AvanTax eFORMS 2011

Help & User's Guide

AvanTax eFORMS 2011

2/24/2012

Table of Contents

Foreword

We at ELM Computer Systems Inc. would like to thank you for using AvanTax eForms.

It is thanks to suggestions from our clients, both new and returning, that eForms has become the quality product that it is today.

Thank you!

Part I

1 Introduction

1.1 About AvanTax eForms

***NOTE**: As of September 2011, T4 TimeSaver has been renamed to AvanTax eForms. It's still the same software and we're still the same people; but we wanted our name to better show that we do more than T4s. Other than the name and a bit of a face-lift, there is no difference between eForms and the software you once knew as T4 TimeSaver.*

Since its introduction as T4 TimeSaver in 1988, AvanTax eForms has been used by thousands of Canadian businesses each year to reliably produce CRA and Revenu Québec information returns. eForms enables its users to easily enter or import data, process for specific errors and submit paper and/or electronic returns.

Originally written for MS-DOS in 1988, T4 TimeSaver was rewritten for Windows in 1997 and subsequently updated to use the .NET framework (v. 2) in 2007. In 2011 T4 TimeSaver was rebranded to AvanTax eForms to better reflect its multiple forms capability. If you have need of one of our older versions, all eForms/T4 TimeSaver releases from 1997 onward are **available from the downloads page** on our website: **www.AvanTax.ca/eForms**

The AvanTax eForms development team is committed to providing software for producing Canadian information returns that is superior to any other system. With that in mind, this version of eForms has been designed from the ground up to provide a solid foundation for ongoing product development and simplify the addition of new product features.

New features in the 2011 version of eForms include:

- Updated to support both French and English
- New forms added: RRSP, T5008, TFSA & RL-18
- New Start Page to give better access to frequently used functions

eForms can be used to prepare returns for the following information slips:

Canada Revenue Agency (CRA): NR4, RRSP, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200 & T2202A, TFSA
Revenu Québec (MRQ): RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17, RL-18 & RL-25

The selection of forms that are available depends on the version of AvanTax eForms installed:

eForms Lite: T4, T4A, T5, RL-1 & RL-3
eForms Basic: NR4, RRSP, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-17, RL-18 & RL-25
eForms Plus: NR4, RRSP, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17, RL-18 & RL-25
eForms Enterprise: NR4, RRSP, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17, RL-18 & RL-25

For well over 20 years your comments, suggestions and requests have helped us to continually improve eForms/T4 TimeSaver; **THANK YOU!** You have helped to make eForms what it is today.

No matter how long you've been using eForms, please let us know if you have an idea that might improve it. While we do not guarantee that we will include all suggested improvements into the eForms, we promise you that we will give each suggestion our careful consideration.

1.1.1 Requesting System Enhancements

We highly value your suggestions; in fact, many of the forms and features now available in eForms are the result of suggestions made by our clients.

If you have an idea that you think should be added to eForms please call or **send us an email** (or **send us an email** in Quebec) and tell us about it; we'd love to hear from you. We will give your suggestion our careful consideration but do not guarantee that it will incorporated into eForms.

To all of you who have provided suggestions over the years: Thank you for helping to make eForms the finest information slip preparation software available in Canada!

1.1.2 System Requirements

Operating System Requirements

Windows
eForms will run on any current Windows version (32 bit or 64 bit) with .NET Framework 2.0 installed. Current Windows versions include: XP, Vista, 7, Server 2003 & Server 2008. eForms may run on non-current Windows versions, but as these are no longer supported by Microsoft we cannot guarantee all features of eForms will work and we may not be able to resolve any problems you encounter.

Apple
eForms will run in Windows on Mac computers using Boot Camp (or similar dual-boot systems) or Parallels (or similar virtualization systems). See **File Locations** 128 for further details

Terminal Server
eForms will run on Terminal Servers that support Windows applications. Refer to the documentation for your Terminal Server for recommended installation procedures.

Novell
We do not guarantee eForms to work on Novell networks, although some clients report success. If you do try, ensure that file and path names are no longer than eight characters each as Novell does not always correctly resolve long file names.

Hardware Requirements

Workstation (required for all installations)
The workstation on which eForms will be used (either as a stand-alone application or in a client-server environment) must be capable of supporting a current version of Windows and meet the hardware requirements of the Windows version installed on it.

- **Minimum System Memory -** As a guideline, Windows XP offers best performance with 2Gb of RAM installed (we do not recommend less than 1Gb); Windows Vista and Windows 7 perform best with at least 3Gb of RAM (we do not recommend less than 2Gb).
- **Disk Drives and Data Storage -** 100 Mb of disk space is required to install eForms plus an additional 100Mb for data files. An empty data file can range from 700kb to 3Mb in size; dependant on how the database has been configured 50. Data can be stored on any local, network or external hard disk as well as memory keys. **NOTE: Do not store data on floppy disks as this WILL result in computer instability, crashes and data loss.** Ensure that sufficient space is available for Windows to maintain its paging file (typically 1.5 times the RAM installed on the computer) as well as for temporary files or print jobs created during system use.

Network
To use eForms as a client application hosted on a network server the server must be running: a) Any current Windows Server version; or b) A server operating system capable of hosting Windows clients.

Terminal Server
To use eForms in a Terminal Server environment you must have a terminal server capable of hosting Windows clients and software.

Print and Electronic Output
eForms creates much of its printed output as Adobe Portable Document Format (PDF) files which can be printed using any Windows compatible printer. Adobe Reader is not required for the generation of these reports but is required to view them on-screen. Returns can be filed on paper (required a printer), CD or DVD media (requires a CD or DVD writer) or as an XML file submitted via the Internet (requires an Internet connection).

Data Import from Excel
Microsoft Excel must be installed in order to import data from an XLS file. (Importing from XLSX files is not supported.)

1.1.3 AvanTax eForms Versions

AvanTax eForms is available in four Windows versions (Lite, Basic, Plus and Enterprise), providing a range of features that will satisfy the requirements of any firm; regardless of its size. Throughout this manual, features that are available only on specific versions of eForms will be appropriately noted. Forms available are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

AvanTax eForms Lite
eForms Lite is our entry level package and has been designed for firms with smaller data processing requirements. Returns can be prepared for up to 5 companies, with a maximum of 25 slips of each type for each company.

AvanTax eForms Basic
eForms Basic is the ideal solution for your information return preparation needs; whether you produce returns for your own organization or for multiple client organizations. Unlimited in the number of returns it can process, eForms Basic can be used to prepare returns for even the largest organizations with a minimum of fuss and bother.

AvanTax eForms Plus
Our most popular package, eForms Plus includes all the features of eForms Basic and offers greater flexibility by adding expanded electronic filing, multi-user networking, data import and partnership forms. eForms Plus is used by more firms across North America than any other eForms version.

AvanTax eForms Enterprise
eForms Enterprise is an enhanced version of eForms Plus and has been designed to meet the data entry, reporting and management needs of even the largest organizations. With enhanced reporting and forensic analysis capabilities, eForms Enterprise will become THE tool of choice for professionals across Canada.

At any time during the 2011 tax season you can upgrade or downgrade to a eForms version that better meets your needs; you will be invoiced or refunded for any difference in cost; excluding shipping charges. Databases are fully interchangeable between eForms Basic, Plus and Enterprise. If you are moving to or from eForms Lite, ELM's technicians can import the databases for you for a fee.

1.1.3.1 AvanTax eForms Version Comparison

AvanTax eForms Version Comparison Chart (2011)

	Features (may change without notice)	eForms LITE	eForms BASIC	eForms PLUS	eForms ENTERPRISE
Platform (See note 1)		Windows	Windows	Windows	Windows
Max. number of companies		5	Unlimited	Unlimited	Unlimited
Max. number of slips per return		25	Unlimited	Unlimited	Unlimited
User friendly data entry		o	o	o	o
Identify and adjust over/under paid CPP/QPP, EI & QPIP		o	o	o	o
Roll data forward to next version (See note 2)		o	o	o	o
Free	Fully functional trial version	**Download**			
	Technical Support Email: 9am - 8pm EST, Mon - Fri Tel: 9am - 5pm EST, Mon - Fri	o	o	o	o
Forms	T4, T4A &T5	o	o	o	o
	RL-1 & RL-3	o	o	o	o
	NR4, RRSP, T4PS, T4RIF, T4RSP, T4A-NR, T4A-RCA, T5007, T5008, T5018, T2200, T2202A, T1204, TFSA, RL-2, RL-8, RL-17, RL-18 & RL-25		o	o	o
	T5013 & RL-15 partnership returns			o	o
	T3 & TP-646 Trust Income tax returns (See note 3)				o
Electronic & Internet filing in XML format (CRA & MRQ approved)		o	o	o	o
Print facsimile returns on plain paper (CRA & MRQ approved)		o	o	o	o
Print returns on CRA & MRQ forms		o	o	o	o
On screen preview of all reports		o	o	o	o
Save reports in CSV, HTML, PDF, RTF, XLS, TXT or image formats		o	o	o	o
Simultaneous live display of multiple related forms		o	o	o	o
Batch return printing		o	o	o	o
Batch Internet filing				o	o
Import CSV, Excel & XML data and 3rd party payroll data in XML format (See note 4)				o	o
Export slip information to CSV format				o	o
Multi-user access to database				o	o
System event viewer					o
Email password protected PDF slips to recipients					o
Enhanced data import					o
Enhanced company filing status					o
Price - Annual Site License		$95.00	$275.00	$435.00	$525.00

NOTES (features may change without notice):
(1) - eForms requires a current version of Windows; eForms can be used in Windows installations on Apple hardware with Boot Camp
(2) - Databases created with eForms Basic, Plus or Enterprise are interchangeable. Databases created by eForms Lite can be transferred to any other version by our staff for a fee
(3) - T3 Slip & Summary and RL-16 Slip will be included initially and additional T3 & RL-16 forms will be included as the season progresses.
(4) - Import from Excel requires Microsoft Excel

1.1.3.2 AvanTax eForms Order Form

2011 AVANTAX eFORMS T4 TIMESAVER

ELM Computer Systems Inc.
502 Gordon Baker Road
North York ON M2H 3B4

Fax: 416 495-0044
Tel: 800 268-3211
GTA: 416 495-1624
Français: 514 499-9669

Primary contact:	Position:
Email:	Language: En. [ ] Fr. [ ]
Alternate contact:	Position:
Email:	
Company name:	Client #:
Address:	
Phone:	Fax:

Annual Site License

	Unit Price	Qty	Ext. Amount
2011 AvanTax eForms Enterprise	$525.00		
2011 AvanTax eForms Plus	$435.00		
2011 AvanTax eForms Basic	$275.00		
2011 AvanTax eForms Lite	$95.00		

Optional Supplies

White 3 part perforated letter paper, 500 sheets (CRA slips except NR4, T4A-NR, T5013; MRQ slips except RL-15)	$35.00		
White 2 part perforated letter paper, 500 sheets (CRA slips: T4, T4A, T4A-NR, NR4, T2202A)	$35.00		
White 3 part perforated legal paper, 500 sheets (CRA slips: T3, T5, T4PS, T4RIF, T4RSP, T5007, T5008) **INVENTORY CLEARANCE - Save $20.00 per package!**	$**15.00**		
Pink 3 part perforated letter paper, 500 sheets (optional for 3-part slips)	$35.00		
Blue 3 part perforated letter paper, 500 sheets (optional for 3-part slips)	$35.00		
Yellow 3 part perforated letter paper, 500 sheets (optional for 3-part slips)	$35.00		
Plain pink letter paper, 500 sheets (optional for summaries)	$15.00		
Plain blue letter paper, 500 sheets (optional for summaries)	$15.00		
T4 window envelopes, 5.75 x 9 in., pkg. of 100 (CRA slips: T4, T4A, T4A-NR, NR4, T2202A)	$16.00		
Printed user manual (*PDF version of the manual is included with the software*)	$25.00		

Shipping Options [ ] Check HERE to request the *Early Shipping Option* (* see note below)

Select one	1. I will download the software from the internet	**FREE**		**$0.00**
	2. Ship supplies only and I'll download the software from the internet	$20.00		
	3. Ship the first release by courier and I'll download any updates	$30.00		
	4. Ship the first release by courier and ship any updates by Canada Post	$50.00		
	Add an additional $3.50 for each package of paper or envelopes over four packages	$3.50		

Payment Options [ ] Cheque enclosed [ ] Visa [ ] MasterCard [ ] Amex

Credit card number		Expiry (mm/yy):
Cardholder's name		
Signature		

SUB TOTAL	
GST/HST (Canada only)	
TOTAL	

* **Early Shipping Option:** The final version of eForms will not be shipped until the first week of January, because some CRA and MRQ forms and approvals are not available until late December. If you prefer to receive a production version in early December, please check the Early Shipping Option. This version will be essentially complete, with the possible exception of some minor changes to the printed returns. It can be used to enter all your data, but we advise you to wait for the final release of the software before final printing or electronic filing of returns. You will be notified by email when the final release is available, and you can download it from our web site.

1.2 About ELM Computer Systems Inc.

ELM Computer Systems Inc. was established in 1978 to provide comprehensive Information Technology services to businesses in the Greater Toronto Area. Although concentrating on the GTA, ELM provides reliable remote support and management solutions to businesses anywhere in Canada. Our clients include members of the accounting, health, legal and transportation industries as well as many others. Over the years and through continual training we have acquired expertise in all aspects of business computing & networking and are experts in custom software design on systems from handheld to desktop computers. Because each of our staff has over 20 years experience we are also able to support older technologies such as MS-DOS, Novell and other obsolete software.

Please visit our website to learn more about ELM Computer Systems: www.elmcomputers.com Software and IT resources available from ELM Computer Systems include:

- Onsite and remote support & computer maintenance; from stand-alone systems to entire networks
- Consulting services
- QuickBooks ProAdvisor services
- Custom software development
    - AvanTax eForms: The software described in this user guide (www.AvanTax.ca/eForms)
    - AvanTax Auto: Automobile taxable benefits calculator (www.AvanTax.ca/Auto)
    - Handheld data collection: Used to tabulate and upload data from heating and cooling plants
- ELM Bulletin - A monthly newsletter covering all aspects of business computing

If you have any questions about how ELM can help you get the best use out of your computers please use the contact information provided below.

ELM Computer Systems Inc.
502 Gordon Baker Road
North York, Ontario
L1T 2Z2

Toronto: 416 495 1624
Toll Free: 800 268 3211
Fax: 416 495 0044

Email: info@elmcomputers.com
Website: www.elmcomputers.com

1.3 Technical Support

As a registered user you may contact us with any questions concerning 2011 AvanTax eForms. Although we can resolve most problems over the phone or by email, we may occasionally need to connect to your system or obtain a copy of your database to resolve your problem. We may not be able to resolve a problem if we are not able to work on a copy of the database in question.

To send us a copy of your database, select **Send E-mail to Technical Support** from the **Help** 41 menu; your default email program will start and the database can be added to your email message as an attachment. The current eForms database is displayed on the **Start Page** and can also be displayed using the **About eForms** or **Diagnostics** options of the **Help** 41 menu.

Confidentiality Statement
Under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered during their use of eForms. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Send Error Log
You can also send ELM an error log by selecting **Send Error Log to Technical Support** from the **Help** 41. A log containing the details of any problems encountered during the use of eForms will be sent to our Technical Support staff for evaluation.

Contact English Language Technical Support
English technical support is available by telephone Monday to Friday from 9am to 5pm ET and by email Monday to Friday from 9am to 8pm ET. We also regularly check email on Saturdays and will respond to emergency situations.

English Language Technical Support Hot Line (GTA)	416 495 1624
Toll Free	800 268 3211
Fax	416 495 0044
Email	support@AvanTax.ca
eForms Website	www.AvanTax.ca/eForms

Contact French Language Technical Support
Technical support is available in French from our support team in Montreal from 9am to 5pm ET.

French Language Technical Support Hot Line	514 499 9669
Fax	514 499 9669
Email	SoutienTechnique@AvanTax.ca
eForms Website	www.AvanTax.ca/eForms/index-FR.html

1.4 License Agreement

AvanTax eForms ("program") is owned by ELM Computer Systems Inc. ELM Computer Systems grants you, the registered user, a nonexclusive, non-transferable license to use the program. You are expressly prohibited from distributing the program with its authorization code to any third party, 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. All other trademarks are the property of their respective owners.

You are permitted to use the program on any or all computers at or associated with a single location (a unique street address) with no restriction on the number of users. Use of the program at affiliates, branch offices or other locations (a secondary street address) is prohibited unless a separate license has been purchased for each location in question.

1.5 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, or other files or information, generated by the Package for submission to Canada Revenue Agency or Revenu Québec. 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 Revenu Québec (paper forms) and ELM Computer Systems, Inc. (electronic forms).

We specifically state that our comments in any communication that may occur between you and ELM Computer Systems regarding filing or submission requirements, tax law and the like are not to be considered as professional advice. All such questions must be directed to the appropriate government agency.

Program features described in this document (and screenshots of program features) are of the latest eForms release installed on a fully patched Windows 7 computer and may not exactly reflect what is shown while using older program releases or other versions of Windows.

Part II

2 Installing AvanTax eForms

eForms may be installed on any storage media accessible to your computer. The program can be installed without affecting 2010 T4 TimeSaver databases, nor will reinstalling 2011 eForms affect current databases. Despite this we strongly recommend that you ensure you have a reliable backup of your data prior to installing 2011 eForms and its updates.

Before beginning the installation note the following security issues:

1. The logon account used for the installation must have local administrator privileges on the computer where the installation will take place.
2. The logon account must have read/write access to all network resource involved in the installation.
3. The logon account for any eForms user must have read/write/modify access to any folder containing eForms databases.
4. The logon account for any eForms user must have read/write/modify access to any folder used by eForms; including the program installation folder.
5. In a Network Administrator installation, the logon account for any eForms user must have read/write/modify access to the eForms Network Administration installation folder.

Installing eForms from CD

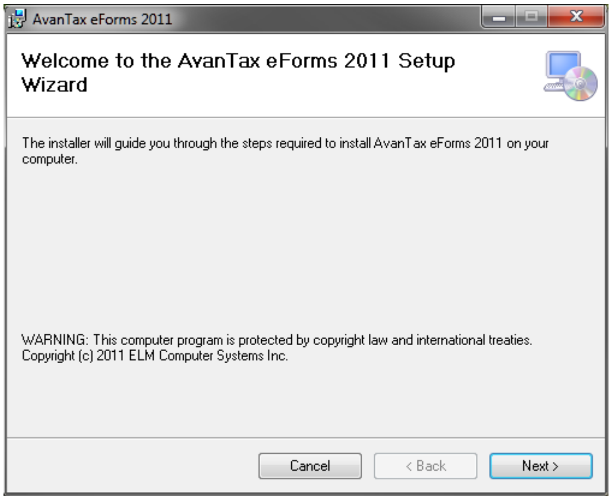
To install eForms from the CD follow these steps:

1. Copy the original CD media and store the original in a safe place.
2. Close all open applications to avoid possible conflicts with the installation program.
3. Insert the copied installation CD in an appropriate drive.
4. The installation program should start automatically, please follow the steps below if it does not:
   a. Click on the Windows **Start** button, usually in the lower left corner of your display.
   b. Start the Windows **Run** dialogue by one of the following methods:
      i. In Windows XP - select **Run** from the **Start Menu**.
      ii. In Windows Vista/7 - type **Run** in the Search box.
      iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) and press the letter "R".
   c. Type ***drive*:eFormsSetup.msi** (where "*drive*" designates the drive containing the installation CD) in the Run dialogue.
   d. Click **OK** to begin installing eForms.

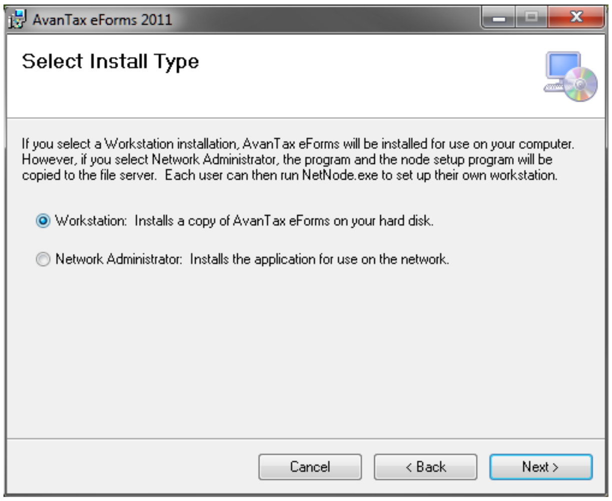
Installing eForms from the Internet

To install eForms from the Internet follow these steps:

1. Download the installation package from our website: eForms Downloads; if your Internet browser give you the choice to save or run the installation package, save it to a location you can remember for the next step.
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, please remember to restart them once eForms has been installed.
3. Start the Windows **Run** dialogue:
   a. Click on the Windows **Start** button, usually in the lower left corner of your display.
   b. Start the Windows **Run** dialogue by one of the following:
      i. In Windows XP - select **Run** from the **Start Menu**.
      ii. In Windows Vista/7 - type **Run** in the Search box.
      iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) and press the letter "R".
   c. Type ***location*\eFormsSetup.msi** (where “*location*” designates the folder where you saved the downloaded installation package) in the Run dialogue.
   d. Click **OK** to begin installing eForms.



Select Install Type
When the setup program begins, follow the directions as they appear on your display. Unless you have special installation requirements or are installing to a network location you can generally accept the default settings. You will be given the option to install eForms in one of two ways: As either a Workstation or Network Administrator installation; see notes below and at the end of this section.



Workstation Installation
Select Workstation from the **Select Install Type** window if you will install eForms individually on each workstation. This will install the program on any local hard drive or network drive available to the workstation and place all support files and resources required by the program on the workstation's hard drive. This is the best option to choose if you do not have a network or will be using eForms on a small number of workstations. **NOTE**: Use the Workstation Installation to install AvanTax eForms to a Terminal Server environment.

Network Administrator Installation
Select **Network Administrator** from the **Select Install Type** window if you will install eForms on a network drive for subsequent distribution to each workstation. At each workstation, you will be required to run **NETNODE.EXE** from the installation folder on the network to copy the files needed to run eForms onto the workstation. This is the best option to choose if many people will be using eForms on computers connected by a network. **NOTE**: Do not use the Network Administrator Installation to install AvanTax eForms to a Terminal Server environment.

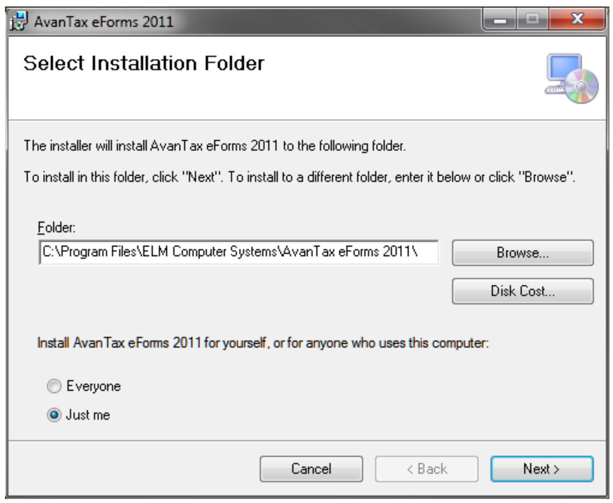
Important Note for Network Administrator Installation

To prevent User Account Control (UAC), a security feature of Windows Vista and Windows 7, from preventing the **NETNODE.EXE** installation you may need to follow these steps:

1. Right-click on **NETNODE.EXE** (do not double-left-click).
2. From the menu, choose the option to "Run as administrator."
2. Click on "Yes" if a UAC prompt is displayed.
3. **NETNODE** installation will begin.

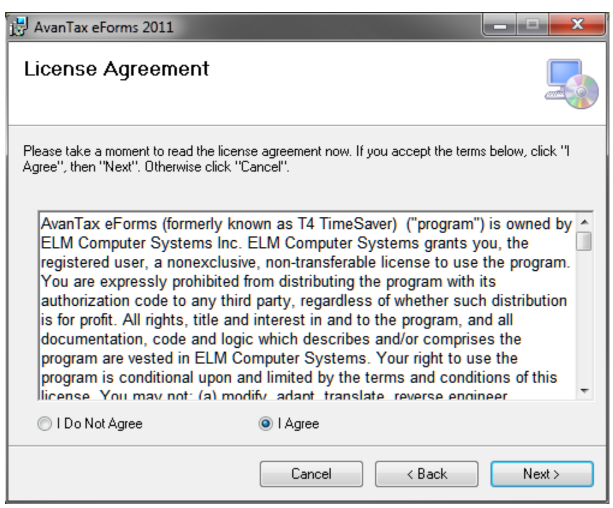
Select Installation Folder

Enter the destination folder in the **Folder** field; this is the folder to which eForms will be installed, it should be a location that is always available. You have the option to choose if the current user or all users of this computer will have access to the eForms installation. It is recommended that you not install eForms to removable storage of any type. Click **Next** to proceed with the installation of eForms.



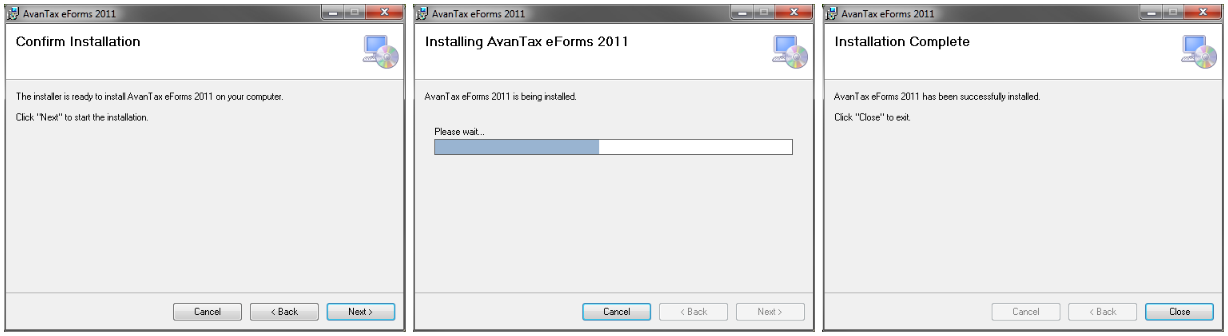
License Agreement

The eForms license agreement will be displayed. Review the license agreement and click **I Agree** to continue the installation or **I Do Not Agree** to cancel the installation.



Confirm & Complete the Installation

Confirm the installation by clicking **Next**, at which point the installation will complete. Click **Cancel** to cancel the installation or click **Back** to modify installation parameters.



<u>**NOTES**</u>:
1 - Workstation Installation - A Workstation installation enables each workstation to access data files stored on a network resource but eForms updates must be installed individually for each installation.

2 - Network Administrator Installation - After a Network Administrator installation you must run **NETNODE.EXE** (in the Network Administrator installation folder) on each workstation that will have eForms installed. This can be done manually, using Active Directory or through any of a variety of scripting tools. A eForms icon will appear on the workstation's desktop which must be double clicked to complete the installation. (If the workstation is disconnected from the network, eForms will still operate but will not be able access the **User Profile** 29 and any data files located on the network.) In most cases, program updates need only be installed on the server to have the update propagate to each workstation. Refer to **Important Note for Network Administrator Installation** 21 (above) for NETNODE.EXE installation instructions.

3 - Terminal Servers - Using eForms in a Terminal Server environment requires that a **Workstation Installation** of eForms be performed at the console of your Terminal Server using the appropriate Terminal Server application installation protocols.

4 - Databases - Whether your computers have a Workstation Installation, a Network Administrator Installation or both; any eForms databases created by one installation can be opened by the other. The only caveat to this is that all eForms installations accessing a given database must be at the same revision level; you can see the revision of any eForms installation by selecting **About** from the **Help** menu.

2.1 Installing Program Updates

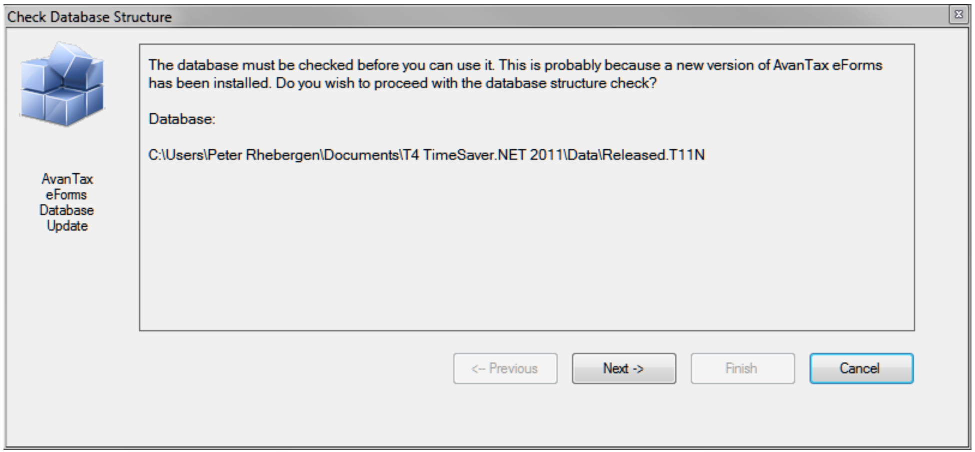
Updated versions of eForms may be released in response to user requests, program updates or bug fixes. Your software license entitles you to download and install these updates at no additional cost. Refer to the section **Receiving Updates** 24 for details on how to obtain updates to eForms.

Each update contains the full eForms installation package and is installed per the **installation instructions** 20. Existing data will not be overwritten (we encourage you to have a reliable backup prior to installing updates) and all user settings and authorization codes will be retained. **We strongly recommend that all users exit eForms prior to installing updates. Failure to do so will almost certainly result in data corruption or loss.**

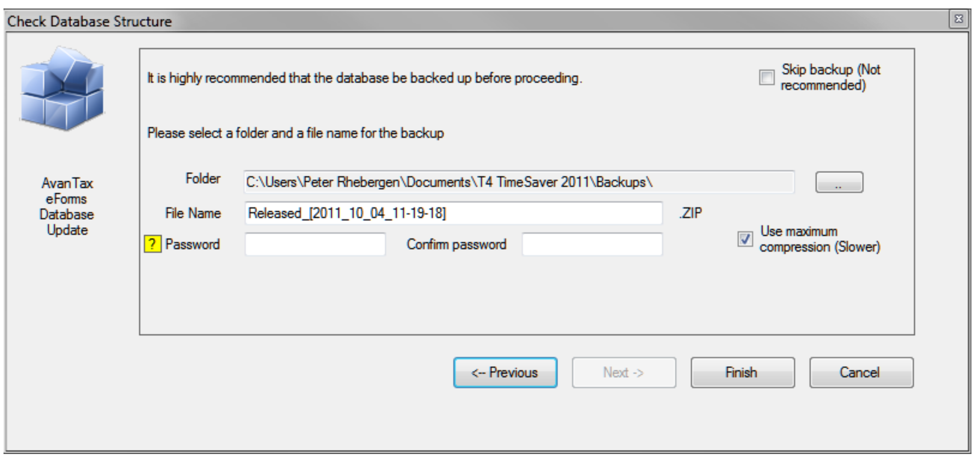
NOTE: If the existing installation is a Network Administrator Installation you will install the update to the server as a Network Administrator installation and all **NETNODE** installations will be automatically updated the next time they are started. In some cases where significant program changes have been made it will be necessary to run **NETNODE** on all workstations; you will be informed if this is required.

To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information displayed should indicate the most recent installation.

After the update is completed you may be notified that the current database must be updated before it can be used.



Ensure that no other users have this database open before proceeding. Once you click "Next" you will be encouraged to make a backup of your database before continuing; a backup is optional but recommended. Backups can be secured by a password; if you use a password make note of it; we cannot recover a lost password.



2.1.1 Receiving Updates

If you provided a valid email address with your order you will receive email notifications whenever a significant update to eForms is released. Clients who purchased the Update Mailout Service (option 4 on the order form) will receive updates by Canada Post. Clients who have opted for Internet distribution can download the updates from our website (eForms) at no cost. Because of its size, typically 50Mb or more, downloading updates is not recommended for those with dial-up Internet connections.

The Downloads section of the eForms website gives details about all updates to the current release of eForms as well as links to final releases for all versions of eForms from 1997 onward.

Part III

3 Getting Started

3.1 AvanTax eForms Start to Finish

Here is a quick list of the steps to follow to get you started in using eForms to prepare your return:

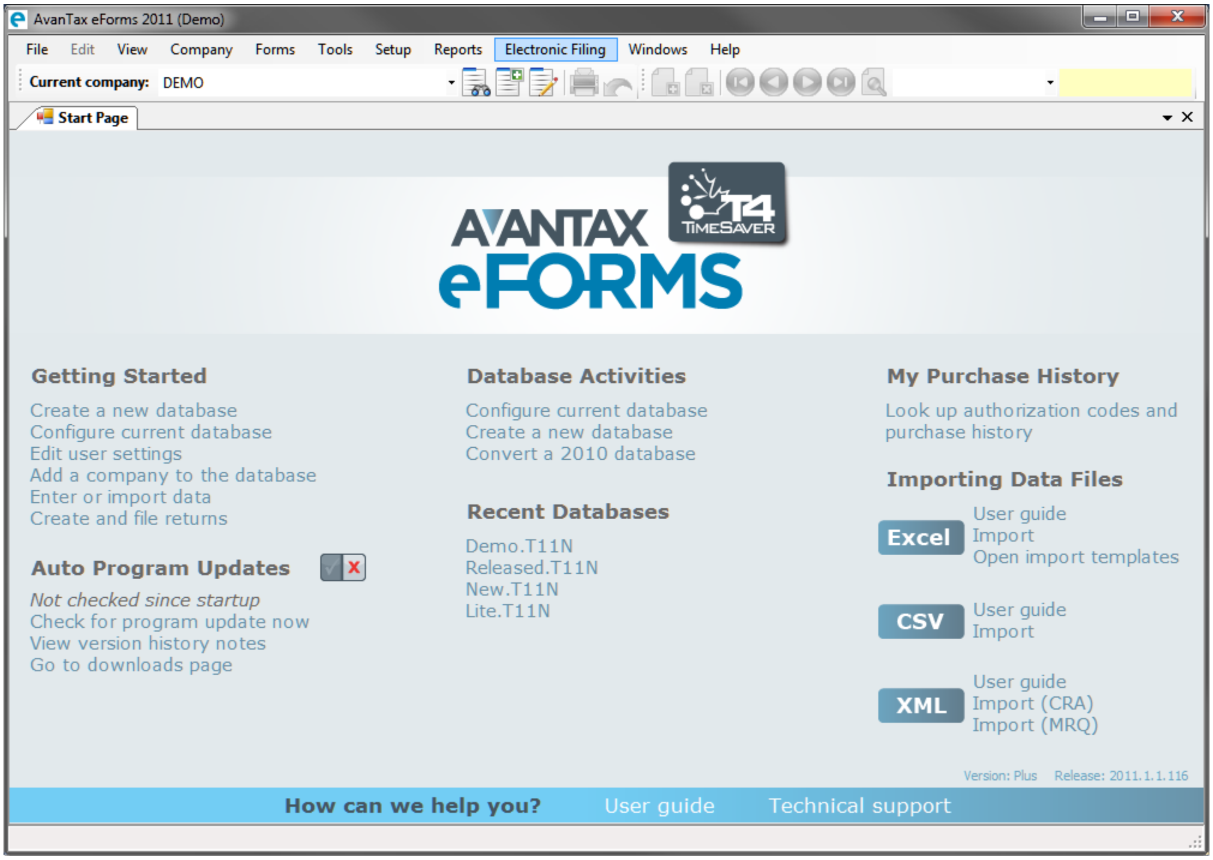
1. Obtain eForms by:
   - ordering through the online store: **https://www.elmcomputers.com/store/store.aspx** (a credit card will be required)
   - faxing a completed **order form** to us at 416 495 0044,
   - contacting **ELM Computer Systems Inc.** 16
     Tel (GTA): 416 495 1624
     Toll Free: 800 268 3211
     Email: support@elmcomputers.com
   - downloading the eForms installation file from the eForms download page:eForms Downloads
2. Follow the **installation instructions** 20 to install eForms
3. **Create a database** 48 if no 2010 database will be rolled forward to the 2011 eForms. (Once you create a database you must **create a company** 55 before you can begin to **enter slip information** 65; summaries will be calculated as slips are entered.)
4. Enter data into the database by either:
   - **rolling data forward** 48 from the 2010 eForms,
   - **importing** 111 data from a CSV, XLS, XLSX or XML file,
   - or **entering the data** 44 manually.
5. Print an **Edit List** 80 to check data for errors and correct as necessary.
6. Run the **Adjustment Report** 82**,** if desired, to calculate CPP/QPP/PPIP & EI for T4 and RL-1 slips.
7. **Prepare the XML** 100 file (required for submissions of 50 slips or more).
8. Prepare any necessary **paper slips** 77 and **paper summaries** 81 (for the recipients, submissions of fewer than 50 slips and/or records keeping).
9. Submit the return(s) to the CRA or MRQ as appropriate and record any submission confirmation information.
10. Archive your data for re-issuing lost slips or (gasp!) subsequent audits.

3.2 Starting the Program

A eForms icon, like the one below, will be automatically created on your desktop. Additionally, a program group named eForms will be added to the **Start** menu, and will contain entries for the eForms 2011 program and its documentation.

2011 eForms

Double click the eForms icon to start the software; the Start Page will be displayed each time that eForms is started. The Start Page provides immediate access to the primary features of eForms and to various sections of the help system.



Getting Started

Provides quick access to the major components of eForms to prepare and file returns.

- **Create a new database** 48 - create a database to hold company and employee information
- **Configure current database** 50 - Add (or remove) return types to (from) the current database
- **Edit user settings** 130 - Edit settings for the current user
- **Add a company to the database** 55 - add a new company to the current database
- **Enter** 44 or **Import** 111 **data**
- Create and file returns

Auto Program Updates

Displays current status of Automatic Update Checking as well as links to check for and download the latest eForms release. Click on "**Auto Program Updates**" to toggle automatic update checking on (indicated by an icon) and off (indicated by an icon). Requires that your computer can access the Internet using FTP.

- **Check for program update now** - check for updates and display update status
- **View version history notes** - display current release notes
- **Go to downloads page** - open Internet browser to the eForms download page: http://www.AvanTax.ca/eForms/eForms_Downloads.html

Database Activities

The name and location of the last few database opened is shown here.

- **Configure current database** 50 - Add (or remove) return types to (from) the current database
- **Create a new database** 48 - Create a database to hold company and employee information
- **Convert a 2010 database** 118 - convert a 2010 database to the 2011 database format

Recent Databases
Displays the nine most recently used databases with the most recent at the top of the list

My Purchase History
Used to look up purchase history and authorization codes for past eForms / T4 TimeSaver versions purchased for your location.

Importing Data Files
Import data into eForms from Excel, CSV or XML source files

- **Excel - User guide** - opens the **Import from Excel** 111 section of the eForms user guide
- **Excel - Import** - opens the Import from Excel dialogue
- **Excel - Open Import Template (xls)** - opens the Excel import templates included with the eForms installation

- **CSV - User guide** - opens the **Import from CSV** 113 section of the eForms user guide
- **CSV - Import** - opens the Import from CSV dialogue

- **XML - User guide** - opens the **Import from XML** 115 section of the eForms user guide
- **XML - Import (CRA)** - import data from a CRA XML file
- **XML - Import (MRQ)** - import data from an MRQ XML file

How Can We Help You
A selection of help options and resources.

- **User Guide -** Opens the AvanTax eForms User Guide that was installed with eForms
- **Technical support** 16 **-** Provides quick access to Technical Support resources

3.3 Registration

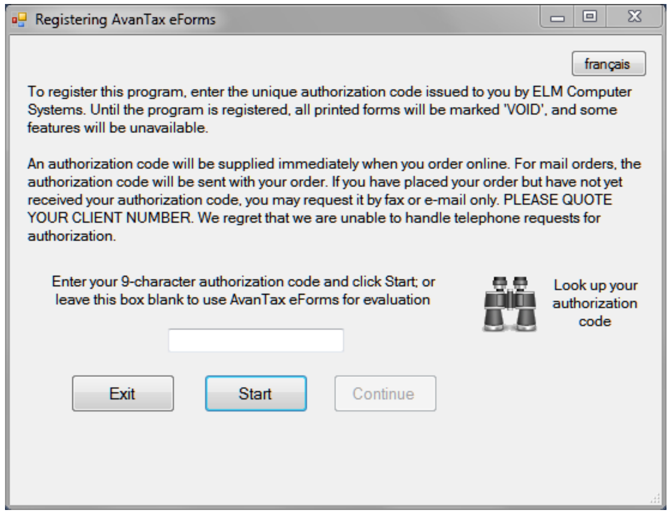
The registration screen will be displayed each time you start eForms until an authorization code has been entered. Without an authorization code, eForms will operate as a demo; all data entered into the demo will be retained upon authorization. An authorization code must be registered before full functionality is activated.

Enter the authorization code issued to you by **ELM Computer Systems** 16 to register your copy of the program. You can receive your authorization code by one of the following methods:

1. The authorization code will be displayed in your Internet browser after successful completion of your order at our **Online Store**.
2. The authorization code will be emailed for orders emailed, faxed or telephoned to us that do not require shipping
3. The authorization code will be included in the product packaging if shipment has been requested

Store your authorization code in a safe location; but contact us if you lose your authorization code

Once you have entered your authorization code you can then click on the **OK** button on the registration screen to begin using eForms.



eForms can be used as a demo by clicking on the **OK** button without entering an authorization code. You will not be able to produce a return, import data or perform other advanced options until an authorization code has been entered, but all other aspect of eForms will function normally.

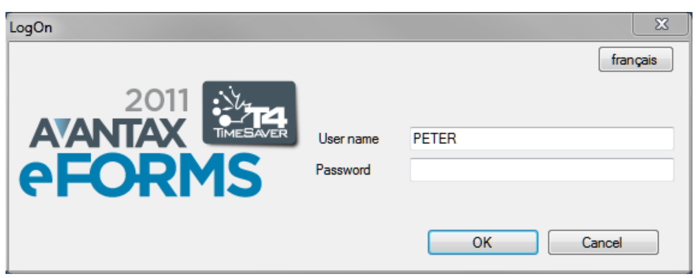
Registered users can see all authorization codes issued to their client number for the current and previous program releases by clicking the "*Look up your authorization code*" button on this screen or by viewing their **Client Profile** at our online store.

eForms is copyright (c) 1987-2011 by ELM Computer Systems Inc. Please refer to the **License Agreement** 17 for full details of the agreement between ELM Computer Systems Inc. and the purchaser/users of the package.

3.4 User Names and Passwords

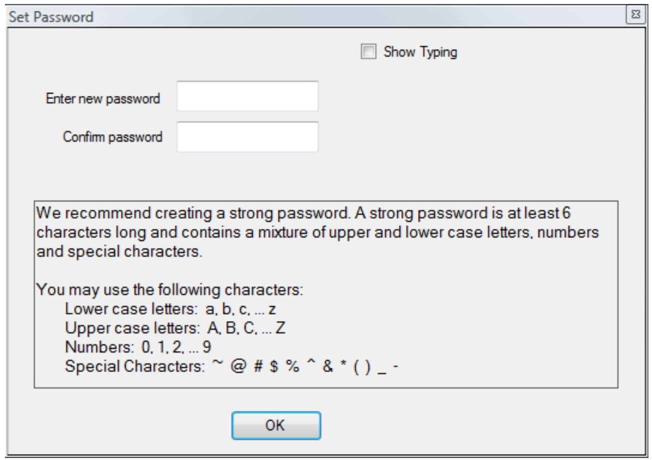
eForms Plus & Enterprise Only

If you use either eForms Plus or Enterprise you will be prompted for a user name and password upon starting the software. You can enter any name you wish to use for a username, not necessarily your computer or network user name. A unique user ID should be assigned to each user as simultaneous logins by the same user name could result in data access problems.



Each time a new user name is entered, you will be prompted to create an account and password for the user. You are not required to create a password but it is recommended that you do so in environments where greater data privacy is required. You can change the password at any time by selecting the **Change Your Password** 129 option from the **Setup** 37 menu. Please keep track of your password as it is difficult to recover if misplaced.

Users can use the language button at the top right of the logon screen to toggle between the English or French user interface. (The language can also be changed using the **Language** 130 item of the **Setup** menu.)

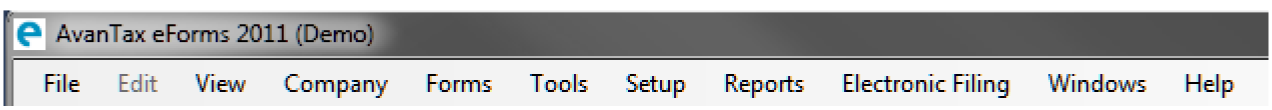


Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.) associated with that user. Each user can establish their own preferences and default values by selecting **User Settings** 126 from the **Setup** 37 menu.

Upon installation, eForms Plus and Enterprise will create the ADMIN user account. The ADMIN user account has access to high level maintenance and administrative functions, we recommend you configure a password for this account to prevent unauthorized use of this account. As we may not be able to recover a lost password for you, please store the ADMIN password in a secure location.

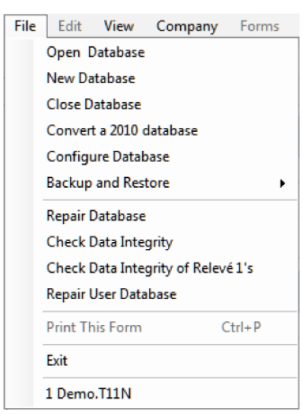
3.5 Main Menu

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 or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name.

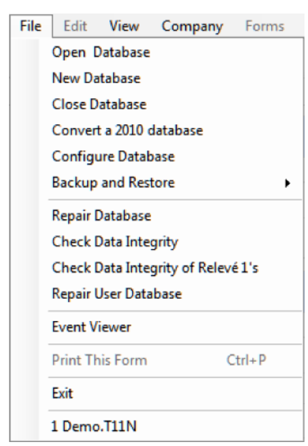


Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.1 File Menu



File Menu (Lite, Basic & Plus)



File Menu (Enterprise)

Open Database - Opens an existing 2010 or 2011 eForms database (if you are opening a 2010 eForms database the **Convert Databases** 118 dialogue will be displayed)

New Database - Creates a new eForms database

Close Database - Closes the currently open database.

Convert a 2010 Database - Opens the database conversion tool to convert a 2010 database.

Configure Database - Opens the **Configure Database** 50 dialogue and allows the user to (de)select the returns to be included in the current database, deselecting unused returns can speed up various file operations.

Backup and Restore - Opens a sub-menu by which a database may be either backed up or restored.

Repair Database - Checks currently open database and repairs any damage.

Check Data Integrity - Checks integrity of currently open database.

Check Data Integrity of Relevé 1s - Checks integrity of Relevé 1 data in currently open database.

Repair User Database - Checks database storing user information (user name, session status & etc.) and repairs any damage.

Event Viewer (*Enterprise*) - Allows the system administrator to view data events of the system.

Print This Form / CTRL + P - Sends currently open form to the default printer.

Exit - Closes all open forms and dialogues and exit eForms.

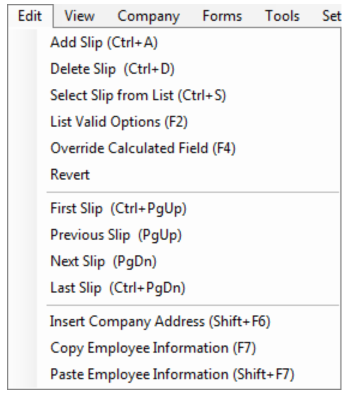
The names of the most recently used databases appear at the bottom of the File menu. (The name of the current database appears beside eForms 2011 in eForms' title bar.)

Once eForms as been used to access one or more databases, a list of recently used databases will appear below the **Exit** menu item.

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.2 Edit Menu

The Edit Menu will not be activated until a company has been entered (using the **Company** menu).



Add Slip / CTRL + A - Adds one slip of the current type to the current return.

Delete Slip / CTRL + D - Deletes the currently open slip.

Select Slip from List / CTRL + S - Displays a list of all slips of the current type from which one may be selected for display.

List Valid Options / F2 - Lists valid inputs for fields flagged with the icon.

Override Calculated Field / F4 - Allows entering custom data into a calculated field.

Revert - Removes changes made to slip after most recent save.

First Slip / CTRL + PgUp - Displays first slip in current sort order.

Previous Slip / PgUp - Displays previous slip in current sort order.

Next Slip / PgDn - Displays next slip in current sort order.

Last Slip / CTRL + PgDn - Displays last slip in current sort order.

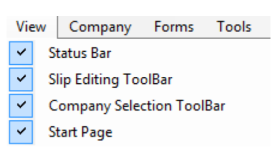
Insert Company Address / Shift + F6 - Pastes the address of the current company into the displayed information slip.

Copy Employee Information / F7 - Copies employee name and address data from the displayed information slip.

Paste Employee Information / Shift + F7 - Pastes employee name and address data into the displayed information slip.

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.3 View Menu

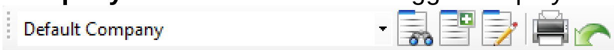


Status Bar - Toggles display of the status bar at the bottom of the eForms window.

Slip Editing ToolBar - Toggles display of the slip editing Toolbar.

(Refer to **Toolbar** 42 for button descriptions)

Company Selection ToolBar - Toggles display of the company selection toolbar.



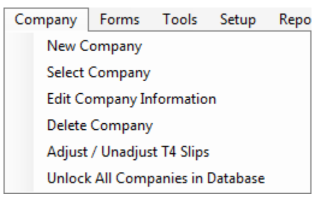
(Refer to **Toolbar** 42 for button descriptions)

Start Page - Toggles display of the **Start Page** 26.

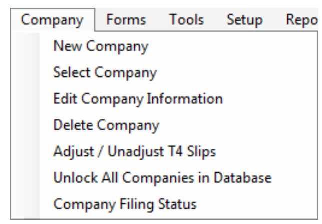
Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.4 Company Menu

The Company Menu will not be activated until a database has been opened (using the **File** menu).



Company Menu (Lite, Basic & Plus)



Company Menu (Enterprise)

New Company - Used to create a new company

Select Company - Selects from a list of existing companies

Edit Company Information - Used to change general **Company Information** 56, **Adjustment Options** 57 **Adjustment Options** and **Net Pay** 60 calculation settings

Delete Company - Deletes the current company, after confirmation

Adjust/Unadjust T4 Slips - Opens the **Adjustment Report** 82 to adjust the T4/RL-1 slips for the current or selected companies

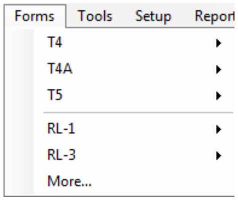
Unlock All Companies in Database - Closes all companies locked open either by improper program termination or by not exiting eForms

Company Filing Status (*Enterprise*) **-** Opens the **Filing Status** 87 window in which the filing status of information returns for any company can be reported

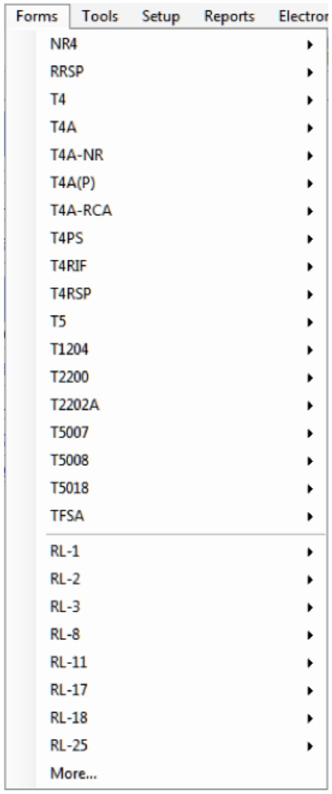
Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.5 Forms Menu

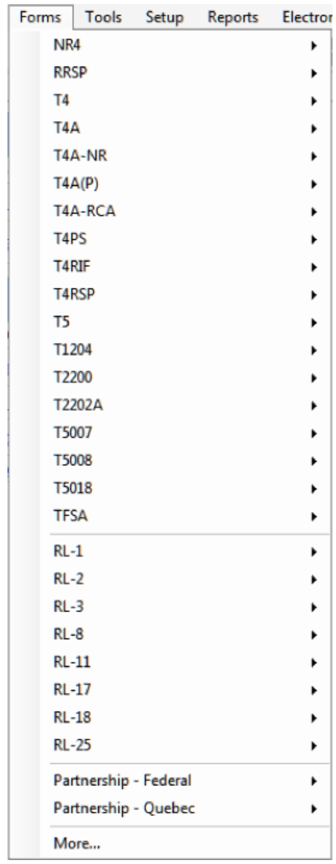
The Forms Menu will not be activated until a company has been entered (using the **Company** menu).



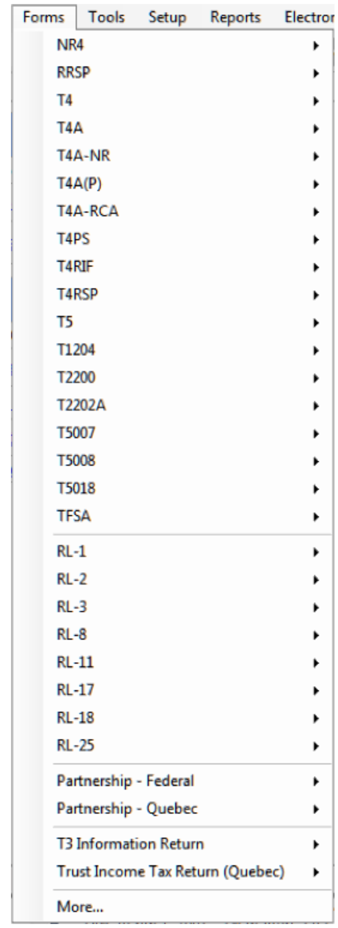
Forms Menu (Lite)



Forms Menu (Basic)



Forms Menu (Plus)



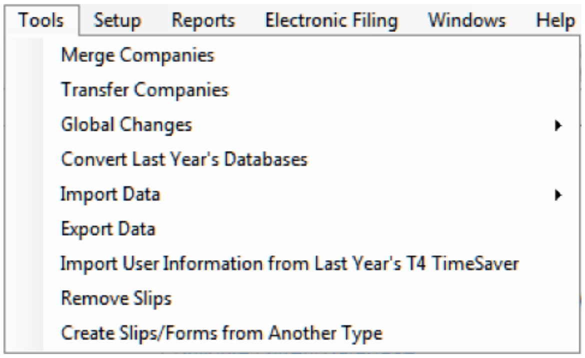
Forms Menu (Enterprise)

The Forms Menu is used to access the various data entry screens for each slip. Forms that are not available in your eForms version will not appear in the Forms Menu. Clicking on a form will display all data entry screens for that form.

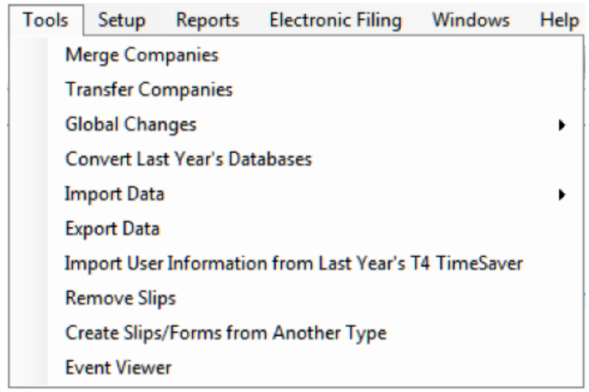
More - Select this item to display the **Configure Database** 50 dialogue which will enable you to enable & disable forms within the current database.

Forms available from the Forms Menu are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

3.5.6 Tools Menu



Tools Menu (Lite, Basic & Plus)



Tools Menu (Enterprise)

Merge Companies - Opens the **Merge Companies** 108 dialogue

Transfer Companies - Opens the **Transfer Companies** 108 dialogue

Global Changes - Make global changes to **Adjustment Options** 57, **Contact Information** 110 and **Slip Information** 110

Convert Databases - Used to **Convert databases** 48 from 2010 T4 TimeSaver data into 2011 eForms format

Import Data - Allows you to import data into eForms from Excel and XML format files, you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file

Export Data - Using this tool you can export data from any form to a CSV format file

Import User Information from Last Year's eForms - Imports user setup information from 2010 T4 TimeSaver into 2011 eForms installation

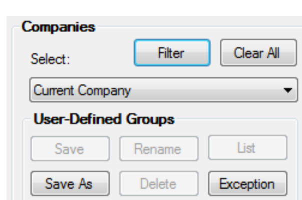
Remove Slips - Removes slips 118 of any or all types from any or all companies

Event Viewer (*Enterprise*) **-** Opens the **Event Viewer** 119 window in which significant events occurring during use of eForms can be reported

Create Slips from Another Type (*under development*) - Use **Create Slips from Another Type** 120 to create slips of one type from already existing slips of another type

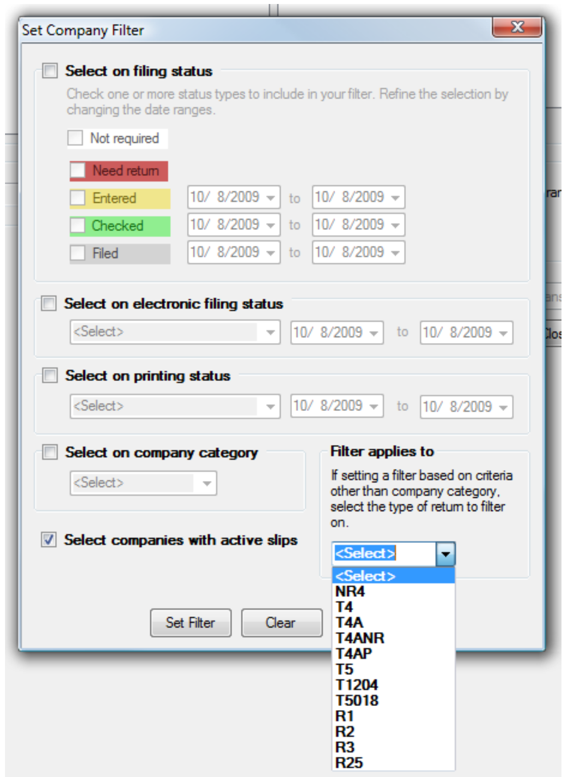
Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.6.1 Common Features



Some tools, such as the **Transfer Companies**, **Remove Slips** and **Event Viewer** tools share a common data selection panel. This panel enables the user to specify a range of data that will be acted upon by the tool in question.

Filter



The Filter button displays the "Set Company Filter" window which is used to filter the companies that the tool will act upon to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into eForms
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the Revenu Québec
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

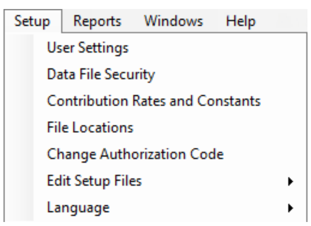
Clear All
Clears all flags set through the **Filter** button.

Select
Used to choose between
- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

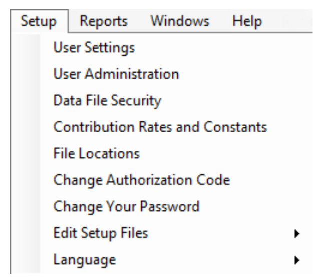
User Defined Groups
Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future activity. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

3.5.7 Setup Menu



Setup Menu (Lite & Basic)



Setup Menu (Plus & Enterprise)

User Settings - Configures per-user settings for **New Company Defaults** 122, **T4 Adjustment Defaults** 122, **Data Entry** 123, **Electronic Filing** 95 and other **Options** 125

User Administration (*Plus & Enterprise*) **-** Opens **User Administration** 126 dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

Contribution Rates and Constants - Edit **Contribution Rates and Constants** 127 used in CPP, QPP, PPIP & EI calculations & adjustments

File Locations - Displays the **folders** 128 used by eForms for data, output & settings

Change Authorization Code - Used to enter a new or replacement **Authorization Code** 128

Change Your Password (*Plus & Enterprise*) **-** Changes the current user's **password** 129

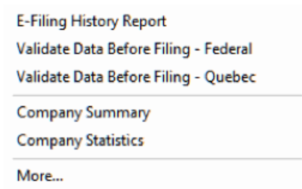
Edit Setup Files - To be used with eForms technical support to directly edit **System Settings** 129, **Paths** 129 and **User Settings** 130

Language - Used to select either English or French as the language of choice

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.8 Reports Menu

The Reports Menu will not be activated until a company has been entered (using the **Company** menu).



Reports Menu (Lite & Basic)

Reports Menu (Plus)

Reports Menu (Enterprise)

(NOTE: Forms have been removed to show only functions unique to each eForms version)

The Reports Menu is used to prepare the various information slips for printing. Clicking on a form will display all reports available for that form.

E-Filing History Report - Opens the **Electronic Filing History Report** 83, showing return types that have been electronically filed

Validate Data Before Filing - Federal - Opens the **Validation Report** 84 to check CRA form data for errors.

Validate Data Before Filing - Quebec - Opens the **Validation Report** 84 to check MRQ form data for errors.

Company Summary (*Basic, Plus & Enterprise*) **-** Validates data against the CRA schema prior to electronic filing.

Partnership - Federal (*Plus & Enterprise*) **-** Prepare Federal Partnership forms for printing.

Partnership - Quebec (*Plus & Enterprise*) **-** Prepare Quebec Partnership forms for printing.

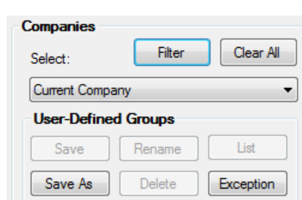
E-mail Recipient Slips (*Enterprise*) **-** Email recipient copies to recipient's email address.

Company Filing Status (*Enterprise*) **-** Opens the Filing Status window by which the filing status of information returns for any company can be reported.

More - Select this item to display the **Configure Database** 50 dialogue which will enable you to enable & disable forms within the current database.

Forms available from the Reports Menu are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

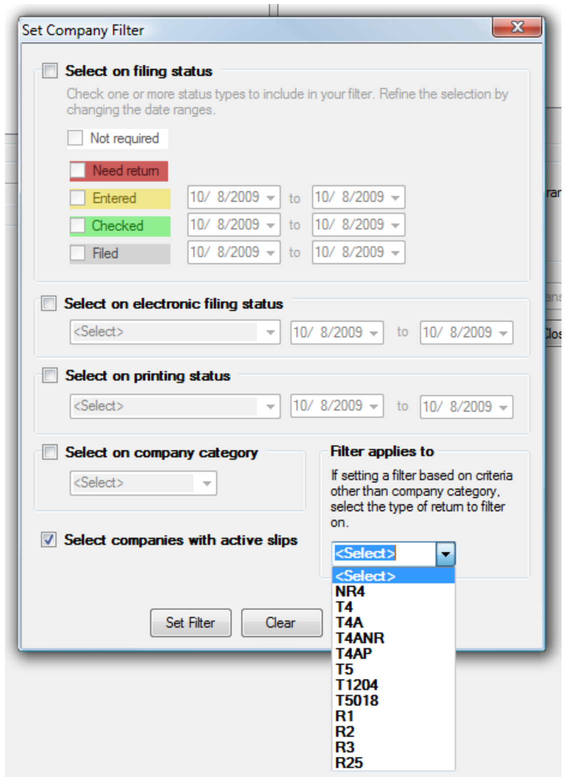
3.5.8.1 Common Features



Most reports share a common data selection panel. This panel enables the user to specify a range of data that will be included in the selected report.

Filter

The Filter button displays the "Set Company Filter" window which is used to filter the companies included in the selected report to those of greatest interest to the user. The Filter button will also appear in the Filing Status window.



Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - o Not Required - No return is required
  - o Need Return - A return is required
  - o Entered - A return has been entered into eForms
  - o Checked - Data entered has been checked
  - o Filed - The return has been filed with the CRA and/or the Revenu Québec
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - o Processed - The return has been processed for electronic filing
  - o Not Processed - The return has not been processed for electronic filing
- Select on printing status - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - o Slips and Summaries Printed - Slips and Summaries have been printed
  - o Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

Clear All
Clears all flags set through the **Filter** button.

Select
Used to choose between

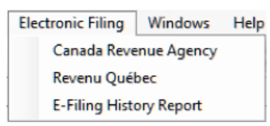
- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

User Defined Groups
Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future reports. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

3.5.9 Electronic Filing Menu

The Electronic Filing Menu will not be activated until a company has been entered (using the **Company** menu).



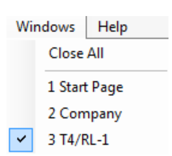
The Electronic Filing Menu is used to prepare information slips for **electronic filing** 95 to CRA or MRQ.

Canada Revenue Agency - Opens the electronic filing dialogue to process CRA forms

Revenu Québec - Opens the electronic filing dialogue to process MRQ forms

E-Filing History Report - Opens the **Electronic Filing History Report** 83, showing return types that have been electronically filed

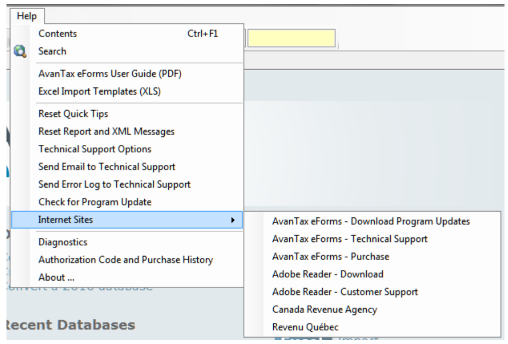
3.5.10 Windows Menu



From the Windows Menu the user can see all windows currently open in eForms and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

Close All - Closes all currently open windows in eForms, leaving eForms running. Used when functions, such as database repair, ask to close all open windows.

3.5.11 Help Menu



Contents - Displays a list of all help topics

Search - Search the help file for specific words or phrases

AvanTax eForms User Guide (PDF) - Displays the user Guide that was installed with eForms

Excel Import Templates (XLS) - Opens the included templates for data import (*Plus & Enterprise*)

Reset Quick Tips - Restores pop-up help settings to the default value of displaying pop-up help where applicable

Reset Report and XML Messages - Resets all messages to their default display options, all confirmation messages will again be displayed

Technical Support Options - Displays eForms **technical support** 16 contact information

Send Email to Technical Support - Creates a new email to send to eForms technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

Send Error Log to Technical Support - Sends an error log to eForms technical support

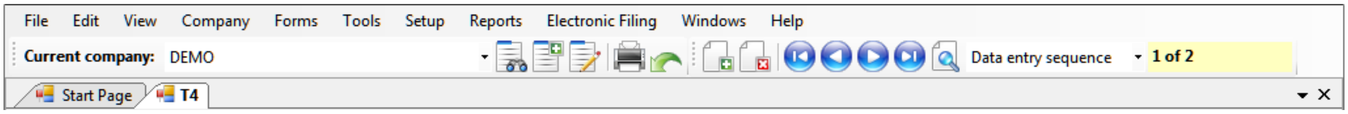
Check For Program Update - Checks the eForms website (**www.AvanTax.ca/eForms**) if an update has been posted and prompts for download & installation if one is found

Internet Sites - Lists a selection of product and tax related websites
- AvanTax eForms - Download Program Updates: Download eForms updates from the eForms website (**www.AvanTax.ca/eForms**)
- AvanTax eForms - Technical Support: Displays eForms **technical support** 16 contact information
- AvanTax eForms - Purchase: Opens your Internet browser to our online store (for those using the demo eForms)
- Adobe Reader - Download: Download Adobe Reader from the Adobe website (Adobe Reader is the software through with most eForms reports are displayed/printed)
- Adobe Reader - Customer Support: Displays Adobe Reader technical support contact information
- Canada Revenue Agency
- Revenu Québec

Diagnostics - Displays the locations of data, import, output, settings and system files

About - Displays current status of eForms (including: Program version and release date, Authorization Code, Program Installation Path and Current Database)

3.6 Toolbar



The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.

- **Company Name** - Displays the current company name. Use the drop down box to select from the list of companies.

 - **Select a different company** - Opens the list of companies. Highlight the desired one and click Select.

 - **Add a new company** - Opens the Add new company dialog window.

 - **Edit company information** - Opens the Edit company information dialog window.

 - **Print current form** - Opens the Print dialog window for the currently open form.

 - **Revert** - Restores data entry fields to their original values.

 - **New** - Adds a new slip of the type currently in focus.

 - **Delete** - Deletes the current slip. You will be asked to confirm the deletion.

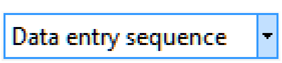
 - **Go to first form** - Jumps to the first slip for the company in the current sort order.

 - **Go to previous form** - Jumps to the previous slip for the company in the current sort order.

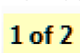
 - **Go to next form** - Jumps to the next slip for the company in the current sort order.

 - **Go to last form** - Jumps to the last slip for the company in the current sort order.

 - **Find specific slip** - Opens the list of recipients to locate a specific slip.



- **Sort Order** - Displays the current slip sort order. Use the drop down box to select whether slips will be sorted by Data Entry Sequence, Employee Name, Employee Number or Social Insurance Number. The available sort options will vary by return type.



- **Slip number** - Displays the number of the current slip and total number of slips.

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.7 Use of Special Keys

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	Opens the internal help system to its Table of Contents

F2	Lists the selection list for a data entry field (indicated by an icon where applicable)
F4	Overrides a calculated field (indicated by an icon where applicable)
Ctrl + A	Adds a slip to the current company
Ctrl + D	Deletes the current slip from the current company
Ctrl + P	Opens the print window (with the current employee selected, if applicable)
Ctrl + S	Allows you to select from the list of slips for the current company and return type
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 and adds a new slip if the current slip is the last slip
Ctrl + PgDn	Moves to the last slip for the current company
Shift +F6	Pastes the address of the current company into the displayed information slip
F7	Copies employee name and address data from the displayed information slip
Shift + F7	Pastes copied employee name and address data into the displayed information slip

3.8 Special Icons

A variety of special icons are used throughout eForms to indicate additional features, information or options. These are listed below:

- Indicates the presence of a selection list for a data entry field, press the F2 key to display

- Used to **Override the Calculated Field** 44

? - Indicates that further information is available for a data entry field

** - Indicates that the **Adjustment Report** 82 has adjusted the original data

... - Indicates that the full text of a truncated label is visible on mouse-over (French only)

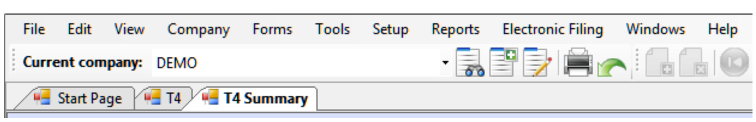
- Indicates that you can browse your computer for the required information (used in **E-Mail Recipient Slips** 85 only)

- Indicates that the designated folder can be opened for viewing (used in **E-Mail Recipient Slips** 85 only)

X - Used to clear data from a specific field (used in **E-Mail Recipient Slips** 85 only)

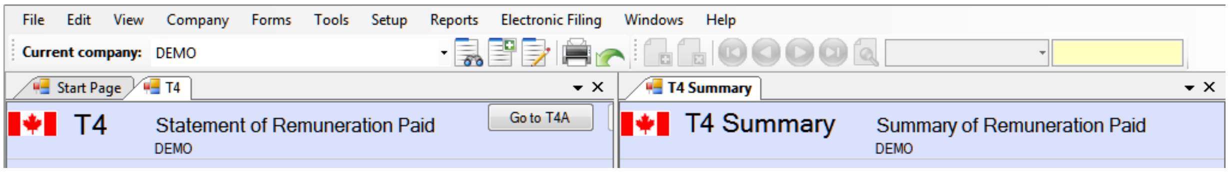
3.9 Split Screen Options

Multiple forms can be displayed at the same time by using the split screen option. Open the forms you wish to view (open as many as you wish); note that each form is identified by an identifying tab.



You can switch between forms by clicking on the tab of the desired form. To view multiple forms side-by-side click-and-drag the tab of one form towards the centre of the eForms window. The following image will appear:

Continue dragging the form to the arrows, as the tab is dragged to any one of the arrows the portion of the screen where the form will be displayed will be highlighted. Release the mouse to display the form in that area. The following image shows the result of dragging the T4 summary to the right side of the screen.



Forms can be moved as desired once the screen has been split by clicking on the tab for the form and dragging it to the desired location. The screen can be split further to accommodate additional forms as needed. Multiple forms can be opened within any split (see example above where tabs for the Start Page and a T4 slip are displayed on the left while a T4 summary is displayed on the right). Closing the last tab in any split will return eForms to full screen mode.

3.10 Entering Data

The data entry screen for each form in eForms will have a data entry field for each box on the respective printed forms (as well as control fields used by eForms). Refer to the guides provided by CRA or MRQ for information and regulations concerning the completion of any form. A warning will be provided if the entered data is invalid.

Below are a number of features to make data entry as quick and easy as possible:

- Data on any form is automatically saved as the cursor moves between fields and when the form is closed.
- The decimal point must be used when entering cents or a dollar amount with zero cents will is assumed.
- A icon displayed to the right of a field indicates that a limited number of valid data entries exist for this field. Double clicking the field or the icon displays the list of valid entries from which to make a selection.
- The current company's address can be copied as the current employee's address by pressing **SHIFT** + **F6**.
- The employee's address can be copied into additional slips by pressing **F7** on the first slip then by pressing **Shift** + **F7** on the additional slip.
- Move the cursor to the next field by pressing either **ENTER** or **TAB**
- Move the cursor to the previous field by pressing **SHIFT** + **TAB**.
- Fields at which the cursor stops can be configured for T4, T4A, T5, RL-1 & RL-3 slips using the **Data Entry** 123 tab of the **User Settings** screen; accessed from the **Setup** menu. Deselected fields will be skipped as the cursor is moved through the form.

3.11 Overriding Calculated Fields

Many slip and summary fields contain calculated values which can be overridden by positioning the cursor at the field in question and pressing the **F4** key or double clicking the icon to the right of the field. The background colour of the field will change to indicate the calculated value has been overridden.

To revert to the calculated value press **F4** or double click the icon to the right of the field. To revert all fields on the form to the calculated values click on the **Recalculate** button. In either case you will be asked to confirm the return to the calculated value.

3.12 Getting Help

The internal help system can be accessed from the **Help** 41 menu or by pressing the [F1] key. Selecting **Contents or Search** opens the help system to the Contents or Search tabs respectively.

The Internet sites submenu, under **Help** 41, lists a selection of useful Internet sites.

As a registered user of the 2011 eForms, you are entitled to contact us for technical assistance at no additional cost. Since we are also highly qualified IT specialists, we be able to help you resolve any problem you may have. Please refer to the **Technical Support** 16 section for our contact information.

Part IV

4 Working with Databases

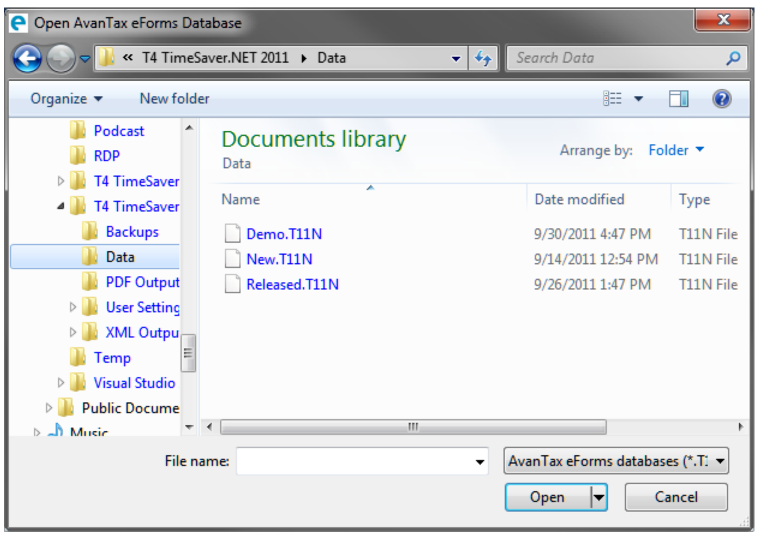
4.1 Special Instructions for eForms Lite

eForms Lite is restricted to a single database named LITE.T11N. The Lite database can contain a maximum of 5 companies with up to 25 slips of each type (T4, T4A, T5, RL-1 & RL-3) per company.

Use the **Open Database** option of the **File** menu to browse to the location of the 2010 T4 TimeSaver Lite database (LITE.T10N) and convert it to a 2011 eForms Lite database (LITE.11N). You will then enter the **Database Conversion** 118 process.

To determine the location of your 2010 T4 TimeSaver Lite database open the 2010 eForms Lite program and use the **File Locations** option of the **Setup** menu.

4.2 Opening a Database



Before you can use eForms you will need to open a database. Choose **Open Database** from the **File** menu and browse to the path and folder that contains the desired database. Select or type the name of the database to be opened in the *File name* field. You can open databases with the following filename extensions:

T10N: Previous year's (2010) T4 TimeSaver database
T11N: Current year's (2011) eForms database

When you open a 2010 T4 TimeSaver database you will be asked if you wish to convert the selected database into the 2011 eForms database format. If you do so, a new 2011 database will be created with the same name as the source database containing all of the company and employee information of the source database. The source database will not be affected.

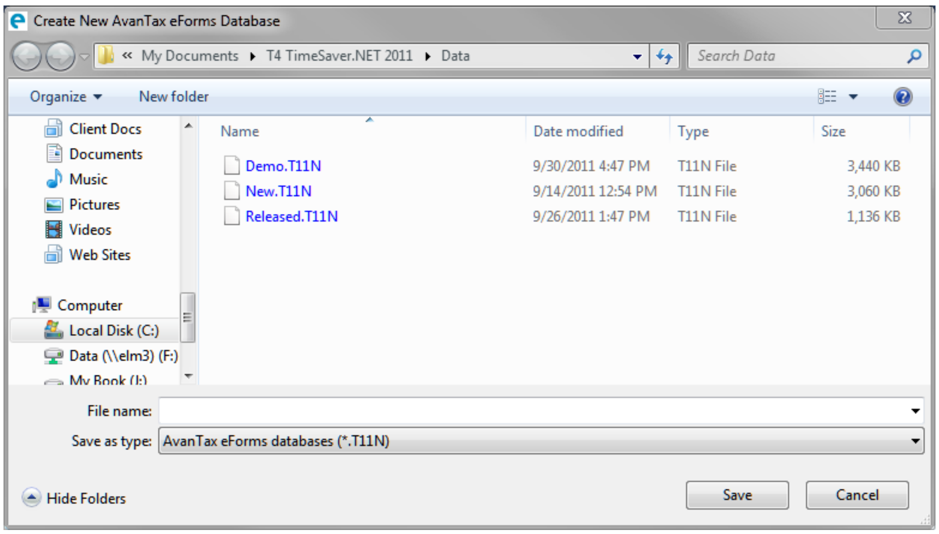
If no database exists you will not be able to use eForms until you create a database by selecting **New database** from the **File** menu.

NOTE: If you cannot access most items under the "Company" Menu, the likely cause is that no database has been opened. You can only create a company or enter company information when a database is open. Likewise, you will only be able to enter forms once a company has been created.

4.2.1 Creating a Database

AvanTax eForms Basic, Plus & Enterprise Only

A eForms 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 eForms is being used, the database is normally stored on a network drive so that it can be accessed by other users. For best performance, we recommend that data files be stored on local or network storage. **Do not store data on floppy disks as this WILL result in computer instability, crashes and data loss.**

Next, enter a valid Windows filename. If you enter the extension, it must be "T11N." If no extension is entered the extension will default to "T11N".

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 eForms window.

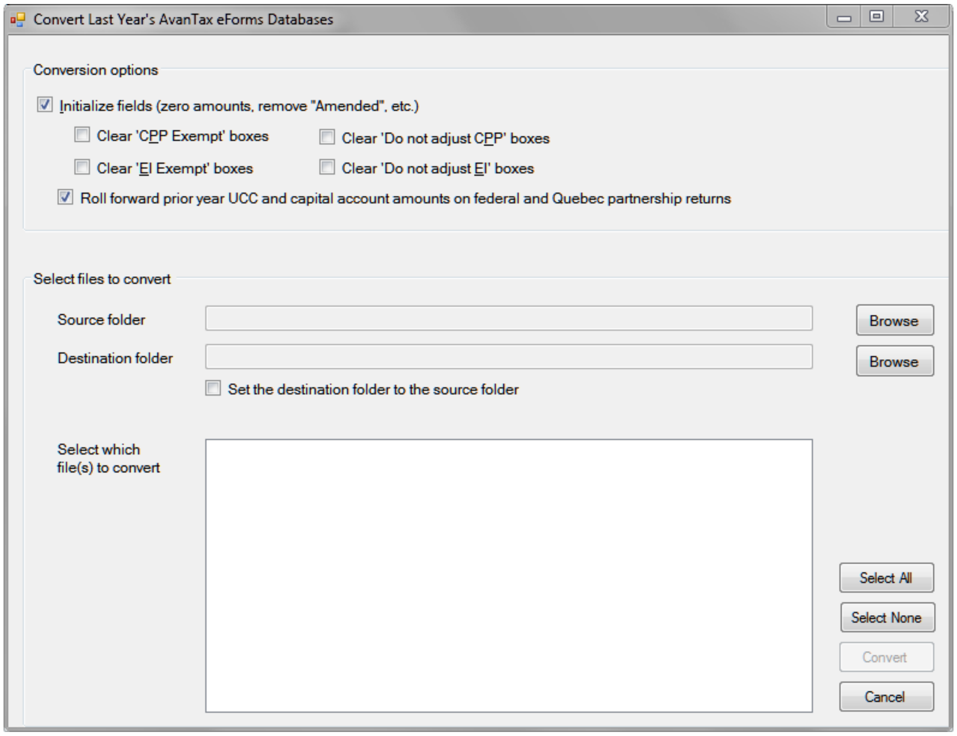
If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created.

Once the database has been created you must **create a company** 55 in order to begin entering data.

4.2.2 Converting a Database

AvanTax eForms Basic, Plus & Enterprise Only

When you open a "T10N" T4 TimeSaver database you will asked if you wish to convert the database into the 2011 eForms database format. In the Convert Database dialogue you will have the option to set all dollar values to zero and initialize CPP and EI exemption options.



Initialize fields (zero amounts, remove "Amended" etc.)
If checked will cause eForms to remove all dollar values during conversion.

- **Clear 'CPP Exempt' boxes** - Removes the 'CPP Exempt' flag from all slips, making them non-exempt
- **Clear 'EI Exempt' boxes** - Removes the 'EI Exempt' flag from all slips, making them non-exempt
- **Clear 'Do not adjust CPP' boxes** - Removes the 'Do not adjust CPP' flag from all slips, allowing them to be adjusted
- **Clear 'Do not adjust EI' boxes** - Removes the 'Do not adjust EI' flag from all slips, allowing them to be adjusted

Roll forward federal partnership Schedule 8 and Schedule 50 for new year (Plus and Enterprise)
Copies contents of federal partnership Schedule 8 and Schedule 50 into 2011 database

Source Folder
Location of the database to be converted, if you are unsure of its location you can either use the **Browse** button or open the 2010 T4 TimeSaver and use its **Setup - > File Locations** menu to display the database location. Once the source has been specified all 2010 databases in the source folder will be displayed in the **Select which file(s) to convert** section. Any or all databases may be selected for conversion. Data in the source database(s) will be copied into a new database in the 2011 format; no changes will be made to the original database(s).

Destination Folder
Location of the converted database. The original database will not be modified in any way, conversion simply copies the original database into the 2011 format and saves it in the specified location.

4.3 Closing a Database

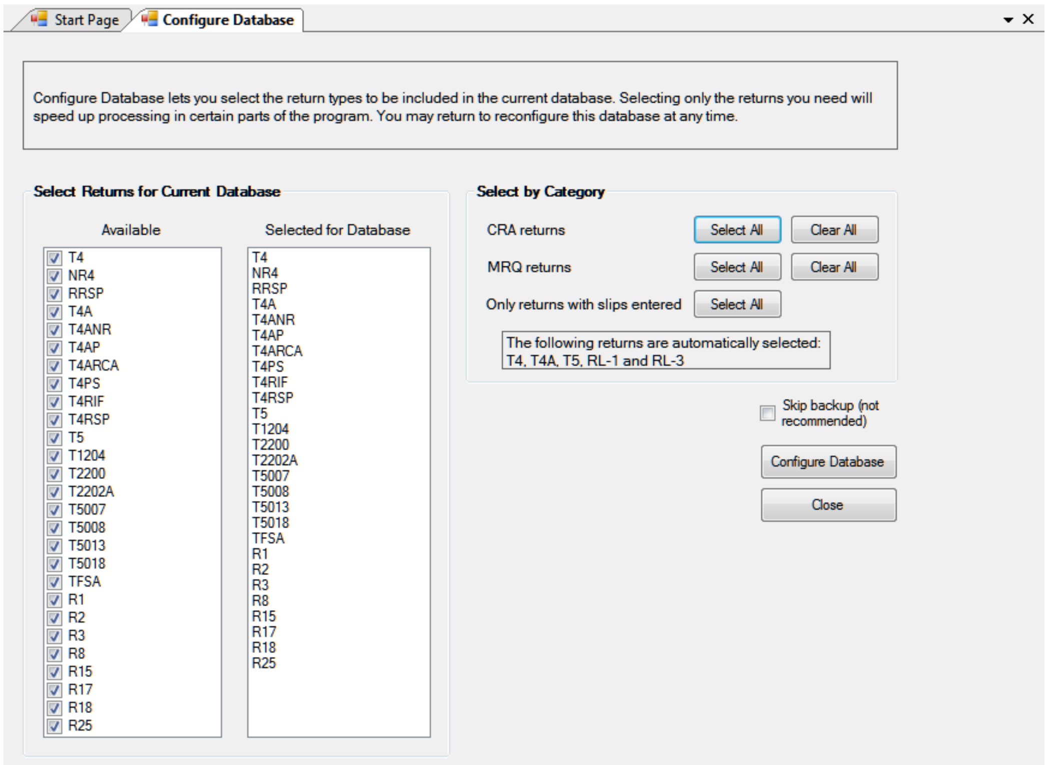
Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you to access the file through your operating system in order to move or backup the database.

4.4 Configure Databases

AvanTax eForms Basic, Plus & Enterprise Only

You can use the **Configure Database** option to reduce the size of eForms databases by de-selecting returns you do not intend to prepare submissions for. Doing this will considerably improve the performance of various database operations within eForms and may also have a beneficial impact on overall program performance.



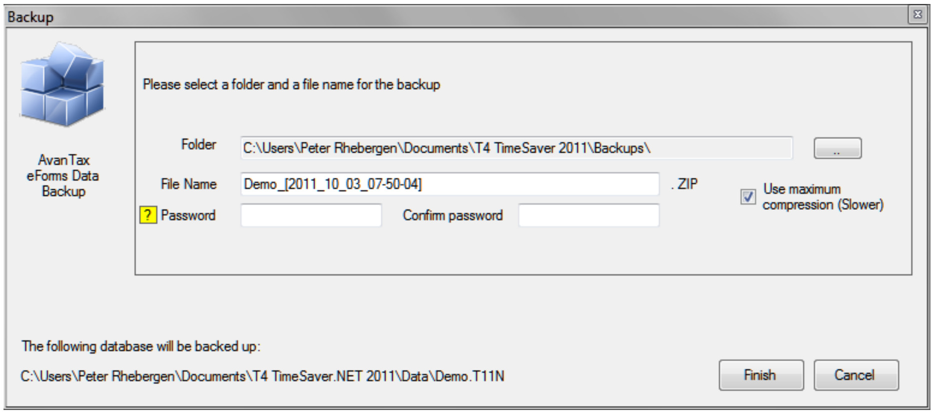
To select and/or deselect any return simply check or uncheck the appropriate box. You can also select and/or deselect return types by category for both the CRA and the Revenu Québec or select all return types for which slips have been entered.

Click the "Configure Database" button to apply your selection.

4.5 Backup and Restore a Database

The Backup and Restore function allows you to make backups of your database for archiving, security or as a precaution prior to installing eForms updates.

<u>The Backup Dialogue</u>



Folder
Enter the name of the folder where you wish to save the backup file. This folder can be on any storage media accessible to the computer running eForms including external and removable storage devices.

File Name
Enter the name you wish to use for the backup file. This name does not need to have any association with the name of your database or company; it is simply a name that will allow you to quickly sort through backup files and pick the appropriate file to restore (see below). We do recommend including the date in the file name so it will be easier to select a backup file from a specific point in time when performing a restore.

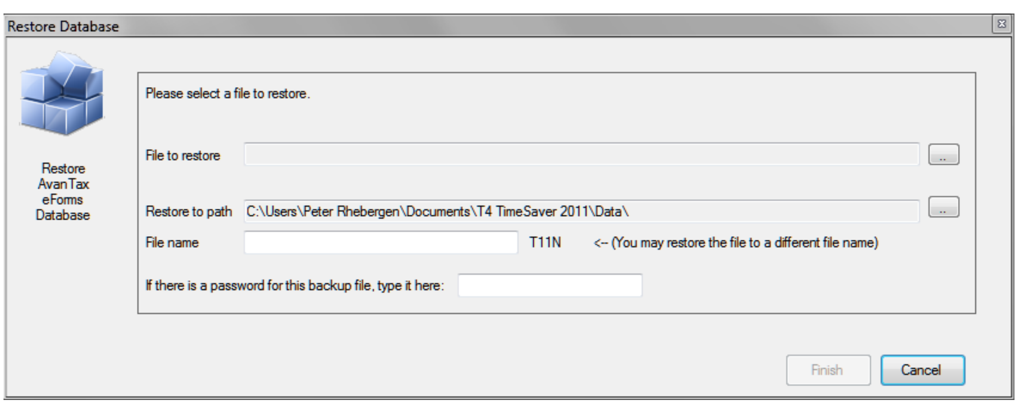
The combination of your selected folder and file name is displayed in the lower left corner of the backup dialogue.

Password / Confirm Password
You may optionally secure the backup file by creating a password. Enter the password, if desired, in the Password field and confirm the password in the Confirm Password field. Passwords can be a combination of any letter, number or symbol; to a maximum length of 30 characters. Passwords are case sensitive **NOTE**: Record your password and store it in a secure location as the backup file will no longer be accessible if the password has been lost and it will not be possible for ELM to recover the password for you.

Use Maximum Compression
While all backup files are compressed, if this box is checked the backup file will be created with maximum compression. This will cause the backup(s) to take up less storage space. While this will slow down the backup and restore process somewhat it is useful if you need to create the smallest backup file possible.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to create your backup. If any users have the database open at their workstation the backup will not be successful.

The Restore Dialogue



Restore this file
Enter the folder and filename you used when creating the backup (see above). You can use the button at the end of the field to browse folders for backup files.

Restore to path
Enter the folder to which you will restore the backup. This can be either an existing folder containing eForms data or a new folder created specifically for the restore. If you are restoring data to an existing folder please be aware that any data in that folder with the same name as is contained in the backup file will be overwritten. If other users have the file open at their workstations the restore will fail.

If there is a password for the Backup...
Enter the password, if any, that was used to create the backup. Please note that passwords are case sensitive.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to restore your data. Once the data has been restored you can access it through eForms' Open Database 47 function.

4.6 Repairing a Database

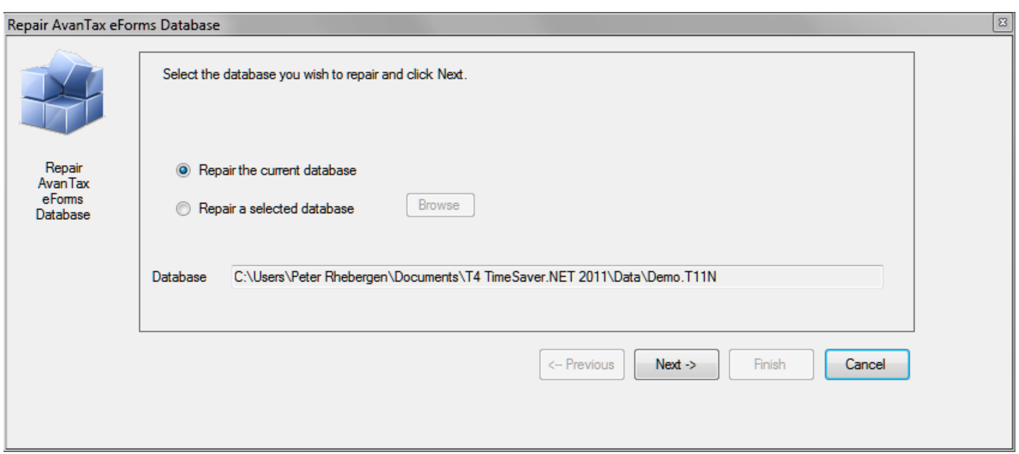
The database repair routine in eForms performs two functions. It compacts databases to save space and it recovers from certain types of file corruption. However, situations such as physical damage to the data storage media (hard drive or disks) or inadvertent erasure of files cannot be rectified by database repair routine.

WARNING: IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE OF eForms TO PROTECT YOUR DATA FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF YOUR DATA ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

When to repair a database
eForms constantly checks the validity of its files and will report any corruption found. This could occur if you had turned off the computer (or re-booted) without exiting eForms 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.

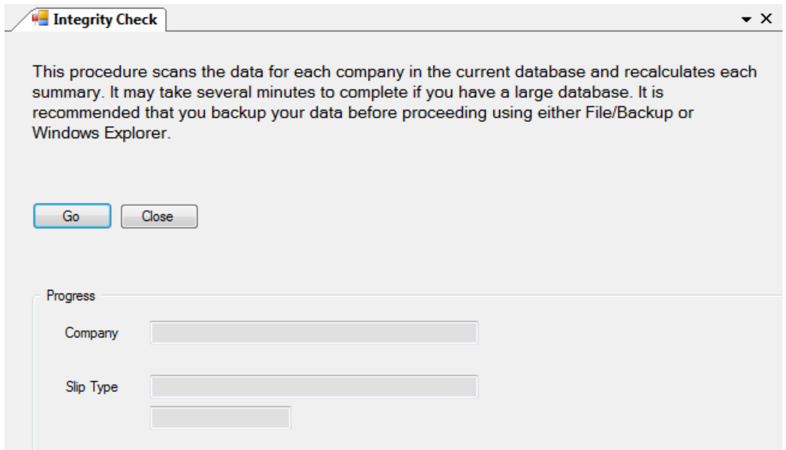
If you get an error message about a corrupted database, you should run the **Repair Database** option in the **File** menu to attempt to correct the damage. Before using this tool we recommend that you make a backup copy of your database and ensure that no other users have that database in use.

Select the **Repair Database** option from the **File** menu. Choose **Yes** to select the current database or **No** to select another. If you have chosen to select a database, highlight the correct database directory and name from the list of available databases and click **Open**. Confirm the name of database to be repaired. You will be prompted to make a backup of the database to be repaired; the backup is optional but highly recommended. 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.



4.7 Check Data Integrity

The Check Data Integrity function will recalculate all summaries in the current database. In most cases data in **overridden** 44 fields will be left unchanged. Once all summaries have been recalculated the words "**Processing Complete**" will be displayed beside the **Close** button. In databases with large amounts of data the Check Data Integrity procedure could take considerable time.



4.8 Repair User Database

All user settings for a eForms Lite or Basic session and for individual eForms Plus or Enterprise user sessions are stored in a dedicated user database. The **Repair User Database** function checks the user database for damage and makes any necessary repairs.

Part V

5 Entering Company/Payer Information

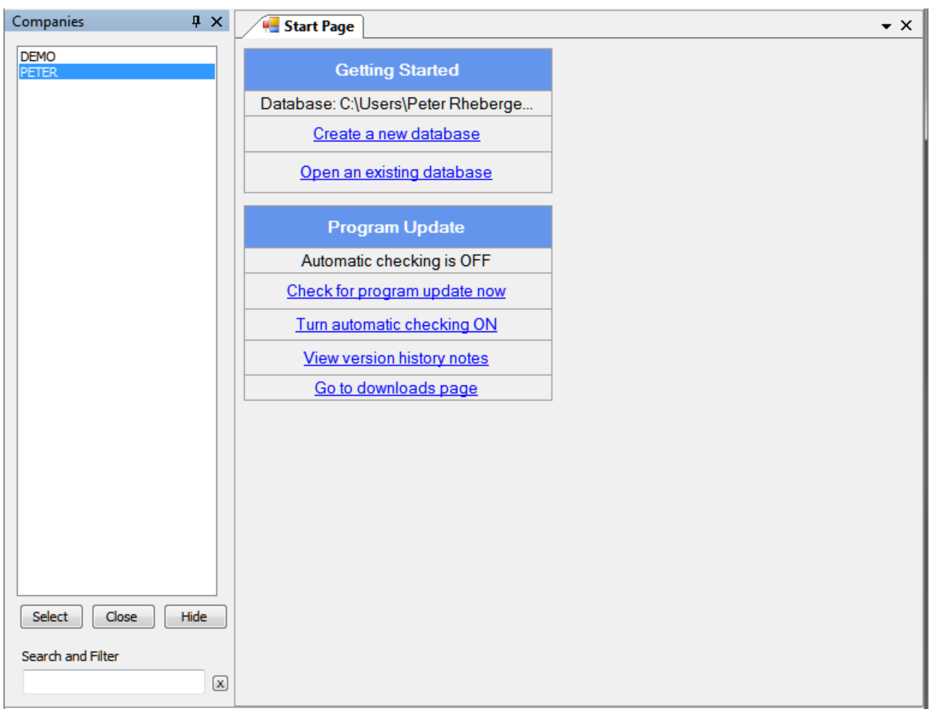
5.1 New Company

You can enter as many companies as necessary in each eForms Basic, Plus or Enterprise database (eForms Lite is limited to 5 companies).

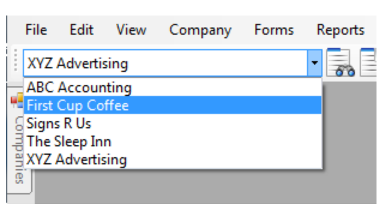
To create a company select **New Company** from the **Company** menu. Enter the company name in the space provided and press the **OK** button. If the company name already exists in the current database you will be asked to confirm the new company name. Once you have entered a name for the company you will be taken to the **Edit Company Information** 56 screen to enter the remainder of the company data.

5.2 Select Company

To select or switch to another company, choose **Select Company** from the **Company** menu. A list of all the companies in the current database will appear. Highlight the desired company and press **Select** or double click on the company name. Click on the thumbtack to keep the company list open for ease of switching between companies. You can also select a company by clicking on the company name displayed in the toolbar. A list of companies in the current database will appear, click on the desired company.



You can also select a company by clicking on the company name in the toolbar to display a scrollable list of all companies from which the desired company can be selected.

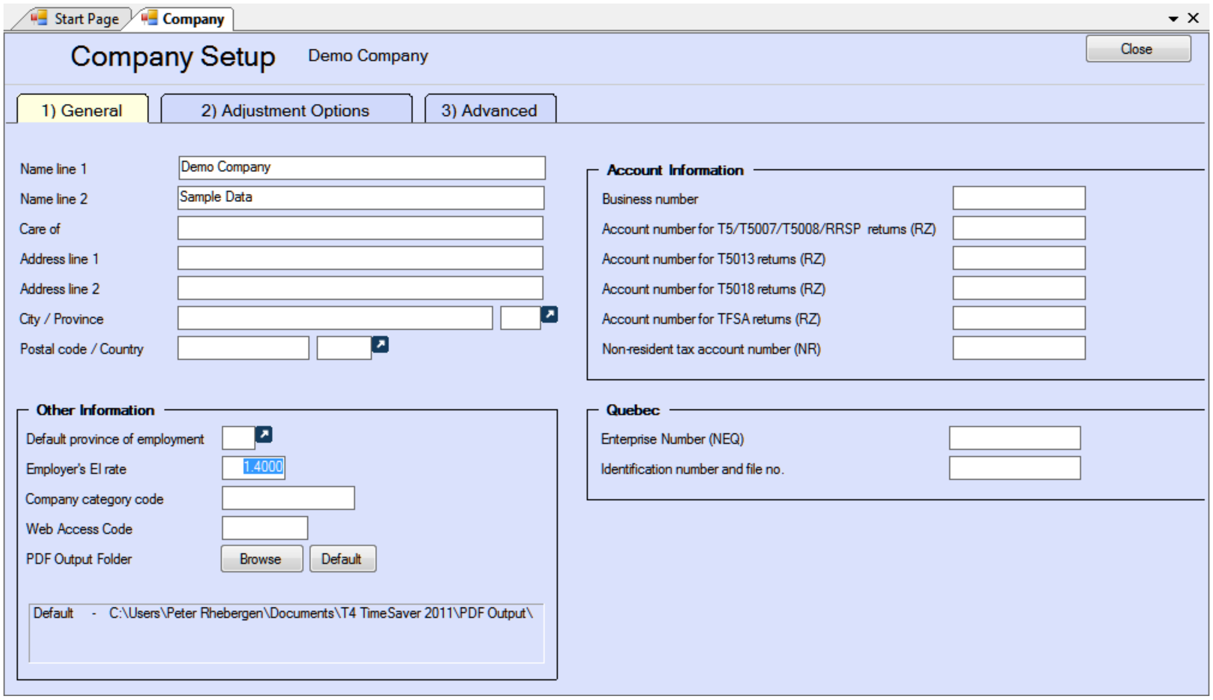


5.3 Edit Company Information

Company information is entered in three sections: **General** 56, **Adjustment Options** 57 and **Advanced** 68.

5.3.1 General

Enter the full name and address of the company in the space provided.



Other Information

Default Province of employment
eForms will automatically use the default value for the Default Province of Employment that you entered on the **New Company Defaults** page in the **Setup** menu. Enter a different province of employment here if necessary.

Employer's EI rate
By default the Employer's EI Rate is 1.4000; a modified rate can be entered here, if applicable.

Company category code
The company category field is used to group a selection of companies into categories by any criteria you choose. The category code can be used when **Producing Reports** 38 to distinguish between groups of payers.

Web Access Code
Enter the web access code for the company This is for records keeping only; it is not used by eForms when submitting returns over the Internet.

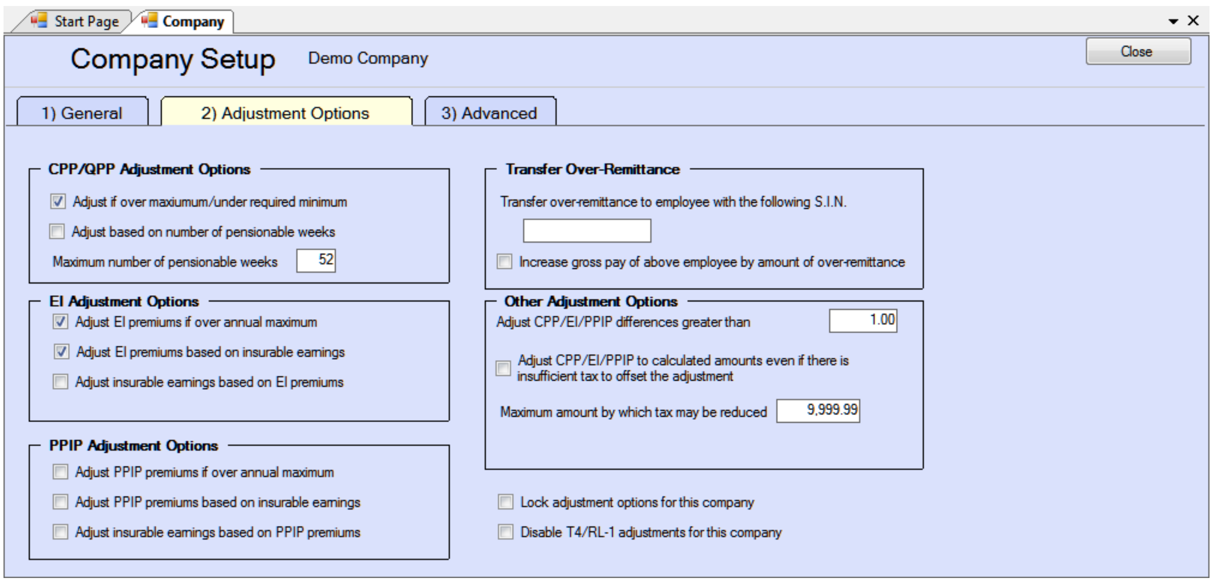
PDF Output Folder
Set the desired location of PDF copies of printed slips and summaries for this company; use the folder structure that works best for your environment. Click the **Browse** button to set a custom location or click the **Default** button to use eForms' default location, specified in HELP > DIAGNOSTICS.

Account Information
User the fields in this section to hold the Account Numbers and Business Numbers for various return types.

Quebec
Enter the Quebec Enterprise Number (NEQ) and the Identification and File number for the company if they will be submitting any Quebec forms.

5.3.2 Adjustment Options

eForms allows you to customize adjustment of CPP/QPP, EI and PPIP/QPIP discrepancies for individual companies. When you add a new company, eForms inserts the default values from the **T4 Adjustment Defaults** 122 page in the **Setup** menu. See **Contribution Rates and Constants** 127 for the 2011 deduction rates. Adjustment options for the current company can be modified as necessary.



AvanTax eForms Plus & Enterprise Only
eForms Plus and Enterprise versions use an enhanced Adjustment Options screen which adds the following adjustment options:

Lock adjustment options for the current company
When selected, this option locks the adjustment options for the current company. Adjustment options that have been locked for any company will not be modified when using the **Global Changes - Adjustment Options** 109 tool from the **Tools** 35 menu to change adjustment options for any companies in the database.

Disable T4/RL-1 adjustments for the current company
Disables T4 and RL-1 adjustments for the current company. CPP/QPP, EI and PPIP/QPIP values will not be adjusted for any company with this option selected when the **Adjustment Report** 82 is run.

5.3.2.1 Setting Adjustment Options

The adjustment options for each company are stored with the company profile. To change the adjustment options for the current company select **Edit Company Information** from the **Company** menu and then click the **Adjustment Options** page. You can make changes to any of the options and also enter the S.I.N. number of the individual designated to receive the transfer of over remittance of CPP/EI.

Use the **T4 Adjustment Defaults** 122 page in the **Setup** 37 menu if you want to change the default adjustment options for all new companies. These global default adjustment options will be applied to each company added to the eForms database. To change the adjustment options for selected existing companies use the **Adjustment Options** option of the **Global Changes** 109 sub-menu of the **Tools** 35 menu.

5.3.2.2 CPP/QPP Adjustment Options

Canada & Quebec Pension Plan Rates

CPP/QPP Contribution Rate	4.95%
CPP/QPP Maximum Employee Contribution	$2,217.60
CPP/QPP Maximum Pensionable Earnings	$48,300.00
CPP/QPP Basic Exemption	$3,500.00

NOTE: CPP/QPP discrepancies are adjusted to and from tax deducted. Option A is the default.

Option A - Adjust CPP/QPP if over maximum/under minimum (select only one of options A and B)
If this option is selected, CPP/QPP will be adjusted to fall within the range where the upper limit is the lesser of:

(CPP/QPP Pensionable Earnings x 4.95%) ***...OR...*** ($2,217.60)

and the lower limit is the lesser of:

((CPP/QPP Pensionable Earnings - $3,500.00) x 4.95%) ***...OR...*** ($2,217.60)

CPP/QPP deducted will not be adjusted if it falls between the upper and lower limits; otherwise CPP/QPP deducted will be reduced to the upper limit or increased to the lower limit as necessary. **NOTE**: This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption of $3,500.00 for use in situations where it is not desirable/possible to use or enter the number of pensionable weeks on each T4 slip. CPP/QPP can be prorated by using the pensionable weeks option as outlined in sections **B** and **C** below.

Option B - Adjust CPP/QPP based on number of pensionable weeks (select only one of options A and B)
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 $3,500.00

C - Maximum number of pensionable weeks
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 is 52 weeks.

5.3.2.3 EI Adjustment Options

Employment Insurance Rates

EI Maximum Insurable Earnings	$44,200.00
EI Maximum Employee Premium	$786.76
EI Maximum Employee Premium (QC)	$623.22
EI Premium	1.78%
EI Premium (QC)	1.41%

NOTE: EI discrepancies are adjusted to and from tax deducted. Options D and E are the default.

Option D - Adjust EI premiums if over annual maximum (select alone or with option E or F)
If this option is selected, the EI will only be adjusted if it is greater than:

(EI Insurable Earnings x 1.78% (1.41% in Québec)) ***...OR...*** ($786.76 ($623.22 in Québec))

Option E - Adjust EI premiums based on Insurable Earnings (select only one of options E and F)
If this option is selected, the EI will be calculated as:

EI Insurable Earnings x 1.78% (1.41% in Québec)

<u>Option F - Adjust insurable earnings based on EI premiums</u> (select only one of options E and F)
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 / 1.78% (1.41% in Québec)) ***...OR...*** ($44,200.00) ***...OR...*** (Employment income)

5.3.2.4 PPIP/QPIP Adjustment Options

<u>Quebec/Provincial Parental Insurance Plan Rates</u>

QPIP/PPIP Maximum Insurable Earnings	$64,000.00
QPIP/PPIP Maximum Employee Premium	$343.68
QPIP/PPIP Employee Premium Rate	0.537%
QPIP/PPIP Employer Premium Rate	0.752%

NOTE: PPIP/QPIP discrepancies are adjusted to and from tax deducted.

<u>Option G - Adjust QPIP/PPIP premiums if over annual maximum</u> (select alone or with option H or I)
If this option is selected, the QPIP/PPIP will only be adjusted if it is greater than:

$343.68, calculated as ($64,000.00 x 0.537%)

<u>Option H - Adjust QPIP/PPIP premiums based on Insurable Earnings</u> (select only one of options H and I)
If this option is selected, the EI will be calculated as:

QPIP/PPIP Insurable Earnings x 0.537%
(Gross Pay will be used If QPIP/PPIP Insurable Earnings have not been entered)

<u>Option I - Adjust insurable earnings based on QPIP/PPIP deducted</u> (select only one of options H and I)
This option assumes the entered amount for QPIP/PPIP deducted is correct. When this option is selected, QPIP/PPIP insurable earnings will be calculated as the minimum of:

(QPIP/PPIP deducted / 0.537%) ***...OR...*** ($64,000.00) ***...OR...*** (Employment income)

5.3.2.5 Transfer Over-Remittance

<u>Transfer employer's over remittance to employee with the following S.I.N.</u>
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.

When a S.I.N. is entered in this field any net overpayment of CPP/QPP, EI and PPIP/QPIP resulting from adjustments calculated by the program will be credited to the tax deducted on the T4 for the employee having this S.I.N. This adjustment will be reflected in the adjusted tax on the adjustment reports for the particular employee.

<u>Increase the gross pay of above employee by the amount of over-remittance</u>
If an over remittance is created by the adjustments and the over remittance is being transferred to a specific employee (i.e. an owner or shareholder), you may also increase the gross pay for 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.

5.3.2.6 Other Adjustment Options

<u>Adjust CPP/EI/PPIP differences greater than...</u>
Adjustments to CPP/QPP, EI or PPIP/QPIP will be made only if they exceed the value entered here. No adjustments will be made if the difference between the calculated amount and the entered amount for CPP/QPP, EI or PPIP/QPIP is less than or equal to this value and the unadjusted values will be reported on the T4 slips. The default is $1.00.

Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment

Adjustments increasing the amount entered for CPP/QPP, EI or PPIP/QPIP will be taken from income tax deducted. When this option is selected, entered values will be adjusted to the calculated amounts even if insufficient tax exists to make up the difference. If there is insufficient tax to cover the adjustment to CPP/QPP, EI and PPIP/QPIP, the difference will be posted to the T4 Summary. The shortfall is made up of the increase in the employer's contribution and the increase in the employee's contribution which was not offset by tax. The employer must make up the difference when filing the Summary and collect the under-contributed employee's portion from the employee.

Maximum amount by which tax may be reduced

Enter the maximum amount by which tax may be reduced. For example: Enter $100.00 to limit tax decreases to no more than $100.00. The default is $9,999.99.

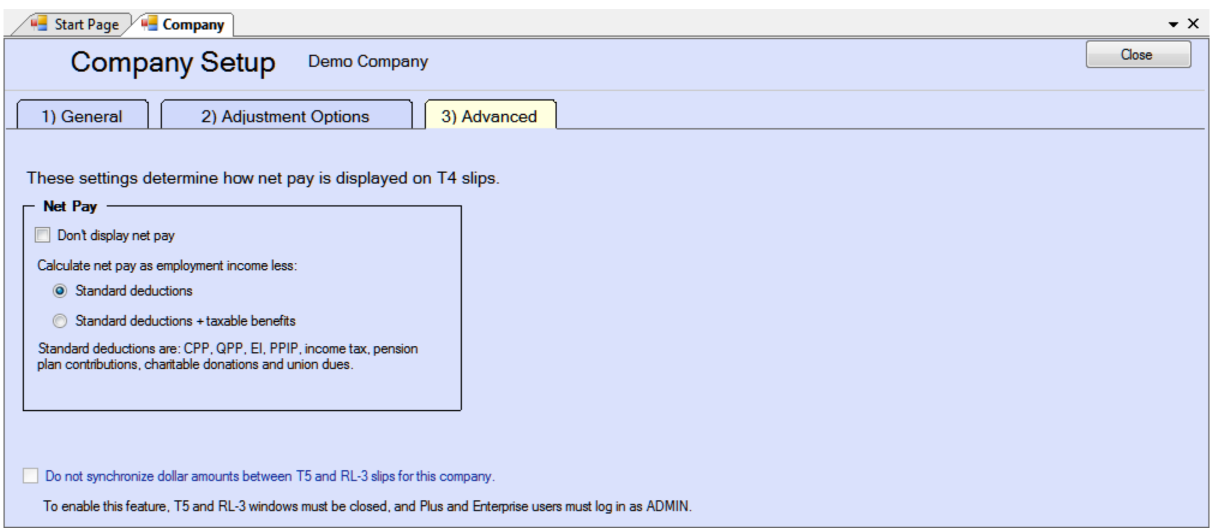
5.3.3 Advanced

These settings determine how net pay is displayed on T4 slips

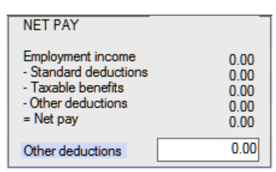
In this section you can choose whether or not to display Net Pay and how Net Pay will be calculated for the current company. Uncheck the "**Don't display net pay**" option to display net pay; the default option is for Net Pay to **not** be displayed.

Net pay is calculated as one of the following:

- Employment Income - Standard Deductions
- Employment Income - Standard Deductions - Taxable Benefits



Standard deductions include: CPP/QPP, EI, PPIP/QPIP; federal and provincial income tax; pension plan contributions; charitable donations and union dues. Taxable benefits are calculated as the total of all boxes containing taxable benefits. Other deductions (if any) are entered manually on the Net Pay form (when Net Pay is being displayed).



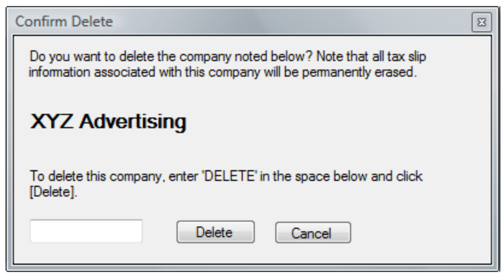
Do not synchronize numerical information on T5/RL-3 slips associated with this company

With this box unchecked (the default) numeric data is synchronized between T5 & RL-3 pairs; if a dollar value is changed on a T5 slip, its corresponding value on the associated RL-3 slip will also be changed. If this box is checked, synchronization of numeric data will no longer take place; numeric data changed on a T5 slip will not cause changes on the associated RL-3 slip. Non-numeric data will always be synchronized. **NOTE**: eForms Plus or Enterprise users must log in as ADMIN and all T5 and RL-3 windows must be closed before applying this option.

If data has been changed while synchronization was disabled and synchronization is then enabled, numeric data will be synchronized as changes occur but existing differences between the T5 and the RL-3 slips (if any) will not be reconciled.

5.4 Delete 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".



5.5 Adjust / Unadjust T4 Slips

Select this option to open the **Adjustment Report** 82 window and adjust all T4 and/or RL-1 slips for a company based on the current **Adjustment Options** for the company.

Refer to the following topics for detailed information on how each adjustment option affects entered data:

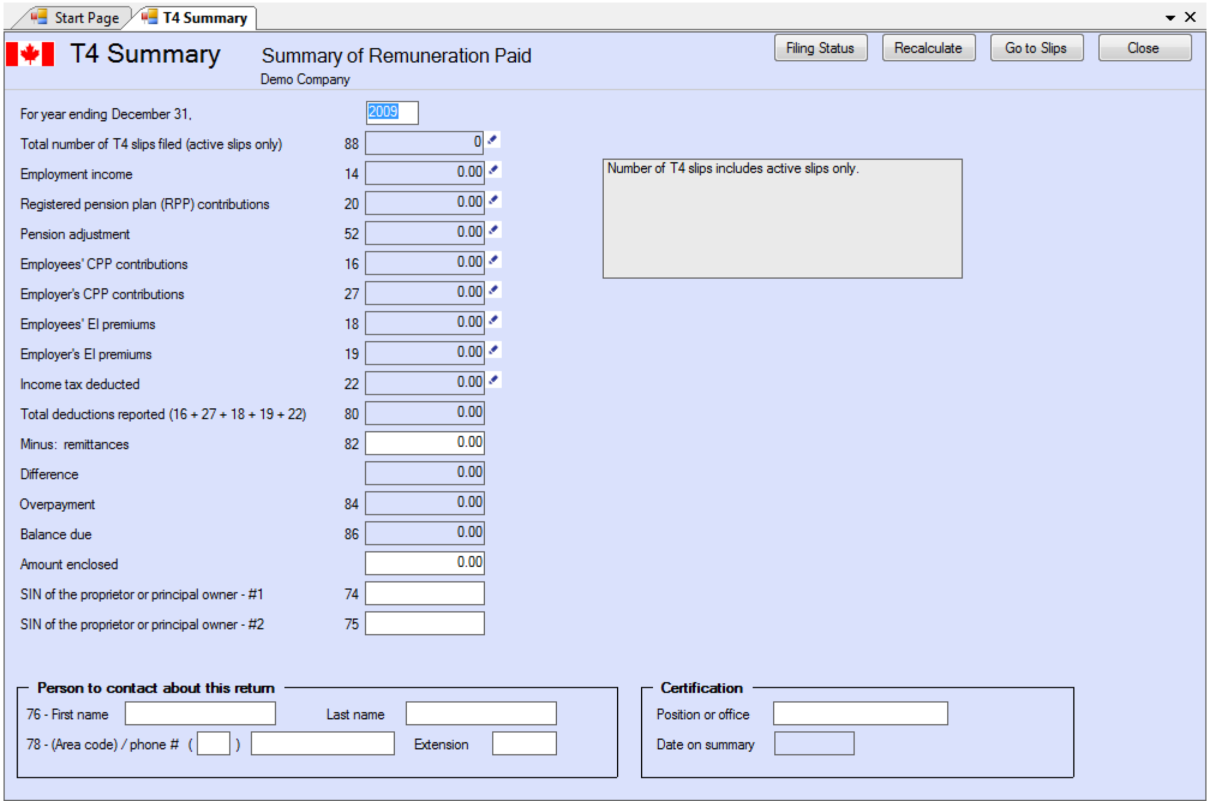
- CPP/QPP Adjustment Options 58
- EI Adjustment Options 58
- PPIP/QPIP Adjustment Options 59
- Transfer Over Remittance 59

5.6 Unlock all Companies in Database

Select **Unlock all Companies in Database** from the **Company** menu. Use this function when an error message is displayed stating that a particular company is locked by a user who is not currently using the company; such as could occur if a computer crashed while running eForms. You will be asked to confirm the unlock.

5.7 Viewing / Editing Company Summary Information

You can view and edit the summary information for any return type by clicking on the appropriate return type in the **Forms** 33 menu and selecting the return's summary from the sub-menu. The T4 Summary data entry screen is shown as an example.



Remittances
Enter the amount of money already remitted to CRA.

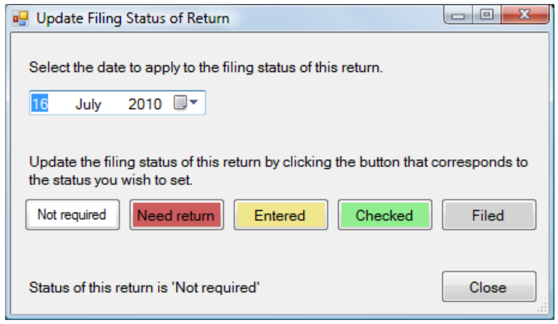
Amount Enclosed
Enter the amount that will be enclosed with the submission.

Adjustment Status
The T4 Summary will reflect the adjusted values as long as all of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the Adjust / Unadjust button on the T4 data entry window, the summary will reflect the unadjusted values for all of the employees. This information will appear in the box on the upper right corner of the T4 Summary data entry window.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 122 page of the **User Settings** 130 submenu of **Setup** 37 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 122 tab of the **User Settings** submenu of **Setup** 37 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 81 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company.



Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or Revenu Québec

Recalculate Button
Click this button to recalculate all calculated values; this will also return all **overridden** 44 values to their calculated value.

Go to Slips Button
Click on this button to display slips related to the currently displayed summary. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

Close Button
This button closes the currently displayed summary. Data will not be lost as data is saved to the database each time the cursor is moved to a new data field.

Part VI

6 Entering Recipient/Payee Information

Choose the type of information slip for wish to enter data by selecting it from the **Forms** menu. The following sections describe the various functions used while entering and manipulating slips.

Forms available are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

6.1 Add Slips

You can enter as many slips for each company as necessary in an eForms Basic, Plus or Enterprise database (eForms Lite is limited to 25 slips of each type per company). Use the Add Slips function to create a new information slip of the type currently being viewed for the active company. New slips can be added by one of the following methods:

- click on the **Add Slip** icon in the icon toolbar 
- select **Add Slip** from the **Edit** menu
- press **[Ctrl] + [A]**
- press **PgDn**

In each of the above cases a blank data entry form will appear.

6.2 Delete Slips

Use the Delete Slips function to delete the information slip currently being viewed. Slips can be deleted by one of the following methods:

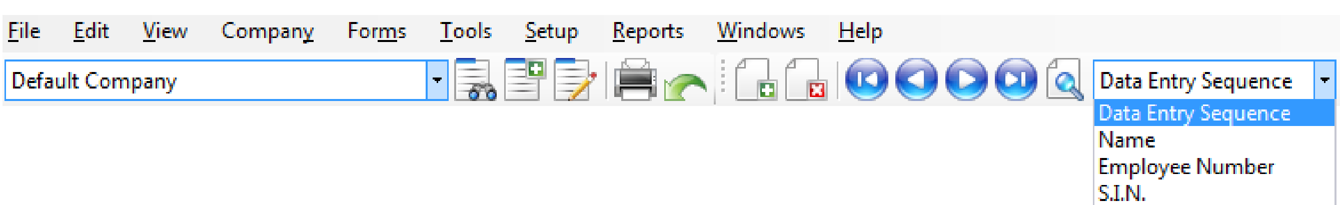
- click on the **Delete Slip** icon in the icon toolbar 
- select **Delete Slip** from the **Edit** menu
- press **[Ctrl] + [D]**

After confirming this action the slip currently displayed will be deleted.

The information slip data entry screen will be closed if you delete the last remaining slip for the active company.

6.3 Sorting Slips

During data entry or review of slip information you can modify the sequence of the slips by selecting the desired field from the drop down list at the right end of the icon toolbar. The fields available for sorting will vary by the type of slip; the example below shows the options for sorting T4 slips. The slip currently being displayed will remain on the screen.



6.4 Selecting Slips

Use the Select Slips function to select a specific information slip from those entered for the current company. Slips can be selected by one of the following methods:

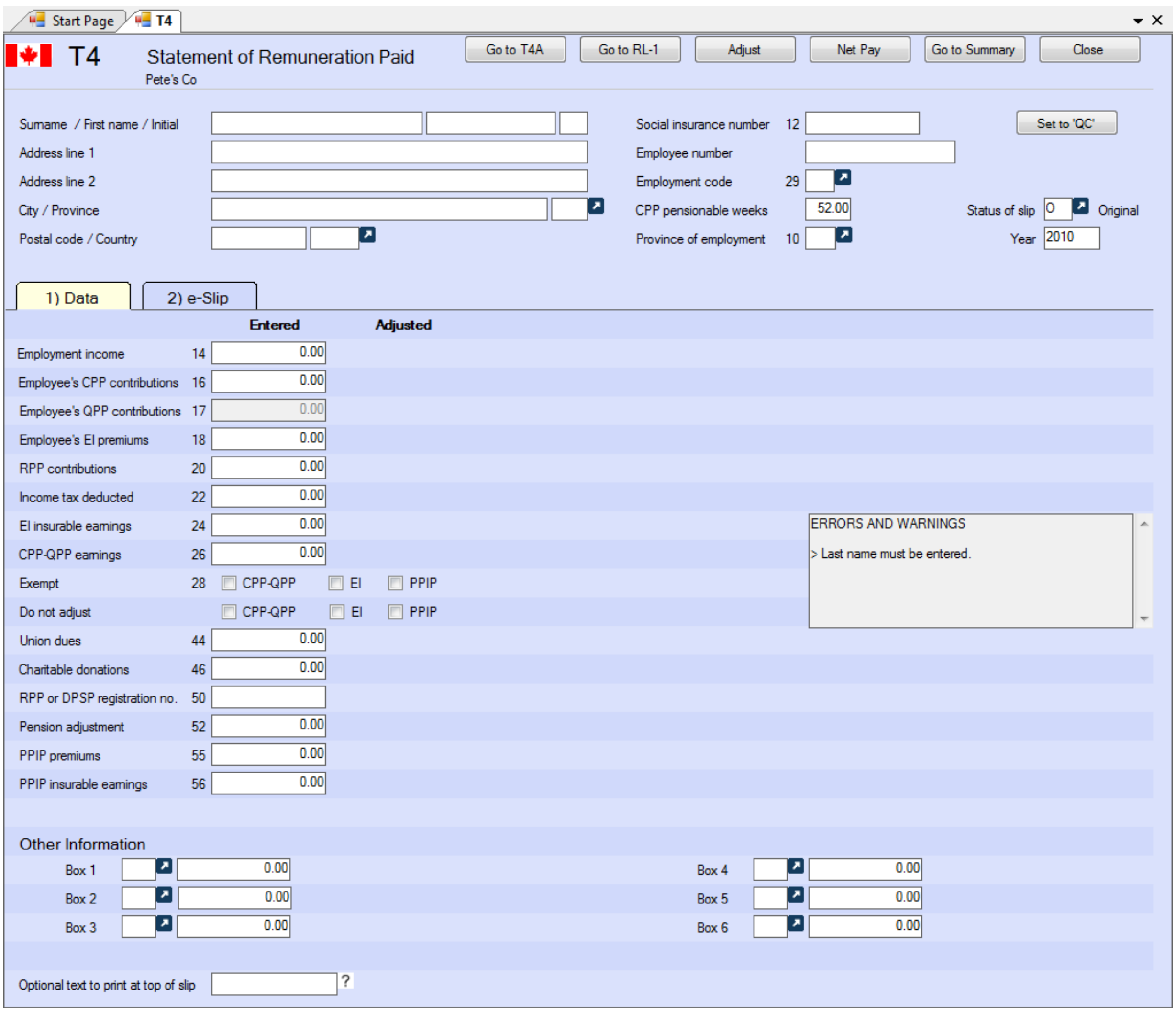
- click on the **Find Slip** icon in the icon toolbar 
- select **Select slip from list** from the **Edit** menu
- press **[CTRL] + [S]**

In each of the above cases a list of all the recipients for the current company will be displayed to the left of the data entry screen. The desired slip can be displayed on the data entry screen by selecting the desired recipient from the recipient list.

The slips will be listed in the currently active sort order.

6.5 Common Data Fields & Buttons

Please note that not all fields below will be found on all data entry screens; the T4 slip data entry screen is shown as an example.



Surname / First name / Initial
Enter the recipient's surname, first name and initial in the appropriate field. Due to CRA requirements for electronic filing, the surname field is limited to 20 characters and the first name field is limited to 12 characters. Some forms, such as the T5 and the RL3, will display different recipient name entry fields depending upon

whether the recipient is an individual, a corporation or otherwise.

Address line 1
Enter the first line of the recipient's address. Due to CRA requirements for electronic filing, this field is limited to 30 characters.

Address line 2
Enter the second line of the recipient's address, if applicable. Due to CRA requirements for electronic filing, this field is limited to 30 characters.

City / Province
Enter the city and province of the recipient's address. Due to CRA requirements for electronic filing, the city field is limited to 28 characters and the province field is limited to 3 characters. Valid province names are selectable from the list displayed by double clicking the arrow icon beside the province field.

Postal code / Country
Enter the postal code and country of the recipient's address. Due to CRA requirements for electronic filing, the postal code field is limited to 10 characters (to allow for both Canadian postal codes and USA zip codes) and the country field is limited to 3 characters. Valid country names are selectable from the list displayed by double clicking the arrow icon beside the country field.

Tax Year
Enter the taxation year to which the slip applies. Due to CRA requirements for electronic filing, the tax year field is limited to 4 characters.

S.I.N.
Enter the recipient's social insurance number. Due to CRA requirements for electronic filing, the S.I.N. field is limited to 17 characters. On some forms where the recipient has been identified as a corporation you may be required to enter the recipient's business number instead.

Status of Slip / Relevé Code
Enter the appropriate code to designate whether the slip is an original, cancelled or amended slip. For federal information slips and the RL1 & RL3 provincial (Québec) information slips, the options are:

- **O** - Original designation on CRA information slips ("**R**" on MRQ information slips)
- **A** - Amended designation on CRA & MRQ information slips
- **C** - Cancelled designation on CRA information slips ("**D**" on MRQ information slips)

Errors and Warnings
Messages regarding incomplete or missing data will be displayed in this area.

Optional text to print at top of slip
Enter text that should be printed at the top of the slip.

6.6 Unique Data Fields & Buttons

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 Box field with the corresponding Amounts directly beside. 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.

S.I.N. Validation (Most forms)
eForms will check the validity of the S.I.N. entered and will display the contents of the S.I.N. box 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.

Status of Slip (Most Forms)
Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

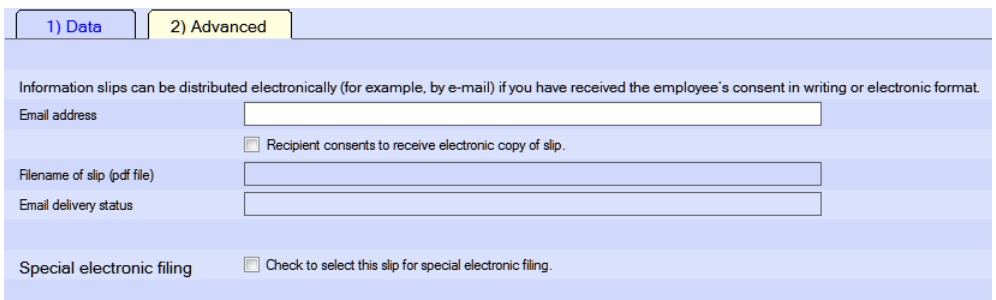
Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button
Click on this button to display the T4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

Advanced Tab (*eForms Enterprise Only*)
Refer to the **Advanced Tab** 68 page for information on using the Advanced tab.

6.6.1 Advanced Tab

AvanTax eForms Enterprise Only



In eForms Enterprise you will see an e-Slip tab on many of the information slip data entry screens. The fields on this screen are used to enter the email address of the slip's recipient which can then be used to email an electronic copy to the recipient; rather than collating and mailing paper slips. The slip will be sent to as a PDF file. You are required to obtain the employee's consent before you can distribute slips in electronic format.

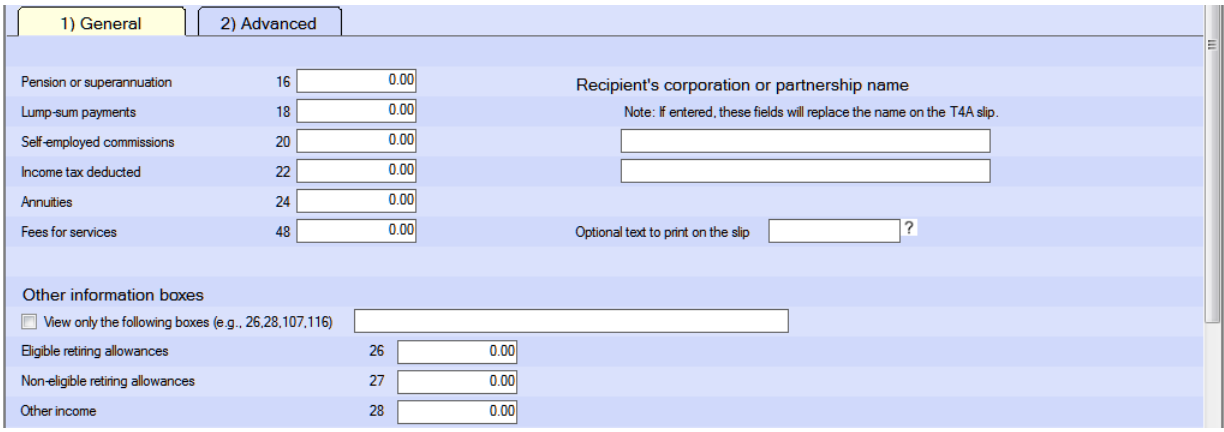
Email address
Enter the recipient's email address. When emailed, the PDF slip will be sent to this address. The checkbox **Recipient consents to receive electronic copy of slip** is selected by default for all recipients of all slip types to indicate that the recipient has approved the use of their email address in this way.

Filename of slip (PDF file)
Enter the filename you want to give the PDF slip as it will be stored in your system.

Email delivery status
The delivery status field indicates whether or not a PDF slip has been emailed to the recipient.

Special electronic filing
Check the box marked "*Check to select this slip for special electronic filing*" to select the current slip to be included in an electronic submission (XML file) containing only selected slips. You must also need check the box marked "*Only process slips that are selected on the Advanced tab*" on the **Electronic Filing** 95 page for the appropriate slip type.

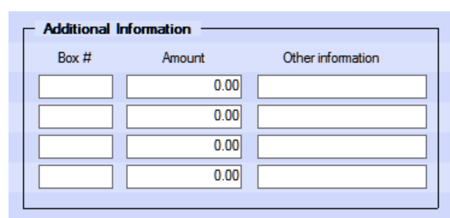
6.6.2 T4A



Check the box **View only the following boxes (e.g. 26,28,107,116)** to display only the selected **Other Information Boxes**. To select which Other Information boxes are displayed, enter the appropriate number (or numbers, separated by a comma) in the View Only the Following Boxes field.

6.6.3 Relevé Forms

Many of the Relevé forms now include a series of boxes to report additional information. AvanTax eForms has implemented these boxes as follows:



The **Box #** field contains the designation of the additional information to be entered and the **Amount** and **Other Information** fields contain the value of the additional information. The **Amount** and **Additional Information** fields are mutually exclusive; you should not enter data in both fields as the contents of both boxes will print on the Relevé form to which they apply and over-type each other.

Part VII

7 Adjusting CPP/QPP, EI & PPIP

7.1 Applying Adjustments to T4 and RL-1 Slips

There are two methods of adjusting T4 and RL-1 slips. All adjustments are made based on the **Adjustment Options** 57 settings for the current company.

- Adjust only the currently displayed T4 or RL-1 by using the **Adjust** button on the slip's data entry form. Because only the current slip is being adjusted, adjustments made using this method ***will not*** be included in the corresponding T4 or RL-1 summary, or on any submission to the CRA or Revenu Québec.
- Adjust all slips for the company by using the **Adjust/Unadjust T4 Slips** from the **Company** menu. You can exempt individual slips that should not be adjusted by checking the **Do not adjust CPP-QPP** and/or **EI** boxes. Adjustments made using this method ***will be*** included in the corresponding T4 or RL-1 summary, and on any submission to the CRA or Revenu Québec.

The adjustment report can be produced by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking **Adjust Slips + Report,** or you can select **Adjustments** from the **T4** submenu of the **Reports** menu. In either case an **Adjustment Report** window will open. See **Printing Adjustment Reports** 82 for further details.

Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 58
- EI Adjustment Options 58
- PPIP/QPIP Adjustment Options 59
- Transfer Over Remittance 59

7.2 Reversing Adjustments

There are two methods of reversing the adjustments that have been made to T4 and RL-1 slips. Once complete, all adjusted values will have been returned to their original values.

- Reverse the adjustment on an individual adjusted T4 by clicking the **Unadjust** button on the T4 data entry form. The adjusted CPP, QPP, EI and tax values will be hidden.
- The adjustments on all of the slips for the company can be reversed by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking the **Undo adjustments** button.

Part VIII

8 Producing Reports

8.1 Performance, Paper & Serial Numbers

8.1.1 Print Performance & Quality

Optimizing Printing Speed
You may find that printing speed sometimes leaves something to be desired. Unfortunately, there is nothing you can do to improve printing speed when using the **Quick Print** option as this process uses the PDF printer built into eForms, which is not modifiable by the end-user. If you use the **Preview and Print** option instead you may be able to improve print speeds slightly as this process previews all print jobs in **Adobe Reader** and uses the print routines in Adobe Reader to send the data to the printer. The print settings for Adobe Reader can be modified by the end-user and, depending on the Reader version you are using, the following tips might help improve printing speed when using Adobe Reader:

1. Print the document as an image. To do this:
   a. Click on File in Adobe Reader
   b. Click on Print
   c. Click on the Advanced button in the lower left of Adobe Reader's print dialogue
   d. Select the option to "Print as image" and click OK.

2. Reduce the print resolution (dpi, or dots per inch). To do this:
   a. Click on file in Adobe Reader
   b. Click on Print
   c. Click on Properties in the upper right of Adobe Reader's print dialogue, beside the printer name
   d. The actual location will vary from printer to printer but there should be a setting to change print quality or resolution; ensure that this is set to the lowest setting possible, 300dpi is a good working minimum, most modern printers default to 1200dpi or 600 dpi (the amount of data that the printer must process is reduced by 75% each time dpi is halved)

Data Prints Outside of Fields on Pre-Printed Forms
When using Preview and Print **Adobe Reader** will be used to print PDF reports. To ensure accurate data placement, you must first turn off all scaling options within Adobe Reader. This will allow the printed reports to meet the requirements of the CRA and Revenu Québec. Failure to do so may result in data printing outside of many fields and cause your submission to be unacceptable by the CRA or Revenu Québec. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this will use eForms' internal printing functions rather than Adobe Reader.

Follow these steps to turn off scaling in Adobe Reader:

1. Click on the File menu in Adobe Reader
2. Click on the Print option
3. About 2/3 of the way down there is an option referring to page scaling, ensure that this option is set to "None"
4. Data should now fit in the appropriate fields throughout the form

8.1.2 Paper Requirements

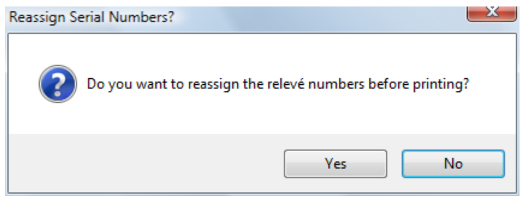
The table below lists the papers that are available for purchase, and the slips for which they are to be used.

Paper Description	Usage in eForms
White 3 part perforated letter	All CRA slips except NR4,T4A-NR and T5013; all MRQ slips except RL-15
White 2 part perforated letter	CRA slips - T4, T4A, T4A-NR, NR4 & T2202A
White 3 part perforated legal	CRA slips - T3, T5, T4PS, T4RIF, T4RSP, T5007 & T5008
Pink 3 part perforated letter	Optional for 3-part slips
Blue 3 part perforated letter	Optional for 3-part slips

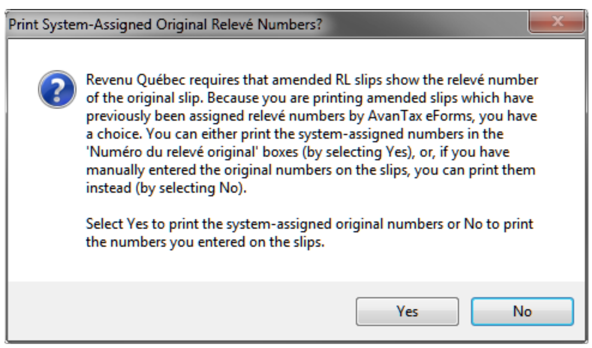
Yellow 3 part perforated letter	Optional for 3-part slips
Plain blue letter	Optional for summaries
Plain pink letter	Optional for summaries
5 ¾" X 9" window envelopes	CRA slips - T4, T4A, NR4, T4A-NR & T2202A

8.1.3 Using Serial (Relevé) Numbers on RL Slips

Serial number (Relevé numbers) printed on RL-1, RL-2, RL-3, RL-17 and RL-25 slips are assigned sequentially by eForms, from a range supplied to ELM Computer Systems by Revenu Québec, as slips are printed. Depending on the slip to be printed, its status and the answers you provide you will see one or more of the following dialogues:

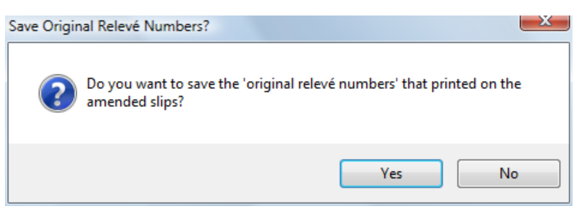


The screen above will be displayed when you are re-printing slips (whether original or amended), Clicking on "Yes" will cause eForms to calculate a new serial number for the slip(s) being printed. Clicking on "No" will cause eForms to print the slip(s) using the serial number already assigned. In the case where no serial number exists, eForms will assign the next serial number in sequence.



The dialogue above will be displayed when one or more amended slips are included in the slips to be printed. If you answer "Yes" at this dialogue, <u>***all***</u> amended slips printed will be assigned a new serial number (as well as any original slip <u>***not***</u> already assigned a serial number).

The dialogue below will be displayed <u>***if***</u> amended slips have been printed <u>***and***</u> you have chosen to re-assign serial numbers to amended slips only:



Answering "Yes" at this dialogue will save the serial number for amended slips in the "Original Relevé Number" field of the slip's data entry screen.

Many Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into eForms
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both serial numbers will print

8.2 Common Features

8.2.1 Company Selection

The company selection screen shown below is common to many of the reports generated by eForms.

Display and Process in Selection Sequence
If this option is checked, companies will be displayed in the selection list and process in the order in which they were selected; otherwise companies will be displayed and processed in alphabetical order.

More > / < Less
Click on **More >** to display the company selection dialogue and click on **< Less** to hide the company selection dialogue.

Select
You can select the companies to adjust by selecting from the items in the drop-down list. Companies to be included in the adjustment report will be shown in the box to the right of the selection list.

- **All Companies -** Produce an adjustment report for all companies in the database
- **Current Company -** Produce an adjustment report for the current company only
- **Most Recently Used -** Produce an adjustment report for the companies included in the most recent of any other report in eForms
- **Selected Companies -** Produce an adjustment report for the selected companies

Filing Status (*Enterprise only*)
Clicking on the **Filing Status** 87 button allows you to select companies to include in the adjustment report based on their Filing Status.

Filter
Clicking on the **Filter** button allows you to select companies to include in the adjustment report based on any combination of: Filing Status, Electronic Filing Status, Printing Status, Company Category or Active Slips.

Clear All
Use **Clear All** to clear the current company selection.

User Defined Groups
You can create a user-defined group of companies by selecting companies as noted above and saving the selection list by clicking the **Save As** button. You will be asked to enter a name for the selection. The name you use will be added to the companies drop down list.

If you subsequently make changes to the list, use the **Save** button to save your changes. Use **Rename** to change the group name, or **Delete** to delete the group altogether. **List** will create a report listing the companies included in the group. **Exception** will create a report listing any companies that are not included in any groups.

The user-defined groups defined here will be available from any report or form printing menu.

8.2.2 Layout Options

Sort slips by
Choose the order in which you wish the slips to print:

- Name
- Data Entry Sequence
- SIN
- Employee Number
- Postal Code
- Province of Employment

Layout
Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

8.2.3 PDF File Options

Save PDF files
eForms will always create a PDF file when printing forms. The PDF file is deleted when the Print window is closed; if the **Save PDF file** option is selected, the PDF file will be saved. This is a system wide setting; the setting selected will be used by all users and for all reports. For eForms Plus or Enterprise, only the ADMIN user can change this option.

Note: When using **Adobe Reader** to print PDF reports for submission, you must turn off Adobe Reader's scaling options to ensure that the printed reports will meet CRA and MRQ requirements. Failure to do so may result in your submission being unacceptable. Scaling is not a concern when using the Quick Print button.

Save in client folders

This option is only available when the **Group output by** option has been set to Company. Select this option if you wish PDF files to be saved in client folders. The folder path is set in the company record. If no folder has been configured for a company included in the print job, or if the folder is not accessible, you will be asked to provide a name for the folder location even if the **Prompt for output folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have eForms prompt you for the location where PDF files will be saved. The folder will be saved when printing slips for a single company; the next time you print slips for this company, the prompt will display this location. You will be prompted for the output folder whether or not a folder has been entered in the company record.

Separate PDF file for each recipient (Copy 2-3) (*Enterprise*)
When **E-Mailing Recipient Slips** 85 you can use this option to create a separate PDF file for each recipient. If this option is not selected then all recipient slips will be saved to a single PDF document.

8.2.4 Printing Options

Quick Print
Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel. See **A Note on Printing Reports** 73 for additional information.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer. See **A Note on Printing Reports** 73 for additional information.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

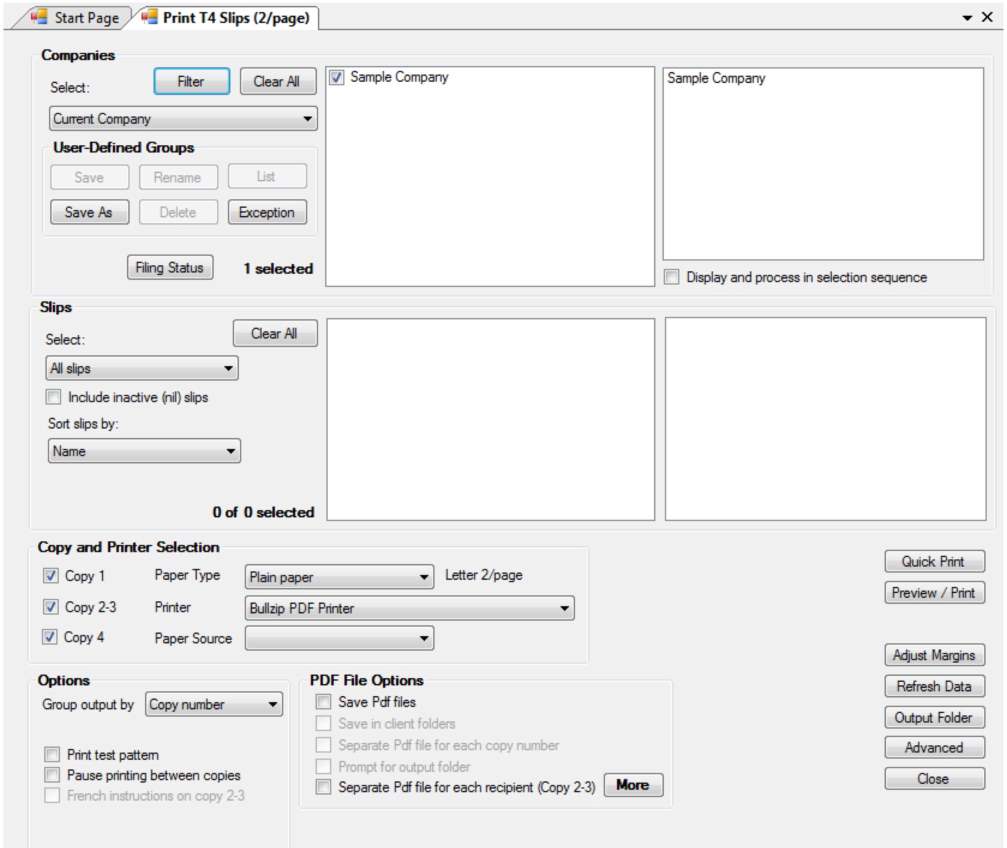
Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

8.3 Slip & Return Types

When you select the **Reports** menu you will be presented with a list of all currently active forms (see **Configure Database** 50 for details on activating and de-activating forms); additional reports will appear at the bottom of the list. Selecting any slip or return type will display all valid reports for that slip type in a sub-menu; from which you can choose the desired report.



Note: T4 slips will report the unadjusted values for any adjusted slips unless all slips have been adjusted. A warning will be shown if some slips are adjusted and others are not.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Slips

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies
- Selected Slips - print only the selected slips for one selected company

When only one company is selected, the slips that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each name you wish to select to put a check mark in the box and to have the name appear on the list on the right.

Include inactive (nil) slips - Check this box if you want slips to print for recipients who have no dollar values on the slip.

Sort slips by - 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.

Copies

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.

Options
Group output by - Choose to group the slips by copy number or by company.

Print test pattern - Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3 - Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options
Save PDF files
Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For eForms Plus and Enterprise, only the administrator may change this selection.

Note: When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and Revenu Québec. Failure to do so may result in your submission being unacceptable by the CRA or Revenu Québec. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders
This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print
Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel. See **A Note on Printing Reports** 73 for additional information.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer. See **A Note on Printing Reports** 73 for additional information.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will

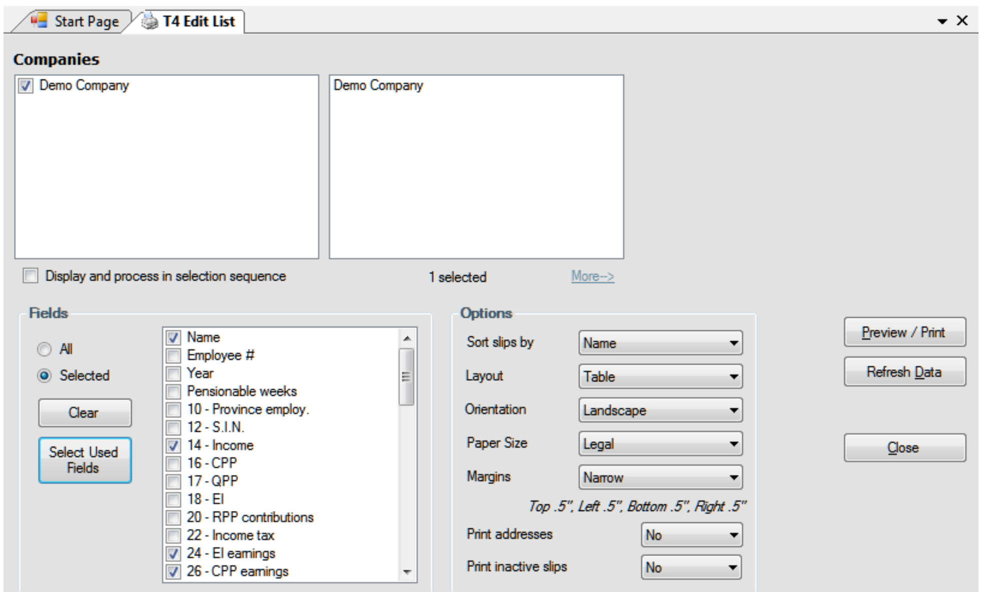
move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

8.3.1 Edit List

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 the corresponding **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.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Fields
Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select
- Clear - clears the current field selection
- Select Used Fields - selects only the fields that contain data

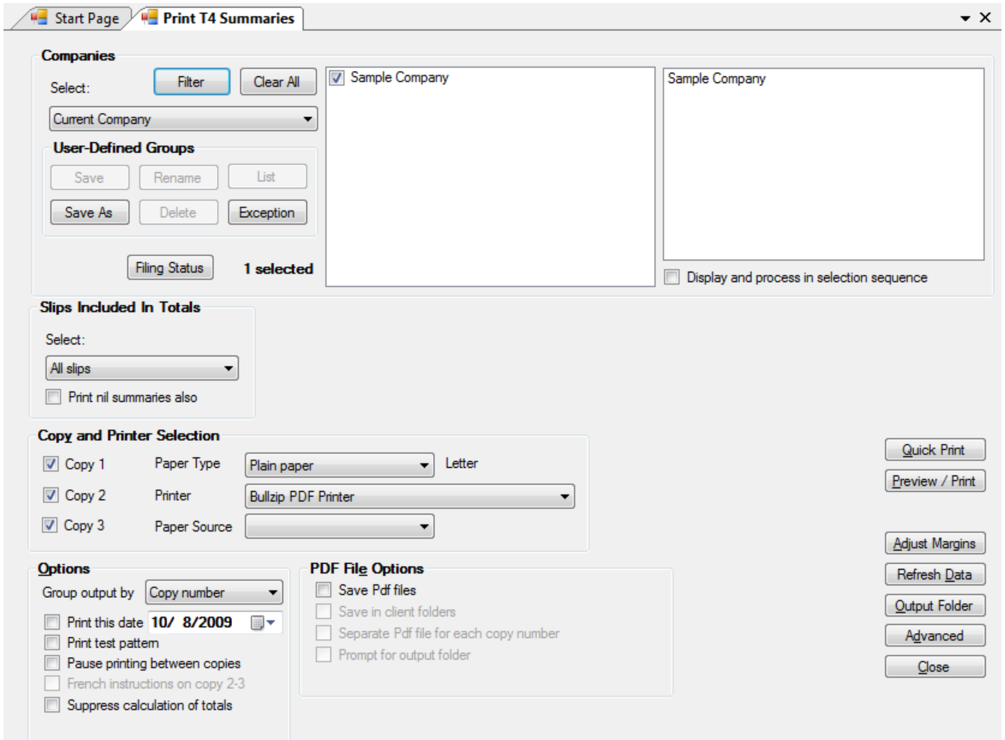
If you chose **Selected**, click on the box beside each field you wish to include in the report.

Print Addresses
Select whether or not to include recipient addresses in the report

Print Inactive Slips
Select whether or not to include inactive slips in the report. eForms considers any slip having a $0.00 value as inactive.

8.3.2 Summary

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 the report from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print and the number of copies you wish to print.



Note: The T4 summary will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **PDF File Options** 76 for details on how to set the PDF output options for this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Slips Included in Totals

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies

Options

Group output by

Choose to group the slips by copy number or by company.

Print this date

Check this box and enter the desired date to print the date on the summary automatically.

Print nil summaries also

Check this option to print inactive (nil) forms. These are summaries that have all dollar values set to zero. These summaries will not print unless this option is checked.

Print test pattern
Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3
Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

8.3.3 Instructions

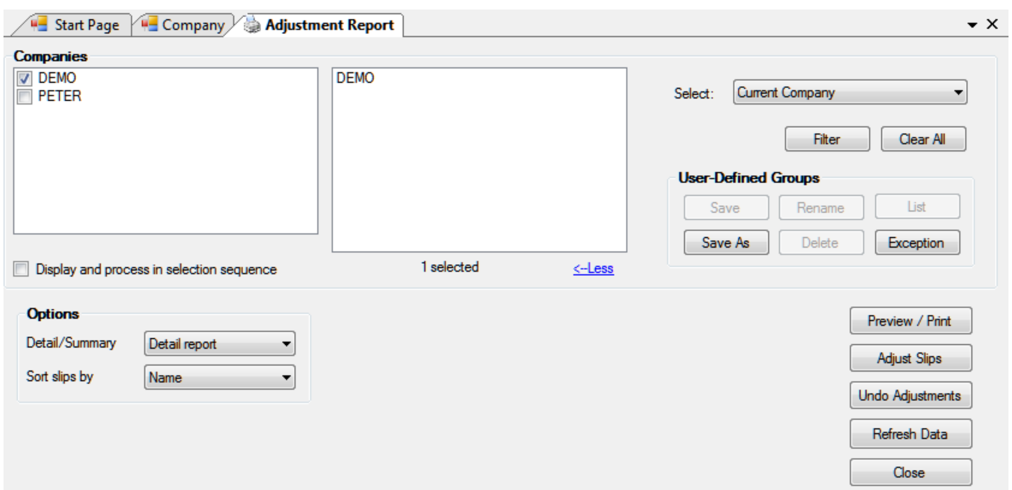
Under some cases, such as the two-part forms, the instructions on the recipient copy will not be printed due to space limitations. Selecting this menu item will print the instructions only so they can be included, if desired, with the slip sent to the recipient.

8.3.4 Electronic Filing

Returns that can be filed electronically will have Electronic Filing as an option in the sub-menu. Clicking on this menu item will take you to the **Electronic Filing** 95 report dialogue where you can configure the electronic submission as required.

8.3.5 Adjustment Report

This option opens the Print Adjustment Report window. The menu allows you perform the functions associated with adjusting T4 and RL-1 slips for a company.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Options
Select whether you require a detailed or summary report and whether you wish the results to be displayed in Name, S.I.N. or Employee Number order.

Preview / Print
Perform the adjustment calculations and create the adjustment report. The adjustments will be made according to the adjustment options you have entered for the company. See **Adjusting T4s** 57 for further information about the adjustment options. The report will appear as a PDF file on your monitor. The report can be saved to file, printed, exported or emailed from the preview window.

Adjust Slips
Adjusts the CPP/QPP and EI for all of the employees in the selected companies without producing the Adjustment Report. The adjustments will be made according to the adjustment options you have entered for the company.

See **Adjusting T4s** 57 for further information about the adjustment options. The adjusted values will appear in the "Adjusted" column on the T4 and/or RL-1 slips when you view them and be printed on the T4 and/or RL-1 slips when they are printed.

Undo Adjustments
Select **Undo Adjustments** to remove the adjustment information from the T4 and/or RL-1 slips and revert them back to the originally entered values.

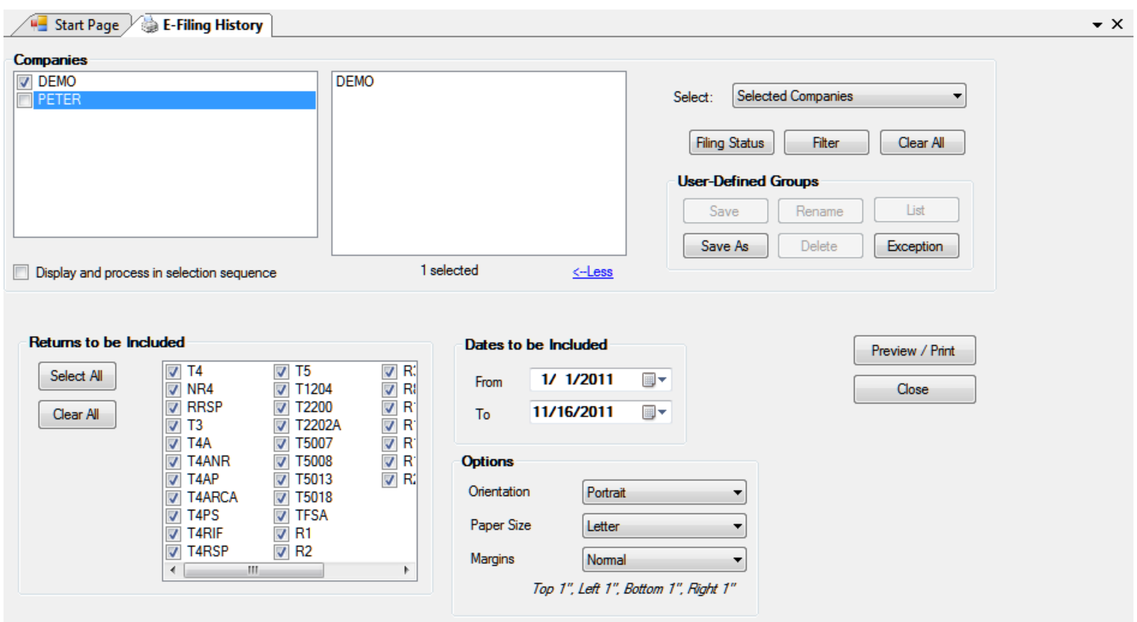
Refresh Data
Use this button to update any company data that may have changed since the Print Adjustment Report window was opened.

Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 58
- EI Adjustment Options 58
- PPIP/QPIP Adjustment Options 59
- Transfer Over Remittance 59

8.4 E-Filing History Report

The Electronic Filing History Report enables you to produce reports indicating slip types that have been submitted to CRA or MRQ electronically and submission dates.

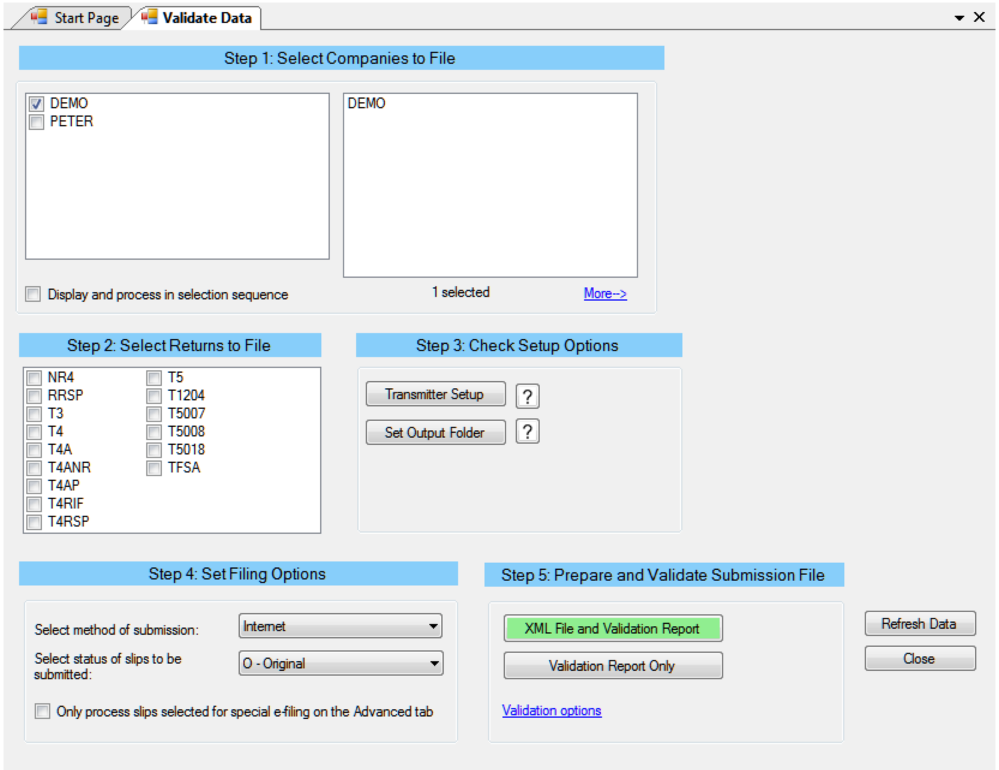


Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Options** 76 for details on configuring the layout of the report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Returns to be Included
Select the return(s) to include in the report. Use "Select All" to select all returns or "Clear All" to deselect all returns.

Dates to be Included
Select the date range to be included in the report.

8.5 Validating Data Before Filing



The Validation Report report (Federal shown as an example) will be run automatically when you process returns for electronic filing, or it can be run at any time by selecting **Validate Data Before Filing** from the **Reports** menu. The CRA has strict filing requirements that must be met. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it. Select either the Federal or Quebec validation report as required; the only difference being the forms referenced.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Select the company or companies and the type of return(s) to be validated. Select “Validation report only” to run the validation report on its own, or select a filing method to both validate and create the electronic filing submission at the same time. If the data fails the validation procedure, the filing will be aborted. See **Electronic Filing Preparation** 95 for further information regarding the settings in this window.

Once you click on **Process** the Validation Report will be generated. **Critical Errors** lists missing or invalid data that will cause the data submission to be rejected by the CRA or Revenu Québec. **Warnings** list data that should be corrected but which will not cause rejection of the submission by CRA or Revenu Québec. Either report can be printed by clicking the **Print** button.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Validating Data window was opened.

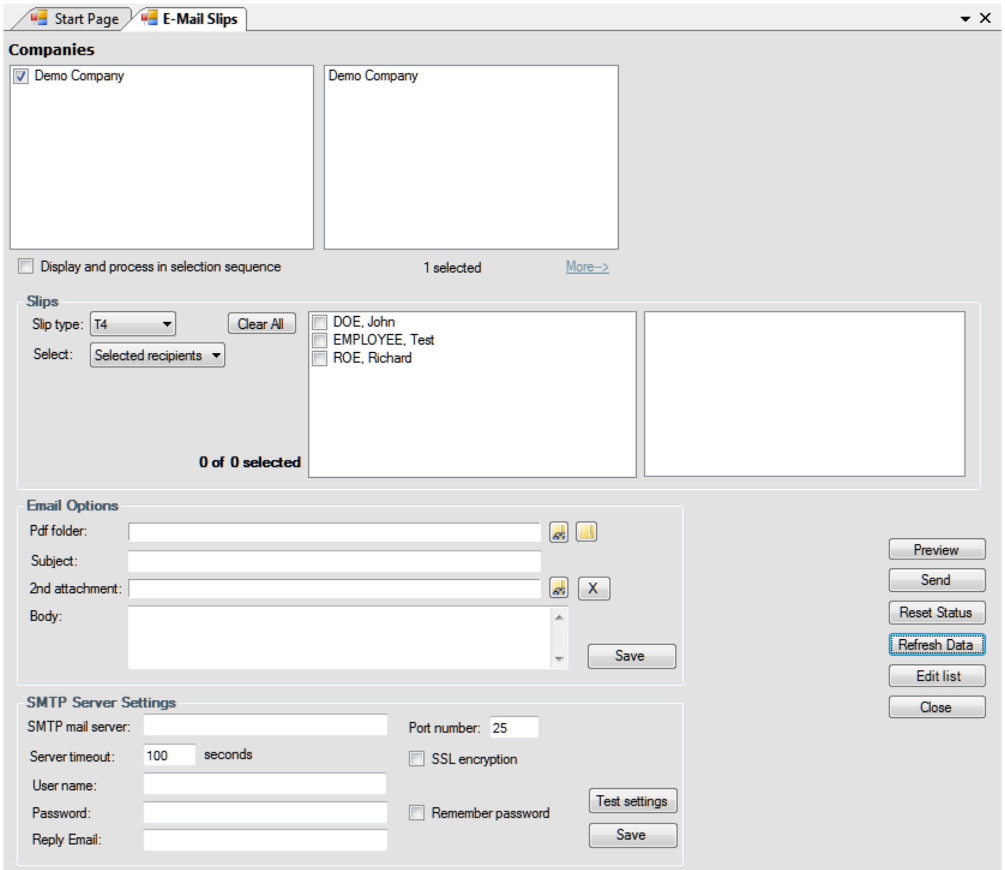
Set Output Folder
Allows the user to change the location of the XML submission files. See **File Locations** 128 for further information.

Go to Output Folder
Pressing this button will open the folder that the XML submission files will be stored.

8.6 E-Mail Recipient Slips

AvanTax eForms Enterprise Only

You will use the E-Mail Recipient Slips screen to configure eForms to send PDF versions of the recipient copies (copy 2 & 3) to their respective recipients.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Slips

Slip Type
Select the type of slip you will be emailing from the drop-down list. All slip types currently active in eForms will be listed.

Select
This button allows you to select the recipients to whom slips will be emailed. The options are:

- All Recipients - email will be sent to all recipients
- Selected Recipients - email will be sent to selected recipients only (inactive when multiple companies have been selected)
- Email Not Sent - email will be sent to recipients who have not already been sent an email

Email Options

PDF Folder
Enter the name of the folder where the PDF files will be saved. Use the icon to browse your computer for the desired folder.

Subject
Text entered here will appear will be the subject of the email message

2nd Attachment
By default, a recipient's PDF slip is attached to the email for that recipient. This option allows you to attach a second file to the email. The second attachment will be sent to all recipients. Use the icon to browse your computer for the attachment. The X icon can be used to clear the attachment field.

Body
Enter the body of the message in this area.

Save
Saves the settings for use by eForms.

SMTP Server Settings
You may need to obtain the following information from your IT department or your Internet Service Provider (ISP)

SMTP Mail Server
Enter the name of your SMTP (outgoing) mail server here.

Port Number
This is the port that your computer uses for outgoing email. Typically it will be "25" but your IT department or ISP may have configured outgoing email differently.

Server Timeout
The number of seconds that will pass before eForms stops trying to connect with the SMTP server.

SSL Encryption
This toggles SSL encryption of the logon information on or off. Using this option will not encrypt your email; only the account name and password will be encrypted. This option can only be used if your SMTP server requires SSL encryption.

User Name
The logon name for your SMTP mail server. In most cases this will not be your email address.

Password
The password for your SMTP mail server. This is case sensitive.

Remember Password
Checking this box allows eForms to remember the SMTP account password and lets you avoid re-entering it each time you email slips. If eForms is running on an insecure system or in a publicly accessible area we recommend that you do not set eForms to remember the password.

Reply Email
Enter the name of the email address to which delivery notifications or any recipient response will be sent.

Test Settings
Use the Test Settings button to test the email configuration you've entered. A test email will be sent to the reply address entered earlier. If the test fails you should confirm that the information entered is correct and that your network allows outgoing email from a non-standard email client. You may have to ask your IT department or ISP to grant eForms an exception in any applicable email delivery protocols.

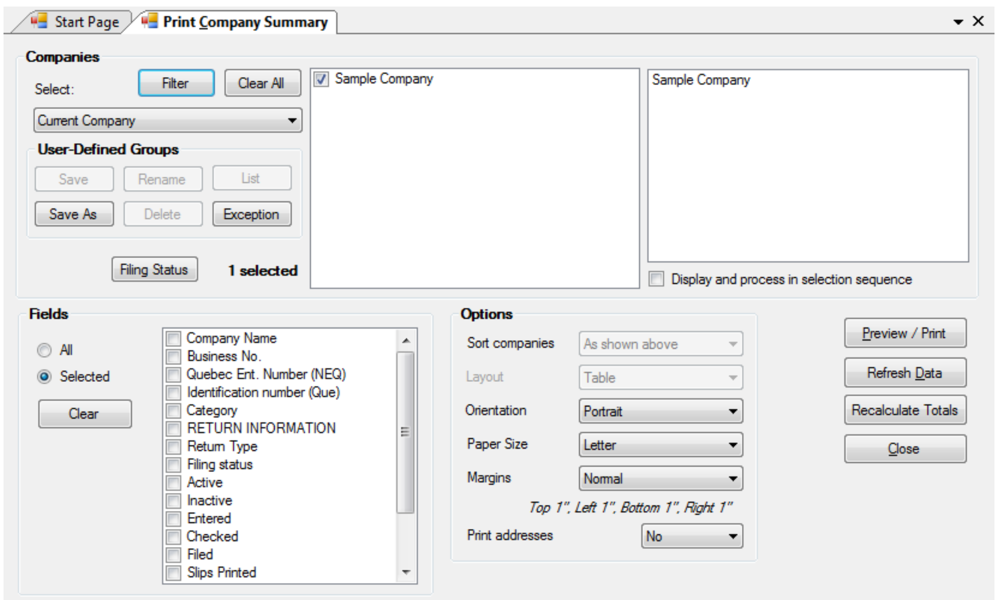
Save
Saves the settings for use by eForms.

Preview
Use the Preview button to review the email before sending.

Send
Use the Send button to send the email. Depending on the number of recipients included and the size of the attachments, the mailing process could take some time.

8.7 Company Summary

The Company Summary is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include and other options.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Options** 76 for details on configuring the layout of the report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

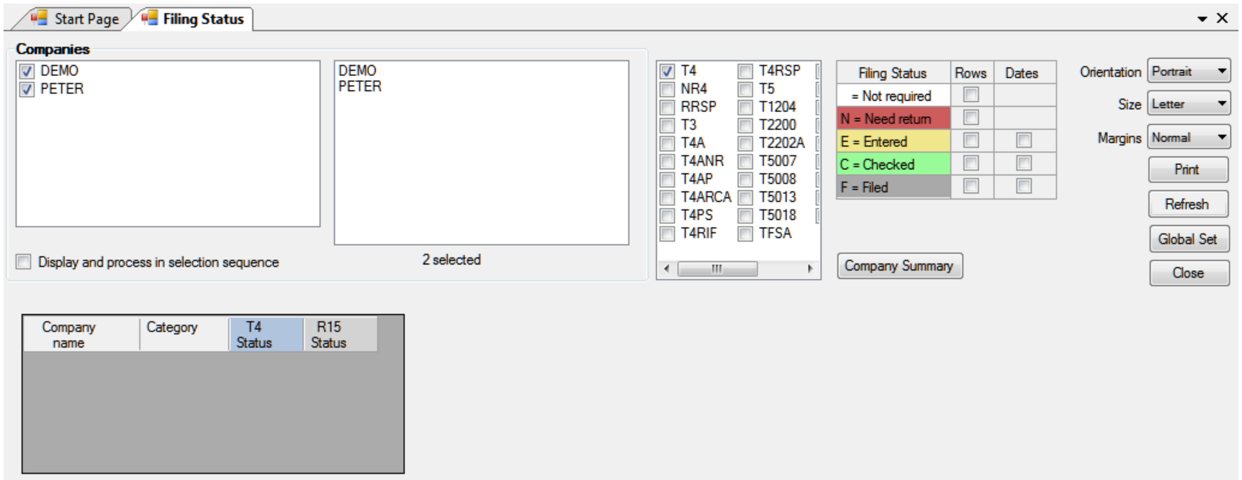
Fields
Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report. Clicking on **Clear** will remove all selections.

8.8 Company Filing Status

AvanTax eForms Enterprise Only



The Filing Status button displays the "Filing Status" selection window which is used to filter data by filing status. Only selected data will be acted upon by the tool. Any combination of return types or companies can be selected. Filing status options are:

- **Not Required** - No return is required
- **Need Return** - A return is required
- **Entered** - A return has been entered into eForms
- **Checked** - Data entered has been checked
- **Filed** - The return has been filed with the CRA and/or the Revenu Québec

Once you have made the desired selections you can click on the "Refresh" button to display the filing status for the selected employers in the lower half of the screen and the "Print" button will become active; allowing you to print the report.

8.9 Company Statistics

The **Company Statistics** report shows in tabular form the total number of companies entered; the number of returns for each company; the total number of slips entered for each return and the average number of slips per return.

8.10 More

Selecting this option opens the **Configure Database** 50 dialogue where you can configure the current database to include / exclude specific forms.

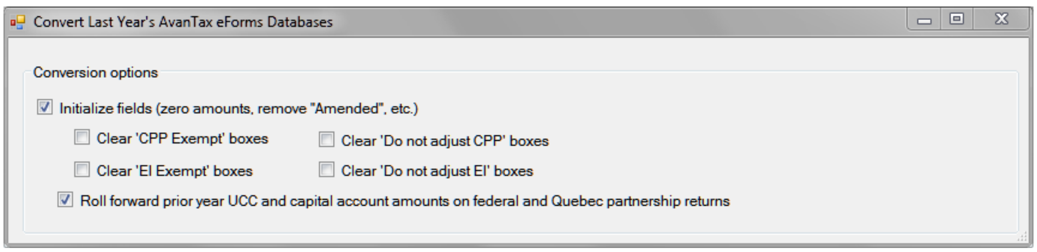
Part IX

9 Partnership Forms (Plus & Enterprise Versions Only)

eForms Plus & Enterprise Only

How to Get Data into the Partnership Forms
There are three ways to get data into eForms partnership forms.
a. Convert last year’s eForms database
b. Import data from an Excel spreadsheet
c. Enter the data manually

Converting Partnership Data from a eForms Database
Converting partnership data from last year’s eForms database is virtually identical to the way you **convert other data** 48. The only difference is that you have the option to convert only companies with partnership data. This is useful if you have already converted your databases prior to the February 10, 2009 release which handled partnership forms.



Importing Partnership Data from Excel
Importing T5013 slips from an Excel spreadsheet is done in the same way as importing other slips. See the eForms User Manual for general instructions about importing data. For information about the names of the fields used as headers for T5013 slips, see **Headings for T5013** 173 for layout details.

You can import both identification information (names, addresses, etc.) as well as the amounts allocated to the partners for each box. If you import the allocated amounts, the totals will be automatically summed up to the summary and the boxes on the slips will all be overridden so that automatic allocation is suppressed.

If you prefer to enter the totals of the income and expenses on the summary and have eForms allocate the amounts to the partners, you can also do that. Simply do not enter the amounts in the spreadsheet. Then, after the import is complete, enter the total amounts on the summary, and select the method for calculating the partner’s share (See “Allocating Amounts from the Summary to the Slips” below).

The boxes in the “Other amounts and information” section of the slips cannot be imported.

Allocating Amounts from the Summary to the Slips
For partnerships where the income and expenses are allocated to the partners based on a percentage, eForms can automatically calculate the amounts for each partner.

Open the T5013 summary (Forms/Partnership-Federal/T5013 Summary), page 1, and select one of the 3 options in the drop down list *Methods for calculating partner’s share (%) of income and expenses*.

The purpose of the allocation method is to determine how eForms calculates each partners’ share of the income and expenses entered on the summary. The methods are described below.

Method	Partner’s share (%) based on	You must enter these fields
A	The partner’s income (or loss) divided by the sum of all partners’ income (or loss)	□ Each partner’s income (or loss) allocated

P	The percentage you enter on the slip	□ Total net accounting income □ Each partner's % share
U	The partner's partnership units held divided by the sum of all partnership units	□ Total net accounting income □ Each partner's number of units

If you select "P" or "U", you will need to enter the *Total net accounting income to be allocated*. If you select method "A", the *Total net accounting income* will be disabled, but it will be adjusted as you enter the partners' net income allocated on each slip.

Regardless of which method you choose to calculate the partners' share, eForms will automatically allocate each income and expense item entered on the summary to each of the slips according to the percentage, unless the box is overridden on the slips (see "Overriding the Automatic Allocation" below).

Overriding the Automatic Allocation

Depending on the type of partnership, there may be amounts which cannot be allocated to the partners simply on the basis of a percentage. If this is the case, you will need to override the box and enter the amounts manually on each slip.

To do this, go to any one of the slips and double-click the "pencil" image to the right of the box, or click in the box and press F4. The background color of the box will change to aqua and you will be able to enter the desired value in the box. Note that the box will be overridden on all slips for the company.

In the event that you want to override all boxes on the slips, use the "Override all boxes" button at the top of the form.

9.1 T5013

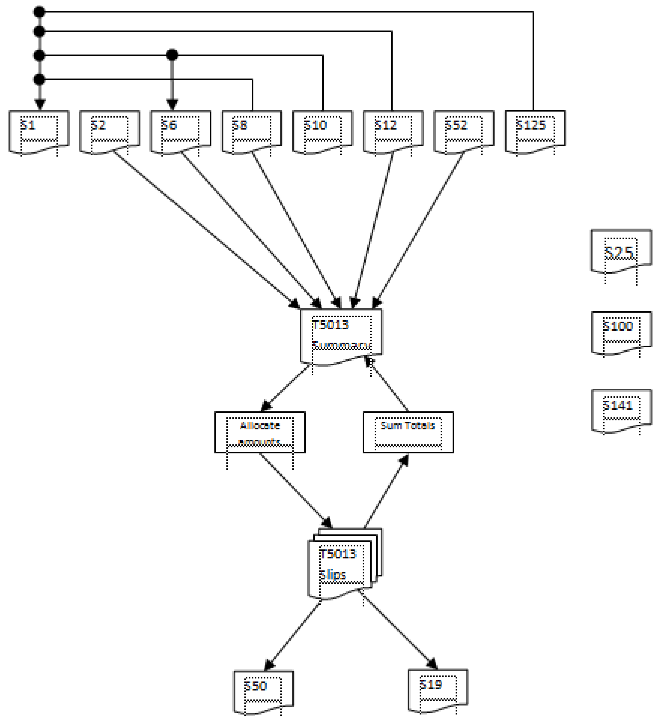
eForms Plus & Enterprise Only

Please note, information on the GIFI codes can be found on the CRA website at the following URL:

http://www.cra-arc.gc.ca/E/pub/tg/rc4088/rc4088-09e.pdf

Relationships Between Forms

The Partnership forms are linked together so that information entered on a slip, schedule or summary will flow automatically to the appropriate related form. A simple overview of the relationships between the various forms is presented in the diagram below. Schedules 25, 100 and 141 are included but are independent and used for reporting purposes only.



Relationships between forms

A detailed analysis of the flow of data between forms is given in the table below. Abbreviations are used as follows:

➔ *= Data flow (Source Form* ➔ *Destination Form)*

SOURCE FORM	DESTINATION FORM
Schedule 1	Schedule 1, Line D ➔ Summary Box 20, 21, 22 or 23 (user defined)
Schedule 2	Schedule 2, Section A, Line 103 + Schedule 2, Section B, Line 103 ➔ Summary, Line 103 Schedule 2, Section C, Line 104 + Schedule 2, Section D, Line 104 ➔ Summary, Line 104 Schedule 2, Section E, Line 105 ➔ Summary, Line 105 Schedule 2, Section F, Line 106 ➔ Summary, Line 106 Schedule 2, Lines 103*, 104*, 105*, 106* ➔ Summary, Line 103*, 104*, 105*, 106*
Schedule 6	Schedule 6, Section R ➔ Summary, Line 70 Schedule 6, Section S ➔ Summary, Line 70-2 Schedule 6, Section T ➔ Summary, Line 70-3 Schedule 6, Section U ➔ Summary, Line 70-4 Schedule 6, Section V ➔ Summary, Line 70-17
Schedule 8	Schedule 8, Total Column 10 ➔ Schedule 1, Line 107 Schedule 8, Total Column 11 ➔ Schedule 1, Line 404 Schedule 8, Total Column 12 ➔ Schedule 1, Line 403 Schedule 8, Total Column 12 ➔ Summary, Line 85
Schedule 10	Schedule 10, Section 4 ➔ Schedule 6, Section Q Schedule 10, Section C, Line 12 ➔ Schedule 6, Section V Schedule 10, Section B, Line 11 ➔ Schedule 1, Line108 Schedule 10, Section B, Line 17 ➔ Schedule 1, Line153 Schedule 10, Section A9 ➔ Schedule 1, LineA405

Schedule 12	Schedule 12, Section D, Line 1 ➔ Schedule 1, Line 232 Schedule 12, Section A, Line 9 ➔ Summary, Line 90 Schedule 12, Section A, Line 10 ➔ Summary, Line 96 Schedule 12, Section B, Line 8 ➔ Summary, Line 91 Schedule 12, Section B, Line 9 ➔ Summary, Line 97 Schedule 12, Section C, Line 9 ➔ Summary, Line 92 Schedule 12, Section C, Line 10 ➔ Summary, Line 98 Schedule 12, Section D, Line 1 ➔ Summary, Line 93 Schedule 12, Section E, Line 1 ➔ Summary, Line 94 Schedule 12, Section F, Line 1 ➔ Summary, Line 95
Schedule 52	Summary, Boxes 120, 121, 124, 125, 130, 128, 129, 141, 143, 144, 145, 110
Schedule 125	Schedule 125, Line 9999 ➔ Schedule 1, Section A
T5013 Slip	Summary, Number of T5013 Slips Summary, Number of T5013a Slips Summary, Box 150 – Number Units Acquired Summary, Box 152 – Total Cost Of Units Summary, Box 153 – Limited-Recourse Amounts Summary, Box 154 – At-Risk Adjustment Summary, Box 155 – Other Indirect Reductions Schedule 50, Partner Id Fields, Capital Account Fields, Partner's Share (%) Schedule 19, Non-Resident Partner Name, Address, Etc
T5013 Summary	Slip, Identification Info: Fiscal Period End, Etc. Slip, Amounts Allocated On % Basis Slip, Non-Monetary Values From Other Information

9.2 RL-15

eForms Plus & Enterprise Only

This section is in progress. An updated version of the eForms manual will be released upon completion.

Part X

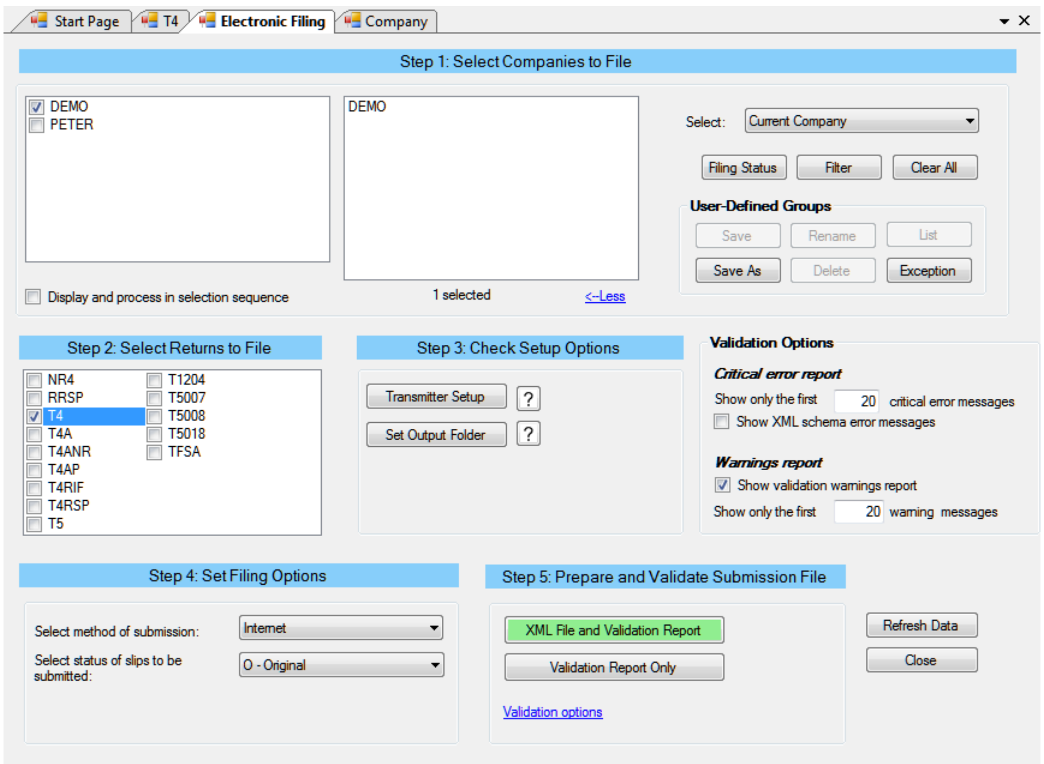
10 Electronic Filing

10.1 Electronic Filing Preparation

NOTE: During setup you should complete the **Electronic Filing Page** 123 of the **User Setup Options** submenu of the **Setup** menu if you plan to submit returns electronically. Much of the information required by eForms for electronic file processing is contained there.

CRA permits electronic filing of the NR4, RRSP, T1204, T3, T4, T4A, T4A(P), T4A-NR, T4RSP, T4RIF, T5, T5007, T5008, T5018 & TFSA returns included with eForms.
MRQ permits electronic filing of all RL returns included in eForms.

To access electronic filing you can either select the Electronic Filing menu; or choose Electronic Filing from the appropriate slip listed under the Reports menu.



Step 1: Select Companies to File
Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Note: eForms Lite and Basic can select one Company at a time to file electronically; eForms Plus and Enterprise can select multiple companies.

Step 2: Return types
You can select the returns to be included by clicking on the checkbox beside the return type. **Note:** With eForms Basic, you may only select one Return Type at a time to file electronically. Submissions of multiple return types are enabled only with eForms Plus and Enterprise.

Step 3: Check Setup Options
Transmitter Setup
Pressing this button will allow you access to the information stored on the **Electronic Filing** 95 page of the **User**

Settings 130 submenu of **Setup** 37 menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the electronic filing dialog box.

Set Output Folder
Use this option to customize the destination where eForms will save the XML output for this report.

Step 4: Filing Options
Select the Method of Submission
Choose the media by which the return(s) will be submitted to the CRA. **Note:** eForms Basic allows only the Internet as a destination for electronic filing. eForms Plus and Enterprise allow CD, DVD or Diskette as well.

- **Internet** - data will be validated for consistency with CRA and MRQ requirements and, if no errors are found, a file will be created on your hard drive (see the sections on **Internet Filing to CRA** 100 and **Internet Filing to Revenu Québec** 104 for details)
- **CD, DVD or Diskette** - the XML file will be created on your hard drive which you may then copy to CD, DVD or diskette. See the section on **CD or DVD Filing** 105 for details. If you are filing more than 50 slips you cannot file on CD or DVD and must file over the Internet. **NOTE:** You must have access to a diskette, CD, DVD or Diskette drive to successfully use this option.

Select Status of Slips to be Submitted
Each submission must contain original, amended or cancelled returns. Select "*Original*," "*Amended*" or "*Cancelled*" to include all original, amended or cancelled returns (respectively) of the types selected for the companies included in your submission. **Note**: eForms does not include amended slips having a zero dollar value in an electronic submission; if you need to submit a slip that has been amended and has a zero dollar value you should leave the original dollar values unchanged and set the slip status to Cancelled.

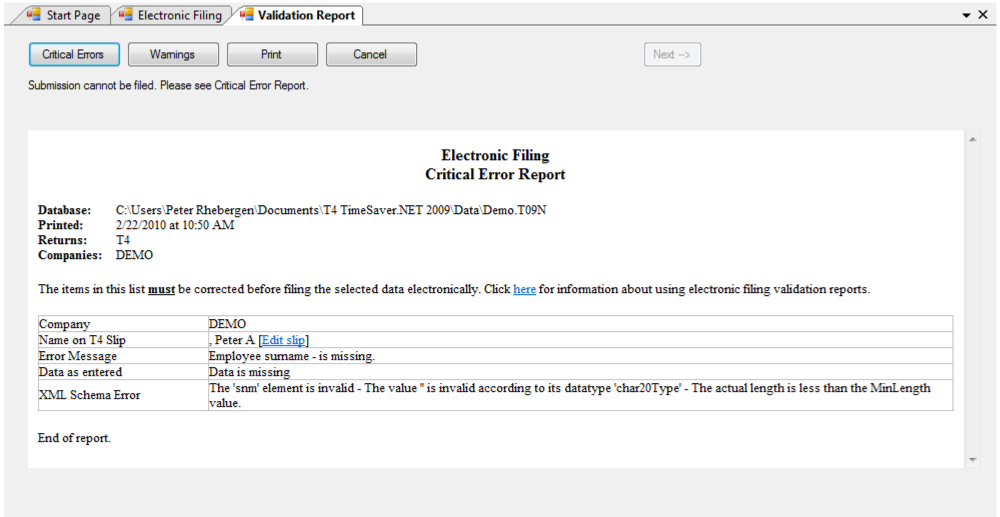
Only process slips that are selected on the Advanced tab (*Enterprise only*)
Check the box marked "*Only process slips that are selected on the Advanced tab*" to create an electronic submission (XML file) containing only selected slips. You must also need check the box marked "*Check to select this slip for special electronic filing*" on the **Advanced Tab** 68 on the data entry screen for the slip(s) to be included.

Step 5: Prepare and Validate Submission File
eForms will validate your data to determine if there are any Critical or Warning errors. Errors that would result in a rejection of your submission will be listed in a Critical Error report and **must** be corrected before eForms will generate an XML file. Errors that should be corrected, but will not invalidate the submission if they were not, are displayed in a Data Validation Warnings report. The validation procedure is implemented whenever an electronic filing submission is processed; it can also be run independently by selecting the **Validation Report Only** option, which will generate and display a validation report without creating an XML file.

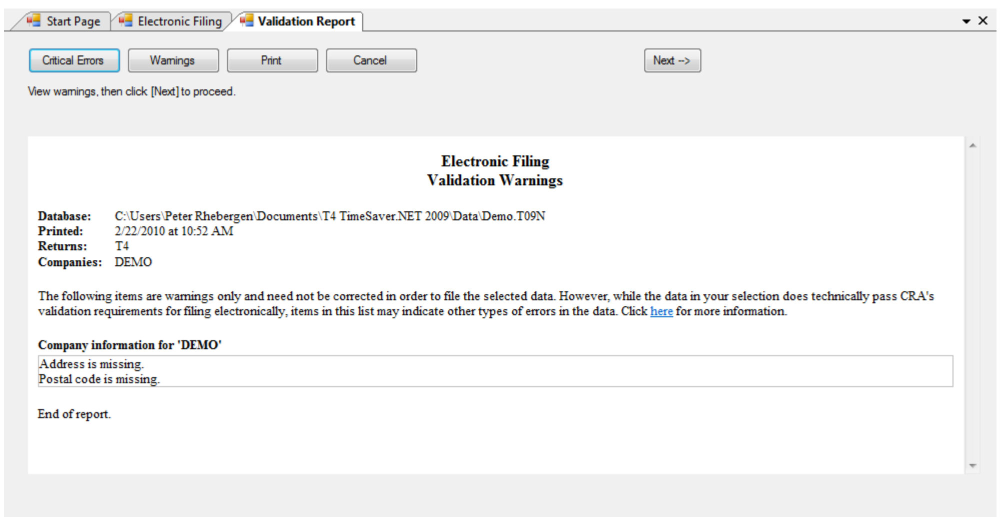
Validation Options
This section is hidden by default but can be displayed by clicking on "**Validation Options**" at the bottom of the screen. In this section you can

- adjust the number of Critical and Warning messages displayed, the default is 20
- set whether or not to show errors in the XML schema
- determine whether or not to display Warning messages, since they do not materially impact on the acceptability of a submission

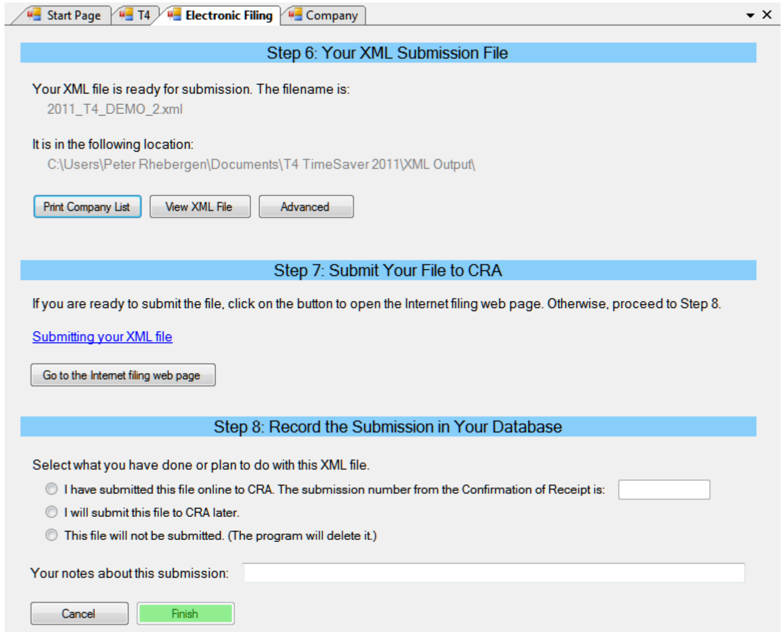
XML File and Validation Report
Pressing this command button will begin the processing of the electronic filing. A validation report will be generated and displayed; and can be printed if desired.



Processing of an electronic return will be halted if any Critical Errors are found. Critical Errors are those that would cause CRA or Revenu Québec to reject the electronic return. Processing of the electronic return can only continue if all Critical Errors have been repaired.



Pressing the Next button in the upper right of the Validation Report (available only if no Critical Errors have been found) will create the XML file. Once the XML file has been successfully created the Internet Filing dialogue will be displayed:



Step 6: Your XML Submission File
The message "*Your XML file is ready for submission. The filename is*" is displayed at the top of this screen followed by the name of the XML file and its location on your computer.

Print Company List
Prints a list of all companies included in the submission, we recommend that you print this report and retain it for your records.

View XML File
Opens the XML file for your review in your default XML viewer, typically Internet Explorer or similar Internet browser. We recommend that you never open the XML file in an editor due to the risk of corrupting the submission.

Advanced
Displays three additional buttons by which the XML file may be modified:

- **Rename XML File -** Allows you to change the name of the XML file
- **Move XML File -** Allows you to move the XML file from its default location to a location of your choice
- **Go to File Location -** Opens your default computer browser at the location where the XML file has been saved

Step 7: Submit Your File to CRA/MRQ
Your XML file has been created but you must go to the appropriate Internet filing page and follow the instructions there to submit the XML file to the CRA 99 or MRQ 103 computers. The submission is NOT automatic and eForms does NOT interact with the CRA or MRQ Internet filing site. Once you have submitted the XML file, you will receive a Confirmation of Receipt which you can enter in Step 8.

Click on **Submitting your XML file** for further instructions or click on **Go to the Internet filing web page** to begin the process of submitting your XML file to CRA or MRQ.

Step 8: Record the Submission in Your Database
Select what you will do with this XML file
Choose what will be done with the XML that has been created:

- **I have submitted this file online to CRA/MRQ. The submission number from the Confirmation of Receipt is...** - Click this radio button if you have submitted, or will immediately submit, the XML file to CRA or MRQ; once the XML file has successfully been submitted you will receive a confirmation number which you should enter on this page. You will use your Internet browser to submit the XML file to CRA or MRQ.
- **I will submit this file to CRA/MRQ later** - Click this radio button if you will not immediately be submitting the XML file to CRA or MRQ but wish to retain the file for submission at a later date.
- **This file will not be submitted (The program will delete it) -** Click this radio button if you will not be submitting the XML file to CRA or MRQ; eForms will delete the XML file when you click NEXT button.

Note about this submission
Here you can enter any information you wish to record about this XML file.

Cancel
Cancels the submission process, deletes the XML file and returns you to eForms.

Finish
Only available when one of the three radio buttons on the top of the screen has been chosen; when clicked it will return you to eForms after confirming whether or not you wish to update the filing status for the company(ies) included in the XML submission.

There is no need to submit a transmittal report (T619 form) with electronic returns.

10.2 Instructions for CRA Returns

The following instructions are provided here for a convenient reference. For complete details see the CRA website.

1. Electronic filing submissions may be made by Internet or on a media such as a CD, or DVD. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one. If you cannot obtain a Transmitter Number, use the default Transmitter Number of MM555555. You should be assigned a Transmitter Number for the subsequent year which you should use from then on.

3. Filers of any combination of returns totalling over 50 slips are required by CRA to file their submission over the Internet. Internet submissions may not exceed 150Mb. If your submissions is larger than 150Mb it must either be compressed or split into separate submissions to fall below the 150Mb limit. The CRA encourages all employers who use computerized methods to generate returns to submit them to the CRA electronically.

4. An electronic filing submission may contain only one CD or DVD. It may contain more than one type of return* and it may contain returns for more than one company* (* **eForms Plus and Enterprise Only**). CD or DVD submissions cannot contain more than 50 slips. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

> Electronic Media Processing Unit
> Ottawa Technology Centre
> Canada Revenue Agency
> 875 Heron Road
> Ottawa ON K1A 1A2
>
> Telephone: 1-800-665-5164

5. Do not send CRA paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to CRA, create an electronic filing submission of the amended and/or cancelled returns and submit it to the Electronic Media Processing Unit. Do not send any original returns in the same submission as amended returns.

10.2.1 Internet Filing to CRA

eForms is able to utilize CRA's URL for Internet filing of returns. Because the CRA website may be changed without notice the screen captures below may not be current.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by CRA for Internet filing. 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/esrvc-srvce/rf/xml/menu-eng.html

Click the Enter Internet File Transfer (XML) Secure Web Site, which will open the "Disclaimer - Internet File Transfer (XML)" page. You are encouraged to read all the terms and conditions on this page and you must click on the "I agree" at the bottom of the page before you can enter the Internet File Transfer site. Once you click on "I agree" the following webpage will open:

You will be prompted to enter:

- the Account Number of the company for which you are filing an Internet return

and

- the Web Access Code of that company

If you are submitting returns on behalf of multiple companies, you would enter:

- your company's Account Number

and

- your company's Web Access Code

Notes on the Account Number and the Web Access Code

- The Account Number and the Web Access Code are not interchangeable; they are two different numbers of two different formats used in two different capacities. Contact the CRA at **877-322-7849** if you have not received your Account Number or Web Access Code by the time you are ready to submit an electronic return.

- While the Account Number and Web Access Code are used to grant access to the Internet filing website, they do not serve to identify the entity submitting the XML file; identification information is contained within the XML file and is taken from the **Electronic Filing Page** 123 (accessed through **User Settings** 130 under the **Setup** 37 menu).

Once the appropriate Account Number and Web Access Code have been entered and validated you will be taken to the following webpage

Here you will be prompted to upload the XML file created by eForms that contains the company data in XML format to the CRA website. The XML file will be located in eForms' XML Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in eForms. eForms saves 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 eForms to ensure that older files are not overwritten, and “XML” is the default file type designator required by CRA. If the submission is for multiple companies, "COMPANY_NAME" will be replaced by "MULTIPLE_COMPANIES."

eForms Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size (if your file is larger than 150Mb you can either compress it or split your return into sections). In this case you must use:

- **either** your company's Transmitter Number **or** Account Number (Business Number)
- **and** your company's Web Access Code

to access the CRA website as you are acting as an agent for multiple companies.

eForms Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these eForms versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the eForms Plus or Enterprise.

Making a Payment
If you must make a payment with your submission you can visit CRA's **[My Payment website]**; if your financial institution is supported you can setup your payment options as necessary.

10.3 Instructions for MRQ Returns

The following instructions are provided here for convenient reference. For complete details see the Revenu Québec website.

1. Electronic filing submissions may be made by Internet or on a media such as a CD or DVD. CD or DVD submissions may not contain more than 50 slips. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one.

3. Returns for employers filing over 50 returns are required by Revenu Québec to be filed electronically. It may be sent either via the Internet or on a CD or DVD, however Internet submissions may not exceed 150Mb. If the transmission exceeds 150Mb, contact the Division de l’acquisition des données électroniques (866-814-8392) for information on how to proceed.

4. An electronic filing submission may contain only one CD or DVD. It may contain a single return type and it may contain returns for only one company. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Direction générale du traitement et des technologies
Revenu Québec
3800, rue de Marly, secteur 2-2-0
Québec (Québec) G1X 4A5

Telephone: 418 659-1020 or 1 866 814-8392
Fax: 418 646-0713

Email: edi@Revenu Québec.gouv.qc.ca

5. Do not send Revenu Québec paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to Revenu Québec, contact the department above for further information.

10.3.1 Using Serial (Relevé) Numbers in Electronic Returns

The Revenu Québec assigns serial numbers to filers of electronic returns, as opposed to paper returns where serial numbers are assigned to ELM Computer Systems and re-distributed among eForms users. You have the option to set the electronic serial number by using the Set Serial Number button on the Electronic Filing screen for the Relevé in question; simply click on this button and you will be able to enter the appropriate serial number from the range assigned to you by the Revenu Québec.

Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into eForms
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both

serial numbers will print

10.3.2 Internet Filing to MRQ

eForms is able to utilize Revenu Québec's URL for Internet filing of Relevé returns. Because the Revenu Québec website may be changed without notice the screen captures below may not be current.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by the Revenu Québec for Internet filing. 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.revenu.gouv.qc.ca/en/sepf/services/sgp_rl_Internet/default.aspx

Click the Access to service button, which will open a logon page where you will enter the username and password assigned to your firm by the Revenu Québec. 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 Revenu Québec website.

Here you will be prompted to upload the XML file created by eForms that contains the company data in XML format to the Revenu Québec website. The XML file will be located in eForms' XML Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in eForms. eForms saves 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 eForms to ensure that older files are not overwritten, and “XML” is the default file type designator required by Revenu Québec. If the submission is for multiple companies, "COMPANY_NAME" will be replaced my "MULTIPLE_COMPANIES."

eForms Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size.

eForms Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these eForms versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the eForms Plus or Enterprise.

10.3.2.1 Revenu Québec Internet Filing Limitations

The following information is taken from the Revenu Québec document IN-800-V:

4.1.1 Online
The combined file size of all transmitted data must not exceed 150 megabytes (150 MB). If the transmission exceeds this limit, contact the Division de l’acquisition des données électroniques for information on how to proceed.

Important

> The transmission of data whose combined file size is less than 150 MB may still encounter certain problems for which Revenu Québec is not responsible. **These problems may occur if the equipment you use performs poorly, if you have a low-capacity Internet connection or if you try to submit the data during the final hours before the deadline**.

To send files online, go to our website and click on the **Online Services, Forms and Publications** tab, followed by **Services**. Under **Tax Categories**, click **Filing RL-slips** and select **Internet Transmission of RL- Slips**, then click on
Access to service. Complete the on-screen form and click **Continue**. Click **Browse**, then select your file. Before clicking **Submit**, make sure that you have selected the correct file. You will automatically receive an acknowledgement of receipt along with a reference number, confirming that we have received your transmission. We will mail you a validation report for the file once we finish processing your transmission. You may also contact us to obtain the results of the validation.

4.1.2 Electronic media
Record **only one file containing one type of RL- slip and one type of package per electronic medium**. For example, you would record file A containing original RL-1 slip data on one CD-ROM, file B containing original RL-2 slip data on another CD-ROM, and file C containing amended RL-1 slip data on a third CD-ROM. Each record must comply **completely** with the format described in section 5. Please note that CD-ROMs and DVDs will not be returned to you.

10.4 Filing on CD or DVD

eForms Plus & Enterprise Only

When the CD or DVD option is selected as the destination for the Electronic Filing submission you will be prompted to enter the Submission Sequence Number. This is a number from 1 to 999 that will identify the sequence of submissions that you submit to the CRA as a transmitter. Regardless of your client, enter "1" for your first submission, "2" for your second, etc. The number you enter will be included in the filename so CRA will know that it is a unique submission. Enter the appropriate number as requested and click the OK button.

If you enter a duplicate number you will be warned that the filename already exists and given the opportunity to keep the sequence number you have entered and overwrite the existing file (if you did not submit the original and are re-doing the submission) or to change the sequence number (if the sequence number was entered incorrectly).

You will then be given the path and filename of the file to be sent to CRA. Make careful note of this information.

View XML File in Browser
Click this button to see the file that will be sent to CRA.

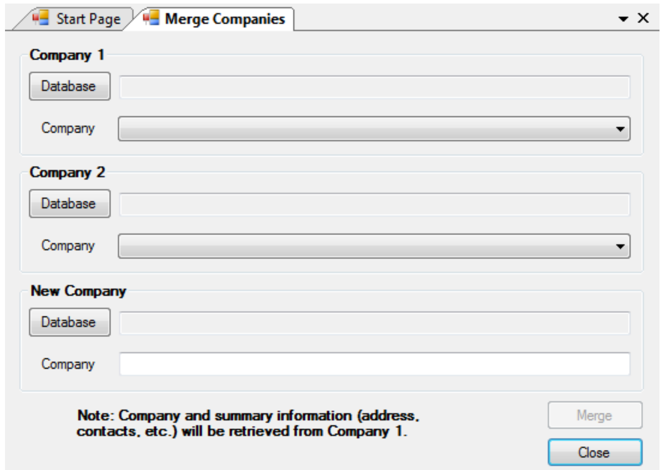
Print Company List
This company list can be used to track which companies have been filed on which submission. Keep this for your own records, there is no need to send a copy to CRA with your submission.

Creating the submission CD or DVD
Using your own software, burn the indicated file onto a CD or DVD. Label the CD or DVD with your name and telephone number so that the CRA can contact you if you need to re-file your submission. Provide complete external labeling showing the transmitter's name and telephone number, the Transmitter Number and your submission file name.

Part XI

11 Using Tools to Manipulate Data

11.1 Merge Companies

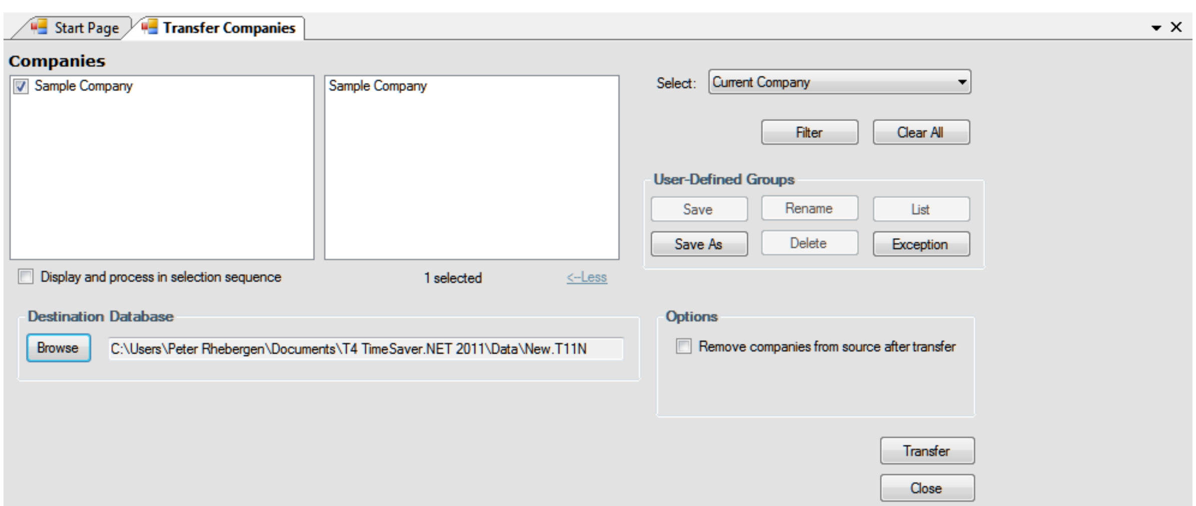


Merge Companies merges two companies into a third company. Each company can be stored in any existing database accessible to eForms; the company containing the merged data must not already exist in the database where it will be stored.

Company 1 / Company 2
Click the **Database** button to select the database containing the company to be merged, then select the company from the **Company** drop-down box below.

New Company
Click the **Database** button to select a database where merged company will be stored and type a name of the company in the **Company** line. If the merged company already exists in the database the merge will not take place; enter a unique company name or create a **new database** 48 to store the merged company.

11.2 Transfer Companies



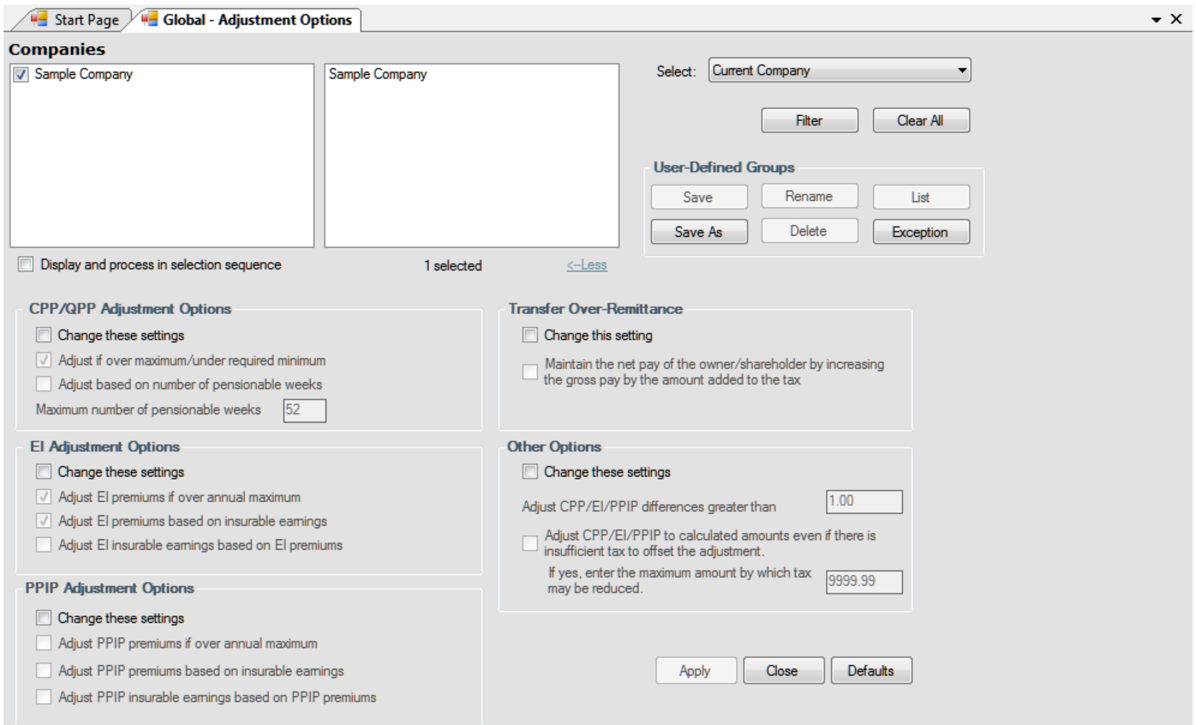
Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use **Transfer Companies** to transfer companies from the current database to any other database. Select any existing database as the destination by using the **Browse** button. Indicate which companies you wish to transfer using the **Select**, **Unselect**, **Select All** and **Unselect All** buttons. As companies are added to the transfer list they will be displayed on the right.

Options
Remove companies from source after transfer
If this option is checked, the selected companies will be permanently deleted from the source database; otherwise, the selected companies will remain in the source database and the destination database.

11.3 Global Changes

11.3.1 Adjustment Options



Refer to the section [Company Selection](75) 75 for details on selecting companies to be included in this process.

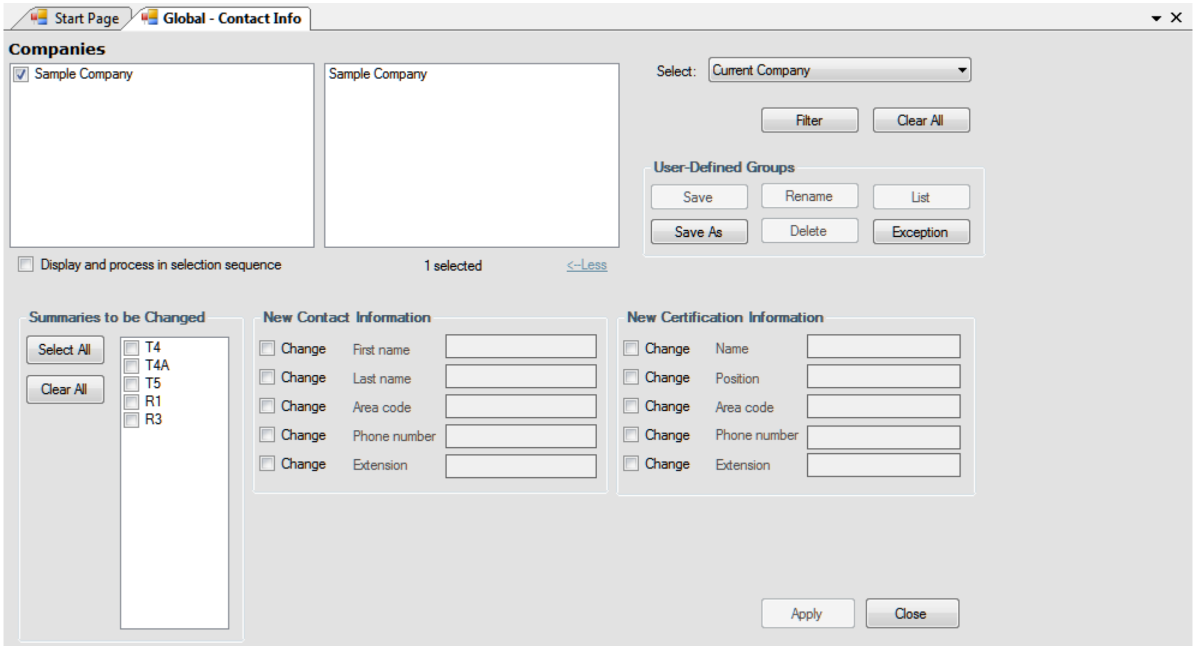
Use the **Global Changes - Adjustment Options** tool to change the adjustment options for companies in the current database. Click **Apply** to apply settings in sections with the **Change these settings** box checked to the selected companies. Changes made here will not immediately make adjustments to the selected slips and are not retroactive to any adjustments already made. To adjust slips using the new adjustment options you must run the Adjustment Report 82.

See the following sections of this guide for detailed descriptions of how each adjustment type is calculated:

CPP/QPP Adjustment Options 58
EI Adjustment Options 58
PPIP Adjustment Options 59
Transfer of Over-Remittance 59
Other Options 59

Changes made using this tool can not be undone.

11.3.2 Contact Information

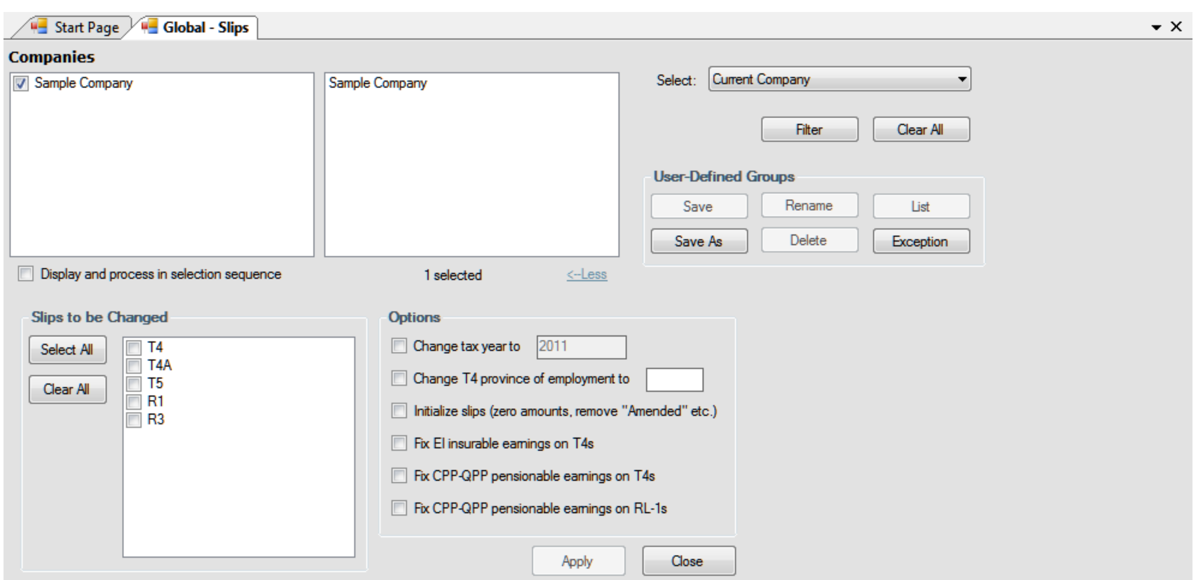


Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use the Global Changes - Contact Information tool to modify the contact information on the summaries of any return types that exist for any companies in the current database. The return types to which the changes will be applied can be selected from **Summaries to be Changed**. Updated contact and certification information is entered as appropriate in the fields under the headings **New Contact Information** and **New Certification Information**. Clicking on **Apply** will apply the changes to all selected companies and return types.

Changes made using this tool can not be undone.

11.3.3 Slip Information



Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use the **Global Changes - Slip Information** tool to modify the taxation year and province of employment and/or initialize data on slips of any return types that exist for any companies in the current database. The return types to which the changes will be applied can be selected from **Slips to be Changed**. The desired changes are entered as appropriate under **Options**. Clicking on **Apply** will apply the changes to all selected companies.

Changes made using this tool can not be undone.

Options (only a single option can be selected at a time)
Change tax year to...
The year on all selected slips will be changed to the year indicated when this box is checked.

Change T4 province of employment to...
The province of employment on all selected slips will be changed to the province of employment indicated when this box is checked.

Initialize slips (zero amounts, remove "Amended" etc.)
Check this box to initialize all selected slips to contain only name and address information.

Fix EI insurable earnings on T4s
Set EI insurable earnings to the lesser of Employment Income (Box 14) and Maximum EI Earnings ($786.76) on all selected T4s.
NOTE: EI insurable earnings will be overwritten on all selected T4s that are not EI exempt.

Fix CPP-QPP pensionable earnings on T4s
Set CPP pensionable earnings the lesser of Employment Income (Box 14) and Maximum CPP Earnings ($2,217.60) on all selected T4s.
NOTE: CPP pensionable earnings will be overwritten on all selected T4s that are not CPP exempt.

Fix CPP-QPP pensionable earnings on RL-1s
Set QPP pensionable earnings to the lesser of Employment Income (Box A) and Maximum QPP Earnings ($2,217.60) on all selected RL-1s.
NOTE: QPP pensionable earnings will be overwritten on all selected RL-1s that are not QPP exempt.

11.4 Import Data

eForms Plus & Enterprise Only

If you have information in a payroll package or another tax slip preparation software product and the software allows you to export data into a CSV, Excel or XML file, you can use the **Import from Excel File**, **Import from CSV File** or **Import from XML File** functions to import the data into eForms.

11.4.1 Import from Excel File

eForms Plus & Enterprise Only
(For evaluation purposes, demo installations and eForms Basic can import the first three records of an Excel file)

NOTE: Microsoft Excel must be installed on your computer to use the Import form Excel File function. Excel files must be in the XLS format, not in the XLSX format of Microsoft Excel 2007 and later.

Instructions
1. When importing using eForms Plus, each sheet in the spreadsheet must contain data for one company and one slip type only. When importing using eForms Enterprise, each sheet in the spreadsheet can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column to distinguish between the companies that each slip will be imported into. Each sheet will be imported separately.

2. Insert a new column, as column A, at the left of the sheet.

3. Insert a new row, as row 1, at the top of the sheet.

4. Enter the appropriate key in cell A1 to designate the type of data being imported (use of the same key in the other cells in column A is not required). Refer to the appropriate section under **Headings for Import Files** 141 for the keys for each type of form.

5. Complete the first row by adding the headings that eForms expects for the type of data being imported. See the section **Headings for Import Files** 141 for the headings for each slip type. Errors will result if headings are used that are not recognized by eForms. Sample Excel import file templates can be found using the menu path: TOOLS > IMPORT DATA > OPEN EXCEL TEMPLATES. There is no need to include columns for every heading (nor need they be in any specific order); only include columns for which data exists that will be imported. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can force eForms to ignore it by using the "NULL" heading.

6. Make sure that the data in each column matches the headings. For example, if the city and province were exported to a single column in the Excel sheet, you will need to move the province to the PROV column and the city to the CITY column. A typical spread sheet could look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1	INCOME
2		Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company	1234567.89
3		Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company	2345678.91
4		Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company	3456789.12
5		Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company	4567891.23
6		Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company	5678912.34
7		French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation	6789123.45
8		Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation	7891234.56
9		Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation	8912345.67
10															

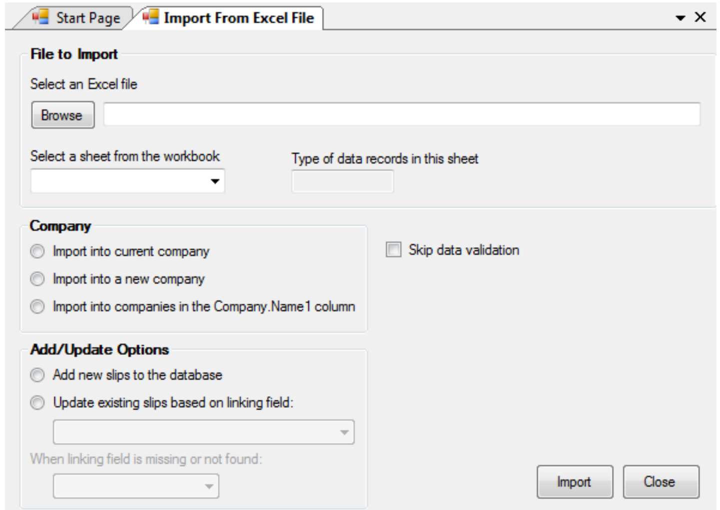
A common problem when creating an import file is the presence of empty cells beyond the data cells; this will cause the import process to report an error condition. To correct this problem, simply copy and paste your data cells into a new sheet and import from the new sheet.

COMPANY.NAME1 (*eForms Enterprise Only*)

The COMPANY.NAME1 is used exclusively by eForms 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 eForms 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.

7. Save and close the Excel spreadsheet. **NOTE**: All instances of the import file must be closed before continuing to the next step.

8. Start eForms. From the **Tools** menu, choose **Import** and then **Import from Excel File**.



9. Browse to the location of the Excel file you just created.

10. Indicate which sheet in the spreadsheet you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

11. **eForms Enterprise Only -** Indicate whether you wish to **Import into current company, Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

12. Click **Import**. eForms will add the slip data to the indicated company. If there are already slips of the selected type in the company, the imported data will be appended as additional slips. A summary for the return will be created or updated as required. If you have a company with 10 T4 slips and you import 15 more T4 slips, eForms updates the T4 summary with the totals of all 25 slips.

Add/Update Options (*eForms Enterprise Only*)
eForms Enterprise enables a far more granular data import than other versions. Using eForms Enterprise it is possible to import data into an existing company without overwriting data already existing within that company.

Add new slips to the database
Data for the slip in question will be added to the data existing in eForms Enterprise as a new slip. If the slip already exists in the eForms database it will be overwritten

Update existing slips based on linking field
This option will update existing data in the eForms Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is missing or not found** option to either stop processing the import data or skip the record for which no linking field is found.

11.4.2 Import from CSV File

eForms Plus & Enterprise Only
(For evaluation purposes, eForms demo installations and eForms Basic can import the first three records of a CSV file)

NOTE: Microsoft Excel does not need to be installed on your computer to use the Import form CSV File function.

Instructions

1. When importing using eForms Plus, the CSV file must contain data for one company and one slip type only. When importing using eForms Enterprise, the CSV file can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column to distinguish between the companies that each slip will be imported into.

2. Enter the appropriate key in the first data element to designate the type of data being imported. Refer to the appropriate section under **Headings for Import Files** 141 for the keys for each type of form.

3. Complete the first row by adding the headings that eForms expects for the type of data being imported. See the section **Headings for Import Files** 141 for the headings for each slip type. Errors will result if headings are used that are not recognized by eForms. There is no need to include every heading (nor need they be in any specific order); only include headings for which data exists that will be imported. Additionally, if you have data in your CSV file that you do not wish to import, you can you can force eForms to ignore it by using the "NULL" heading.

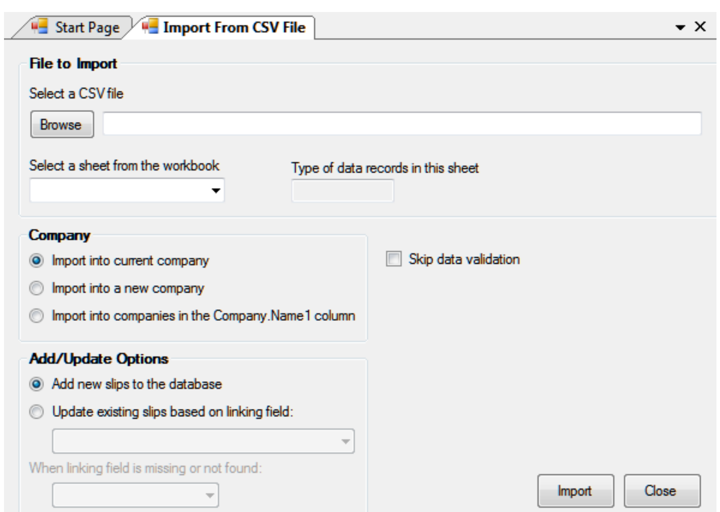
4. Make sure that the data types in each row of data matches the headings. For example, if the city and province were exported to a single data element in the CSV file, you will need to move the province under the PROV header and the city under the CITY header. A typical CSV file could look something like this:

```
T4,LASTNAME,FIRSTNAME,INITIAL,ADDRESS1,ADDRESS2,CITY,PROV,POSTAL,COUNTRY,SIN,TAXYEAR,INCOME,COMPANY.NAME1,INCOME
,Aarons,Aldo,A,1 Apple Court,Apt. 1,Acton,ON,A1A1A1,CAN,123456789,2009,"10,000.00",ABCDE Company,1234567.89
,Brown,Bob,,2 Birch Street,,Barrie,ON,B2B2B2,CAN,234567890,2009,"20,00.20",ABCDE Company,2345678.91
,Clark,Carl,C,3 Cedar St.,,Collingwood,ON,C3C3C3,CAN,345678901,2009,"33,333.33",ABCDE Company,3456789.12
,Dickson,Daryl,D,4 Delaware Dr.,Suite 4,Durham,ON,D4D4D4,CAN,456789012,2009,"4,000.00",ABCDE Company,4567891.23
,Emery,Ellen,E,5 Everett Ct.,,Ewing,ON,E5E5E5,CAN,567890123,2009,55.05,ABCDE Company,5678912.34
,French,Fred,,6 Fir Drive,,Fergus,ON,F6F6F6,CAN,678901234,2009,"6,000.60",FGH Corporation,6789123.45
,Gundeson,George,G,7 Gray Road,Unit 7,Grimsby,ON,G7G7G7,CAN,789012345,2009,777.00,FGH Corporation,7891234.56
,Henstock,Hazel,H,8 Hettersley Circle,,Hamilton,ON,H8H8H8,CAN,890123456,2009,"88,008.80",FGH Corporation,8912345.67
```

COMPANY.NAME1 (*eForms Enterprise Only*)
The COMPANY.NAME1 is used exclusively by eForms 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 eForms 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.

5. Save and close the CSV file. **NOTE**: All instances of the import file must be closed before continuing to the next step.

6. Start eForms. From the **Tools** menu, choose **Import** and then **Import from CSV File**.



7. Browse to the location of the CSV file you just created.

8. Indicate which sheet in the CSV file you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

9. **eForms Enterprise Only -** Indicate whether you wish to **Import into current company, Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

10. Click **Import**. eForms will add the slip data to the indicated company. If there are already slips of the selected type in the company, the imported data will be appended as additional slips. A summary for the return will be created or updated as required. If you have a company with 10 T4 slips and you import 15 more T4 slips, eForms updates the T4 summary with the totals of all 25 slips.

Add/Update Options (*eForms Enterprise Only*)
eForms Enterprise enables a far more granular data import than other versions. Using eForms Enterprise it is possible to import data into an existing company without overwriting data already existing for that company.

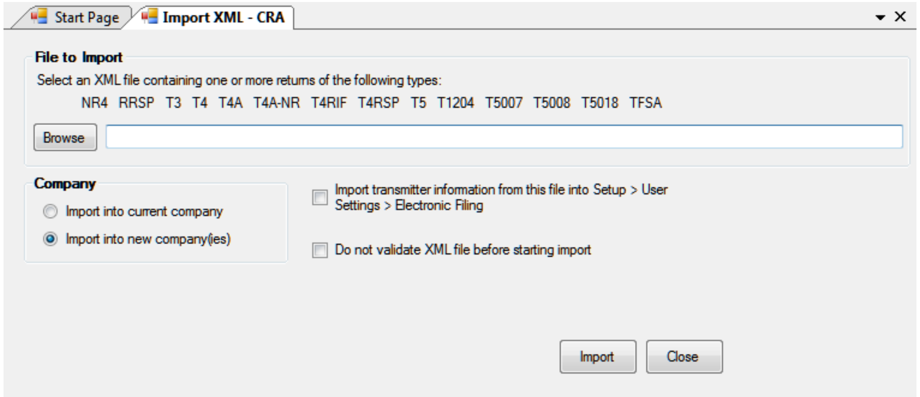
Add new slips to the database
Data for the slip in question will be added to the data existing in eForms Enterprise as a new slip. If the slip already exists in the eForms database it will be overwritten

Update existing slips based on linking field
This option will update existing data in the eForms Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is missing or not found** option to either stop processing the import data or skip the record for which no linking field is found.

11.4.3 Import from XML File

eForms Plus & Enterprise Only

You can use the XML Import tool to import data from an XML file. From the **Tools** menu, choose **Import**, then **Import from XML File** and finally whether you wish to import CRA (shown) or MRQ data.



Use the **Browse** button to open the location of the XML file you wish to import data from. Any XML file meeting the electronic data submission requirements of the CRA or MRQ may be imported. In rare cases the import from XML may fail due to inconsistencies between the source data and CRA or MRQ requirements.

Import into current company

Imports data into a company already existing in the current database.

Import into a new company.
Imports data into new companies in the current database. You will be prompted to enter company names into which to import the data; once the import has completed you must edit the company to complete the data entry of the company information.

Import transmitter information from this file into Setup > User Settings > Electronic Filing
If selected, imports transmitter information included in the source XML file into the current database.

Do not validate XML file before starting import
If selected, validation of the source XML data will be skipped; otherwise imported data will be checked for errors.

Import
Begins importing data using the settings provided.

What happens
eForms adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, eForms updates the T4 summary to show the totals of all 25 slips.

11.4.4 Open Excel Templates

eForms Plus & Enterprise Only

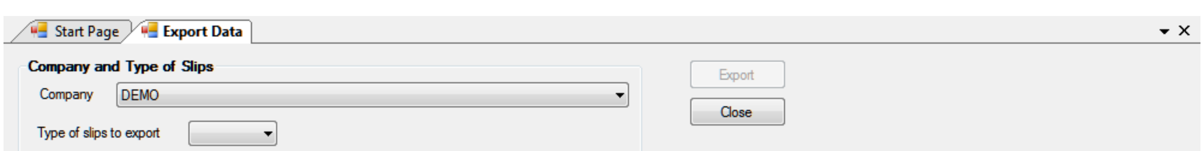
This menu item opens the Excel import templates using your default spreadsheet editor. The templates were installed with eForms in a subfolder named DB in the same folder where eForms was installed. Use the Excel import templates as a guide in creating an import file that can be used to import data from third party applications into eForms.

NOTE: Use your spreadsheet editor's "Save As" function to save the spreadsheet containing your data under a different filename. Failure do this will cause the Excel import template to be overwritten by the file containing your data; making your import data available to all other users of eForms (as well as permanently deleting the Excel templates).

11.5 Export Data

eForms Plus & Enterprise Only

The **Export Data** tool lets you export data from any slip type for any company in the current database to a CSV format file. To make the most efficient use of this feature, Microsoft Excel must be installed on your computer. If Microsoft Excel is not installed the Export file will contain all data fields; regardless of whether or not they contain data.



Company and Type of Slips
Company
Select the company containing the slips to be exported. The **Export Data** tool exports data for a single company at a time.

Type of slips to export

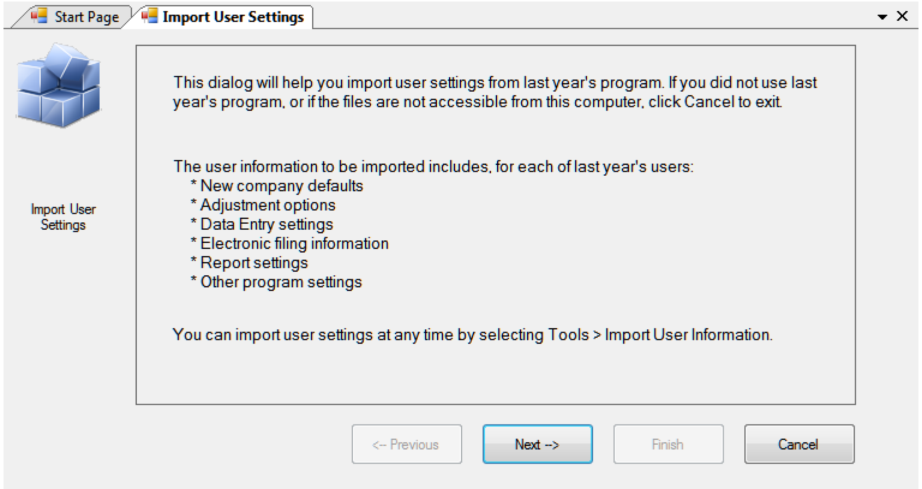
Select the type of slip to be exported from the drop-down list. Only one type of slip can be exported at a time; all data for that type will be exported.

Once both the above selections have been made, the **Export** button will be activated. Click on this button to provide a name for the output file and begin the export. If you specify a filename that already exists it will be overwritten. Data in the eForms database will not be altered. The export file can then be opened in your preferred spreadsheet program for further manipulation.

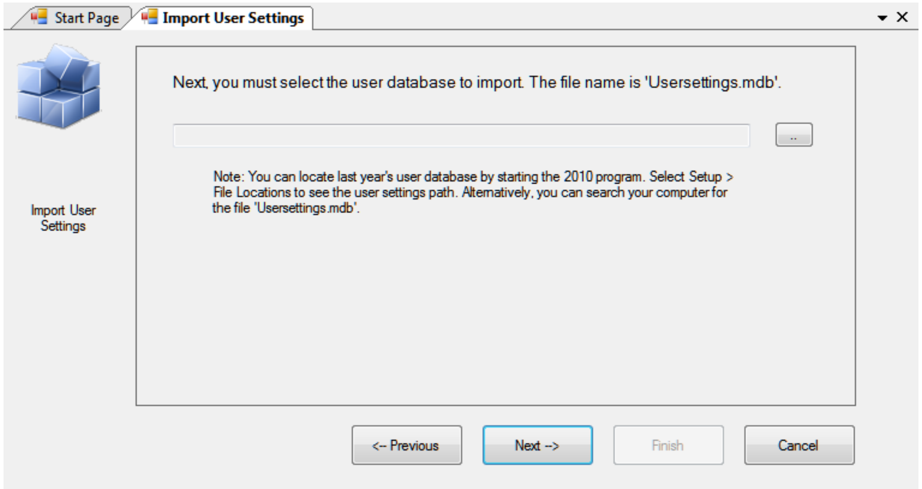
11.6 Import User Information from Last Year's eForms

eForms Plus & Enterprise Only

Available only to the System Administrator. The Import User Information from Last Year's eForms function allows the system administrator to import 2010 T4 TimeSaver user settings into the 2011 eForms.

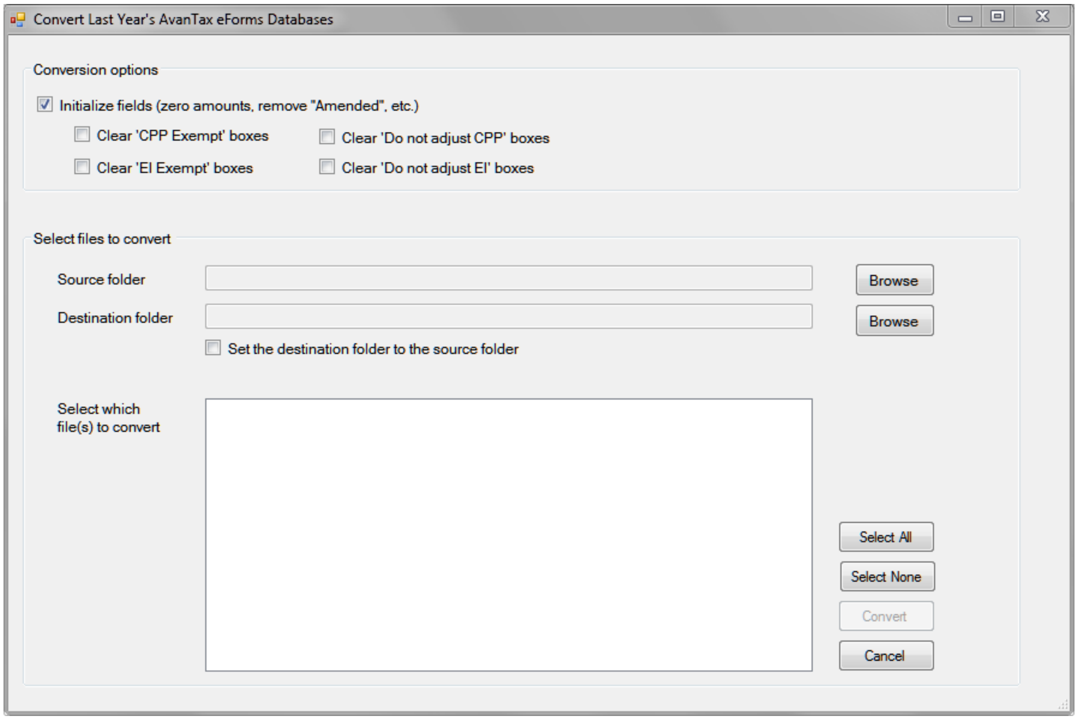


The first screen will present a choice between importing 2010 T4 TimeSaver user settings and also gives instructions on how to determine which T4 TimeSaver version you were using in 2010.



The second screen allows you to specify the location of the file containing the user settings for 2010 and also gives instructions on how to determine the location of this file. Once a valid user settings file has been selected you can click on the "Next" button to complete the import.

11.7 Convert Databases



The Convert Databases function converts “T10N" (2010 T4 TimeSaver) databases into “T11N" (2011 eForms) databases of the same name. Use this function to maintain the company and employee data.

Options
You can choose to set all dollar values to zero or 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. Please note that the option to "**Roll forward federal partnership Schedule 8 and Schedule 50 for new year**" is available only in eForms Plus or Enterprise.

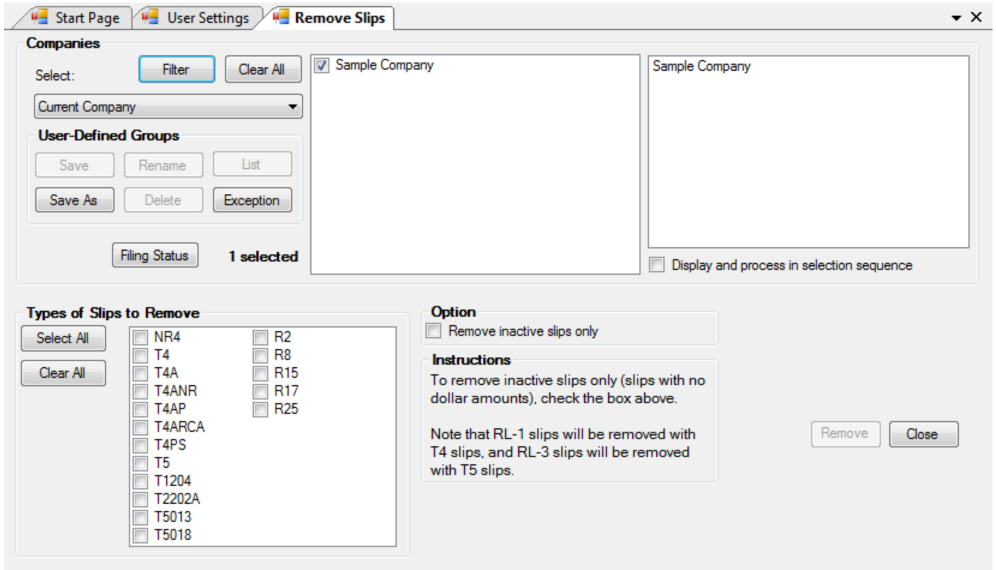
Select Source Folder
Choose the drive and directory that contains the 2010 T4 TimeSaver databases to convert. eForms will automatically find and list all the files having a “T10N" (2010 T4 TimeSaver) extension. The 2010 database will not be deleted; instead, a new “T11N" (2011 eForms) database will be created.

Select Destination Directory
Choose the drive and directory in which you wish to store the 2011 eForms database. The directory can be the one containing the 2010 database or you can create a new one each year.

Select Data file(s) to be Converted
Highlight the file(s) you wish to convert. eForms will create a new file with the same name but with a “T11N" extension in the same directory as the original 2010 database. Only the highlighted file(s) will be converted when the **Convert** button is clicked.

11.8 Remove Slips

The Remove Slips function allows you to remove all slips of any type for any company in the database.



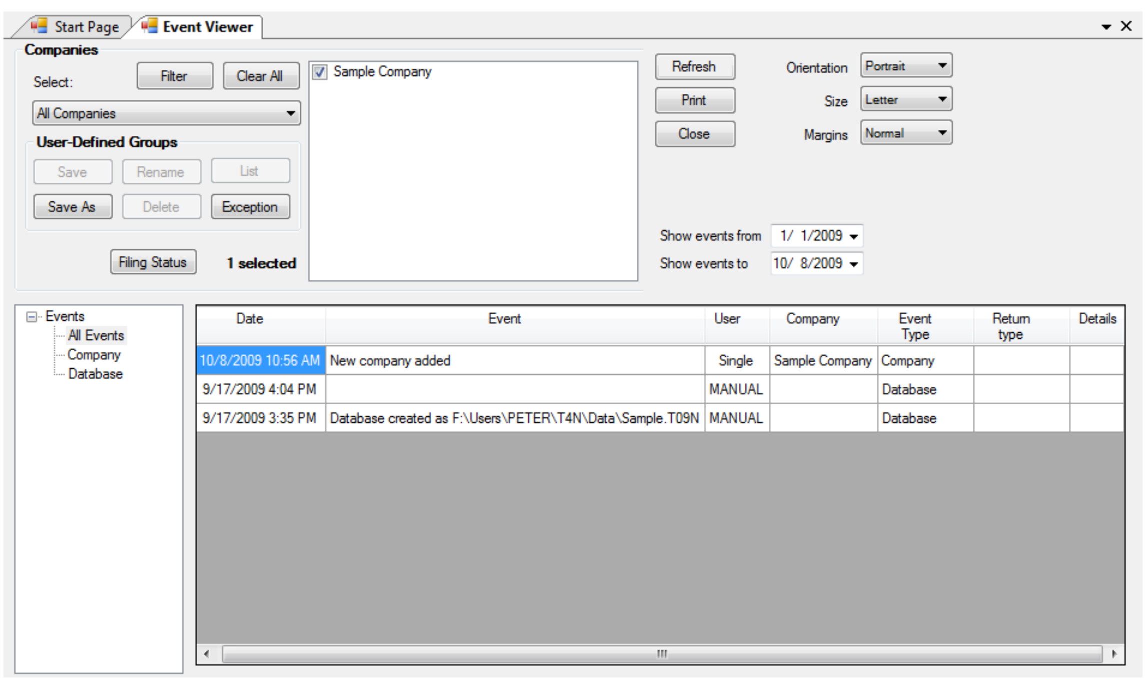
Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Option
When "Remove inactive slips only" is checked only inactive (zero value) slips will be removed.

Changes made using this tool cannot be reversed.

11.9 Event Viewer

AvanTax eForms Enterprise Only



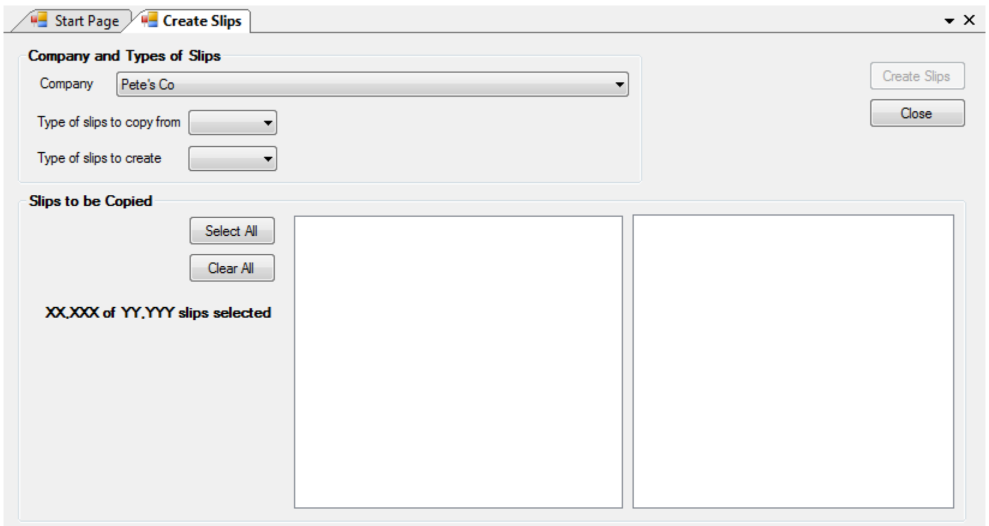
The Event Viewer gives an administrator the tools necessary to prepare detailed reports on significant events occurring during the use of eForms Enterprise. It is intended to serve as an aid to data entry analysis and can also assist in forensic analysis of system performance.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Note: In situations where both English and French are (or have been) used as the default language of the eForms you may notice that English and French events could be interspersed with each other. This is normal and is dependant on the language in use at the time the entry was made.

11.10 Create Slips from Another Type

Currently under development



The Create Slips from Another Type function is used to create slips of one type (ie: T5) from already existing slips of another type (ie: T4). Use this function to rapidly create slips in situation where various slip types share an identical or nearly identical set of recipients. Slips of another type can only be created within a single company; you cannot copy slip information from one company into another company.

Company
Specify the company within which to create the new slips from slips already existing within that company.

Type of slips to copy from
Use the drop-down box to select the type of already existing slip containing the data to be copied.

Type of slips to create
Use the drop-down box to select the type of slip to create from the existing data.

Slips to be Copied
Use the **Select All** button to select all slips of the type to be copied or select slips individually. You can use the **Clear All** button to clear your selection and start over.

Once the correct slips have been selected you can use the **Create Slips** button to create the new slips from the selected slips.

Part XII

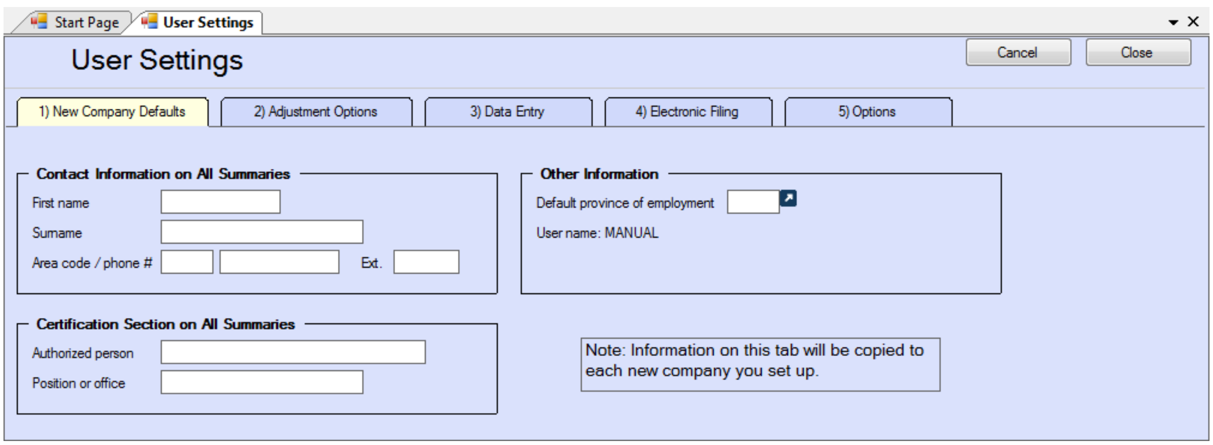
12 Using Setup to Configure eForms

12.1 User Settings

eForms Lite and Basic retain a single set of user preferences for all users of the system. In eForms Plus and Enterprise, each user may set their own default preferences which are linked to the user name and retrieved when that user logs in to eForms.

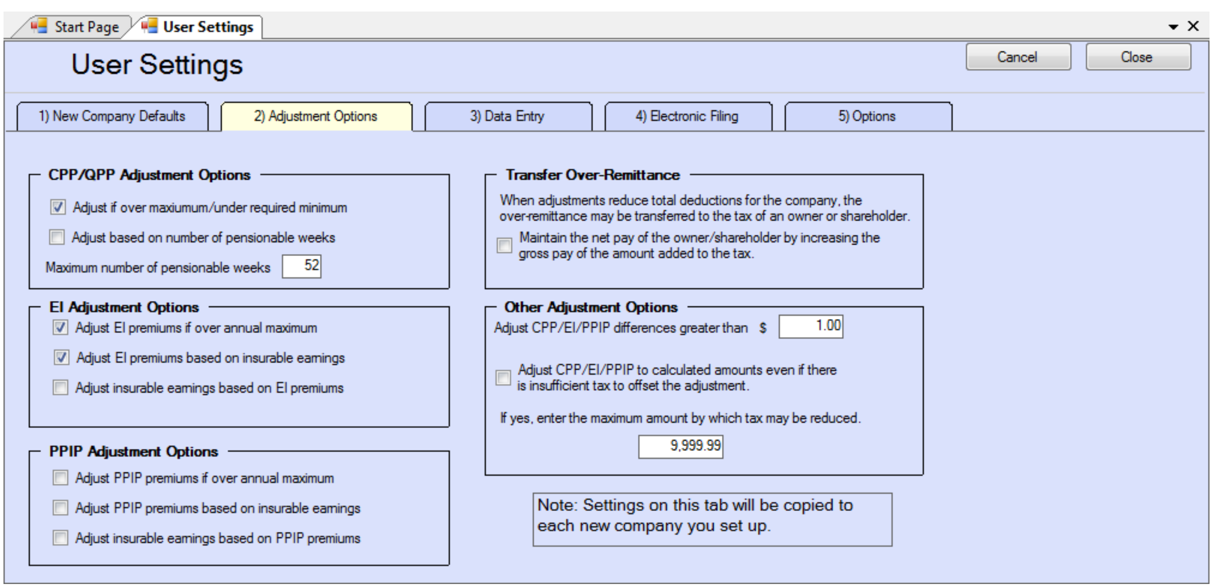
12.1.1 New Company Defaults Page

Complete the **New Company Defaults** page. 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.



12.1.2 T4 Adjustment Defaults Page

Complete the **T4 Adjustment Defaults** page. The information on this page will be copied to the **T4 Adjustment Options** page of the **Company Information** window for each new company. See further information in Adjustment Options 57 regarding how to set the adjustments options to best suit your needs.



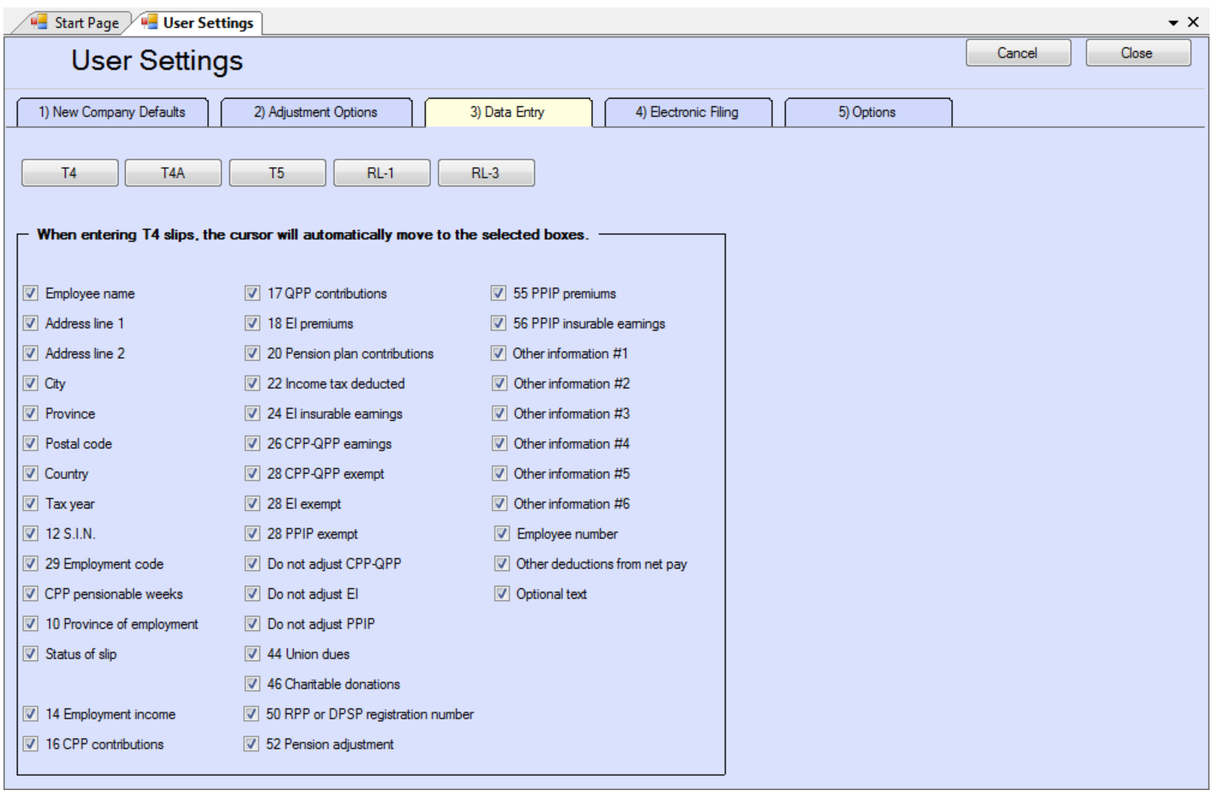
Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 58
- EI Adjustment Options 58
- PPIP/QPIP Adjustment Options 59
- Transfer Over Remittance 59

12.1.3 Data Entry Pages

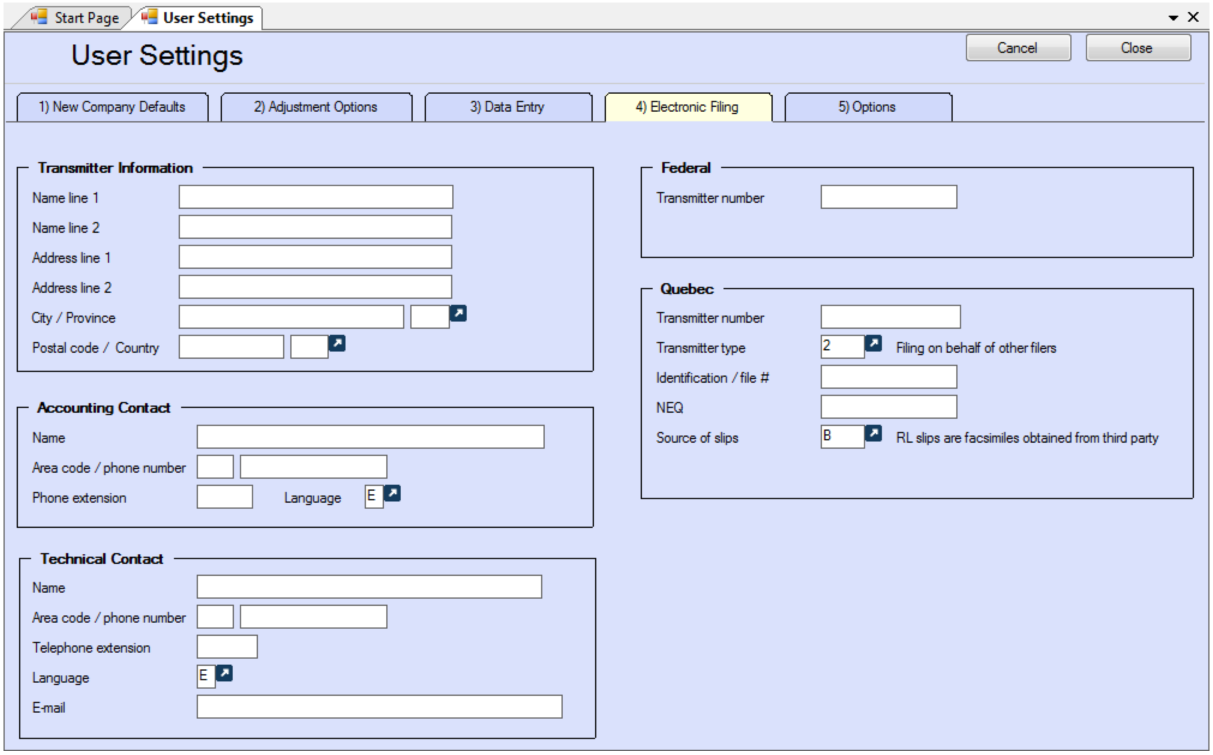
Each of the data entry pages contains check boxes corresponding to the boxes on the data entry form. As you enter slip information, it may not be necessary for you to enter information into each box as some may be left blank or they may contain a default value. Place a check mark beside the name of each 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.

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



12.1.4 Electronic Filing Page

The **Electronic Filing** page contains information required by eForms to submit electronic returns. See **Electronic Filing Preparation** 95 for further information regarding electronic filing.



You are not required to submit a test file to CRA before submitting an electronic return as ELM Computer Systems has obtained approval for the electronic format on your behalf.

NOTE: All data fields on the left half of this screen (with the exception of "Name line 2" and "Address line 2"), as well as the Transmitter Number at the top of the right half of the screen, must be filled to prevent errors when an electronic submission is created. If you also file Relevé returns all of the information in the "Quebec" section must also be entered. Information entered on this screen must be accurate so as to enable the CRA and MRQ to contact the filing agency with any questions about the submission.

Transmitter Information

Enter the information for the company that will be submitting the electronic return; not the company for whom the electronic return has been prepared (unless they are the same company). **Note**: Do not enter any information pertaining to ELM Computer Systems in this section as we cannot help the CRA or MRQ with any questions regarding the return.

Accounting Contact

Enter name and contact information for the person answering accounting inquiries for electronic returns. Do not use ELM Computer Systems as the Accounting Contact.

Technical Contact

Enter name and contact information for the person answering technical inquiries for electronic returns. Do not use ELM Computer Systems as the Technical Contact.

Transmitter Number

The Transmitter Number is supplied by the CRA and is in the format:

MM*nnnnnn* ("MM" followed by six numeric characters)

The default transmitter number "MM555555" can be entered in this field only if you have not yet been assigned a Transmitter Number by the CRA.

If you have filed electronically in the past, the CRA will have issued you a Transmitter Number for use in subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2010 eForms) you must contact the CRA 99.

Quebec Transmitter Number
The Quebec Transmitter Number is supplied by the MRQ and is in the format:

NP*nnnnnn* ("NP" followed by six numeric characters)

There is no default transmitter that can be used if you have not yet been assigned a Transmitter Number by the MRQ.

If you have filed electronically in the past the MRQ will have issued you a Transmitter Number for use in subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2010 eForms) you must contact the MRQ 103.

Quebec Transmitter Type
Enter the type of transmitter you are in this field; the acceptable options are:

1 - You will be transmitting an electronic file to the MRQ on behalf of yourself
2 - You will be transmitting an electronic file to the MRQ on behalf of other filers (this is the default value)
3 - You will be transmitting an electronic file to the MRQ on behalf of yourself and on behalf of other filers

Identification / File #
Enter the identification number given to you by the MRQ.

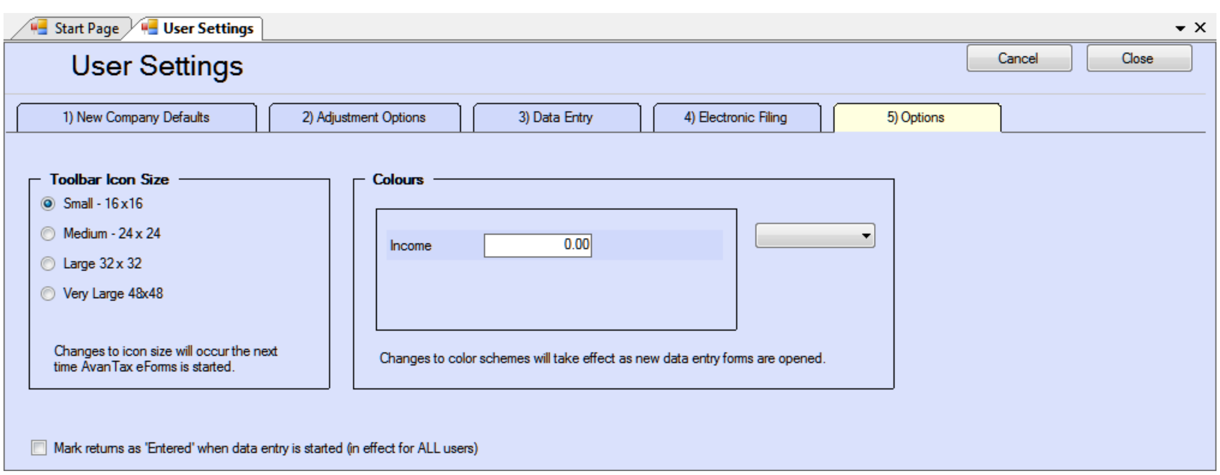
NEQ
Enter the NEQ number issued to you by the MRQ.

Source of Slips
Enter the appropriate code identifying the source of the slip data included in the submission to the MRQ. Valid codes are:

A - RL slips were obtained from Revenu Québec
B - RL slips are facsimiles obtained from a third party (this is the default value)
C - RL slips are facsimiles produced by the transmitter
D - RL slips are any combination of types A, B or C

12.1.5 Options

This feature allows you to personalize your display.



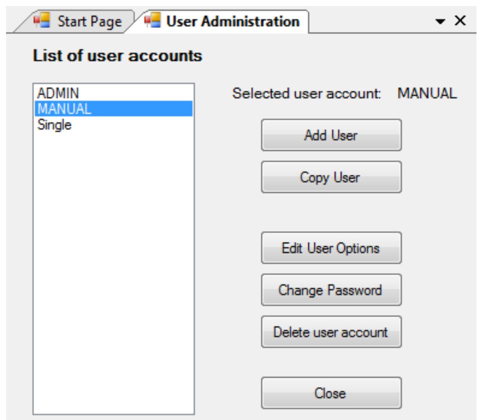
Toolbar Icon Size
Set to small, medium, large, or very large as desired.

Colours
Select a predefined colour scheme from the list, a preview of the colour scheme will be displayed for your review. Selecting CUSTOM allows you to select background and band colours by clicking on the appropriate boxes and selecting from the colours displayed.

12.2 User Administration

eForms Plus & Enterprise Only

This feature is only available to the administrator logged in with the user name "ADMIN". The administrator is able to change the password for any user, as well as deleting a user account altogether.



Add User
Create an entry in the user database for a new user account. The new user can log on to eForms; their personal settings will be saved to the user database when they exit eForms. The ADMIN user account is automatically created upon installation of eForms Plus or Enterprise; it can neither be created nor deleted.

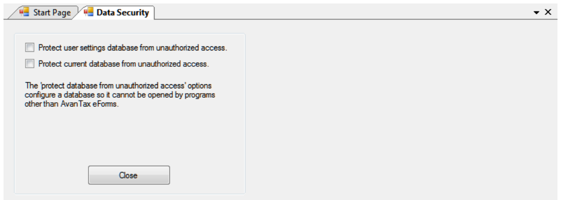
Copy User
Copies all personal settings of an existing user to a new user account. This is handy for network administrators to setup multiple user accounts with similar settings.

Edit User Options
Turns on user settings mode for the selected user account. In this mode the user's personal settings can be configured at will. To commit them to the user database you can either exit eForms or return to the **User Administration** dialogue and click on "Done."

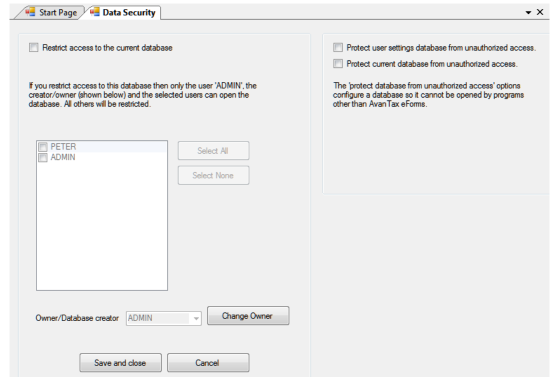
Change Password
Changes the password for the selected user account.

Delete User Account
Deletes the selected user account.

12.3 Data File Security



Data Security (Lite & Basic)



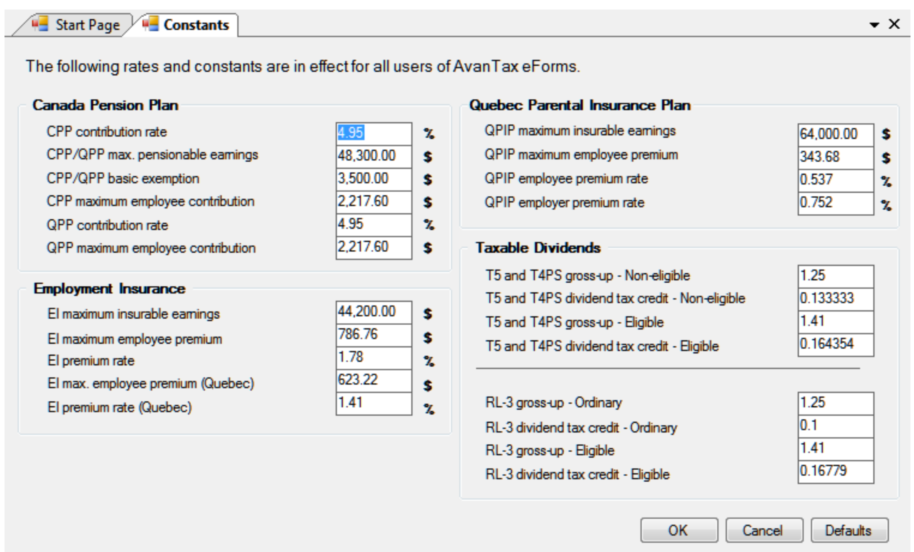
Data Security (Plus & Enterprise)

Security in eForms Lite and Basic is limited to locking the current and user databases so that they can be accessed only from within eForms.

The **Data File Security** option in eForms Plus and Enterprise can restrict access to any database to selected users. When the "Restrict access to the current database" option has been selected, only users with a check beside their name will be able to access the current open database.

Use the "ADMIN" user account to set access restrictions for any database, regardless of ownership. The owner of a database, typically its creator, has the ability to set access restrictions for that database. The ownership of any database can be changed to enable any other user the ability to set access restrictions.

12.4 Contribution Rates and Constants



eForms comes set with the rates and constants set by legislation for 2011. Using this utility the rates and constants as required to enable preparation of returns using 2012 rates and constants when eForms 2012 is not yet available (ie: To submit returns after a business closing midway through 2012). Click the **Defaults** button to return all rates and constants to their 2011 legislated values. Rates and Constants for 2011 are listed in the **Adjustment Options** 57 section.

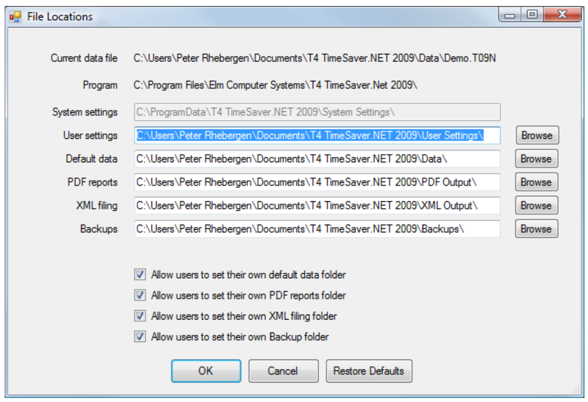
12.5 File Locations

This function displays a list of the folders used to store the files used by eForms. The administrator of the Plus and Enterprise versions, logged in as "ADMIN", has the ability to allow users to set their own default data, PDF reports and/or XML filing folders, or require them to be located in a predetermined location. Removing the check mark in front of one of these options will cause that type of file location to be set only by the administrator (it would be grayed out to other users).

The **PDF File Options** are system wide selections to be used for all users and all reports. The administrator of the Plus and Enterprise versions, logged in as "ADMIN", has the ability to change these settings.

When designating locations, including the eForms installation folder, that exist on a network it will be necessary to ensure that the users have full read/write/modify access to the specified location.

Click the **Restore Defaults** button restore the folder locations to the default settings.



The four checkbox options at the bottom of the screen, available in eForms Plus and Enterprise only, enable the user ADMIN to give users the right to modify default file locations for their own eForms sessions. Options that are checked can be modified by each user; options that are unchecked can be modified by the ADMIN user only.

NOTE: If you use AvanTax eForms in Parallels on a Mac you may find that the locations here refer to the Documents folder on the Mac's desktop (via the UNC path "\\.PSF\Home\Documents\"); in which case eForms will encounter errors. If this is your situation you can take the following steps to resolve the problem:

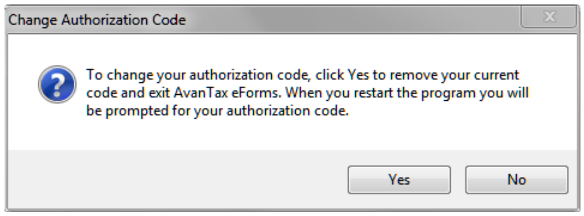
1. Open Windows Explorer (Windows Key + "E") on the Windows system running in Parallels
2. Browse to the "Documents," "My Documents" or "*username's* Documents" folder (depending on the version of Windows installed)
3. Create a sub-folder named "T4 TimeSaver 2011" under the documents folder
    - Alternatively, you can drag the "T4 TimeSaver 2011" folder from the Documents folder of your Mac's desktop to the appropriate documents folder of the Windows installation
4. Create the sub-folders "User Settings," "Data,' "PDF Output," "XML Output" and "Backups" under the "T4 TimeSaver 2011" folder
5. Open the Folder Locations dialogue in eForms
6. Ensure that the path names are set to the folders you created in steps 3 & 4
    - If the eForms database is stored on a network location, specify that location as the "Default Data" location rather than the folder created in step 4

12.6 Change Authorization Code

This feature is available in the Basic version and, in the Plus version, to the administrator logged in with the user name "ADMIN". Use this feature to remove the current authorization code, allowing you to enter a new one. This would be used, for example, to upgrade from one version of eForms to another.

Use of this function does <u>not</u> affect the database containing any form data already entered.

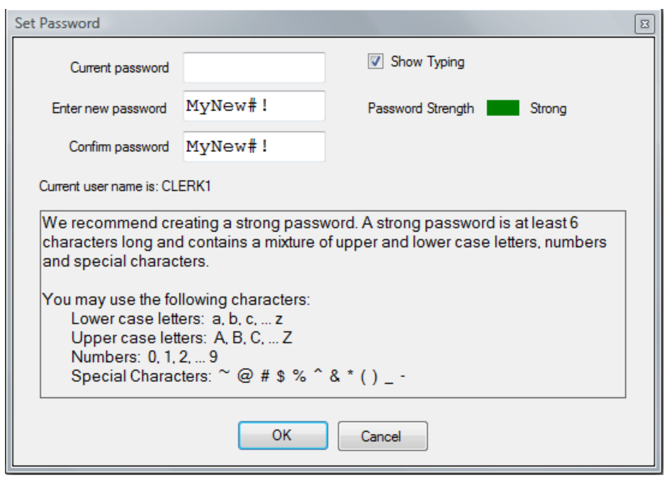
Click **Yes** to delete the existing authorization code and exit the program. The next time eForms is started it will be unregistered and a new authorization code will need to be entered. Click **No** to cancel the function and return to eForms.



12.7 Change Your Password

eForms Plus & Enterprise Only

This feature allows a user of the Plus version to change their own password. Type in the current password, the new password and then confirm the new password by typing it again. Check the **Show Typing** box to display the password, leave it unchecked to display asterisks instead. Follow the instructions given for selecting a strong password. Press **OK** to implement the new password. Press **Cancel** to cancel the change and revert back to your current password. You will receive a confirming message.



If the current password has been forgotten, the administrator, logged in as "ADMIN", will need to use the **User Administration** 126 function of the **Setup** 37 menu to change the password for the user.

12.8 Edit Setup Files

12.8.1 System Settings

This feature allows the direct editing of the global system settings found in the **T4NET 2011.INI** file. The System Settings option should only be used under the supervision of ELM Technical Support.

12.8.2 Paths

This feature allows the direct editing of the file location settings found in the **T4NET Paths.INI** file. The Paths setup option should only be used under the supervision of ELM Technical Support.

12.8.3 User Settings

This feature allows the direct editing of the session settings for the current user found in the ***username*.INI** file (where ***username*** designates the logon name of the current user). The User Settings option should only be used under the supervision of ELM Technical Support.

12.9 Language

The Language option allows you to switch the eForms user interface between English and French.

Part XIII

13 Appendices

13.1 Common Problems

1. "I get the message 'Company is locked by user ??????', but there are no other stations using the eForms." 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 eForms 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 eForms. 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.

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. "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 eForms and we have checked with CRA Taxation to ensure that the system is functioning properly.

4. "I have installed an update but the new features do not appear to be available or functioning"
Check the version number of the eForms you are running by selecting About AvanTax eForms 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 eForms and try installing the update once again.

5. "I get the message, 'Cannot execute external program regedit.exe' when installing the program."
The installation program needs to be able to find the Windows program REGEDIT.EXT. 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. See your systems administrator for help if needed.

6. "My computer hangs when I start up eForms" or "My computer hangs when I start up the program and enter the user name."
This indicates that the user database file is likely damaged. You can delete the files USERSETTINGS.MDB and USERSETTINGS.BK#* (where # represents a number from 1 to 9); 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 USERSETTINGS.MDB database. To do this:

1. Rename USERSETTINGS.MDB
2. Start eForms
3. Select Repair Database from the Tools menu
4. Select the renamed file
5. Once it has been repaired, rename it to USERSETTINGS.MDB.

7. "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.

8. Network Administrator Installation and/or NETNODE installation don't appear to be working properly
After a Network Administrator Installation you may encounter unexpected errors or erratic performance on

Windows XP (dependant upon the logon credentials were used for installation) and on Windows Vista and Windows 7 (because of UAC - User Account Control). To prevent either user credentials or UAC from interfering with the NETNODE installation follow these steps:

1. Open the folder containing the eForms Network Administrator installation and right-click on **NETNODE.EXE**
2. From the menu, choose the option to "Run as administrator" (and supply the administrator password, if requested)
3. **NETNODE** installation will begin

9. “eForms says that the database is the wrong type or format.”

This indicates that eForms is attempting to open a file other than a eForms database; use the steps below to resolve the problem:

1. Open Windows Explorer by holding down the Windows Key while also pressing the letter 'E'
2. Browse to the location of your eForms database, 2011 database names will end with "T11N"
3. Double click on the database to start eForms and open the database

10. “When importing from Excel I get a message indicating that some data is invalid or some cells contain data in the wrong format.”

There are typically two causes for this error:

1. The data is actually invalid - Review the data at the location indicated by the import for errors and correct as necessary.
2. The Excel sheet being imported contains empty cells - To determine whether or not this is the case do the following:
   - Open the Excel sheet
   - Select cell A1
   - Press CTRL + END
   - If the cursor goes to any cell other than the final data cell there are empty row or columns that will be imported. This can be resolved simply by selecting only the cells containing data, copying them into a new Excel sheet and importing from the new sheet.

11. "When I run NETNODE.EXE I get a 2869 error."

This generally occurs on newer versions of Windows (such as Vista and 7) and is a result of the enhanced security features of these versions. To bypass these security restrictions you must:

1. Right-Click on the NETNODE.EXE file
2. Select "Run as Administrator" from the pop out menu
3. Proceed with the installation as usual

12. "When I install or update eForms I get a 2229 error."

This error message appears when the installation file is corrupt and is usually the result of an incomplete download being stored in your Internet browser's cache. You can bypass this by downloading the eForms installation file from the alternate download link on our **downloads page**.

13. "When I install or update eForms I get a 2755 error."

This error message could appear when the installation file is located on a network drive and you are installing eForms either locally or to any network resource accessible to your computer. To resolve this error copy the installation file to your local hard drive and install eForms from this copy.

14. "When I enter the Business Number the Social Insurance Number (or any other fixed length number) I cannot enter all the digits."

This is usually caused by including the special formatting characters (such as a space or hyphen) as part of the number. Excluding all characters but the actual numbers or letters should resolve the problem.

Other Problems

a) Miscellaneous data problems: Run the **Repair Database** function found in the **File** 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 eForms such as anti-virus software or programs that start with Windows
. restart your computer to eliminate any potential memory corruption issues.

13.2 Reporting CPP/QPP & EI Earnings Before 2011

Beginning January 1, 2012, for the 2011 tax season, the CRA has mandated that CPP/QPP and EI earnings must always be reported. Prior to that time (and for reference when preparing returns for 2010 and earlier) the following rules were in effect:

CPP/QPP Pensionable Earnings
A value should only be entered in the CPP/QPP Pensionable Earnings box if any of the following types of remuneration have been included in T4 box 14 (RL-1 box A):

- remuneration paid to the employee before/during the month the employee turned 18
- remuneration paid to the employee after the month the employee turned 70
- remuneration paid to the employee during the months the employee was considered to be disabled under the CPP/QPP guidelines
- remuneration paid to the employee after a CPP/QPP retirement pension became payable (refer to Guide TP-1015.G-V)
- remuneration paid to the employee while the employee worked in "excluded employment" (refer to Chapter 2 of Guide T4001)
- amounts for a clergy member's residence from which CPP/QPP contributions have not been deducted
- any excluded income, benefits or payments (refer to Chapter 2 of Guide T4001)

EI Insurable Earnings
A value should only be entered in the EI Insurable Earnings box when EI insurable earnings are:

- not equal to zero
- not equal to the amount entered in T4 box 14 (RL-1 box A)
- not equal to the maximum EI insurable earnings

13.3 Codes

13.3.1 Country Codes

The following abbreviations apply to commonly used countries (use "OMC" where none of the following apply):

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
COLA - Columbia
SUN - Commonwealth of Ind. States
CIV - Ivory Coast
CYP - Cyprus
DANK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GBR - United Kingdom incl N.Ireland
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 Is & 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
URY - Uruguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB - Zambia

13.3.2 Currency Codes

The following abbreviations apply to commonly used currencies (use "OTH" where none of the following apply.):

Country Name	Currency	Code	Country Name	Currency	Code
Afghanistan	*Afghani*	AFN	Libyan Arab Jamahiriya	*Libyan Dinar*	LYD
Åland Islands	*Euro*	EUR	Liechtenstein	*Swiss Franc*	CHF
Albania	*Lek*	ALL	Lithuania	*Lithuanian Litas*	LTL
Algeria	*Algerian Dinar*	DZD	Luxembourg	*Euro*	EUR
American Samoa	*U.S. Dollar*	USD	Macao	*Pataca*	MOP
Andorra	*Euro*	EUR	Macedonia, former Yugoslav Rep. of	*Denar*	MKD
Angola	*Kwanza*	AOA	Madagascar	*Malagasy Ariary*	MGA
Anguilla	*East Caribbean Dollar*	XCD	Malawi	*Kwacha*	MWK
Antigua & Barbuda	*East Caribbean Dollar*	XCD	Malaysia	*Malaysian Ringgit*	MYR
Argentina	*Argentine Peso*	ARS	Maldives	*Rufiyaa*	MVR
Armenia	*Armenian Dram*	AMD	Mali	*CFA Franc BCEAO*	XOF
Aruba	*Aruban Guilder*	AWG	Malta	*Euro*	EUR

Australia	*Australian Dollar*	AUD	Marshall Islands	*U.S. Dollar*	USD
Austira	*Euro*	EUR	Martinique	*Euro*	EUR
Azerbaijan	*Azerbaijanian Manat*	AZN	Mauritania	*Ouguiya*	MRO
Bahamas	*Bahamian Dollar*	BSD	Mauritius	*Mauritius Rupee*	MUR
Bahrain	*Bahraini Dinar*	BHD	Mayotte	*Euro*	EUR
Bangladesh	*Taka*	BDT	Mexico	*Mexican Peso*	MXN
Barbados	*Barbados Dollar*	BBD	Micronesia, Fed. St. of	*U.S. Dollar*	USD
Belarus	*Belarussian Ruble*	BYR	Moldova, Rep. of	*Moldovan Leu*	MDL
Belgium	*Euro*	EUR	Monaco	*Euro*	EUR
Belize	*Belize Dollar*	BZD	Mongolia	*Tugrik*	MNT
Benin	*CFA Franc BCEAO*	XOF	Montenegro	*Euro*	EUR
Bermuda	*Bermudian Dollar*	BMD	Montserrat	*East Caribbean Dollar*	XCD
Bhutan	*Ngultrum*	BTN	Morocco	*Moroccan Dirham*	MAD
Bolivia	*Boliviano*	BOB	Mozambique	*Metical*	MZN
Bosnia & Herzegovina	*Convertible Marks*	BAM	Myanmar	*Kyat*	MMK
Botswana	*Pula*	BWP	Namibia	*Rand*	ZAR
Bouvet Island	*Norwegian Krone*	NOK	Nauru	*Australian Dollar*	AUD
Brazil	*Brazilian Real*	BRL	Nepal	*Nepalese Rupee*	NPR
British Ocean Terr.	*U.S Dollar*	USD	Netherlands	*Euro*	EUR
Brunei Darussalam	*Brunei Dollar*	BND	Netherlands Antilles	*Neth. Antillian Guilder*	ANG
Bulgaria	*Bulgarian Lev*	BGN	New Caledonia	*CFP Franc*	XPF
Burkina Faso	*CFA Franc BCEAO*	XOF	New Zealand	*New Zealand Dollar*	NZD
Burundi	*Burundi Franc*	BIF	Nicaragua	*Cordoba Oro*	NIO
Cambodia	*Riel*	KHR	Niger	*CFA Franc BCEAO*	XOF
Cameroon	*CFA Franc BEAC*	XAF	Nigeria	*Naira*	NGN
Canada	*Canadian Dollar*	CAD	Niue	*New Zealand Dollar*	NZD
Cape Verde	*Cape Verde Escudo*	CVE	Norfolk Island	*Australian Dollar*	AUD
Cayman Islands	*Cayman Is. Dollar*	KYD	Northern Mariana Is.	*U.S. Dollar*	USD
Chile	*Chilean Peso*	CLP	Norway	*Norwegian Krone*	NOK
China	*Yuan Renminbi*	CNY	Oman	*Rial Omani*	OMR
Christmas Island	*Australian Dollar*	AUD	Pakistan	*Pakistan Rupee*	PKR
Cocos (Keeling) Is.	*Australian Dollar*	AUD	Palau	*U.S. Dollar*	USD
Colombia	*Colombian Peso*	COP	Panama	*Balboa*	PAB
Comoros	*Comoro Franc*	KMF	Papua New Guinea	*Kina*	PGK
Congo	*CFA Franc BEAC*	XAF	Paraguay	*Guarani*	PYG
Congo, DRC of	*Congolese Franc*	CDF	Peru	*Nuevo Sol*	PEN
Cook Islands	*New Zealand Dollar*	NZD	Philippines	*Philippine Peso*	PHP
Costa Rica	*Costa Rican Colon*	CRC	Pitcairn	*New Zealand Dollar*	NZD
Côte D'Ivoire	*CFA Franc BCEAO*	XOF	Poland	*Zloty*	PLN
Croatia	*Croatian Kuna*	HRK	Portugal	*Euro*	EUR
Cuba	*Cuban Peso*	CUP	Puerto Rico	*U.S. Dollar*	USD
Cyprus	*Euro*	EUR	Qatar	*Qatari Rial*	QAR
Czech Republic	*Czech Koruna*	CZK	Réunion	*Euro*	EUR
Denmark	*Danish Krone*	DKK	Romania	*New Leu*	RON
Djibouti	*Djibouti Franc*	DJF	Russian Federation	*Russian Ruble*	RUB
Dominica	*East Caribbean Dollar*	XCD	Rwanda	*Rwanda Franc*	RWF
Dominican Republic	*Dominican Peso*	DOP	Saint-Barthélemy	*Euro*	EUR
Ecuador	*U.S. Dollar*	USD	Saint Helena, Ascension & Tristan da Cunha	*Saint Helena Pound*	SHP

Egypt	*Egyptian Pound*	EGP	Saint Kitts & Nevis	*East Caribbean Dollar*	XCD
El Salvador	*El Salvador Colon*	SVC	Saint Lucia	*East Caribbean Dollar*	XCD
Equatorial Guinea	*CFA Franc BEAC*	XAF	Saint Martin	*Euro*	EUR
Eritrea	*Nakfa*	ERN	Saint Pierre & Miquelon	*Euro*	EUR
Estonia	*Kroon*	EEK	Saint Vincent & the Grenadines	*East Caribbean Dollar*	XCD
Ethiopia	*Ethiopian Birr*	ETB	Samoa	*Tala*	WST
Falkland Is. (Malvinas)	*Falkland Is. Pound*	FKP	San Marino	*Euro*	EUR
Faroe Islands	*Danish Krone*	DKK	Säo Tome & Pincipe	*Dobra*	STD
Fiji	*Fiji Dollar*	FJD	Saudi Arabia	*Saudi Riyal*	SAR
Finland	*Euro*	EUR	Senegal	*CFA Franc BCEAO*	XOF
France	*Euro*	EUR	Serbia	*Serbian Dinar*	RSD
French Guiana	*Euro*	EUR	Seychelles	*Seychelles Rupee*	SCR
French Polynesia	*CFP Franc*	XPF	Sierra Leone	*Leone*	SLL
French Southern Terr.	*Euro*	EUR	Singapore	*Singapore Dollar*	SGD
Gabon	*CFA Franc BEAC*	XAF	Slovakia	*Euro*	EUR
Gambia	*Dalasi*	GMD	Slovenia	*Euro*	EUR
Georgia	*Lari*	GEL	Solomon Islands	*Solomon Is. Dollar*	SBD
Germany	*Euro*	EUR	Somalia	*Somali Shilling*	SOS
Ghana	*Cedi*	GHS	South Africa	*Rand*	ZAR
Gibraltar	*Gibraltar Pound*	GIP	Spain	*Euro*	EUR
Greece	*Euro*	EUR	Sri Lanka	*Sri Lanka Rupee*	LKR
Greenland	*Danish Krone*	DKK	Sudan	*Sudanese Pound*	SDG
Grenada	*East Caribbean Dollar*	XCD	Suriname	*Surinam Dollar*	SRD
Guadaloupe	*Euro*	EUR	Svalbard & Jan Mayen	*Norwegian Krone*	NOK
Guam	*U.S. Dollar*	USD	Swaziland	*Lilangeni*	SZL
Guatemala	*Quetzal*	GTQ	Seden	*Swedish Krona*	SEK
Guernsey	*Pound Sterling*	GBP	Switzerland	*Swiss Franc*	CHF
Guinea	*Guinea Franc*	GNF	Syrian Arab Rep.	*Syrian Pound*	SYP
Guinea-Bissau	*CFA Franc BCEAO*	XOF	Taiwan, Prov. China	*New Taiwan Dollar*	TWD
Guyana	*Guyana Dollar*	GYD	Tajikistan	*Somoni*	TJS
Haiti	*Gourde*	HTG	Tanzania, Un. Rep. of	*Tanzanian Shilling*	TZS
Heard & McDonald Is.	*Australian Dollar*	AUD	Thailand	*Baht*	THB
Holy See	*Euro*	EUR	Timor-Leste	*U.S. Dollar*	USD
Honduras	*Lempira*	HNL	Togo	*CFA Franc BCEAO*	XOF
Hong Kong	*Hong Kong Dollar*	HKD	Tokelau	*New Zealand Dollar*	NZD
Hungary	*Forint*	HUF	Tonga	*Pa'anga*	TOP
Iceland	*Iceland Krona*	ISK	Trinidad & Tobago	*Trinidad & Tobago Dollar*	TTD
India	*Indian Rupee*	INR	Tunisia	*Tunisian Dinar*	TND
Indonesia	*Rupiah*	IDR	Turkey	*Turkish Lira*	TRY
Iran, Islamic Rep. of	*Iranian Rial*	IRR	Turkmenistan	*Manat*	TMT
Iraq	*Iraqi Dinar*	IQD	Turks & Caicos Is.	*U.S. Dollar*	USD
Ireland	*Euro*	EUR	Tuvalu	*Australian Dollar*	AUD
Isle of Man	*Pound Sterling*	GBP	Uganda	*Uganda Shilling*	UGX
Israel	*New Israeli Sheqel*	ILS	Ukraine	*Hryvnia*	UAH
Italy	*Euro*	EUR	United Arab Emirates	*UAE Dirham*	AED
Jamaica	*Jamaican Dollar*	JMD	United Kingdom	*Pound Sterling*	GBP

Japan	*Yen*	JPY	United States	*U.S. Dollar*	USD
Jersey	*Pound Sterling*	GBP	U.S. Minor Outlying Is.	*U.S. Dollar*	USD
Jordan	*Jordanian Dinar*	JOD	Uruguay	*Peso Uruguayo*	UYU
Kazakhstan	*Tenge*	KZT	Uzbekistan	*Uzbekistan Sum*	UZS
Kenya	*Kenyan Shilling*	KES	Vanuatu	*Vatu*	VUV
Kiribati	*Australian Dollar*	AUD	Vatican City State	*Euro*	EUR
Korea, Dem. People's Rep. of	*North Korean Won*	KPW	Venezuela	*Bolivar Fuerte*	VEF
Korea, Rep. of	*Won*	KRW	Viet Nam	*Dong*	VND
Kuwait	*Kuwaiti Dinar*	KWD	Virgin Islands (British)	*U.S. Dollar*	USD
Kyrgyzstan	*Som*	KGS	Virgin Islands (U.S.)	*U.S. Dollar*	USD
Lao People's Dem. Rep.	*Kip*	LAK	Wallis & Futuna	*CFP Franc*	XPF
Latvia	*Latvian Lats*	LVL	Western Sahara	*Moroccan Dirham*	MAD
Lebanon	*Lebanese Pound*	LBP	Yemen	*Yemeni Rial*	YER
Lesotho	*Rand*	ZAR	Zambia	*Zambian Kwacha*	ZMK
Liberia	*Liberian Dollar*	LRD	Zimbabwe	*Zimbabwe Dollar*	ZWL

13.3.3 Province/Sate Codes

The following abbreviations apply to the provinces of Canada (use "ZZ" where none of the following apply):

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

The following abbreviations apply to the states of the USA (use "ZZ" where none of the following apply):

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

13.4 Headings for Import Files

eForms Plus & Enterprise Only

Column headings are used by the import function to identify the information in the column; the keyword "NULL" can be used as the heading of any column you wish the import to ignore. If data exceeds the maximum size of a field, an error message will be given and the import process will be halted. Where applicable, default data that will be used if a field is empty (or not represented in the import file) are listed in the Comments & Examples column in **bold** print.

Alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as Province, Postal and Country codes); otherwise, mixed case is acceptable.

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

Currency fields are dollar amounts and are formatted in dollars and cents; if there no decimal is entered a dollar amount will be assumed.

Integer fields are numeric whole numbers and must be entered without decimals or commas; for example: 1234.

See **Import from Excel File** 111 and **Import from CSV File** 113 for sample import file layouts. Excel templates have been installed with eForms and can be accessed via the **TOOLS** > **IMPORT DATA** > **OPEN EXCEL TEMPLATES** menu.

Cell A1 (import from Excel) or the first data element (import from CSV) must contain a heading defining the type of data to import. The table below shows the appropriate heading for each from included with eForms (click on any form for detailed heading information):

Form	Contents:
COMPANY 142	Company data
NR4 143	NR4 data
RRSP 145	RRSP data
T1204 146	T1204 data
T2200 147	T2200 data
T2202A 151	T2202A data
T3 153	T3 data
T4 155	T4 data
T4A 159	T4A slip data
T4ANR 162	T4ANR data
T4ARCA 163	T4ARCA data
T4PS 164	T4PS data
T4RIF 165	T4RIF data
T4RSP 166	T4RSP data

Form	Contents
T5 167	T5 data
T5007 170	T5007 slip data
T5008 171	T5008 data
T5013 173	T5013 data
T5018 177	T5018 data
TFSA 178	TFSA data
T4 156	R1 data (imports into T4 record)
R2 180	R2 data
T5 168	R3 data (imports into T5 record)
R8 182	R8 data
R15 183	R15 data
R16 189	R16 data
R17 192	R17 data
R18 194	R18 data
R25 196	R25 data

13.4.1 Company Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain the word "COMPANY"

Heading	Description	Type, Size	Comments & Examples
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	
EIFACTOR	Employer's EI rate	Decimal, 8	4 digits + 4 decimals
CATEGORY	Company category code, used to group companies for printing & etc.	Text 10	
WEBCODE	Web Access Code; recorded here for reference	Text, 6	
ACCOUNTNO	Business number (RP)	Text,15	123456789RP0001
ACCOUNTNORZ	Account number for T5, T5007, T5008 & RRSP returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_T5013	Account number for T5013 returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_T5018	Account number for T5018 returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_TFSA	Account number for TFSA returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNONR	Non-resident tax account number (NR)	Text, 15	NR?123456
NEQ	Québec Enterprise number	Text,10	
IDNOQ	Québec Identification number and file number (RS)	Text,16	1234567890RS0001
UNLINKT5RL3	Disable numeric data synchronization between T5 and RL-3 slips ("No" is default; maintaining sync.)	Yes/**No**	"Yes" disables synchronization "**No**" maintains synchronization See Company Setup 60 for details

13.4.2 NR4 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "NR4"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 30	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 30	
INITIAL2	Second recipient initial (type 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	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Year (10)	Integer, 4	**2011**
RECTYPE	Recipient Type (11)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Gov't or int'l org.
COUNTRYCODE	Country code (12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (14)	Text, 2	02, 03, etc.
CURRENCYCODE1	Currency code (15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (16)	Currency	
TAX1	Non-resident tax withheld (17)	Currency	
EXEMPTIONCODE1	Exemption code (18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (24)	Text, 2	02, 03, etc.
CURRENCYCODE2	Currency code (25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (26)	Currency	
TAX2	Non-resident tax withheld (27)	Currency	
EXEMPTIONCODE2	Exemption code (28)	Text, 1	I, C, etc.

Heading	Description	Type, Size	Comments & Examples
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.3 RRSP Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "RRSP"

Heading	Description	Type, Size	Comments & Examples
LASTNAME1	Contributor last name	Text, 20	Required
FIRSTNAME1	Contributor first name	Text, 12	
INITIAL1	Contributor initial	Text, 1	
LASTNAME2	Annuitant last name	Text, 20	
FIRSTNAME2	Annuitant first name	Text, 12	
INITIAL2	Annuitant 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	
SIN1	Contributor Social Insurance Number	Text, 9	
SIN2	Annuitant Social Insurance Number	Text, 9	
SAMEINDIVIDUAL	Select if contributor and annuitant are same individual	Yes/No	**No**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year of contribution (	Integer, 4	**2011**
PLANNUMBER	RRSP specimen plan number	Text, 20	
CONTRACTNUMBER	Contract number	Text, 12	
CONTRIBUTORID	Contributor indicator	Integer, 1	1 - Partner has never contributed 2 - Partner has contributed
PRIORAMOUNT	Amount from prior year	Currency	
CURRENTAMOUNT	Amount from current year	Currency	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.4 T1204 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T1204"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1	Text, 30	Required
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 (23)	Text, 1	**1 - Sole prop.** 3 - Corporation 4 - Partnership
SERVICEPAYMENTS	Service payments (82)	Currency	
MIXEDPAYMENTS	Mixed services payments (84)	Currency	
SIN	Social insurance number (12)	Text, 9	
BN	Business number (61)	Text, 15	
PARTNERSHIPID	Partnership’s filer ID (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	**O - Original,** A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.5 T2200 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T2200"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	Q. 1, "Expense," Yes	Yes/No	"Yes" selects option
Q1NO	Q. 1, "Expense," No	Yes/No	
Q2YES	Q. 2, "Area of travel," Yes	Yes/No	"Yes" selects option
Q2NO	Q. 2, "Area of travel," No	Yes/No	
Q2AREA	Q. 2, "Area of travel"	Text, 60	
Q3YES	Q. 3, "Consecutive hours," Yes	Yes/No	"Yes" selects option
Q3NO	Q. 3, "Consecutive hours," No	Yes/No	
Q3HOWFREQUENTLY	Q. 3, "How Frequently"	Text, 50	
Q4FROM	Q. 4, "From date"	Date	Mmm. dd, yyyy (Apr. 1, 2011)
Q4TO	Q. 4, "To date"	Date	Mmm. dd, yyyy (Apr. 1, 2011)
Q4BREAK	Q. 4, "Break in employment"	Text, 60	
Q5AYES	Q. 5, "Vehicle allowance," Yes	Yes/No	"Yes" selects option
Q5ANO	Q. 5, "Vehicle allowance," No	Yes/No	"No" de-selects option
Q5AMTFIXED	Q. 5, "Fixed allowance amount"	Currency	
Q5PERKMRATE	Q. 5, "Per km rate"	Currency	
Q5AAMTFORKM	Q. 5, "km amount received"	Currency	
Q5AMTONT4	Q. 5, "Amount reported on T4"	Currency	
Q5BYES	Q. 5, "Company vehicle," Yes	Yes/No	"Yes" selects option
Q5BNO	Q. 5, "Company vehicle," No	Yes/No	"No" de-selects option
Q5CYES	Q. 5, "Expense," Yes	Yes/No	"Yes" selects option
Q5CNO	Q. 5, "Expense," No	Yes/No	"No" de-selects option
Q5AMT1	Q. 5, "Expense Amount," Line 1	Currency	

Heading	Description	Type, Size	Comments & Examples
Q5TYPE1	Q. 5, "Expense Type," Line 1	Text, 50	
Q5AMT2	Q. 5, "Expense Amount," Line 2	Currency	
Q5TYPE2	Q. 5, "Expense Type," Line 2	Text, 50	
Q5AMT3	Q. 5, "Expense Amount," Line 3	Currency	
Q5TYPE3	Q. 5, "Expense Type," Line 3	Text, 50	
Q6YES	Q. 6, "Repayment received," Yes	Yes/No	"Yes" selects option
Q6NO	Q. 6, "Repayment received," No	Yes/No	"No" de-selects option
Q6AMTPROOF	Q. 6, "Received on proof of payment"	Currency	
Q6AMTCHARGED	Q. 6, "Amount charged to employer"	Currency	
Q6AMTONT4	Q. 6, "Amount reported on T4"	Currency	
Q6TYPEPROOF	Q. 6, "Expense type, Proof"	Text, 50	
Q6TYPECHARGED	Q. 6, "Expense type, Charged"	Text, 50	
Q6TYPEONT4	Q. 6, "Expense type, Reported on T4"	Text, 50	
Q6PROOFYES	Q. 6, "Expense, Proof, T4," Yes	Yes/No	"Yes" selects option
Q6PROOFNO	Q. 6, "Expense, Proof, T4" No	Yes/No	"No" de-selects option
Q6CHARGEDYES	Q. 6, "Expense, Charged, T4" Yes	Yes/No	"Yes" selects option
Q6CHARGEDNO	Q. 6, "Expense, Charged, T4" Yes	Yes/No	"Yes" selects option
Q6INCLUDEDYES	Q. 6, "Expense, Included, T4," Yes	Yes/No	"Yes" selects option
Q6INCLUDEDNO	Q. 6, "Expense, Included, T4," Yes	Yes/No	"Yes" selects option
Q7YES	Q. 7, "Other expenses," Yes	Yes/No	"Yes" selects option
Q7NO	Q. 7, "Other expenses," No	Yes/No	"No" de-selects option
Q7TYPEOTHER	Q. 7, "Other expense description"	Text, 50	
Q8AYES	Q. 7, "Commission," Yes	Yes/No	"Yes" selects option
Q8ANO	Q. 7, "Commission," No	Yes/No	"No" de-selects option
Q8COMMISSION	Q. 7, "Commissions"	Currency	
Q8TYPEOFSALES	Q. 7, "Type of goods or contracts"	Text, 50	
Q8BYES	Q. 7, "Bus. development acc't," Yes	Yes/No	"Yes" selects option
Q8BNO	Q. 7, "Bus. development acc't," No	Yes/No	"No" de-selects option
Q8CYES	Q. 7, "Commission incl. T4," Yes	Yes/No	"Yes" selects option
Q8CNO	Q. 7, "Commission incl. T4," No	Yes/No	"No" de-selects option
Q9AYES	Q. 9, "Rent office, Yes"	Yes/No	"Yes" selects option
Q9ANO	Q. 9, "Rent office, No"	Yes/No	"No" de-selects option
Q9BYES	Q. 9, "Pay substitute, Yes"	Yes/No	"Yes" selects option
Q9BNO	Q. 9, "Pay substitute, No"	Yes/No	"No" de-selects option
Q9CYES	Q. 9, "Pay supplies, Yes"	Yes/No	"Yes" selects option
Q9CNO	Q. 9, "Pay supplies, No"	Yes/No	"No" de-selects option
Q9DYES	Q. 9, "Pay cell phone, Yes"	Yes/No	"Yes" selects option
Q9DNO	Q. 9, "Pay cell phone, No"	Yes/No	"No" de-selects option
Q9EYES	Q. 9, "Repay, Yes"	Yes/No	"Yes" selects option

Heading	Description	Type, Size	Comments & Examples
Q9ENO	Q. 9, "Repay, No"	Yes/No	"No" de-selects option
Q9AMT1	Q. 9, "Expense Amount," Line 1	Currency	
Q9TYPE1	Q. 9, "Expense Type," Line 1	Text, 50	
Q9INCLUDED1YES	Q. 9, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q9INCLUDED1NO	Q. 9, "Expense, Incl. T4," Line 1, No	Yes/No	"Yes" selects option
Q9AMT2	Q. 9, "Expense Amount," Line 2	Currency	
Q9TYPE2	Q. 9, "Expense Type," Line 2	Text, 50	
Q9INCLUDED2YES	Q. 9, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q9INCLUDED2NO	Q. 9, "Expense, Incl. T4," Line 2, No	Yes/No	"No" de-selects option
Q9AMT3	Q. 9, "Expense Amount," Line 3	Currency	
Q9TYPE3	Q. 9, "Expense Type," Line 3	Text, 50	
Q9INCLUDED3YES	Q. 9, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q9INCLUDED3NO	Q. 9, "Expense, Incl. T4," Line 3, No	Yes/No	"No" de-selects option
Q10AYES	Q. 10, "Use Portion," Yes	Yes/No	"Yes" selects option
Q10ANO	Q. 10, "Use Portion," No	Yes/No	"No" de-selects option
Q10PERCENTAGE	Q. 10, "Percentage of Workday"	Text, 50	
Q10BYES	Q. 10, "Exclusive, "Yes	Yes/No	"Yes" selects option
Q10BNO	Q. 10, "Exclusive," No	Yes/No	"No" de-selects option
Q10CYES	Q. 10, "Repay," Yes	Yes/No	"Yes" selects option
Q10CNO	Q. 10, "Repay," No	Yes/No	"No" de-selects option
Q10AMT1	Q. 10, "Expense Amount," Line 1	Currency	
Q10TYPE1	Q. 10, "Expense Type," Line 1	Text, 50	
Q10INCLUDED1YES	Q. 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q10INCLUDED1NO	Q. 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q10AMT2	Q. 10, "Expense Amount," Line 2	Currency	
Q10TYPE2	Q. 10, "Expense Type," Line 2	Text, 50	
Q10INCLUDED2YES	Q. 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q10INCLUDED2NO	Q. 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q10AMT3	Q. 10, "Expense Amount," Line 3	Currency	
Q10TYPE3	Q. 10, "Expense Type," Line 3	Text, 50	
Q10INCLUDED3YES	Q. 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q10INCLUDED3NO	Q. 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q11AYES	Q. 11, "Tradesperson," Yes	Yes/No	"Yes" selects option
Q11ANO	Q. 11, "Tradesperson," No	Yes/No	"No" de-selects option
Q11BYES	Q. 11, "Purchase tools," Yes	Yes/No	"Yes" selects option
Q11BNO	Q. 11, "Purchase tools," No	Yes/No	"No" de-selects option
Q11CYES	Q. 11, "Satisfy," Yes	Yes/No	"Yes" selects option
Q11CNO	Q. 11, "Satisfy," No	Yes/No	"No" de-selects option

Heading	Description	Type, Size	Comments & Examples
Q12AYES	Q. 12, "Apprentice," Yes	Yes/No	"Yes" selects option
Q12ANO	Q. 12, "Apprentice," No	Yes/No	"No" de-selects option
Q12BYES	Q. 12, "Designation," Yes	Yes/No	"Yes" selects option
Q12BNO	Q. 12, "Designation," No	Yes/No	"No" de-selects option
Q12CYES	Q. 12, "Purchase Tools," Yes	Yes/No	"Yes" selects option
Q12CNO	Q. 12, "Purchase Tools," No	Yes/No	"No" de-selects option
Q12DYES	Q. 12, "Used for work," Yes	Yes/No	"Yes" selects option
Q12DNO	Q. 12, "Used for work," Yes	Yes/No	"Yes" selects option
Q13AYES	Q. 13, "Forestry," Yes	Yes/No	"Yes" selects option
Q13ANO	Q. 13, "Forestry," No	Yes/No	"No" de-selects option
Q13BYES	Q. 13, "Provide Saw," Yes	Yes/No	"Yes" selects option
Q13BNO	Q. 13, "Provide Saw," No	Yes/No	"No" de-selects option
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.6 T2202A Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T2202A"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	**O - Original,** 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
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

Heading	Description	Type, Size	Comments & Examples
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	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip **eForms Enterprise only**	Yes/No	**Yes**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.7 T3 Headings

eForms Enterprise only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T3"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 12	
INITIAL2	Second recipient initial (type 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	Text, 10	
COUNTRY	Country	Text ,3	CAN, USA, etc.
SLIPSTATUS	Status of Slip	Text,1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Beneficiary code	Text,1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international organization
YEAR	Taxation Year		
T3RESIDENCESTATUS	Reserved for later use		
SIN	Recipient’s SIN, Business number or Trust account number	Text,15	000000000 000000000RP0000 T00000000
TEXTATTOP	Optional text to print at top of slip	Text,15	
ACTUAL_E	Actual amount of eligible dividends	Currency	
TAXABLE_E	Taxable amount of eligible dividends	Currency	
CREDIT_E	Dividend tax credit for eligible dividends	Currency	
CAPITALGAINS	Total capital gains	Currency	
CAPITALGAINS_E	Total capital gains eligible for deduction	Currency	
ACTUAL	Actual amount of dividends other than eligible dividends	Currency	
TAXABLE	Tax able amount of dividends other than	Currency	

Heading	Description	Type, Size	Comments & Examples
	eligible dividends		
CREDIT	Dividend tax credit for dividends other than eligible dividends	Currency	
OTHERINCOME	Other income	Currency	
FOOTNOTE1	FOOTNOTE1	Text,30	
FOOTNOTE2	FOOTNOTE2	Text,30	
FOOTNOTE3	FOOTNOTE3	Text,30	
OTHERCODE1	Other code 1		
OTHERAMOUNT1	Other amount for code 1	Currency	
OTHERCODE2	Other code 2		
OTHERAMOUNT2	Other amount for code 2	Currency	
OTHERCODE3	Other code 3		
OTHERAMOUNT3	Other amount for code 3	Currency	
OTHERCODE4	Other code 4		
OTHERAMOUNT4	Other amount for code 4	Currency	
OTHERCODE5	Other code 5		
OTHERAMOUNT5	Other amount for code 5	Currency	
OTHERCODE6	Other code 6		
OTHERAMOUNT6	Other amount for code 6	Currency	
ITCCODE	Investment tax credit code	Text, 1	1,2,3,4,5,6,7
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
CAPITALGAINSP2	Period 2 capital gains	Currency	
CAPITALGAINSP3	Period 3 capital gains	Currency	
CAPITALGAINS_EP2	Period 2 capital gains eligible for deduction	Currency	
CAPITALGAINS_EP3	Period 3 capital gains eligible for deduction	Currency	
INSURANCESEGLOSSESP2	Period 2 insurance segregated fund capital losses	Currency	
INSURANCESEGLOSSESP3	Period 3 insurance segregated fund capital losses	Currency	

13.4.8 T4 & RL-1 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4"

RL-1 data is imported with T4 data, see bottom of this table 156 for RL-1 specific fields

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee 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 (12)	Text, 9	
PROVEMP	Province of employment (10)	Text, 2	"QC" forces creation of RL-1
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	**52.00**, 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled (**R**, A or D will appear on RL-1s as necessary)
TAXYEAR	Taxation year	Integer, 4	**2011**
INCOME	Employment income (14)	Currency	
CPP	CPP contributions (16)	Currency	
QPP	QPP contributions (17, B)	Currency	
EI	EI premiums (18, C)	Currency	
RPP	Reg. Pension plan contr. (20)	Currency	
TAX	Federal income tax deducted (22)	Currency	
EIEARN	EI insurable earnings (24)	Currency	**EIEARN** & **CPPEARN** will default to 0.00 if no data is imported; marked as overridden fields on the T4 and **will not** be recalculated as Box 14 is modified.
CPPEARN	CPP pensionable earnings (26)	Currency	
CPPEXEMPT	CPP exempt (28)	Yes/No	
EIEXEMPT	EI exempt (28)	Yes/No	

Heading	Description	Type, Size	Comments & Examples
PPIPEXEMPT	PPIP exempt (28)	Yes/No	
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 (44)	Currency	
CHARITABLE	Charitable donations (46)	Currency	
PENSIONNO	RPP/DPSP number (50)	Text, 7	
PENSION	Pension adjustment (52)	Currency	
PPIP	PPIP premiums (55, H)	Currency	
PPIPEARN	PPIP earnings (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	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**
ADDITIONAL HEADINGS FOR RL-1 FIELDS			
CODEBOXOR1	Code for Box O	Text, 2	
IDNOQ	Recipient Quebec identification number	Numeric,10	
ISBUSINESS	Recipient is business	Yes/No	**No**
INCOMER1	Employment income (A)	Currency	
	Box B: See QPP in T4 section above		
	Box C: See EI in T4 section above		
RPPR1	Reg. Pension plan contr. (D)	Currency	
TAXR1	Québec income tax deducted (E)	Currency	

Heading	Description	Type, Size	Comments & Examples
UNIONR1	Union dues (F)	Currency	
QPPEARN	QPP pensionable earnings (G)	Currency	Must contain data
	Box H: See PPIP in T4 section above		
	Box I: See PPIP in T4 section above		
HEALTHR1	Private health insurance (J)	Currency	
TRAVELR1	Travel (K)	Currency	
OTHERTBR1	Other taxable benefits (L)	Currency	
COMMISSIONS	Employment commissions (M)	Currency	
CHARITABLER1	Charitable donations (N)	Currency	
OTHERINC	Other taxable income (O)	Currency	
INSURANCE	Multi-employer insurance (P)	Currency	
DEFERRED	Deferred salary (Q)	Currency	
INDIANINC	Exempt income for an Indian (R)	Currency	
TIPS	Tips received (S)	Currency	
TIPSALLOCATED	Tips allocated (T)	Currency	
PHASEDRETIRE	Phased retirement (U)	Currency	
HOUSING	Meals and accommodation (V)	Currency	
AUTOR1	Personal use of auto (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.
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character data	Text, 20	
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character	Text, 20	

Heading	Description	Type, Size	Comments & Examples
	data		
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	

13.4.9 T4A Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4A"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee 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	**2011**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended C - Cancelled
SIN	Social insurance number (12)	Text, 9	
RECBN	Recipient Business No. (13)	Text, 15	
RECIPIENTNO	Recipient's number (14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
SUPER	Pension or superannuation (16)	Currency	
LUMPSUM	Lump-sum payments (18)	Currency	
SELF	Self-employed commissions (20)	Currency	
TAX	Income tax deducted (22)	Currency	
ANNUITIES	Annuities (24)	Currency	
RETIRING	Eligible retiring allowances (26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (27)	Currency	
OTHER	Other income (28)	Currency	
PATRONAGE	Patronage allocations (30)	Currency	
PAST	RPP contributions (past service)(32)	Currency	
PENSION	Pension adjustment (34)	Currency	
PENSIONNO	Pension plan reg. number (36)	Text, 19	
RESPACCUM	RESP accum. income payments (40)	Currency	
RESPED	RESP educational assist. pay'ts (42)	Currency	
CHARITABLE	Charitable donations (46)	Currency	
FEES	Fees for services (48)	Currency	
RESPPAYMENTSOTHER	RESP accumulated income payments to other (122)	Currency	

Heading	Description	Type, Size	Comments & Examples
RECIPIENTPAIDHELTHPLANS	Recipient paid premiums for private health services plans (135)	Currency	
LABOURADJUSTMENTBENEFITS	Labour adjustment benefits act and appropriation act (150)	Currency	
SUBPQUALIFIED	SUBP qualified under the Income Tax Act (152)	Currency	
CASHAWARD	Cash award or prize from payer (154)	Currency	
BANKRUPTCY	Bankruptcy settlement (156)	Currency	
UNREGPEN	Unregistered pension plan (109)	Currency	
SIPENSION	Status Indian-pension or superannuation (146)	Currency	
LUMPSUMACC	Lump-sum pymt. accrued to 12/31/71 (110)	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments (148)	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible) (108)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible) (180)	Currency	
LUMPSUMNONRES	Lump-sum pymt. (non-resident services) (102)	Currency	
LUMPSUMUNREG	Lump-sum pymt. (unreg'd pension ben.) (190)	Currency	
LUMPSUMNOTRANS	Lump-sum pymt. (no trans.) (158)	Currency	
DPSPANNUITY	Instalment or annuity pymt. under DPSP (115)	Currency	
IAACANNUITY	IAAC annuity (111)	Currency	
RETIRINGSI	Status Indian-eligible retiring allowance (142)	Currency	
RETIRINGNONSI	Status Indian-non-elig. retiring allowance (143)	Currency	
OTHERSI	Status Indian - other income (144)	Currency	
OTHERDPSP	Instalment / annuity under revoked DPSP (115)	Currency	
BOARDSITE	Board and lodging at special work sites (124)	Currency	
MEDTRAVEL	Medical travel (116)	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2) (117)	Currency	
RESEARCH	Research Grants (104)	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries (105)	Currency	
WAGELOSS	Income from wage loss plans (107)	Currency	
DEATHBENEFIT	Death benefits (106)	Currency	
MEDBENEFIT	Medical Premium benefit (118)	Currency	
DISABILITY	Disability benefits (125)	Currency	

Heading	Description	Type, Size	Comments & Examples
GROUPTERMLIFE	Group Term Life Insurance Benefit (119)	Currency	
VETERANSBENEFIT	Veteran’s benefits (127)	Currency	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant (130)	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends (129)	Currency	
RPPPRE1990	RPP (pre-1990 past service) (126)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan (131)	Currency	
WAGEEARNERPROTECTION	Wage earner protection program (132)	Currency	
VARIABLEPENSION	Variable pension benefits (133)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.10 T4ANR Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4ANR"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name (type 1)	Text, 30	Required; type 1
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient initial (type 1)	Text, 1	
NAME	Recipient name (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
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	**2011**
RECTYPE	Recipient Code (11)	Text, 1	**1 - Individual** 2 - Corporation 3 - Other (eg. assoc. & trust) 4 - Gov't & etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
BN	Business Number (13)	Text, 15	
INCOME	Income (18)	Currency	
TRAVEL	Travel (20)	Currency	
TAX	Income tax deducted (22)	Currency	
REDUCTION	Reduction authorized (23)	Text, 1	1
SERVICESCITY	City where services rendered	Text, 32	
SERVICESPROV	Province where services rendered	Text, 2	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (14)	Text, 20	
SIN	Canadian social insurance number (12)	Text, 9	
PROFNAME	Professional name (16)	Text, 30	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.11 T4ARCA Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4ARCA"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	Interger, 4	**11**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
REFUNDEMPLOYER	Refund of employer contributions (12)	Currency	
REFUNDEMPLOYEE	Refund of employee contributions (14)	Currency	
DISTRIBUTIONS	Distributions (16)	Currency	
SELLINGPRICE	Selling price of an interest in RCA(18)	Currency	
OTHER	Other amounts (20)	Currency	
INCOMETAX	Income tax deducted (22)	Currency	
SIN	Social insurance number (24)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.12 T4PS Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4PS"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2011**
ACTUAL	Actual amount of non-eligible dividends (24)	Currency	
TAXABLE	Taxable amount of eligible dividends (25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (32)	Currency	
CAPGAINS	Capital gains for loses (34)	Currency	
OTHER	Other income (35)	Currency	
FORFEITED	Forfeited due to withdrawal (36)	Currency	
FOREIGNINCOME	Foreign non-business income (37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (38)	Currency	
FOREIGNTAX	Foreign non-business tax (39)	Currency	
SIN	Canadian social insurance number (12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.13 T4RIF Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4RIF"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2011**
SIN	Canadian social insurance number (12)	Text, 15	
SPOUSESSIN	Spouse's Canadian social insurance number (32)	Text, 15	
TAXABLE	Taxable payments received(16)	Currency	
CONTRACT	Contract number (14)	Text, 12	
DECEASED	Amounts received at death (18)	Currency	
DEREGISTRATION	Amounts received at deregistration (20)	Currency	
OTHERINCOME	Other income or deductions (22)	Currency	
EXCESS	Excess amount (24)	Currency	
SPOUSALRRIF	"Yes" if spouse is a contributor (26)	Yes/No	
INCOMETAX	Income tax deducted (28)	Currency	
DATEDEATH	Date of annuitant's death (30)	Date	Mmm. dd, yyyy (Apr. 1, 2011)
TRANSFERS	Transfer on breakdown of marriage (35)	Currency	
TAXPAID	Tax paid amount (36)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.14 T4RSP Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4RSP"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2011**
SIN	Social insurance number (12)	Text, 15	
SPOUSESSIN	Spouse's social insurance number (36)	Text, 15	
CONTRIBUTORSPOUSE	"Yes" if spouse is a contributor (24)	Yes/No	
CONTRIBUTORSPOUSENO	"No" if spouse is not a contributor (24)	Yes/No	
CONTRACT	Contract number (14)	Text, 12	
ANNUITY	Annuity payments (16)	Currency	
REFUNDPREMIUMS	Refund of premiums (18)	Currency	
REFUNDEXCESS	Refund of excess contributions (20)	Currency	
COMMUTATION	Commutation payments (22)	Currency	
LLPWITHDRAWAL	LLP withdrawal (25)	Currency	
DEREGISTRATION	Amounts received at deregistration (26)	Currency	
OTHERINCOME	Other income or deductions (28)	Currency	
INCOMETAX	Income tax deducted (30)	Currency	
DEATH	Amounts received at death (34)	Currency	
HBPWITHDRAWAL	HBP withdrawal (27)	Currency	
TRANSFERS	Transfer on breakdown of marriage (35)	Currency	
TAXPAID	Tax paid amount (40)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.15 T5 & RL-3 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5"

RL- data is imported with T5 data, see bottom of this table 168 for RL-3 specific fields

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient 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 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	**2011**
REPORTCODE	Report code (21)	Text, 1	**O - Original,** A - Amended or C - Cancelled (**R**, A or D will appear on RL-1s as necessary)
RECTYPE	Recipient type (23)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international org.
SIN	First recip. SIN/ID # or Business # (22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (10)	Currency	
ACTUAL_E	Am't of eligible dividends (24)	Currency	
INTEREST	Interest from Cdn sources (13, D)	Currency	
CAPGAINS	Capital gains dividends (18, I)	Currency	

Heading	Description	Type, Size	Comments & Examples
OTHER	Other income from Cdn sources (14)	Currency	
FORINC	Foreign income (15, F)	Currency	
FORTAX	Foreign tax paid (16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (17, H)	Currency	
ACCRUED	Accrued income: Annuities (19, J)	Currency	
RESOURCE	Resource allowance deduction (20)	Currency	
CURRENCY	Foreign currency code (27)	Text, 3	
TRANSIT	Transit (28)	Text, 10	
ACCOUNTNO	Recipient account number (29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**
ADDITIONAL HEADINGS FOR RL-3 FIELDS			
NEEDR3	RL-3 required for recipient	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed. or Québec savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number R3	Text, 16	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
ACTUALR3	Am’t of non-eligible dividends (B)	Currency	See Note 1 below
ACTUALR3_E	Am’t of eligible dividends (C)	Currency	See Note 1 below
INTERESTR3	Interest from Cdn sources (D)	Currency	See Note 1 below
CAPGAINSR3	Capital gains dividends (I)	Currency	See Note 1 below
OTHERR3	Other income from Cdn sources ()	Currency	See Note 1 below
FORINCR3	Foreign income (F)	Currency	See Note 1 below
FORTAXR3	Foreign tax paid (G)	Currency	See Note 1 below
ROYALTIESR3	Royalties from Cdn sources (H)	Currency	See Note 1 below
ACCRUEDR3	Accrued income: Annuities (J)	Currency	See Note 1 below
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character	Text, 20	

Heading	Description	Type, Size	Comments & Examples
	data		
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character data	Text, 20	
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	

Note 1:These fields will be ignored by the import unless the "Do not synchronize numerical information on T5/RL-3 slips associated with this company” checkbox is selected on the Advanced page of the company information screen

13.4.16 T5007 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5007"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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.
SIN	Social insurance number (12)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2011**
WCBENEFITS	Workers' compensation benefits (10)	Currency	
SOCIALASSISTANCE	Social assistance payments or provincial or territorial supplements (11)	Currency	
MANITOBAFRACTION	Manitoba credit fraction	Integer	Percentage: 50 = 50%
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.17 T5008 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5008"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3 & 4)	Text, 30	Required; type 3 & 4
NAME2	Recipient name, line 2 (type 3 & 4)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient initial (type 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 code	Text, 3	
TAXYEAR	Taxation year	Integer,4	**2011**
SLIPSTATUS	Report code	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership
SIN	First recipient SIN, ID or Business #	Text, 17	
RECIPIENTACCOUNTNUMBER	Recipient account number	Text, 12	
CURRENCY	Foreign currency	Currency	
DATE	Date	Date	Mmm. dd, yyyy (Apr. 1, 2011)
SECURITYCODE	Type code of securities	Text, 3	BON, BO1, DOB, DO1, FUT, MET, MFT, MSC, OPC, PTI, RTS, SHS, UNT, WTS
SECURITYQUANTITY	Quantity of securities	Decimal, 14	10 digits + 4 decimals
SECURITYID	Identification of securities	Text, 60	
ISIN	ISIN/CUISP number	Text, 12	
ISININDICATOR	ISIN indicator	Integer, 1	1 - The securities are not identified by a CUSIP or ISIN number 2 - The number provided is a CUSIP number 3 - The number provided is a

Heading	Description	Type, Size	Comments & Examples
			ISIN number
FACEAMOUNT	Face amount (dollars only)	Currency	Dollars only, no cents
BOOKVALUE	Cost or book value (dollars only)	Currency	Dollars only, no cents
PROCEEDSAMOUNT	Proceeds of disposition or settlement amount (dollars only)	Currency	Dollars only, no cents
SETTLEMENTSECURITYCODE	Type code of securities received on settlement	Text, 3	BON, BO1, DOB, DO1, FUT, MET, MFT, MSC, OPC, PTI, RTS, SHS, UNT, WTS
SETTLEMENTSECURITYQUANTITY	Quantity of securities received on settlement	Decimal, 14	10 digits + 4 decimals
SETTLEMENTSECURITYID	Identification of securities received on settlement	Text, 60	
SETTLEMENTISIN	ISIN/CUISP settlement number	Text, 12	
SETTLEMENTISININDICATOR	ISIN/CUSIP settlement number indicator	Integer, 1	1 - The securities are not identified by a CUSIP or ISIN number 2 - The number provided is a CUSIP number 3 - The number provided is a ISIN number
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**
TEXTATTOP	Optional text to print at top of slip	Text, 15	

13.4.18 T5013 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5013"

Heading	Description	Type, Size	Comments & Examples
Main page fields			
NAME1	Recipient name line 1	Text, 50	Required
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 (5)	Text, 1	**0 – Original** 1 – Amended 2 – Additional 3 – Cancelled 4 – Duplicate
COUNTRYCODE	Country code (7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (8)	Text, 1	
UNITSOWNED	Partnership units held (9)	Numeric	8 decimals
PARTNERSSHARE	Partner’s share, in % (10)	Numeric	8 decimals
PARTNERID	Recipient’s ID (11)	Text, 16	
COMPLEXSHARING	Complex sharing arrangements (12)	Text, 75	
(1) Limited partnership income/loss (Boxes 20-27)			
LIMITEDFARMING	Farming income (20)	Currency	
LIMITEDCAIS	Farming income (20)	Currency	
LIMITEDFISHING	Fishing income (21)	Currency	
LIMITEDBUSINESS	Business income (22)	Currency	
LIMITEDATRISK	At risk amount (22-1)	Currency	
LIMITEDADJUSTEDATRISK	Adj. at risk amount (22-2)	Currency	
LIMITEDRENTAL	Rental income (23)	Currency	
LOSSCARRYFWD	Loss carry forward (24)	Currency	
PREVLOSSCARRYFWD	Prev. loss carry forward (25)	Currency	
RETURNOFCAPITAL	Return of capital (27)	Currency	
A01TEXT1	Generic box # 1 – Province/Country	Text, 3	

Heading	Description	Type, Size	Comments & Examples
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 (35)	Currency	
NETPROFESSIONAL	Professional income (37)	Currency	
NETFARMING	Farming income (41)	Currency	
NETFISHING	Fishing income (43)	Currency	
NETOTHER	Other income (30)	Currency	
GROSSTOTALINCOME	Total gross income (34)	Currency	
(3) Canadian and foreign investments and carrying charges (Boxes 26-59)			
NETRENTAL	Net rental income (26)	Currency	
DIVIDENDS	Actual non-eligible div. (51)	Currency	
TAXABLE	Taxable amount of non-eligible dividends (51-1)	Currency	
CREDIT	Non-eligible dividend tax credit (51-2)	Currency	
DIVIDENDS_E	Actual eligible div. (52)	Currency	
TAXABLE_E	Taxable am't eligible div.(52-1)	Currency	
CREDIT_E	Eligible div. tax credit (52-2)	Currency	
INTEREST	Interest from Can sources (50)	Currency	
FRMDIVIDENDS	For. div. and interest inc. (55)	Currency	
BUSINVESTLOSS	Business invest loss (56)	Currency	
CARRYINGCHARGES	Carrying charges (59)	Currency	
C01TEXT1	Generic box # 1 – Province/Country	Text, 3	
C01TEXT2	Generic box # 1 – Box number	Text, 6	
C01AMOUNT	Generic box # 1 – Amount	Currency	

Heading	Description	Type, Size	Comments & Examples
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. (120)	Currency	
RENOUNCEDCDE	Renounced Can. Dev. Exp. (121)	Currency	
ASSISTANCECEE	Assiss. for Can. Explor. Exp. (124)	Currency	
ASSISTANCECDE	Assiss. for Can. Dev. Exp. (125)	Currency	
PORTIONINTFREECEE	Portion interest free CEE (130)	Currency	
EXPENSESITC	Expenses qualified for ITC (128)	Currency	
PORTIONINTFREEITC	Portion interest free ITC (129)	Currency	
EXPENSESBCTAXCREDIT	Expenses BC tax credit (141)	Currency	
EXPENSESSKTAXCREDIT	Expenses SK tax credit (143)	Currency	
EXPENSESMBTAXCREDIT	Expenses MB tax credit (144)	Currency	
EXPENSESONTAXCREDIT	Expenses ON tax credit (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 (150)	Currency	
COSTPERUNIT	Costs per unit (151)	Currency	
LIMITEDRECOURSEAMOUNTS	Limited recourse am'ts (153)	Currency	
ATRISKADJUSTMENTS	At risk adjustments (154)	Currency	
OTHERINDIRECTREDUCTIONS	Other indirect. reduct. (155)	Currency	
G01TEXT1	Generic box # 1 – Province/Country	Text, 3	
G01TEXT2	Generic box # 1 – Box number	Text, 6	
G01AMOUNT	Generic box # 1 – Amount	Currency	

Heading	Description	Type, Size	Comments & Examples
(6) Other amounts and information			
CAPGAINS	Capital gains (70)	Currency	
CAPGAINSRES	Capital gains reserves (71)	Currency	
CCA	Capital cost allowance (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 Schedule 50 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	**1 – Individual** (other than a trust) 2 – Trust 3 – Corporation 4 – Partnership 5 – Nominee or agent
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.19 T5018 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5018"

Heading	**Description**	**Type, Size**	**Comments & Examples**
NAME	Recipient name	Text, 30	Required
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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 (22)	Currency	
SIN	Recipient's ID number (BN or SIN) (24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	**1 - Individual** 3 - Corporation 4 - Partnership
PARTNERSHIPID	Parnership's Filer ID	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.20 TFSA Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "TFSA"

Heading	Description	Type, Size	Comments & Examples
CONTRACTNUMBER	Contract number	Text, 30	
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee 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 (12)	Text, 9	
BIRTHDATE	TFSA holder birthdate	Date	Mmm. dd, yyyy (Apr. 1, 2011)
ACCOUNTCLOSEDTHISYEAR	Account closed this year, Yes	Yes, No	"Yes" selects option
ACCOUNTCLOSEDTHISYEARNO	Account closed this year, No	Yes, No	"No" de-selects option
CLOSEDDATE	TFSA closed date	Date	Mmm. dd, yyyy (Apr. 1, 2011)
TOTALNUMBEROFTRANSACTION	Total number of Transaction records	Integer, 4	
TOTALHOLDERCONTRIBUTIONS	Total holder contributions	Currency	
TOTALHOLDEWITHDRAWALS	Total holder withdrawals	Currency	
TOTALHOLDERTRANSFEROUT	Total holder transfer out fair market value	Currency	
TOTALHOLDERTRANSFERIN	Total holder transfer in fair market value	Currency	
CALENDARYEARENDFAIRMARKETVALUE	Calendar year end fair market value	Currency	
NEWACCOUNTTHSIYEAR	New TFSA account this year for holder, Yes	Yes, No	"Yes" selects option
NEWACCOUNTTHISYEARNO	New TFSA account this year for holder, No	Yes, No	"No" de-selects option
IDENTINACTIVE	No transactions for this identity	Yes, No	"Yes" selects option
TRANSACTIONDATE	Transaction date	Date	Mmm. dd, yyyy (Apr. 1, 2011)
CONTRIBUTIONAMOUNT	Contribution amount	Currency	
WITHDRAWALAMOUNT	Withdrawal amount	Currency	
FORMERSPOUSELASTNAME	Surname of former spouse	Text, 30	
FORMERSPOUSEFIRSTNAME	First name of former spouse	Text, 30	
FORMERSPOUSESIN	SIN of former spouse	Text 11	
MARRIAGEBREAKDOWNTRANSFEROUT	Marriage breakdown transfer out fair market value	Currency	
MARRIAGEBREAKDOWNTRANSFERIN	Marriage breakdown transfer in fair market value	Currency	

Heading	Description	Type, Size	Comments & Examples
ACUISITIONOFNONQUALIFIED	Acquisition of non-qualified investment fair market value	Currency	
WITHDRAWALOFNONQUALIFIED	Withdrawal of non-qualified investment fair market value	Currency	
DEATHDATE	TFSA holder date of death	Date	Mmm. dd, yyyy (Apr. 1, 2011)
SUCCESSORHOLDER	Successor holder account, Yes	Yes, No	"Yes" selects option
SUCCESSORHOLDERNO	Successor holder account, No	Yes, No	"No" de-selects option
FAIRMARKETVALUEATDEATH	TFSA holder fair market value at time of death	Currency	
DECEASEDLASTNAME	Surname of deceased holder	Text, 30	
DECEASEDFIRSTNAME	First name of deceased holder	Text, 30	
DECEASEDINITIAL	Initial of deceased holder	Text, 1	
DECEASEDSIN	SIN of deceased holder	Text, 11	
DECEASEDDATE	Date of death of deceased holder	Date	Mmm. dd, yyyy (Apr. 1, 2011)
ISSELECTED	Check to select this slip for special electronic filing	Yes, No	"Yes" selects option

13.4.21 RL-1 Headings

eForms Plus & Enterprise Only

RL-1 data is imported with T4 data, refer to section **Headings for T4** 155 for RL-1 import details

13.4.22 RL-2 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R2"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	Spouse's social insurance number	Text, 9	Box N
HOMEBUYER	Withdrawal under HBP	Currency	Box O
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
SERIAL	Relevé number of paper slip	Numeric, 9	

Heading	Description	Type, Size	Comments & Examples
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character data	Text, 20	
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character data	Text, 20	
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	
XBOX05	Additional Information - Box 5: Box number	Text, 7	
XAMT05	Additional information - Box 5: Currency data	Currency	
XTXT05	Additional information - Box 5: Character data	Text, 20	

13.4.23 RL-3 Headings

eForms Plus & Enterprise Only

RL-3 data is imported with T5 data, refer to section **Headings for T5** 167 for RL-3 import details

13.4.24 RL-8 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R8"

Heading	**Description**	**Type, Size**	**Comments & Examples**
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient 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	**2011**
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	**R - Original**, A - Amended, or D - Cancelled
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.25 RL-15 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R15"

NOTE: The following boxes cannot be imported but are entered on the "R15 Totals" page of the TP-600-V form: Box 14, Box 38, Box 39, Box 42, Box 70, Box 72, Box 73, Box 75 and Box 76.

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Family name or business name	Text, 30	Required
FIRSTNAME	First name or line two of business name	Text, 30	
APARTMENT	Apartment number	Text, 5	
STREETNO	Street number	Text, 9	
STREET	Street name	Text, 24	
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	S.I.N. or Identification number
REPORTCODE	Status of slip	Text, 1	**R - Original,** A - Amended or D - Cancelled
PARTNERSSHARE	Partner's share (%) of income / loss	Numeric	4 decimals
UNITSOWNED	Number of partnership units owned	Integer	No decimals
MEMBERCODE	Partner code (40)	Text, 1	0 - Limited partner 1 - Other specified member 2 - General partner
RECTYPE	Taxpayer code (41)	Text, 1	**1 - Individual** 3 - Corporation 4 - Trust or partnership
CAPITALSTART	Balance at start of fiscal period	Currency	
CAPITALCONTRIBUTED	Capital contributions during fiscal period	Currency	
OTHERADJUSTMENTS	Other adjustments	Currency	
INCOMEALLOCATED	Income / loss allocated during fiscal period	Currency	
DRAWINGS	Drawings	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, Size	Comments & Examples
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	
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	
BOX34	Exploration expenses incurred in Northern Quebec	Currency	
BOX35_28	Assistance corresponding to box 28	Currency	

Heading	Description	Type, Size	Comments & Examples
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	
BOX35_34	Assistance corresponding to box 34	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	Integer	No decimals
BOX51	Cost per unit	Currency	
BOX52	Total cost of units	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	
BOX71	Eligible amount	Currency	
BOX74	Percentage interest, tax credit	Numeric	4 decimals
The "XBOX" fields below represent the box number of the 28 generic information boxes on the R15			
XBOX01	Box number	Text, 7	
XBOX02	Box number	Text, 7	
XBOX03	Box number	Text, 7	
XBOX04	Box number	Text, 7	
XBOX05	Box number	Text, 7	
XBOX06	Box number	Text, 7	
XBOX07	Box number	Text, 7	

Heading	Description	Type, Size	Comments & Examples
XBOX08	Box number	Text, 7	
XBOX09	Box number	Text, 7	
XBOX10	Box number	Text, 7	
XBOX11	Box number	Text, 7	
XBOX12	Box number	Text, 7	
XBOX13	Box number	Text, 7	
XBOX14	Box number	Text, 7	
XBOX15	Box number	Text, 7	
XBOX16	Box number	Text, 7	
XBOX17	Box number	Text, 7	
XBOX18	Box number	Text, 7	
XBOX19	Box number	Text, 7	
XBOX20	Box number	Text, 7	
XBOX21	Box number	Text, 7	
XBOX22	Box number	Text, 7	
XBOX23	Box number	Text, 7	
XBOX24	Box number	Text, 7	
XBOX25	Box number	Text, 7	
XBOX26	Box number	Text, 7	
XBOX27	Box number	Text, 7	
XBOX28	Box number	Text, 7	
The "XTXT" fields below represent the text portion of the 28 generic information boxes on the R15			
XTXT01	Other information	Text, 20	
XTXT02	Other information	Text, 20	
XTXT03	Other information	Text, 20	
XTXT04	Other information	Text, 20	
XTXT05	Other information	Text, 20	
XTXT06	Other information	Text, 20	
XTXT07	Other information	Text, 20	
XTXT08	Other information	Text, 20	
XTXT09	Other information	Text, 20	
XTXT10	Other information	Text, 20	
XTXT11	Other information	Text, 20	
XTXT12	Other information	Text, 20	
XTXT13	Other information	Text, 20	
XTXT14	Other information	Text, 20	

Heading	Description	Type, Size	Comments & Examples
XTXT15	Other information	Text, 20	
XTXT16	Other information	Text, 20	
XTXT17	Other information	Text, 20	
XTXT18	Other information	Text, 20	
XTXT19	Other information	Text, 20	
XTXT20	Other information	Text, 20	
XTXT21	Other information	Text, 20	
XTXT22	Other information	Text, 20	
XTXT23	Other information	Text, 20	
XTXT24	Other information	Text, 20	
XTXT25	Other information	Text, 20	
XTXT26	Other information	Text, 20	
XTXT27	Other information	Text, 20	
XTXT28	Other information	Text, 20	
The "XAMT" fields below represent the dollar amounts, if required, of the 28 generic information boxes on the R15			
XAMT01	Dollar value	Currency	
XAMT02	Dollar value	Currency	
XAMT03	Dollar value	Currency	
XAMT04	Dollar value	Currency	
XAMT05	Dollar value	Currency	
XAMT06	Dollar value	Currency	
XAMT07	Dollar value	Currency	
XAMT08	Dollar value	Currency	
XAMT09	Dollar value	Currency	
XAMT10	Dollar value	Currency	
XAMT11	Dollar value	Currency	
XAMT12	Dollar value	Currency	
XAMT13	Dollar value	Currency	
XAMT14	Dollar value	Currency	
XAMT15	Dollar value	Currency	
XAMT16	Dollar value	Currency	
XAMT17	Dollar value	Currency	
XAMT18	Dollar value	Currency	
XAMT19	Dollar value	Currency	
XAMT20	Dollar value	Currency	
XAMT21	Dollar value	Currency	

Heading	Description	Type, Size	Comments & Examples
XAMT22	Dollar value	Currency	
XAMT23	Dollar value	Currency	
XAMT24	Dollar value	Currency	
XAMT25	Dollar value	Currency	
XAMT26	Dollar value	Currency	
XAMT27	Dollar value	Currency	
XAMT28	Dollar value	Currency	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.26 RL-16 Headings

eForms Enterprise only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R16"

Heading	Description	Type, Size	Comments, Examples and defaults
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 12	
INITIAL2	Second recipient initial (type 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	Text, 10	
COUNTRY	Country	Text ,3	**CAN**, USA, etc.
SIN	First recipient SIN	Text,9	
SIN2	Second recipient SIN	Text,9	
OTHERNUMBER	NEQ or identification number of first recipient	Text,10	
OTHERNUMBER2	NEQ or identification number of second recipient	Text,10	
FIRSTINDIVIDUAL	Yes if first recipient is an individual; no otherwise	Yes/No	**Yes**
SECONDINDIVIDUAL	Yes if second recipient is an individual; no otherwise	Yes/No	**Yes**
REPORTCODE	Status of Slip	Text,1	**R - Original,** A - Amended or D – Cancelled
RECTYPE	Beneficiary type code	Text,1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international org. 6 - Spouse or trust settlor of spouse 7 - Holder of joint account other than 2
BENEFICIARYNUM	Beneficiary Number	Text,20	

Heading	Description	Type, Size	Comments, Examples and defaults
YEAR	Taxation Year	Integer,4	**2011**
TEXTATTOP	Optional text to print at top of slip	Text,15	
CAPITALGAIN	Capital gains	Currency	
SINGLEPENSION	Single pension payment	Currency	
ACTUAL_E	Actual amount of eligible dividends	Currency	
ACTUAL	Actual amount of ordinary dividends	Currency	
ENTITLEMENTPENSION	Pension payment giving entitlement to a tax credit	Currency	
FOREIGNINCOME_BUS	Foreign business income	Currency	
FOREIGNINCOME_NONBUS	Foreign non-business income	Currency	
OTHER	Other income	Currency	
INCOMECODE	Code corresponding to the type of income entered in box G	Text, 1	Blank, 1, 2
ENTITLEMENTCAPITALGAIN	Capital gains giving entitlement to a deduction	Currency	
TAXABLE	Taxable amount of eligible and ordinary dividends	Currency	
CREDIT	Dividend tax credit	Currency	
FOREIGNINCOMETAX_BUS	Foreign income tax on business income	Currency	
FOREIGNINCOMETAX_NONBUS	Foreign income tax on non- business income	Currency	
COSTBASEADJUSTMENT	Cost base adjustment of capital interest	Currency	
CONSOLIDATIONCODE	Consolidation Indicator	Text,1	Blank, C
CURRENCYCODE	Currency Code	Text,3	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character data	Text, 20	
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character data	Text, 20	

Heading	Description	Type, Size	Comments, Examples and defaults
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	

13.4.27 RL-17 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R17"

Heading	Description	Type, Size	Comments & Examples
LASTNAME1	First recipient last name	Text, 30	Required
FIRSTNAME1	First recipient first name	Text, 12	
INITIAL1	First recipient 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	**2011**
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (A)	Currency	
INCOMEYEAR	Total employment revenue (B)	Currency	
INCOMESTAY	Total income for stay (C)	Currency	
ALLOWANCEYEAR	Allowance in year (D)	Currency	
ALLOWANCESTAY	Allowance for stay (E)	Currency	
DAYSOUTSIDE	Days outside Canada (F)	Integer	
PERIODSOUTSIDE	Number of 30 day periods (G)	Integer	
DATEDEPARTURE	Departure date from Canada (H)	Date	Mmm. dd, yyyy Ex: Apr. 1, 2011
DATERETURN	Return date to Canada (I)	Date	Mmm. dd, yyyy Ex: Apr. 1, 2011
FOREIGNCOUNTRY	Name of foreign country (J)	Text, 20	
SLIPSTATUS	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 30	**eForms Enterprise only**

13.4.28 RL-18 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R18"

Heading	Description	Type, Size	Comments & Examples
NAME1	Beneficiary name line 1 (type 3 & 4)	Text, 30	Required; type 3 & 4
NAME2	Beneficiary name line 2 (type 3 & 4)	Text, 12	
LASTNAME1	First beneficiary last name (type 1 & 2)	Text, 30	Required; type 1 & 2
FIRSTNAME1	First beneficiary first name (type 1 & 2)	Text, 30	
INITIAL1	First beneficiary initial (type 1 & 2)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1 & 2)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1 & 2)	Text, 30	
INITIAL2	Second beneficiary initial (type 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.
TAXYEAR	Tax year	Integer, 4	**2011**
RECIPIENTNUMBER	Recipient number	Text, 20	
RECTYPE	Recipient type	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN	Beneficiary SIN	Text, 11	
SIN2	Second beneficiary SIN	Text, 11	
CURRENCY	Currency code	Text, 3	CAD, USD, EUR & etc.
DATETRANSACTION	Date of transaction	Date	Mmm. dd, yyyy (Apr. 1, 2011)
CODEOFSECURITY	Code for type of security	Text, 3	OBL, DRO, DEN, ACT, TIT, BON, OPE, UNI, MET, DIV, CON
NUMBEROFSECURITIES	Number of securities	Decimal, 16	12 digits + 4 decimals
IDNUMBER	Identification number of the values	Text, 12	
FACEVALUE	Face value	Currency	
COSTORBOOKVALUE	Cost or book value	Currency	
PROCEEDSOFDISPOSITION	Proceeds of disposition or settlement	Currency	

Heading	Description	Type, Size	Comments & Examples
	amounts		
CODEOFSECURITYRECEIVED	Code for type of security received in exchange	Text, 3	OBL, DRO, DEN, ACT, TIT, BON, OPE, UNI, MET, DIV, CON
NUMBEROFSECURITIESRECEIVED	Number of securities received in exchange	Decimal, 13	9 digits + 4 decimals
DESCRIPTIONOFSECURITIESRECEIVED	Description of securities received in exchange	Text, 60	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME	Company associated with slip	Text, 30	**eForms Enterprise only**
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character data	Text, 20	
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character data	Text, 20	
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	

13.4.29 RL-25 Headings

eForms Plus & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R25"

Heading	Description	Type, Size	Comments & Examples
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required; type 1, 2 & 6
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary 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 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 (23)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international org. 6 - Spouse of trust settlor or spouse
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
ACTUALDIVIDENDS	Non-Eligible Dividend amount	Currency	
ACTUALDIVIDENDS_E	Eligible Dividend amount	Currency	
CAPGAINS	Total net Capital Gains	Currency	
CAPGAINSEXEMPTION	Farm or small business capital gains	Currency	
OTHER	QPP and other amounts	Currency	
CANCELLED	Amounts cancelled	Currency	
TAXABLEDIVIDENDS	Taxable amount of dividends	Currency	

Heading	Description	Type, Size	Comments & Examples
TAXCREDIT	Amount of dividend tax credit	Currency	
FOREIGNTAX	Income tax paid to a foreign government	Currency	
QUEBECTAX	Québec income tax withheld	Currency	
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	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME	Company associated with slip	Text, 30	**eForms Enterprise only**
XBOX01	Additional Information - Box 1: Box number	Text, 7	
XAMT01	Additional information - Box 1: Currency data	Currency	
XTXT01	Additional information - Box 1: Character data	Text, 20	
XBOX02	Additional Information - Box 2: Box number	Text, 7	
XAMT02	Additional information - Box 2: Currency data	Currency	
XTXT02	Additional information - Box 2: Character data	Text, 20	
XBOX03	Additional Information - Box 3: Box number	Text, 7	
XAMT03	Additional information - Box 3: Currency data	Currency	
XTXT03	Additional information - Box 3: Character data	Text, 20	
XBOX04	Additional Information - Box 4: Box number	Text, 7	
XAMT04	Additional information - Box 4: Currency data	Currency	
XTXT04	Additional information - Box 4: Character data	Text, 20	

Index

- A -

- B -

- C -

- D -

- E -

- F -

- G -

- H -

- I -

- K -

- L -

- M -

- N -

- O -

- P -

- Q -

- R -

- S -

- T -

- U -

- V -

- W -

- X -