

**Part XIII**



## 13.6 Layout of Import Files

### T4 TimeSaver Plus & Enterprise Only

(Both the T4 TimeSaver demo and T4 TimeSaver Basic will import the first three records of an Excel file for evaluation purposes)

#### Instructions

1. Cell A1 must identify the contents of the data to be imported. Designate the type of data being imported by entering the appropriate keyword from those shown in this table into cell A1 (use of the same keyword in every other cell in column A is optional).

Enter this text...	If the row 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
T4AP	T4AP information
T4ARCA	T4ARCA information
T2200	T2200 information
T2202A	T2202A information
T1204	T1204 information
T5013	T5013 information
T5018	T5018 information
R2	RL-2 information
R8	RL-8 information
R15	RL-15 information
R17	RL-17 information
R25	RL-25 information

- 2. The sample Excel sheet below shows a typical layout for importing both company and T4 data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1
T4	Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company
T4	Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company
T4	Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company
T4	Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company
T4	Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company
T4	French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation
T4	Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation
T4	Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation

There is no need to include columns for every heading listed in the appendix, Only include the headings for which you have data. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the import process. Sample import file templates can be accessed through the menu path: TOOLS > IMPORT DATA > OPEN EXCEL TEMPLATES.

A common problem to watch out for when creating an import file is the presence of empty cells to the right or below the data cells. To determine whether or not this is true in your case, press CTRL + END in the data sheet. If your cursor lands anywhere but on the final data cell your import will fail. To correct

this problem, simply copy and paste your data cells into a new sheet and import from that sheet.

#### **COMPANY.NAME1 - Enterprise Only**

The COMPANY.NAME1 is an optional field and is used exclusively by T4 TimeSaver Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the T4 TimeSaver database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

## 13.7 Headings for Import Files

### **T4 TimeSaver Plus & Enterprise Only**

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, 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, an even dollar amount is assumed. The absolute maximum value that can be imported into any field is 999,999,999,999.99.

Integer fields are numeric whole numbers from 1 to the limit of the field. 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.

See [Import from Excel File](#)<sup>164</sup> for sample layout.

### 13.7.1 Headings for Company

#### T4 TimeSaver Plus & Enterprise Only

#### Headings for Company Information

Cell A of each row of data to import must contain "COMPANY"

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	<b>CAN, USA...</b>
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	

## 13.7.2 Headings for NR4

### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "NR4"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 30	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 30	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
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.
SLIPSTATUS	Status of slip	Text, 1	<b>O</b> - Original, A - Amended or C - Cancelled
TAXYEAR	Year (box 10)	Integer,4	2008, <b>2009</b> , etc.
RECTYPE	Recipient Type (box 11)	Text, 1	1, 2, 3, 4 or 5
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	02, 03, etc.
CURRENCYCODE1	Currency code (box 15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	
EXEMPTIONCODE1	Exemption code (box 18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (box 24)	Text, 2	02, 03, etc.

Heading	Description	Type, max. size	Comments, Examples & Defaults
CURRENCYCODE2	Currency code (box 25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE2	Exemption code (box 28)	Text, 1	I, C, etc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.3 Headings for T4 & RL1

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
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	
PROVEMP	Province of employment (box 10)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (box 29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	<b>52.00</b> , 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original</b> , A - Amended or C - Cancelled
TAXYEAR	Taxation year	Integer, 4	<b>2009</b>
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)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARNS	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	
EIEXEMPT	EI exempt (box 28)	Yes/No	
PPIEXEMPT	PPIP exempt (box 28)	Yes/No	

Heading	Description	Type, max. size	Comments, Examples & Defaults
NOCPPADJUST	Do not adjust CPP	Yes/No	No
NOEIADJUST	Do not adjust EI	Yes/No	No
NOPPIPADJUST	Do not adjust PPIP	Yes/No	No
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PPIP	PPIP premiums (box 55, H)	Currency	
PPIPEARNS	PPIP earnings (box 56, I)	Currency	
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	
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
<b>Additional headings for RL-1 fields:</b>			
CODEBOXOR1	Code for Box O	Text, 2	
SLIPSTATUSR1	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
IDNOQ	Recipient Quebec identification number	Numeric, 10	
ISBUSINESS	Recipient is business	Yes/No	No

Heading	Description	Type, max. size	Comments, Examples & Defaults
INCOMER1	Employment income (box A)	Currency	
RPPR1	Reg. Pension plan contr. (box D)		
TAXR1	Québec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	
QPPEARN	QPP pensionable earnings (box G)	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	
CHARITABLER1	Charitable donations (box N)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
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	
HOUSING	Meals and accommodation (box H)	Currency	
AUTOR1	Personal use of auto (box W)	Currency	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	
NETPAYOTHERR1	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.4 Headings for T4A

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
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	
YEAR	Year	Integer, 4	<b>2009</b>
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
SIN	Social insurance number (box 12)	Text, 9	
FNOTECODE	Footnote code (box 38)	Text, 2	
RECBN	Recipient Business No. (1st 9 digits)	Text, 9	
RECIPIENTNO	Recipient's number (box 14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
FNOTE1	Footnote #1	Text, 30	
FNOTE2	Footnote #2	Text, 30	
FNOTE3	Footnote #3	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	

Heading	Description	Type, max. size	Comments, Examples & Defaults
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	
RESPACCUM	RESP accum. income payments (box 40)	Currency	
RESPED	RESP educational assist. pay'ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>

**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 TimeSaverimport 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
BOX18CODE	Box 18 code	Integer, 2	2, 8, 9, 10, 13, 14
BOX24CODE	Box 24 code	Integer, 2	0, 10, 13, 15
BOX26CODE	Box 26 code	Integer, 2	0, 14
BOX27CODE	Box 27 code	Integer, 2	0, 14
BOX28CODE	Box 28 code	Integer, 2	see Guide
BOX32CODE	Box 32 code	Integer, 2	see Guide
BOX40CODE	Box 40 code	Integer, 2	0, 22
FNOTEDESC	Footnote description area	Text, 60	
UNREGPEN	Unregistered pension plan	Currency	
SIPENSION	Status Indian-pension or superannuation	Currency	
LUMPSUMACC	Lump-sum pymt. 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 pymt. (non-resident services)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
LUMPSUMUNREG	Lump-sum pymt. (unreg'd pension ben.)	Currency	
LUMPSUMNOTRANS	Lump-sum pymt. (not eligible for trans.)	Currency	
DPSPANNUITY	Instalment or annuity pymt. under DPSP	Currency	
IAACANNUITY	IAAC annuity	Currency	
RETIRINGSI	Status Indian-eligible retiring allowance	Currency	
RETIRINGNONSI	Status Indian-non-elig. retiring allowance	Currency	
OTHERSI	Status Indian - other income	Currency	
OTHERDPSP	Instalment / annuity under revoked DPSP	Currency	
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	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends	Currency	
RPPPRE1990	RPP (pre-1990 past service)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan	Currency	
WAGEEARNERPROTECTION	Wage earner protection program	Currency	
VARIABLEPENSION	Variable pension benefits	Currency	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.5 Headings for T4A -NR

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ANR"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name (type 1)	Text, 30	Required field
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient middle initial (type 1)	Text, 1	
NAME	Recipient name (type 3, 4 & 5)	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	<b>2009</b>
RECTYPE	Recipient Code (box 11)	Text, 1	<b>1, 3, 4 or 5</b>
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
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	<b>1</b>
SERVICESCITY	City where services rendered	Text, 32	
SERVICSPROV	Province where services rendered	Text, 2	
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	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA

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Heading	Description	Type, max. size	Comments, Examples & Defaults
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.6 Headings for T4AP

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4AP"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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	
YEAR	Tax year	Integer, 4	2009
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
NUMOFMONTH	Number of month (box 21)	Integer, 2	
EFFECTIVEDATE	Effective date (box 13)	Date, mmm dd,, yyyy	<b>Aug 03, 2009</b>
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	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>

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COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field
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### 13.7.7 Headings for T4ARCA

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ARCA"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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	
YEAR	Tax year	Integer, 4	<b>09</b>
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
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	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.8 Headings for T4PS

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4PS"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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.
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
YEAR	Year	Integer, 4	<b>2009</b>
ACTUAL	Actual amount of non-eligible dividends (box 24)	Currency	
TAXABLE	Taxable amount of eligible dividends (box 25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (box 26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (box 30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (box 31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (box 32)	Currency	
CAPGAINS	Capital gains for losses (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	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	

Heading	Description	Type, max. size	Comments, Examples & Defaults
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.9 Headings for T5 & RL3

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (type 1 & 2)	Text, 1	
FIRSTINDIVIDUAL	Indicates first entity is individual (R3)	Yes/No	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient middle initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
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	<b>2009</b>
REPORTCODE	Report code (box 21)	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
RECTYPE	Recipient type (box 23)	Text, 1	1
SIN	First recip. SIN/ID # or Business # (box 22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (box 10)	Currency	
ACTUAL_E	Am't of eligible dividends (box 24)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	
OTHER	Other income from Cdn sources (box 14)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 10	
ACCOUNTNO	Recipient account number (box 29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
<b>Additional Headings for RL-3 fields:</b>			
NEEDR3	Recipient needs RL-3	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed. or Québec savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number RL-3	Text, 16	
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.10 Headings for T1204

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T1204"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 12	
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	
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.11 Headings for T5018

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5018"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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.
PAYMENTS	Construction subcontractor payments (box 22)	Currency	
SIN	Recipient's ID number (BN or SIN) (box 24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	1
PARTNERSHIPID	Partnership's Filer ID	Text, 9	1
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.12 Headings for T2200

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2200"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1 (Home address)	Text, 30	
ADDRESS2	Address line 2 (Business address)	Text, 30	
CITY	City	Text, 6	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Social insurance number	Text, 9	
TAXYEAR	Taxation year	Integer, 4	
EMPNUM	Employee number	Text, 20	
JOBTITLE	Job title & brief description of duties	Text, 100	
Q1YES	Question 1, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q1NO	Question 1, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q2YES	Question 2, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q2NO	Question 2, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q2AREA	Question 2, "Area of travel"	Text, 60	
Q3FROM	Question 3, "From date"	Date, mmm dd,, yyyy	
Q3TO	Question 3, "To date"	Date, mmm dd,, yyyy	
Q3BREAK	Question 3, "Break in employment"	Text, 60	
Q4AYES	Question 4, "Vehicle allowance, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q4ANO	Question 4, "Vehicle allowance, No"	Yes/No	"Yes" checkmarks

Heading	Description	Type, max. size	Comments, Examples & Defaults
			box, "No" will not
Q4AMTFIXED	Question 4, "Fixed allowance amount"	Currency	
Q4PERKMRATE	Question 4, "Per km rate"	Currency	
Q4AAMTFORKM	Question 4, "km amount received"	Currency	
Q4AMTONT4	Question 4, "Amount rpt. on T4"	Currency	
Q4BYES	Question 4, "Company vehicle, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q4BNO	Question 4, "Company vehicle, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q5YES	Question 5, "Repayment received, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q5NO	Question 5, "Repayment received, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q5AMTPROOF	Question 5, "Received on proof of payment"	Currency	
Q5AMTCHARGED	Question 5, "Amount charged to employer"	Currency	
Q5AMTONT4	Question 5, "Amount rpt. on T4"	Currency	
Q5TYPEPROOF	Question 5, "Exp. type, Proof"	Text, 50	
Q5TYPECHARGED	Question 5, "Exp. type, Charged"	Text, 50	
Q5TYPEONT4	Question 5, "Exp. type, Rpt. on T4"	Text, 50	
Q6YES	Question 6, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q6NO	Question 6, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q6TYPEOTHER	Question 6, "Other expense description"	Text, 50	
Q7AYES	Question 7, "Commission, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q7ANO	Question 7, "Commission, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q7COMMISSION	Question 7, "Commissions"	Currency	
Q7TYPEOFSALES	Question 7, "Type of sales"	Text, 50	
Q7BYES	Question 7, "Bus. development acc't, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q7BNO	Question 7, "Bus. development acc't, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q7CYES	Question 7, "Commission inc. T4, Yes"	Yes/No	"Yes" checkmarks box, "No" will not

Heading	Description	Type, max. size	Comments, Examples & Defaults
Q7CNO	Question 7, "Commission inc. T4, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q8YES	Question 8, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q8NO	Question 8, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q8HOWFREQUENTLY	Question 8, "Frequency"	Text, 50	
Q9AYES	Question 9, "Rent office, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9ANO	Question 9, "Rent office, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BYES	Question 9, "Pay substitute, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BNO	Question 9, "Pay substitute, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CYES	Question 9, "Pay supplies, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CNO	Question 9, "Pay supplies, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DYES	Question 9, "Pay cell phone, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DNO	Question 9, "Pay cell phone, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9EYES	Question 9, "Repay, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9ENO	Question 9, "Repay, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DESCRIPTION	Question 9, "Type of expense"	Text, 50	
Q10AYES	Question 10, "50%, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q10ANO	Question 10, "50%, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q10BYES	Question 10, "Repay? Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q10BNO	Question 10, "Repay? No"	Yes/No	"Yes" checkmarks box, "No" will not
Q10DESCRIPTION	Question 10, "Type of expense"	Text, 50	
Q11AYES	Question 11, "Purchase tools, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q11ANO	Question 11, "Purchase tools, No"	Yes/No	"Yes" checkmarks

Heading	Description	Type, max. size	Comments, Examples & Defaults
			box, "No" will not
Q11BYES	Question 11, "Satisfy, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q11BNO	Question 11, "Satisfy, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q12AYES	Question 12, "Apprentice, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q12ANO	Question 12, "Apprentice, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q12BYES	Question 12, "Designation, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q12BNO	Question 12, "Designation, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q13AYES	Question 13, "Purchase tools, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q13ANO	Question 13, "Purchase tools, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q13BYES	Question 13, "Satisfy, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q13BNO	Question 13, "Satisfy, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q14AYES	Question 14, "Forestry, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q14ANO	Question 14, "Forestry, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q14BYES	Question 14, "Power saw, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q14BNO	Question 14, "Power saw, No"	Yes/No	"Yes" checkmarks box, "No" will not
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.13 Headings for T2202A

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2202A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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.
SLIPSTATUS	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
PROGRAMNAME	Name of program of study	Text, 50	
STUDENTNUMBER	Student number	Text, 15	
FROMYEAR1	From: Year, line 1	Integer, 4	
FROMMONTH1	From: Month, line 1	Integer, 2	1, 2, 3...12
TOYEAR1	To: Year, line 1	Integer, 4	
TOMONTH1	To: Month, line 1	Integer, 2	1, 2, 3...12
TUITIONFEES1	Eligible tuition fees, line 1	Currency	
PARTTIMEMONTHS1	Number of months for: Part-time, line 1	Numeric, 2	1 to 12
FULLTIMEMONTHS1	Number of months for: Full-time, line 1	Numeric, 2	1 to 12
FROMYEAR2	From: Year, line 2	Integer, 4	
FROMMONTH2	From: Month, line 2	Integer, 2	1, 2, 3...12
TOYEAR2	To: Year, line 2	Integer, 4	
TOMONTH2	To: Month, line 2	Integer, 2	1, 2, 3...12
TUITIONFEES2	Eligible tuition fees, line 2	Currency	
PARTTIMEMONTHS2	Number of months for: Part-time, line 2	Numeric, 2	1 to 12
FULLTIMEMONTHS2	Number of months for: Full-time, line 2	Numeric, 2	1 to 12

Heading	Description	Type, max. size	Comments, Examples & Defaults
FROMYEAR3	From: Year, line 3	Integer, 4	
FROMMONTH3	From: Month, line 3	Integer, 2	1, 2, 3...12
TOYEAR3	To: Year, line 3	Integer, 4	
TOMONTH3	To: Month, line 3	Integer, 2	1, 2, 3...12
TUITIONFEES3	Eligible tuition fees, line 3	Currency	
PARTTIMEMONTHS3	Number of months for: Part-time, line 3	Numeric, 2	1 to 12
FULLTIMEMONTHS3	Number of months for: Full-time, line 3	Numeric, 2	1 to 12
FROMYEAR4	From: Year, line 4	Integer, 4	
FROMMONTH4	From: Month, line 4	Integer, 2	1, 2, 3...12
TOYEAR4	To: Year, line 4	Integer, 4	
TOMONTH4	To: Month, line 4	Integer, 2	1, 2, 3...12
TUITIONFEES4	Eligible tuition fees, line 4	Currency	
PARTTIMEMONTHS4	Number of months for: Part-time, line 4	Numeric, 2	1 to 12
FULLTIMEMONTHS4	Number of months for: Full-time, line 4	Numeric, 2	1 to 12
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.14 Headings for T5013

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5013"

Heading	Description	Type, max. size	Comments, Examples & Defaults
<b>Main page fields</b>			
NAME1	Recipient name line 1	Text, 50	Required field
NAME2	Recipient name line 2	Text, 12	
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.
TYPEOFSLIP	Type of slip (box 5)	Text, 1	<b>0 – Original</b> 1 – Amended 2 – Additional 3 – Cancelled 4 – Duplicate
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	
UNITSOWNED	Partnership units held (box 9)	Numeric	8 decimals
PARTNERSSHARE	Partner's share, in % (box 10)	Numeric	8 decimals
PARTNERID	Recipient's ID (box 11)	Text, 16	
COMPLEXSHARING	Complex sharing arrangements (box 12)	Text, 75	
<b>(1) Limited partnership income/loss (Boxes 20-27)</b>			
LIMITEDFARMING	Farming income (box 20)	Currency	
LIMITEDCAIS	Farming income (box 20)	Currency	
LIMITEDFISHING	Fishing income (box 21)	Currency	
LIMITEDBUSINESS	Business income (box 22)	Currency	
LIMITEDATRISK	At risk amount (box 22-1)	Currency	
LIMITEDADJUSTEDATRISK	Adj. at risk amount (box 22-2)	Currency	
LIMITEDRENTAL	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	
A01TEXT1	Generic box # 1 – Province/Country	Text, 3	
A01TEXT2	Generic box # 1 – Box number	Text, 6	
A01AMOUNT	Generic box # 1 – Amount	Currency	

A02TEXT1	Generic box # 2 – Province/Country	Text, 3
A02TEXT2	Generic box # 2 – Box number	Text, 6
A02AMOUNT	Generic box # 2 – Amount	Currency
A03TEXT1	Generic box # 3 – Province/Country	Text, 3
A03TEXT2	Generic box # 3 – Box number	Text, 6
A03AMOUNT	Generic box # 3 – Amount	Currency
A04TEXT1	Generic box # 4 – Province/Country	Text, 3
A04TEXT2	Generic box # 4 – Box number	Text, 6
A04AMOUNT	Generic box # 4 – Amount	Currency

**(2) Canadian and foreign net business income / loss (Boxes 35-34)**

NETBUSINESS	Business income (box 35)	Currency
NETPROFESSIONAL	Professional income (box 37)	Currency
NETFARMING	Farming income (box 41)	Currency
NETFISHING	Fishing income (box 43)	Currency
NETOTHER	Other income (box 30)	Currency
GROSSTOTALINCOME	Total gross income (box 34)	Currency

**(3) Canadian and foreign investments and carrying charges (Boxes 26-59)**

NETRENTAL	Net rental income (box 26)	Currency
DIVIDENDS	Actual non-eligible div. (box 51)	Currency
TAXABLE	Taxable amount of non-eligible dividends (box 51-1)	Currency
CREDIT	Non-eligible dividend 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
FRMDIVIDENDS	For. div. and interest inc. (box 55)	Currency
BUSINVESTLOSS	Business invest loss (box 56)	Currency
CARRYINGCHARGES	Carrying charges (box 59)	Currency
C01TEXT1	Generic box # 1 – Province/Country	Text, 3
C01TEXT2	Generic box # 1 – Box number	Text, 6
C01AMOUNT	Generic box # 1 – Amount	Currency
C02TEXT1	Generic box # 2 – Province/Country	Text, 3
C02TEXT2	Generic box # 2 – Box number	Text, 6
C02AMOUNT	Generic box # 2 – Amount	Currency
C03TEXT1	Generic box # 3 – Province/Country	Text, 3
C03TEXT2	Generic box # 3 – Box number	Text, 6
C03AMOUNT	Generic box # 3 – Amount	Currency

**(4) Renounced Canadian exploration and development expenses (Boxes 120-)**

RENOUNCEDCEE	Renounced Can. Explor. Exp. (box 120)	Currency
RENOUNCEDCDE	Renounced Can. Dev. Exp. (box 121)	Currency
ASSISTANCECEE	Assiss. for Can. Explor. Exp. (box 124)	Currency
ASSISTANCECDE	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
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
F01TEXT1	Generic box # 1 – Province/Country	Text, 3
F01TEXT2	Generic box # 1 – Box number	Text, 6
F01AMOUNT	Generic box # 1 – Amount	Currency
F02TEXT1	Generic box # 2 – Province/Country	Text, 3
F02TEXT2	Generic box # 2 – Box number	Text, 6
F02AMOUNT	Generic box # 2 – Amount	Currency

**(5) Tax shelter information (Boxes 150-)**

UNITSACQUIRED	Number of units (box 150)	Currency
COSTPERUNIT	Costs per unit (box 151)	Currency
LIMITEDRECOURSEAMOUNTS	Limited recourse am'ts (box 153)	Currency
ATRISKADJUSTMENTS	At risk adjustments (box 154)	Currency
OTHERINDIRECTREDUCTIONS	Other indirect. reduct. (box 155)	Currency
G01TEXT1	Generic box # 1 – Province/Country	Text, 3
G01TEXT2	Generic box # 1 – Box number	Text, 6
G01AMOUNT	Generic 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 ## is two numerals (01 to 25):*

X##TEXT1	Generic box # 1 – Province/Country	Text, 3
X##TEXT2	Generic box # 2 – Box number	Text, 6
X##AMOUNT	Generic box # 1 – Amount	Currency

**(7) Other amounts and information**

Generic large boxes where ## is two numerals (01 to 10):

E##TEXT2	Generic box # 2 – Box number	Text, 6
E##TEXT3	Generic box # 3 – Text	Text, 65

**Additional Headings for T5015 fields:**

CAPITALSTART	Capital account start of period	Currency	
CAPITALCONTRIBUTED	Capital contribution during period	Currency	
OTHERADJUSTMENTS	Other Adjustments	Currency	
INCOMEALLOCATED	Income allocated during period	Currency	
DRAWINGS	Drawings	Currency	
CAPITALEND	Capital account end of period	Currency	
RECTYPE	Recipient code	Text, 1	<b>1 – Individual</b> (other than a trust) <b>2 – Trust</b> <b>3 – Corporation</b> <b>4 – Partnership</b> <b>5 – Nominee or agent</b>
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.15 Headings for RL2

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R2"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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	Social insurance number	Text, 9	
SIN2	Spouses social insurance number	Text, 9	Box N
HOMEBUYER	Withdrawal under HBP	Currency	Box O
REPORTCODE	Status of slip	Text, 1	<b>R - Original,</b>

			A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.16 Headings for RL8

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R8"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
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.
YEAR	Year of return	Integer, 4	<b>2009</b>
AMOUNTFORSTUDIES	Amount for post-secondary studies	Currency	
TUITIONFEES	Tuition or examination fees	Currency	
DONATIONS	Donations	Currency	
SIN	Social Insurance Number	Text, 9	
STUDENTNUMBER	Student number	Text, 15	
REPORTCODE	Status of slip	Text, 1	<b>R - Original,</b> A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.17 Headings for RL15

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R15"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Employee name line 1	Text, 30	Required field
NAME2	Employee name line 2	Text, 12	
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	
PARNTERID	Partnerships identification number	Text, 16	
REPORTCODE	Status of slip	Text, 1	<b>O - Original,</b> A - Amended or C - Cancelled
PARTNERSSHARE	Partner's share (%) of income / loss	Numeric	8 decimals
UNITSOWNED	Number of partnership units owned	Numeric	8 decimals
MEMBERCODE	Partner code	Text, 1	
RECTYPE	Recipient type	Text, 1	1
CAPITALSTART	Balance at start of fiscal period	Currency	
CAPITALCONTRIBUTED	Capital contributions during fiscal period	Currency	
OTHERADJUSTMENT S	Other adjustments	Currency	
INCOMEALLOCATED	Income / loss allocated during fiscal period	Currency	
DRAWINGS	Drawings	Currency	
CAPITALEND	Capital account at end of fiscal period	Currency	
BOX1	Net Canadian & foreign bus. income / loss	Currency	
BOX2	Net foreign business income / loss	Currency	
BOX3	Net Canadian & foreign rental income / loss	Currency	
BOX4	Net foreign rental income / loss	Currency	
BOX5	Capital cost allowance	Currency	
BOX6A	Actual amount of eligible dividends	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX6B	Actual amount of ordinary dividends	Currency	
BOX7	Interest and other investment income from Canadian sources	Currency	
BOX8	Foreign dividends & interest	Currency	
BOX9	Patronage dividends from a corporation	Currency	
BOX10	Capital gains / losses used to calc. ded.	Currency	
BOX11	Reserves for dispositions of capital property	Currency	
BOX12	Capital gains / losses not used to calc. ded.	Currency	
BOX13	Business investment loss	Currency	
BOX14	Gross income / loss of partnership	Currency	
BOX15A	Carrying charges and interest expenses	Currency	
BOX15B	Dividend rental arr. compensation payments	Currency	
BOX16	Quebec income tax withheld at source	Currency	
BOX17	Foreign income tax paid on non-business income	Currency	
BOX18	Foreign income tax paid on business income	Currency	
BOX19	Donations and gifts	Currency	
BOX20	Other gifts	Currency	
BOX21A	Investment tax credit - depreciable property	Currency	
BOX21B	Investment tax credit - other property	Currency	
BOX24A	Paid up capital - share of debts	Currency	
BOX24B	Paid up capital - share of qualified property	Currency	
BOX24C	Paid up capital - share of total assets	Currency	
BOX25	R & D Expenditures	Currency	
BOX26	At-risk amount	Currency	
BOX27	Limited partnership loss	Currency	
BOX28	Canadian exploration expenses	Currency	
BOX29	Canadian development expenses	Currency	
BOX30	Canadian oil & Gas property expenses	Currency	
BOX31	Expenses related to foreign resources	Currency	
BOX32	Quebec exploration expenses	Currency	
BOX33	Quebec surface mining or oil & gas exploration expenses	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX34	Exploration expenses incurred in Northern Quebec	Currency	
BOX35_28	Assistance corresponding to box 28	Currency	
BOX35_29	Assistance corresponding to box 29	Currency	
BOX35_30	Assistance corresponding to box 30	Currency	
BOX35_32	Assistance corresponding to box 32	Currency	
BOX35_33	Assistance corresponding to box 33	Currency	
BOX43	Capital repayment	Currency	
BOX44	Dividend tax credit	Currency	
BOX45	Eligible taxable capital gains on resource property	Currency	
BOX50	Number units acquired during fiscal period	Currency	
BOX51	Cost per unit	Currency	
BOX53	Limited-recourse amount	Currency	
BOX54	At-risk adjustment	Currency	
BOX55	Other indirect adjustments	Currency	
BOX60	Canadian exploration expenses	Currency	
BOX61	Canadian development expenses	Currency	
BOX62	Quebec exploration expenses	Currency	
BOX63	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX64	Exploration expenses incurred in Northern Quebec	Currency	
BOX65	Share and security issue expenses	Currency	
BOX66_60	Assistance - box 60	Currency	
BOX66_61	Assistance - box 61	Currency	
BOX66_62	Assistance - box 62	Currency	
BOX66_63	Assistance - box 63	Currency	
BOX66_64	Assistance - box 64	Currency	
DETAILS01	Details, line 1	Text, 100	
DETAILS02	Details, line 2	Text, 100	
DETAILS03	Details, line 3	Text, 100	
DETAILS04	Details, line 4	Text, 100	
DETAILS05	Details, line 5	Text, 100	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
EMAILADDRESS	Recipient email address	Text, 255	
OKATOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field

### 13.7.18 Headings for RL17

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R17"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME1	First recipient last name	Text, 30	Required field
FIRSTNAME1	First recipient first name	Text, 12	
INITIAL1	First recipient middle initial	Text, 1	
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.
YEAR	Year	Text, 1	<b>2009</b>
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (box A)	Currency	
INCOMYEAR	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	
SLIPSTATUS	Status of slip	Text, 1	<b>R - Original,</b> A - Amended or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>

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COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field
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### 13.7.19 Headings for RL25

#### T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R25"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required field
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary middle initial (type 1, 2 & 6)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1, 2 & 6)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL2	Second beneficiary middle initial (type 1, 2 & 6)	Text, 1	
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.
BENEFICIARYNUM	Employer assigned number	Text, 20	
TRANSIT	Bank transit number	Text, 10	
RECTYPE	Recipient type (box 23)	Text, 1	1
REPORTCODE	Status of slip	Text, 1	<b>R - Original,</b> A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
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

Heading	Description	Type, max. size	Comments, Examples & Defaults
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
SECONDINDIVIDUAL	Is second recipient an individual (type 1, 2 & 6)	Yes/No	
NAMESPRINCIPAL	Principal person who established trust deed	Text, 25	
SIN	First beneficiary SIN	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	<b>Yes</b>
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	<b>T4 TimeSaver Enterprise only</b> Optional field