma delimited text file. You may select to export data from a single company or a group of companies for any or all types of slips. This list may then be imported into any program capable of opening quote-comma delimited files for further processing.

## *Usage Analysis*

The Usage Analysis tool can scan the various storage media attached to your computer for T4 TimeSaver databases and display (or optionally print) a report showing a list of all databases, companies, and types of slips that have been entered into T4 TimeSaver. You can specify any combination of storage media to scan for this report. Please note that the Usage Analysis tool will take several minutes to complete on larger hard drives and over a network connection.

## *Calculator*

Select Calculator from the **Tools** menu to open a window containing a calculator which can be used for simple mathematical calculations.

## *Edit Settings*

T4 TimeSaver uses .ini files to store configuration data. It may occasionally become necessary to view and/or edit these files directly. Under the supervision of a T4 TimeSaver Technical support specialist you can make use of Edit Settings from the **Tools** menu to examine these files and make any necessary changes.

# Chapter 12 – Appendices

## *Appendix A - Data Backup*

Routine backup procedures are essential to protect against data loss or corruption in any computerized system. The best time to make a backup copy is just before you turn the computer off at night. Do not backup your data onto *existing backup disks!* If you should have a power failure while doing the backup, you would lose your previous backup as well.

### Backup for Floppy Disk Users

Use Explorer to make a copy of your data disk(s). Access Window Help or your User Manual for further information. You should also have a backup copy of your T4 TimeSaver installation disks.

### Backup for Hard Disk Users

Copy the database to a floppy disk or separate hard drive using the DOS copy command or Windows Explorer. The current database name appears in the very top bar of the T4 TimeSaver window. The database will be in the same directory as the program unless you specified otherwise when you created the database. Be sure to close the database before attempting to back it up.

### Restoring Data Files

Copy the stored backup of the database back to the working directory using the DOS copy command or Windows Explorer.

# *Appendix B - Technical Notes*

## Data Storage

T4 TimeSaver stores the data you enter in MS Access database files having the extension ".T08". The company information is stored within the database in a table called "Company", one record per company. There is also a table within the database for each type of slip and Summary form. Data is stored in these tables, one record per employee, and connected to the company information by a company number assigned by the system.

The file T4W07.INI is stored in the same directory as the program and, among other things, stores the authorization number. There will be additional file(s) containing various user and machine related information also stored in the working directory. If you have the single user version of T4 TimeSaver the file will be named SINGLEYY.INI, where YY is the 2 digit year of the program. If you have the network version of the program, there will be a separate file for each user and the files will be named *userYY*.INI, where *user* is the user name entered when starting T4 TimeSaver and *YY* is the 2 digit year of the program.

## *Appendix C - Common Problems*

**1. "I get the message 'Company is locked by user ________', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."**

This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select **Unlock all companies** from the **Company** menu.

**2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"**

This is one of the most common problems encountered by users of the T4 TimeSaver. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting **Edit company information** from the **Company** menu. Then select the **T4 Adjustment Options** tab. There are two adjustment options involving CPP:

Adjust CPP if over maximum or under minimum
Adjust over/under paid CPP to tax based on number of pensionable weeks. (See information in *Chapter 7 Adjusting T4s and Relevé 1s* for details)

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

**3. "When I print to pre-printed laser forms, the printing doesn't line up."**

From the printing dialog box click on the **Adjust Margins** button. Enter positive or negative values into the spaces provided under the headings "Vertical" and "Horizontal". Positive values will move the printing down or to the right, while negative values will move the printing up or to the left. You can indicate different adjustments for each type of form listed.

**4. "EI insurable earnings is not printing even when I have entered a value in Box 24."**
If the EI insurable earnings is equal to gross pay or if it is equal to zero, CRA Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with T4 TimeSaver and we have checked with CRA Taxation to ensure that the system is functioning properly.

**5. "I have installed an update but the new features do not appear to be available or functioning"**
Check the version number of the T4 TimeSaver you are running by selecting **About T4TimeSaver** from the **Help** menu. Make sure that the revision number and date correspond to the update you have installed. If it is not, the most likely problem is that you have installed the new version of the program into a different directory than you did the first time. Run the update program again and select the appropriate installation directory. Also, if you are starting the program from an icon on your desktop, make sure that this shortcut is pointing to the correct location. Alternatively, in a network environment, you may have some workstations where the program was installed to a local hard disk. In this case, the update program will have to be installed on the workstation's local hard disk as well. If none of the previous suggestions resolve the problem please ensure that all users have exited the T4 TimeSaver and try installing the update once again.

**6. "I get error messages when I try to import my data from a text file"**
The format of the text file must be exactly correct for the T4 TimeSaver to be able to read and interpret the data. Make sure there are no blank rows or columns. Try removing all columns with the heading "NULL". Also, try selecting the data cells from the top left to the bottom right, copying them and pasting them into a new spreadsheet. Save this new spreadsheet as a tab delimited text file and try the import from text function again.

**7. "I get the message, 'Cannot execute external program regedit.exe' when installing the program."**
The installation program needs to be able to find the file regedit.exe. It is normally in your Windows directory. The solution is to make sure that regedit.exe is in the Windows directory and that there is a path set to that directory. The path is usually set in the autoexec.bat. See your systems administrator for help if needed.

**8. "My computer hangs when I start up T4 TimeSaver" or "My computer hangs when I start up the program and enter the user name"**
This indicates that the file USER*YY*.MDB is likely damaged. You can delete the files USER*YY*.MDB and USER*YY*.BK*. You will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USER*YY*.MDB database. To do this, rename USER*YY*.MDB. Then startup T4 TimeSaver. Select Repair Database from the Tools menu and point to

the renamed file. Once it is repaired, you can rename it back to USER*YY*.MDB. (*YY* indicates the two digit year of the program.)

**9. "I get the message, 'The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.' when installing the program."**
This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

**10. Other Problems**
a) Miscellaneous data problems:
· run the **Database Repair...** found in the **Tools** menu on your data.
b) Miscellaneous printing problems:
· turn both the computer and the printer off, wait a minute, and turn them both on again.
· check to see that a printer is connected to your computer and that the cables are snug.
. ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer's website.
c) Miscellaneous installation problems
. ensure that no other software is running during installation of T4 TimeSaver such as anti-virus software or programs that start with Windows
. restart your computer to eliminate any potential memory corruption issues

## *Appendix D - Province/State Codes*

The following abbreviations apply to the Canadian provinces:

NL - Newfoundland
LB - Labrador
PE - Prince Edward Island
NS - Nova Scotia
NB - New Brunswick
QC - Québec
ON - Ontario
MB - Manitoba
SK - Saskatchewan
AB - Alberta
BC - British Columbia
NT - Northwest Territories
NU - Nunavut
YT - Yukon Territories

The following abbreviations apply to the United States:

AL - Alabama
AK - Alaska
AR - Arizona
AR - Arkansas
CA - California
CO - Colorado
CT - Connecticut
DE - Delaware
DC - District of Columbia
FL - Florida
GA - Georgia
HI - Hawaii
ID - Idaho
IL - Illinois
IN - Indiana
IA - Iowa
KS - Kansas
KY - Kentucky
LA - Louisiana
ME - Maine
MD - Maryland
MA - Massachusetts
MI - Michigan
MN - Minnesota
MS - Mississippi
MO - Missouri
MT - Montana
NE - Nebraska
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NY - New York
NV - Nevada
NC - North Carolina
ND - North Dakota
OH - Ohio
OK - Oklahoma
OR - Oregon
PA - Pennsylvania
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VT - Vermont
VA - Virginia
WA - Washington
WV - West Virginia
WI - Wisconsin
WY - Wyoming

Use the code 'ZZ' for instances where none of the above apply.

## *Appendix E - Country Codes*

ARG - Argentina
AUS - Australia
AUT - Austria
BHS - Bahamas, The
BHR - Bahrain
BGD - Bangladesh
BRB - Barbados
BEL - Belgium
BMU - Bermuda
BRA - Brazil
VGB - British Virgin Islands
CMR - Cameroon
CAN - Canada
CYM - Cayman Islands
CHL - Chile
CHN - China, People's Republic of
COL - Columbia
SUN - Commonwealth of Independent States
CIV - Ivory Coast
CYP - Cyprus
DNK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GRC - Greece
GRD - Grenada
GUY - Guyana
HKG - Hong Kong
ISL - Iceland
IND - India
IDN - Indonesia
IRL - Ireland
ISR - Israel
ITA - Italy
JAM - Jamaica
JPN - Japan
KEN - Kenya
KOR - Korea, Republic of (South)
LBN - Lebanon
BLZ - Leeward & Windward Islands & Belize
LBR - Liberia
LIE - Liechtenstein
LUX - Luxembourg
MYS - Malaysia
MLT - Malta
MEX - Mexico
MAR - Morocco
NLD - Netherlands
ANT - Netherlands Antilles
NZL - New Zealand
NGA - Nigeria
NOR - Norway
PAK - Pakistan
PAN - Panama
PNG - Papua New Guinea
PHL - Philippines
POL - Poland
PRT - Portugal
PRI - Puerto Rico
ROM - Romania
SAU - Saudi Arabia
SEN - Senegal
SYC - Seychelles
SLE - Sierra Leone
SGP - Singapore
ZAF - South Africa
ESP - Spain
LKA - Sri Lanka
SWE - Sweden
CHE - Switzerland
TWN - Taiwan (Republic of China)
THA - Thailand
TTO - Trinidad and Tobago
TUN - Tunisia
TUR - Turkey
ARE - United Arab Emirates
GBR - United Kingdom
USA - United States of America
URY - Uruguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB – Zambia
OMC - All other countries

# *Appendix F - Equivalent Fields*

## *Equivalent fields on T4 and Relevé 1 Slips*

The following fields are always identical on a T4 slip and a Relevé 1 slip: Changing a value on either the T4 or the Relevé 1 will result in the same change in the corresponding field of the other form.

| | | |
|---|---|---|
| Box 17 - QPP | = | Box B - QPP |
| Box 18 - EI | = | Box C - EI |
| Box 20 - RPP contribution | = | Box D - RPP contribution |
| Box 46 - Charitable donations | = | Box N - Charitable donations |
| Box 55 – PPIP premiums | = | Box H – QPIP premium |
| Box 56 – PPIP earnings | = | Box I – QPIP earnings |

## *Equivalent fields on T5 and Relevé 3 Slips*

The following fields are always identical on a T5 slip and a Relevé 3 slip: Changing a value on either the T5 or the Relevé 3 will result in the same change in the corresponding field of the other form.

| | | |
|---|---|---|
| Box 10 - Am't of non eligible dividend | = | Box A2 – Am't of ordinary dividend |
| Box 24 – Am't of eligible dividend | = | Box A1 - Amount of eligible dividend |
| Box 13 - Interest from Cdn. sources | = | Box D - Interest from Cdn. sources |
| Box 14 - Other income from Cdn. sources | = | Box E - Other income from Cdn. sources |
| Box 15 - Foreign income | = | Box F - Foreign income |
| Box 16 - Foreign tax paid | = | Box G - Foreign tax paid |
| Box 17 - Royalties | = | Box H - Royalties |
| Box 18 - Cap. Gains Dividends | = | Box I - Cap. Gains Dividends |
| Box 19 - Acc'd Income: Annuities | = | Box J - Acc'd Income: Annuities |

*In cases where the recipient is a corporation (i.e. recipient type code is 3), boxes A1 and A2 on the RL-3 will be set to zero and box E will contain the sum of Box 10 , Box 24, and Box 14 values from the corresponding T5.

## *Appendix G - Headings for Import File*

Keywords are used as column headings by the import function to identify the information in the column. Generally, each keyword is the name of a field in a TimeSaver table. A special keyword, NULL, can be used to cause the import to ignore a column.

Text fields are alphanumeric fields with a specified maximum size. If the data to be imported exceeds the maximum size, the value will be truncated to fit into the field. If data exceeds the maximum size of a field by more than 30 characters, an error message will be given and the import process will be halted. Generally, the alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as province codes, postal codes and country codes). In other fields, mixed case is acceptable.

Yes/No fields. Acceptable values for Yes are Y, YES, or -1. Acceptable values for No are N, NO or 0.

Currency fields are dollar amounts. They should be formatted with a decimal between the dollars and cents; if there is no decimal, even dollars is assumed. Do not insert commas as thousands separators. For example, $1,200.50 should be formatted as 1200.50. The absolute maximum value is 999,999,999.99.

Integer fields are numeric whole numbers from 1 to about 32,000. They must be entered without decimals or commas; for example, 1234.

Some fields have default values that will be used if the field is not present in the import file. These are listed in the Comments, Example and Defaults column in bold print. In addition to those listed below, the province and country codes for slips are defaulted to the province and country codes of the company information.

## Headings for Company Information

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME1 | Line 1 of company name | Text, 35 | |
| NAME2 | Line 2 of company name | Text,30 | |
| CAREOF | Care of line of address | Text,30 | |
| ADDRESS1 | Line 1 of address | Text,30 | |
| ADDRESS2 | Line 2 of address | Text,30 | |
| CITY | City | Text,28 | |
| PROV | Province code | Text,2 | ON, QC, BC… |
| POSTAL | Postal code (including space) | Text,10 | |
| COUNTRY | Country code | Text,3 | **CAN**, USA... |
| DEFPROVEMP | Usual province of employment | Text,2 | |
| ACCOUNTNO | Business number | Text,15 | |
| TAXCENTRE | Taxation centre | Text,13 | |
| IDNOQ | Québec Identification number and file number (Format 1234567890RS0001) | Text,16 | |
| NEQ | Québec Enterprise number | Text,16 | |

## Headings for T4 and RL-1 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Employee name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country code | Text, 3 | |
| INCOME | Employment income (box 14) | Currency | |
| CPP | CPP contributions (box 16) | Currency | |
| QPP | QPP contributions (box 17, B) | Currency | |
| EI | EI premiums (box 18, C) | Currency | |
| RPP | Reg. Pension plan contr. (box 20, D) | Currency | |
| TAX | Federal income tax deducted (box 22) | Currency | |
| EIEARN | EI insurable earnings (box 24) | Currency | |
| CPPEARN | CPP pensionable earnings (box 26) | Currency | |
| CPPEARN | CPP pensionable earnings (box 26) | Currency | |
| PPIPPREMIUM | PPIP premiums (box 55, H) | Currency | |
| PPIPEARNING | PPIP earnings (box 56, I) | Currency | |
| CPPEXEMPT | CPP exempt (box 28) | Yes/No | |
| EIEXEMPT | EI exempt (box 28) | Yes/No | |
| PPIPEXEMPT | PPIP exempt (box 28) | Yes/No | |
| UNION | Union dues (box 44) | Currency | |
| CHARITABLE | Charitable donations (box 46, N) | Currency | |
| PENSIONNO | RPP/DPSP number (box 50) | Text, 7 | |
| PENSION | Pension adjustment (box 52) | Currency | |
| PROVEMP | Province of employment (box 10) | Text, 2 | |
| SIN | Social insurance number (box 12) | Text, 9 | |
| EMPCODE | Employment code (box 29) | Text, 2 | |
| EMPNUM | Employee number, reference number | Text, 20 | |
| CPPWEEKS | Weeks eligible for CPP | Numeric,4 | 52.00, 52.5, etc. |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NETPAYOTHER | Other deductions from Net Pay | Currency | For net pay calc. |
| OTHERCODE1 | Other information code #1 | Text, 2 | |
| OTHERAMT1 | Other information amount #1 | Currency | |
| OTHERCODE2 | Other information code #2 | Text, 2 | |
| OTHERAMT2 | Other information amount #2 | Currency | |
| OTHERCODE3 | Other information code #3 | Text, 2 | |
| OTHERAMT3 | Other information amount #3 | Currency | |
| OTHERCODE4 | Other information code #4 | Text, 2 | |
| OTHERAMT4 | Other information amount #4 | Currency | |
| OTHERCODE5 | Other information code #5 | Text, 2 | |
| OTHERAMT5 | Other information amount #5 | Currency | |
| OTHERCODE6 | Other information code #6 | Text, 2 | |
| OTHERAMT6 | Other information amount #6 | Currency | |
| AMENDED | Amended slip | Yes/No | |
| VOID | Cancelled slip | Yes/No | |
| TAXYEAR | Taxation year | Integer,4 | **Current year** |
| **Additional headings for RL-1 fields:** | | | |
| INCOMER1 | Employment income (box A) | Currency | |
| TAXR1 | Québec income tax deducted (box E) | Currency | |
| UNIONR1 | Union dues (box F) | Currency | |
| QPPEARN | QPP pensionable earnings (box G) | Currency | |
| HOUSING | Meals and accommodation (box H) | Currency | |
| AUTOR1 | Personal use of auto (box I) | Currency | |
| HEALTHR1 | Private health insurance (box J) | Currency | |
| TRAVELR1 | Travel (box K) | Currency | |
| OTHERTBR1 | Other taxable benefits (box L) | Currency | |
| COMMISSIONS | Employment commissions (box M) | Currency | |
| OTHERINC | Other taxable income (box O) | Currency | |
| INSURANCE | Multi-employer insurance (box P) | Currency | |
| DEFERRED | Deferred salary (box Q) | Currency | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| INDIANINC | Exempt income for an Indian (box R) | Currency | |
| TIPS | Tips received (box S) | Currency | |
| TIPSALLOCATED | Tips allocated (box T) | Currency | |
| PHASEDRETIRE | Phased retirement (box U) | Currency | |
| CODEBOXOR1 | Code for Box O | Text, 2 | |
| R1ISBUSINESS | Recipient is business | Yes/No | |
| IDNOQUEBEC | Recipient Quebec identification number | Numeric,10 | |
| FNOTE1R1 | Footnote #1 | Text, 30 | |
| FNOTE2R1 | Footnote #2 | Text, 30 | |
| FNOTE3R1 | Footnote #3 | Text, 30 | |

## Headings for NR4 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| TAXYEAR | Year (box 10) | Integer,4 | 2007, 2008, etc. |
| RECTYPE | Recipient Type (box 11) | Text, 1 | |
| COUNTRYCODE | Country code (box 12) | Text, 3 | |
| PAYERID | Payer or remitter Identification Number | Text, 20 | |
| SIN | Foreign Social Security or Insurance No. | Text, 20 | |
| INCOMECODE1 | Income Code (box 14) | Text, 2 | |
| CURRENCYCODE1 | Currency code (box 15) | Text, 3 | |
| INCOME1 | Gross Income (box 16) | Currency | |
| TAX1 | Non-resident tax withheld (box 17) | Currency | |
| EXEMPTIONCODE1 | Exemption code (box 18) | Text, 1 | |
| INCOMECODE2 | Income Code (box 24) | Text, 2 | |
| CURRENCYCODE2 | Currency code (box 25) | Text, 3 | |
| INCOME2 | Gross Income (box 26) | Currency | |
| TAX2 | Non-resident tax withheld (box 27) | Currency | |
| EXEMPTIONCODE2 | Exemption code (box 28) | Text, 1 | |

## Headings for T4PS Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Recipient name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| YEAR | Year | Integer, 4 | |
| ACTUAL_E | Actual amount of eligible dividends (box 24) | Currency | |
| ACTUAL | Actual amount of non-eligible dividends (box 30) | Currency | |
| CAPGAINS | Capital gains for loses (box 34) | Currency | |
| OTHER | Other income (box 35) | Currency | |
| FORFEITED | Forfeited due to withdrawal (box 36) | Currency | |
| FOREIGNINCOME | Foreign non-business income (box 37) | Currency | |
| FOREIGNCAPGAINS | Foreign capital gains or losses (box 38) | Currency | |
| FOREIGNTAX | Foreign non-business tax (box 39) | Currency | |
| SIN | Canadian social insurance number (box 12) | Text, 9 | |

## Headings for T4A Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Employee name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country code | Text, 3 | |
| SIN | Social insurance number (box 12) | Text, 9 | |
| YEAR | Year | Integer, 4 | |
| RECBN | Recipient Business No. (1st 9 digits) | Text, 9 | |
| CORPNAME1 | Recipient corporation name line 1 | Text, 30 | |
| CORPNAME2 | Recipient corporation name line 2 | Text, 30 | |
| SUPER | Pension or superannuation (box 16) | Currency | |
| LUMPSUM | Lump-sum payments (box 18) | Currency | |
| SELF | Self-employed commissions (box 20) | Currency | |
| TAX | Income tax deducted (box 22) | Currency | |
| ANNUITIES | Annuities (box 24) | Currency | |
| RETIRING | Eligible retiring allowances (box 26) | Currency | |
| RETIRINGNON | Non-eligible retiring allowances (box 27) | Currency | |
| OTHER | Other income (box 28) | Currency | |
| PATRONAGE | Patronage allocations (box 30) | Currency | |
| PAST | RPP contributions (past service)(box 32) | Currency | |
| PENSION | Pension adjustment (box 34) | Currency | |
| PENSIONNO | Pension plan reg. number (box 36) | Text, 19 | |
| FNOTECODE | Footnote code (box 38) | Text, 2 | |
| RESPACCUM | RESP accumulated income pay’ts (box 40) | Currency | |
| RESPED | RESP educational assist. pay’ts (box 42) | Currency | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| CHARITABLE | Charitable donations (box 46) | Currency | |
| APPRENTICESHIPIN CENTIVE | Apprenticeship incentive grant | Currency | |
| RECIPIENTNO | Recipient's number (box 14) | Text, 12 | |
| FNOTE1 | Footnote #1 | Text, 30 | |
| FNOTE2 | Footnote #2 | Text, 30 | |
| FNOTE3 | Footnote #3 | Text, 30 | |

**The following fields are for magnetic media filers only.** Consult CRA's magnetic media specifications for details. On printed T4A slips, most of this information is included as footnotes. However, the T4 TimeSaver import procedure will NOT create footnotes from this information. To import footnotes that will appear on printed slips, use the headings FNOTE1, FNOTE2 and FNOTE3 above.

| | | | |
|---|---|---|---|
| BOX16CODE | Box 16 code | Integer,2 | 0, 9, 13, 14 |
| UNREGPEN | Unregistered pension plan | Currency | |
| SIPENSION | Status Indian - pension or superannuation | Currency | |
| BOX18CODE | Box 18 code | Integer, 2 | 2, 8, 9, 10, 13, 14 |
| LUMPSUMACC | Lump-sum payments accrued to 12/31/97 | Currency | |
| LUMPSUMSI | Status Indian - Lump-sum payments | Currency | |
| LUMPSUMRPP | Lump-sum payments (RPP-not eligible) | Currency | |
| LUMPSUMDPSP | Lump-sum payments (DPSP-not eligible) | Currency | |
| LUMPSUMNONRES | Lump-sum payments (non-resident services) | Currency | |
| LUMPSUMUNREG | Lump-sum payments (unreg'd pension ben.) | Currency | |
| LUMPSUMNOTRANS | Lump-sum payments (not eligible for trans.) | Currency | |
| BOX24CODE | Box 24 code | Integer, 2 | 0, 10, 13, 15 |
| DPSPANNUITY | Instalment or annuity payment under DPSP | Currency | |
| IAACANNUITY | IAAC annuity | Currency | |
| BOX26CODE | Box 26 code | Integer, 2 | 0, 14 |
| RETIRINGSI | Status Indian - eligible retiring allowance | Currency | |
| BOX27CODE | Box 27 code | Integer, 2 | 0, 14 |
| RETIRINGNONSI | Status Indian - non-eligible retiring allowance | Currency | |
| BOX28CODE | Box 28 code | Integer, 2 | see Guide |
| OTHERSI | Status Indian - other income | Currency | |
| OTHERDPSP | Instalment or annuity under revoked DPSP | Currency | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| BOARDSITE | Board and lodging at special work sites | Currency | |
| MEDTRAVEL | Medical travel | Currency | |
| LOANBENEFIT | Loan benefit under subsection 80.4(2) | Currency | |
| RESEARCH | Research Grants | Currency | |
| SCHOLARSHIP | Scholarships, fellowships, or bursaries | Currency | |
| WAGELOSS | Income from wage loss plans | Currency | |
| DEATHBENEFIT | Death benefits | Currency | |
| MEDBENEFIT | Medical Premium benefit | Currency | |
| DISABILITY | Disability benefits | Currency | |
| GROUPTERMLIFE | Group Term Life Insurance Benefit | Currency | |
| VETERANSBENEFIT | Veteran’s benefits | Currency | |
| TAXDEFPATDIVIDENDS | Tax deferred patronage dividends | Currency | |
| RPPPRE1990 | RPP (pre-1990 past service) | Currency | |
| FNOTEDESC | Footnote description area | Text, 60 | |
| BOX32CODE | Box 32 code | Integer, 2 | see Guide |
| BOX40CODE | Box 40 code | Integer, 2 | 0, 22 |
| RESEARCH | Research Grants | Currency | |
| CHARNO1 | Charitable Registration Number 1 | Text, 15 | |
| CHARNO2 | Charitable Registration Number 2 | Text, 15 | |
| CHARNO3 | Charitable Registration Number 3 | Text, 15 | |
| APPRENTICESHIPINCENTIVE | Apprenticeship incentive grant | Currency | |
| REGISTEREDDISABILITY | Registered disability savings plan | Currency | |
| WAGEEARNERPROTECTION | Wage earner protection program | Currency | |
| VARIABLEPENSION | Variable pension benefits | Currency | |
| BOX32CODE | Box 32 code | Integer, 2 | see Guide |

## Headings for T4A-NR Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Recipient name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country | Text, 3 | **USA** |
| YEAR | Taxation Year | Integer, 4 | **2008** |
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| RECIPIENTCODE | Recipient Code (box 11) | Text, 1 | |
| BN | Business Number (Box 13) | Text, 15 | |
| INCOME | Income (box 18) | Currency | |
| TRAVEL | Travel (box 20) | Currency | |
| TAX | Income tax deducted (box 22) | Currency | |
| REDUCTION | Reduction authorized (box 23) | Text, 1 | **1** |
| CITYPROV | City and Province where services tendered | Text, 32 | |
| DAYSINCANADA | Number of days recipient was in Canada | Integer | Max. of 366 |
| FOREIGNSIN | Foreign Social security number (box 14) | Text, 20 | |
| SIN | Canadian social insurance number (box 12) | Text, 9 | |
| PROFNAME | Professional name (box 16) | Text, 30 | |
| INDUSTRY | Non-resident’s service industry | Text, 4 | |
| COUNTRYRES | Country of Residence | Text, 3 | **USA** |

## Headings for T4A(P) Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Employee name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country code | Text, 3 | |
| NUMOFMONTH | Number of month (box 21) | Integer, 2 | |
| EFFECTIVEDATE | Effective date (box 13) | Date, mmm dd,, yyyy | Aug 03, 2008 |
| TAXABLECPP | Taxable CPP benefits (box 20) | Currency | |
| INCOMETAX | Income tax deducted (box 22) | Currency | |
| RETIREMENT | Retirement benefit (box 14) | Currency | |
| SURVIVOR | Survivor benefit (box 15) | Currency | |
| DISABILITY | Disability benefit (box 16) | Currency | |
| CHILD | Child benefit (box 17) | Currency | |
| DEATH | Death benefit (box 18) | Currency | |
| BENEFITNUM | Benefit number | Text, 20 | |
| SIN | Social insurance number (box 12) | Text, 9 | |

## Headings for T4A(RCA) Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME | Employee name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country code | Text, 3 | |
| REFUNDEMPLOYER | Refund of employer contributions (box 12) | Currency | |
| REFUNDEMPLOYEE | Refund of employee contributions (box 14) | Currency | |
| DISTRIBUTIONS | Distributions (box 16) | Currency | |
| SELLINGPRICE | Selling price of an interest in RCA(box 18) | Currency | |
| OTHER | Other amounts (box 20) | Currency | |
| INCOMETAX | Income tax deducted (box 22) | Currency | |
| SIN | Social insurance number (box 24) | Text, 9 | |

## Headings for T5 and RL-3 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country code | Text, 3 | |
| TAXYEAR | Taxation year | Integer,4 | **Current year** |
| ACTUAL | Am't of non-eligible dividends (box 10, A2) | Currency | |
| ACTUAL_E | Am't of eligible dividends (box 24, A1) | Currency | |
| INTEREST | Interest from Cdn sources (box 13, D) | Currency | |
| OTHER | Other income from Cdn sources (box 14) | Currency | |
| FORINC | Foreign income (box 15, F) | Currency | |
| FORTAX | Foreign tax paid (box 16, G) | Currency | |
| ROYALTIES | Royalties from Cdn sources (box 17, H) | Currency | |
| CAPGAINS | Capital gains dividends (box 18, I) | Currency | |
| PBCAPGAINS | Pre-Budget cap. gains dividends (box 40) | Currency | |
| ACCRUED | Accrued income: Annuities (box 19, J) | Currency | |
| RESOURCE | Resource allowance deduction (box 20) | Currency | |
| REPORTCODE | Report code (box 21) | Text, 1 | **0** |
| SIN | Recipient identification number (box 22) | Text, 15 | |
| RECTYPE | Recipient type (box 23) | Text, 1 | **1** |
| CURRENCY | Foreign currency code (box 27) | Text, 3 | |
| TRANSIT | Transit (box 28) | Text, 10 | |
| ACCOUNTNO | Recipient account number (box 29) | Text, 16 | |
| **Additional Heading for RL-3 fields:** | | | |
| RECTYPER3 | Recipient type code | Text, 1 | **1** |
| ISINTERESTSAVINGSBONDS | Is interest from Fed. or Québec savings bonds | Yes/No | |
| ACTUALR3PREMAR24 | | | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| | Were dividends issued before Mar 24/06 | Yes/No | |
| ACTUALR3_E | Actual amount of eligible dividends (box A1) | Currency | |
| ACTUALR3 | Actual amount of ordinary dividends (box A2) | Currency | |
| OTHERR3 | Other income from Cdn Sources (box E) | Currency | |
| NEEDR3 | Recipient needs RL-3 | Yes/No | |
| ACCOUNTNOR3 | Other ID/Recipient Number RL-3 | Text, 16 | |

## Headings for T5013 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| **Main page fields** | | | |
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| COUNTRYCODE | Country code (box 7) | Text, 3 | CAN, USA, etc. |
| MEMBERCODE | Member code (box 8) | Text, 1 | |
| UNITSOWNED | Partnership units held (box 9) | Numeric | 4 decimals |
| RECTYPE | Recipient code (box 11) | Text, 1 | |
| PARTNERID | Recipient's ID (box 12) | Text, 16 | |
| **(1) Limited partnership income/loss (Boxes 20-27)** | | | |
| NETFARMINGACC | Farming income (box 20) | Currency | |
| NETFARMINGACCCAIS | Farming income (box 20) | Currency | |
| NETFISHINGACC | Fishing income (box 21) | Currency | |
| NETTOTALBUSINESSACC | Bus. Income (box 22) | Currency | |
| ATRISK | At risk amount (box 22-1) | Currency | |
| ATRISKADJUSTED | Adj. at risk amount (box 22-2) | Currency | |
| NETRENTALACC | Rental income (box 23) | Currency | |
| LOSSCARRYFWD | Loss carry forward (box 24) | Currency | |
| PREVLOSSCARRYFWD | Prev. loss carry forward (box 25) | Currency | |
| RETURNOFCAPITAL | Return of capital (box 27) | Currency | |
| GENERICEXBOXCODE_A1 | Generic extra box 1 code | Text, 6 | |
| GENERICEXBOXX_A1 | Generic extra box 1 descr. | Text, 3 | |
| GENERICEXBOX_A1 | Generic extra box 1 amount | Currency | |
| GENERICEXBOXCODE_A2 | Generic extra box 2 code | Text, 6 | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| GENERICEXBOXX_A2 | Generic extra box 2 descr. | Text, 3 | |
| GENERICEXBOX_A2 | Generic extra box 2 amount | Currency | |
| GENERICEXBOXCODE_A3 | Generic extra box 3 code | Text, 6 | |
| GENERICEXBOXX_A3 | Generic extra box 3 descr. | Text, 3 | |
| GENERICEXBOX_A3 | Generic extra box 3 amount | Currency | |
| GENERICEXBOXCODE_A4 | Generic extra box 4 code | Text, 6 | |
| GENERICEXBOXX_A4 | Generic extra box 4 descr. | Text, 3 | |
| GENERICEXBOX_A4 | Generic extra box 4 amount | Currency | |
| **(2) Canadian and foreign net business income / loss (Boxes 35-34)** | | | |
| RECONCILEDNETBUSINESS | Business income (box 35) | Currency | |
| RECONCILEDNETPROFESSIONAL | Professional income (box 37) | Currency | |
| RECONCILEDNETFARMING | Farming income (box 41) | Currency | |
| RECONCILEDNETFISHING | Fishing income (box 43) | Currency | |
| OTHERINCOME | Other income (box 30) | Currency | |
| GROSSTOTALINCOME | Total gross income (box 34) | Currency | |
| **(3) Canadian and foreign investments and carrying charges (Boxes 26-59)** | | | |
| RECONCILEDNETRENTAL | Net rental income (box 26) | Currency | |
| DIVIDENDS | Actual non-eligible div. (box 51) | Currency | |
| TAXABLE | Taxable am't non-el. div. (box 51-1) | Currency | |
| CREDIT | Non-elig div. tax credit (box 51-2) | Currency | |
| DIVIDENDS_E | Actual eligible div. (box 52) | Currency | |
| TAXABLE_E | Taxable am't eligible div.(box 52-1) | Currency | |
| CREDIT_E | Eligible div. tax credit (box 52-2) | Currency | |
| INTEREST | Interest from Can sources (box 50) | Currency | |
| FRNDIVIDENDS | For. div. and interest inc. (box 55) | Currency | |
| BUSINVESTLOSS | Business invest loss (box 56) | Currency | |
| CARRYINGCHARGES | Carrying charges (box 59) | Currency | |
| GENERICEXBOXCODE_B1 | Generic extra box 1 code | Text, 6 | |
| GENERICEXBOXX_B1 | Generic extra box 1 descr. | Text, 3 | |
| GENERICEXBOX_B1 | Generic extra box 1 amount | Currency | |
| GENERICEXBOXCODE_B2 | Generic extra box 2 code | Text, 6 | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| GENERICEXBOXX_B2 | Generic extra box 2 descr. | Text, 3 | |
| GENERICEXBOX_B2 | Generic extra box 2 amount | Currency | |
| GENERICEXBOXCODE_B3 | Generic extra box 3 code | Text, 6 | |
| GENERICEXBOXX_B3 | Generic extra box 3 descr. | Text, 3 | |
| GENERICEXBOX_B3 | Generic extra box 3 amount | Currency | |
| **(4) Renounced Canadian exploration and development expenses (Boxes 120-)** | | | |
| RENOUNCEDCANEXPLEXP | Renounced Can. Explor. Exp. (box 120) | Currency | |
| RENOUNCEDCANDEVEXP | Renounced Can. Dev. Exp. (box 121) | Currency | |
| ASSISTANCECANEXPLEXP | Assiss. for Can. Explor. Exp. (box 124) | Currency | |
| ASSISTANCECANDEVEXP | Assiss. for Can. Dev. Exp. (box 125) | Currency | |
| PORTIONINTFREECEE | Portion interest free CEE (box 130) | Currency | |
| EXPENSESITC | Expenses qualified for ITC (box 128) | Currency | |
| PORTIONINTFREEITC | Portion interest free ITC (box 129) | Currency | |
| ADJUSTEDATRISKAMT | Adjusted at risk amount (box 119) | Currency | |
| EXPENSESBCTAXCREDIT | Expenses BC tax credit (box 141) | Currency | |
| EXPENSESSKTAXCREDIT | Expenses SK tax credit (box 143) | Currency | |
| EXPENSESMBTAXCREDIT | Expenses MB tax credit (box 144) | Currency | |
| EXPENSESONTAXCREDIT | Expenses ON tax credit (box 145) | Currency | |
| GENERICEXBOXCODE_D1 | Generic extra box 1 code | Text, 6 | |
| GENERICEXBOXX_D1 | Generic extra box 1 descr. | Text, 3 | |
| GENERICEXBOX_D1 | Generic extra box 1 amount | Currency | |
| GENERICEXBOXCODE_D2 | Generic extra box 2 code | Text, 6 | |
| GENERICEXBOXX_D2 | Generic extra box 2 descr. | Text, 3 | |
| GENERICEXBOX_D2 | Generic extra box 2 amount | Currency | |
| **(5) Tax shelter information (Boxes 150-)** | | | |
| NUMBUNITSACQUIRED | Number of units (box 150) | Currency | |
| COSTPERUNIT | Costs per unit (box 151) | Currency | |
| TOTALCOSTOFUNITS | Total cost of units (box 152) | Currency | |
| LIMITEDRECOURSEAMOUNTS | Limited recourse am’ts (box 153) | Currency | |
| ATRISKADJUSTMENTS | At risk adjustments (box 154) | Currency | |
| OTHERINDIRECTREDUCTIONS | Other indirect. reduct. (box 155) | Currency | |

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| GENERICEXBOXCODE_E1 | Generic extra box 1 code | Text, 6 | |
| GENERICEXBOXX_E1 | Generic extra box 1 descr. | Text, 3 | |
| GENERICEXBOX_E1 | Generic extra box 1 amount | Currency | |
| **(6) Other amounts and information** | | | |
| CAPGAINS | Capital gains (box 70) | Currency | |
| CAPGAINSRES | Capital gains reserves (box 71) | Currency | |
| CCA | Capital cost allowance (box 85) | Currency | |
| *Generic boxes where n is 1 to 25:* | | | |
| GENERICEXBOXCODE_Cn | Generic extra box n code | Text, 6 | |
| GENERICEXBOXX_Cn | Generic extra box n descr. | Text, 3 | |
| GENERICEXBOX_Cn | Generic extra box n amount | Currency | |
| **(7) Other amounts and information** | | | |
| *Generic large boxes where n is 1 to 10:* | | | |
| GENERICLARGEBOXCODE_n | Generic box n code | Text, 6 | |
| GENERICLARGEBOX_n | Generic box n text | Text, 30 | |

**Additional Headings for T5015 fields:**

| | | |
|---|---|---|
| CAPITALSTART | Capital account start of period | Currency |
| CAPITALCONTR | Capital contribution during period | Currency |
| OTHERADJUSTMENTS | Other Adjustments | Currency |
| INCOMEALLOC | Income allocated during period | Currency |
| DRAWINGS | Drawings | Currency |
| CAPITALEND | Capital account end of period | Currency |

## Headings for T5018 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| NAME | Recipient name | Text, 30 | Required field |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| RECTYPE | Recipient type | Text, 1 | **1** |
| PARTNERSHIPID | Parnership's Filer ID | Text, 9 | **1** |
| PAYMENTS | Construction subcontractor payments (box 22) | Currency | |
| SIN | Recipient's ID number (BN or SIN) (box 24) | Text, 15 | |

## Headings for T1204 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| PROV | Province code | Text, 2 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| YEAR | Year | Integer, 4 | |
| RECTYPE | Recipient type (box 23) | Text, 1 | 1, 3, or 4 |
| SERVICEPAYMENTS | Service payments (box 82) | Currency | |
| MIXEDPAYMENTS | Mixed services payments (box 84) | Currency | |
| SIN | Social insurance number (box 12) | Text, 9 | |
| BN | Business number (box 61) | Text, 15 | |
| PARTNERSHIPID | Partnership's filer ID (box 86) | Text, 9 | |
| LASTNAME | Sole proprietor's last name | Text, 20 | |
| FIRSTNAME | Sole proprietor's first name | Text, 12 | |
| INITIAL | Sole proprietor's initial | Text, 1 | |

## Headings for RL-2 Slips

| | | | |
|---|---|---|---|
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| SOURCE1 | Source of income | Text, 6 | |
| BENEFICIARYNUM | Employer assigned number | Text, 20 | |
| ANNUITY | Life annuity payments amount | Currency | Box A |
| BENEFIT | RRSP, RRIF, DPSP benefit amount | Currency | Box B |
| OTHERPAYMENT | Other Payment amount | Currency | Box C |
| REFUNDRRSPSPOUSE | Refunded RRSP amounts | Currency | Box D |
| DEATHBENEFIT | Value of benefit at time of death | Currency | Box E |
| REFUNDRRSPUNDEDUCTED | Amount of refunded excess RRSP | Currency | Box F |
| REVOCATION | Value of benefit before amendment | Currency | Box G |
| OTHERINCOME | All other income | Currency | Box H |
| DEDUCTION | Amount giving entitlement to deduction | Currency | Box I |
| TAX | Amount of Québec tax held at source | Currency | Box J |
| INCOMEAFTERDEATH | Income earned after death amount | Currency | Box K |
| LIFELONGLEARNING | Life Long Learning Plan amount | Currency | Box L |
| TAXPAIDAMOUNT | Tax paid amount | Currency | Box M |
| SIN | Spouses social insurance number | Text, 9 | |
| SIN2 | Spouses social insurance number | Text, 9 | Box N |

## Headings for RL-15 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| PROV | Province code | Text, 2 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| REPORTCODE | Report code (code du relevé) | Text, 1 | 0=original, 1=amended |
| MEMBERCODE | Member code (box 40) | Text, 1 | |
| UNITSOWNED | Partnership units held (box 36) | Numeric | 4 decimals |
| RECTYPE | Recipient code (box 41) | Text, 1 | |
| PARTNERID | Recipient's ID (SIN, etc.) | Text, 16 | |

Headings for boxes 1-34 and 41-66 are in the following format, where nn is the box number, X is a letter following the number (for example, Box 20A) and yy is the sub box number for boxes 34 and 66.

| | | | |
|---|---|---|---|
| BOXnnX | Box nnX | Currency | |
| BOXnn_yy | Box 34-27, 34-28, 66-60, 66-61, etc. | Currency | |
| DETAILS | Details (see note below) | Text | Up to 1000 char. |

Note:

The Details box of the RL-15 slip is a free-format field where you may enter details about the various boxes on the slip. When you create a text file of RL-15 data to be imported into T4 TimeSaver, you can insert a tilde (~) in the text to cause a line break. For example, to create the following table:

Provincial allocation:

BC: 18.5%
AB: 12.0%
QC: 12.3%
(etc)

you would enter the following in the Details column of your import file:

Provincial allocation:~BC: 18.5%~AB: 12.0%~QC: 12.3%~(etc.)

## Headings for RL-17 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| STATUS | Status of slip | Text, 12 | Amended, etc. |
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| PROV | Province code | Text, 2 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| YEAR | Year | Text, 1 | |
| DEDUCTION | Total deductions (box A) | Currency | |
| INCOMEYEAR | Total employment revenue (box B) | Currency | |
| INCOMESTAY | Total income for stay (box C) | Currency | |
| ALLOWANCEYEAR | Allowance in year (box D) | Currency | |
| ALLOWANCESTAY | Allowance for stay (box E) | Currency | |
| DAYSOUTSIDE | Days outside Canada (box F) | Integer | |
| PERIODSOUTSIDE | Number of 30 day periods (box G) | Integer | |
| DATEDEPARTURE | Departure date from Canada (box H) | Date | |
| DATERETURN | Return date to Canada (box I) | Date | |
| FOREIGNCOUNTRY | Name of foreign country (box J) | Text, 20 | |
| SIN | Social insurance number | Text, 9 | |
| REFERENCENUMBER | Employer reference number | Text, 15 | |

## Headings for RL-25 Slips

| Heading | Description | Type, max. size | Comments, Examples & Defaults |
|---|---|---|---|
| NAME1 | Recipient name line 1 | Text, 30 | Required field |
| NAME2 | Recipient name line 2 | Text, 30 | |
| ADDRESS1 | Address line 1 | Text, 30 | |
| ADDRESS2 | Address line 2 | Text, 30 | |
| CITY | City | Text, 28 | |
| POSTAL | Postal code (including space) | Text, 10 | |
| PROV | Province code | Text, 2 | |
| COUNTRY | Country, in address | Text, 3 | CAN, USA, etc. |
| BENEFICIARYNUM | Employer assigned number | Text, 20 | |
| TRANSIT | Bank transit number | Text, 10 | |
| RECTYPE | Recipient type (box 23) | Text, 1 | **1** |
| SECONDNAMELAST | Last name of 2nd account holder if joint | Text, 30 | |
| SECONDNAMEFIRST | First name of 2nd account holder if joint | Text, 30 | |
| SECONDINDIVIDUAL | Is second recipient an individual | Yes/No | |
| ACTUALDIVIDENDS | Non-Eligible Dividend amount | Currency | Box A1 |
| ACTUALDIVIDENDS_E | Eligible Dividend amount | Currency | Box A2 |
| CAPGAINS | Total net Capital Gains | Currency | Box B |
| CAPGAINSEXEMPTION | Farm or small business capital gains | Currency | Box C |
| OTHER | QPP and other amounts | Currency | Box D |
| CANCELLED | Amounts cancelled | Currency | Box E |
| TAXABLEDIVIDENDS | Taxable amount of dividends | Currency | Box F |
| TAXCREDIT | Amount of dividend tax credit | Currency | Box G |
| FOREIGNTAX | Income tax paid to a foreign government | Currency | Box H |
| QUEBECTAX | Québec income tax withheld | Currency | Box I |
| NAMESPRINCIPAL | Principal person who established trust deed | Text, 25 | |
| SIN | Beneficiary SIN | Text, 9 | |

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