T4 TimeSaver 2002
User Manual

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Chapter 1 – Introduction

About T4 TimeSaver
ELM Computer Systems Inc. has provided custom programming and consulting services to accounting firms and to small business for the past 21 years. Its team of experienced programmers and analysts has thoroughly analyzed your needs as a professional accountant, and is committed to providing and maintaining a tax slip preparation system which is superior to any other system available.

Technical Support
As a registered user you may telephone or fax us with your questions about the installation and use of the T4 TimeSaver program. Our technical support hours are 9am to 5pm ET.

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

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

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

French Language Technical Support:

Telephone number:	**(450) 442-9889**
Fax Number:	**(450) 670-8537**

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

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

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

Hardware Requirements
Computer
Any Pentium class PC

Operating System
[1]Windows95™ (no longer supported by Microsoft), Windows98™ , WindowsME™, WindowsNT™, Windows2000™, WindowsXP™

System Memory
A minimum of 8 Mb RAM is required to run T4 TimeSaver.

Disk Drives
A hard disk drive with at least 10 Mb of available disk space is required for installation of the program files while leaving sufficient space for data. For optimal performance of both T4 TimeSaver and other software ensure that you have sufficient room available on your hard disk for the virtual memory swap file maintained by Windows. Typically this file may be twice the size of the available RAM installed on your system. Data may be stored on either a hard disk or on removable media; T4 TimeSaver performs much better if data is stored on a hard disk. The system may also be installed on a network file server.

Printer
Slips and summaries may be printed on ink jet and laser printers using government supplied forms. Please note that T4 TimeSaver no longer prints to dot-matrix printers as all ability to print continuous forms has been removed from the software.

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

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

License Agreement

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

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

Warranty Information

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

Disclaimer

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

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms generated by the Package for submission to CCRA or Québec's Ministère du Revenu. It is the users' responsibility to ensure that the proper forms are used and, with respect to Relevé 1s and Relevé 3s, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

Chapter 2 - Getting Started

Installation

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

If you prefer, the data may be stored on floppies; however, for fastest program response, it is recommended that data files be kept on a hard disk.

To install T4 TimeSaver, follow these steps:

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

2. Close all open applications and reset your computer. This will avoid any possible conflicts with open programs.

3. Insert first diskette or CD in appropriate drive.

4. Click on the Start button in the lower left corner. Select Run from the menu displayed. Type **a:t4setup** (replace "a:" with the drive letter in which the install disk is located.) Click OK to continue.

When setup starts, follow the directions on your screen.

Single User Installation:
Install and run T4 TimeSaver on a stand-alone workstation. Select Workstation

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

Network Installation (you may select and perform *one* of the following):
        a) *To install and run T4 TimeSaver on each workstation.*   Select **Network Distribution** from the **Select Type of Install** window. This will put all of the installation files on your network drive. Then, run the installation from each workstation, using the installation files that have been copied to your network and selecting **Workstation** from the **Select Type of Install** window.
        b) *To install and run T4 TimeSaver on a network drive.*   Select **Network Administrator** from the **Select Type of Install** window to install the program on a network drive. Then, run T4NODE.EXE from each workstation to copy the necessary files to run the program from the workstation.

Starting the Program

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

Registration

Your copy of T4 TimeSaver needs to be registered before all the functions of the program become available to you. To register this copy of the program simply enter the unique authorization number issued to you by ELM Computer Systems. Until this number is entered, the program will print "VOID" across all of the slips and summaries printed, and certain functions will be unavailable.

You may continue to use the T4 TimeSaver without registering the program. The opportunity to register will be available every time you start the program until registration has been completed.

T4 TimeSaver program is copyright (c) 1987-2002 by ELM Computer Systems Inc. Please refer to the License Agreement in Chapter 1 for full details of the agreement between ELM Computer Systems Inc. and users of the package.

User Names

Every time T4 TimeSaver is started, you will be prompted for your user name. You can create as many user profiles as you require. The user settings can be unique for each user or there can be a number of identical users. There should be a user name assigned to each person or workstation.

Create a user profile by typing in a unique entry when prompted for the user name. You will be asked to confirm that this is a new user name. This is to prevent the creation of a new user name in the case of a typographical error.

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

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

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

What's on the T4 TimeSaver Window?

The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by either clicking its name or pressing the underlined letter in combination with the [Alt] key. (e.g. [Alt] + [F] opens the File menu). Under the main menu are both the current company name and the icon toolbar. Clicking the company name will give you a list of all the companies available in the current database and will allow you to switch to any other company. The icons that appear in colour are available to use. Those that are greyed out are only

available when a form is open. See the section below on Toolbar Icons for details on the individual icons.

Use of Special Keys

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

Short-cuts

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

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

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

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

Special Keys for Data Entry
During data entry the following keys may prove useful:

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

Toolbar Icons

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

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

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

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

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

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

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

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

Find a Slip. Provides you with a list of all the employees entered for the current company. [Ctrl] + [S] performs the same function. Select the desired employee from the list by highlighting the name and then clicking **Select** or simply double-clicking on the employee name.

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

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

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

Moves to the first slip for the current company. [Ctrl] + [PgUp] performs the same function.

Moves to the last slip for the current company. [Ctrl] + [PgDn] performs the same function.

Moves to the previous slip for the current company. [PgUp] performs the same function.

Moves to the next slip for the current company. [PgDn] performs the same function.

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

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

Getting Help

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

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

During a technical support session our staff may request that you supply a copy of your database or a record of the settings currently being used by T4 TimeSaver installation at your location. To accomplish this please use the **Email Current Database** sub-menu to send a copy of your current database, or the **Send Email** sub-menu to send a copy of your current settings to ELM.

Please note that all client confidentiality agreements between your office and its clients may prohibit sending client and/or corporate data to an other entity.

Chapter 3 - Working with Databases

Creating a Database

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

First, select the folder in which you want to store the database. You can select any local or network folder available to your computer. If a multi-user network version of T4 TimeSaver is being used, the database should be stored on a network drive so that it can be accessed by all users. Next, you will need to give the database a name. Type in a valid Windows filename. If you enter the extension, it must be ".t02". If no extension is entered it will default to ".t02".

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

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

Opening a Database
To work with an existing database, you must open it. Choose **Open Database** from the **File** menu. Select the path and folder that contains the required database. Select or type the name of the document you want to open in the **File name** field. This box only lists documents with the filename extension ".t02".

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

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

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

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

Renaming a Database
To rename an existing database you must first close the database. Select **Rename database** from the **File** menu. Locate and highlight the name of the database you wish to rename and click the **OK** button. You will be asked to enter the new name of the database file. Ensure that the correct filename is entered, including the path and the ".t02" extension and again click the **OK** button.

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

Chapter 4 - User Setup Options

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

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

Data Entry Tabs

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

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

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

T4 Adjustment Defaults Tab

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

```
T4 Adjustment Defaults

CPP/QPP Adjustment Options                    Transfer Over Remittance to Owner
 ☐ Adjust if over maximum/under required minimum    When adjustments reduce total deductions for the
 ☑ Adjust  based on number of pensionable weeks      company, the over-remittance may be transferred to the
                                                     tax of an owner or shareholder.
 Maximum number of pensionable weeks   [52]
                                              ☐ Maintain the net pay of the owner/shareholder by
                                                 increasing the gross pay by the amount added to tax.

EI Adjustment Options                         Other Options
 ☑ Adjust if over annual maximum              Adjust CPP/EI differences greater than   [1.00]
 ☑ Adjust based on insurable earnings
 ☐ Adjust insurable earnings based on EI deducted   ☐ Adjust CPP/EI to calculated amounts even if there
                                                       is insufficient tax to offset the adjustment.

 Note: Information on this tab is copied to each     If yes, enter the maximum amount by   [9,999.99]
 new company you set up.                             which tax may be reduced
```

New Company Defaults Tab

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

```
New Company Defaults

All Other Summaries: Person to contact        Other Information
 First name   [            ]                   Tax Centre   [            ]
 Surname      [            ]                   Taxation Services
 Telephone    [            ]                        Office   [           ▼]
                                              Default province
                                               of employment  [    ]

T5, NR4, T4PS Summaries: Person to contact
 Name        [              ]                  Note: Information on this tab is copied to
 Telephone   [            ]                     each new company you set up.

Certification section on all summaries
 [                    ]        [                    ]
    Authorized person              Position or office
```

Magnetic Media Tab

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

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

Enter the letter of the disk drive (either A or B) you wish to send the output to. Also, if you are filing RL-1 or RL-3 returns, select either D for diskette or C for CD format. Currently, federal forms can only be submitted on diskette.

Chapter 5 - Company Information

Creating a Company

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

Identification

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

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

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

T4 Adjustment Options
With the T4 TimeSaver you have the flexibility of customizing your method of
adjusting CPP/QPP and EI discrepancies for individual companies. When you
add a new company, T4 TimeSaver will automatically insert the default values
that you entered on the **T4 Adjustment Defaults** tab in the **Setup** menu. You
may make any changes required for this particular company by simply typing in
the correct information. For further information see *Chapter 7 Adjusting T4s and
Relevé 1s.*

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

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

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

Replicate Address
This button will copy the information in the current company address and care-of
lines to all companies in the current database.

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

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

Finding a Company

To locate a company, select **Find Company** from the **Company** menu. The Find Company dialog box will open. Type in a full or partial company name and select the scope of the search by clicking on either "All databases in directory" or

"Current database only". Then, click on the **Find** button.

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

and its database will become the current company and database.

Deleting a Company

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

Remove all Slips

This function will remove all slips of any type from the current company. This is useful if you wish to initialize the employee data for a given company. Enter the

type of slips you wish to remove by typing "T4", "T4A", "T5", "T4ANR", "NR4", "T4F", "T4PS", "T5013", "T5018", "R15", "R17", "T1204", or "ALL" if you wish to remove all slips of every type for this company..

Remove Inactive Slips

This function will remove slips that have all dollar values set to zero. This is useful for eliminating slips for employees that are no longer with the company, but for whom there is still a name and address in the database. Enter the type of slips you wish to remove by typing "T4", "T4A", "T5", "T4ANR", "NR4", "T4F", "T4PS", "T5013", "T5018", "R15", "R17", "T1204", or "ALL" if you wish to remove inactive slips of every type for this company.

Adjust/Unadjust Company's T4s/RL-1s

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

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

Check the **Print adjustment report** box if you desire such a report for your records.

Unlock all companies in database

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

Refresh from Database

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

Chapter 6 - Entering Slips

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

Adding Slips

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

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

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

Deleting Slips

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

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

Remove Inactive Slips

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

You can determine whether inactive slips exist by creating a Company Summary Report. The report will list the number of active and inactive slips of each type for the company. Select the type of slip to remove by typing "T4", "T4A", "T5", "T4ANR", "NR4", "T4F", "T4PS", "T5013", "T5018", "R15", "R17", "T1204", or simply type "ALL" to remove all types of inactive slips for this company.

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

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

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

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

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

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

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

CPP/QPP and EI Exempt Boxes
You may check one, both, or neither of the CPP/QPP and EI Exempt boxes as appropriate for the current employee.

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

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

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

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

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

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

entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

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

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

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

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

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

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

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

When you are adding a Relevé 1 or a T4, all the relevant values (dollar amounts, name and address, etc.) are carried over to the corresponding form. Footnotes

and boxes that are specific only to the Relevé 1 or the T4 will <u>not</u> be carried over. See *Appendix F - Equivalent fields on T4 and Relevé 1 Slips* for further details.

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

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

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

Footnotes
Text footnotes may be entered in the fields provided.

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

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

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

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

T4A Input Window
Employee Name
The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered.

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

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

Gov't Use
Click this button to indicate that you are a government filer and to access the extra fields required by government agencies filing T4As.   Click this button again to remove the "Government Use Only" boxes from the T4A form.

Go to RL-1
Use this button to create and/or access the corresponding RL-1 for this employee. There must also be a corresponding T4 for the same employee with the province of employment set to "QC".

T5 Input Window
Recipient Name
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered.

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

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

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

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

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

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

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

Automatic Calculations
The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.25
Federal Dividend Tax Credit = (Actual Dividends) * 1/6
This calculation does not apply for any corporate recipients or any recipient that is a charitable organization.

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

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

Relevé 3 Input Window
Recipient Name
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered

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

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

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

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

Automatic Calculations
The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.25
Federal Dividend Tax Credit = (Actual Dividends) * 0.1083
This calculation does not apply for any corporate recipients or any recipient that is a charitable organization.

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

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

USD - United States, dollar
JPY - Japan, yen
SVC - El Salvador, colon

FRF - France, franc
HKD - Hong Kong, dollar
ITL - Italy, lire
DEM - Germany, mark
DKK - Denmark, kröne
GBP - United Kingdom, pound
ESP - Spain, peseta

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

NR4 Input Window
Name
The recipient name should be entered with the surname first, followed by a
comma, and then the first name. The name can be formatted easily by pressing
the F5 key. The T4 TimeSaver program will change the surname to block letters,
ensure that the first letter of the first name is capitalized, and insert a comma if
none was entered (e.g. SMITH, John).

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

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

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

Currency Code
Gross income and non-resident tax withheld should be reported in Canadian
funds. However, CCRA will convert both these values to Canadian currency
based on the currency code entered here and the average annual rate. Ensure
that both the gross income and the non-resident tax withheld are in the same
currency and that the appropriate three letter code is selected.

Exemption Code

Enter the applicable exemption code, or select it from the drop down list.

T4A-NR Input Window
Name
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John).

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

Non-Resident's Service Industry
Enter the four digit numeric code, or select it from the drop down list, indicating the type of service industry.

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

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

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

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

T5018 Input Window
Name
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters,

ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John).

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

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

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

T4F Input Window
Name
The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John).

EI Exempt
Do not check the EI Exempt box if you entered an amount in Box 16 or Box 18. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

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

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

T4PS Input Window

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

Automatic Calculations
The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:
Taxable Amount of Dividends = (Actual Dividends) * 1.25
Federal Dividend Tax Credit = (Actual Dividends) * 1/6
This calculation does not apply for any corporate recipients or any recipient that is a charitable organization.

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

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

T5013 Input Window

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

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

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

Partner's share (%) of income (loss)
This value will be calculated based on the Units or Interest Owned of all the partners in the partnership.

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

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

Member Code
Enter the Member code used to identify the partner's membership status within the partnership for income tax purposes. Use:
0, for a limited partner, at any time during the fiscal period;
1, for a specified member who is not a limited partner;
2, for a general partner; and
3, for a limited partner's exempt interest as defined in subsection 96(2.5).

Boxes 18-45
These fields will be automatically filled based on the partner's share of the net income or loss and the amounts given on the T5013 summary. To override a calculated value, press the F4 key and then type in the desired value.

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

Go To
Use these buttons to switch between pages of input fields.
Boxes 18-32:   Displays boxes 18-32
Boxes 33-45:   Displays boxes 33-45
Section 2:   Displays section 2, boxes 53-58

Section 3:   Displays section 3, boxes 60-61 (130, 132, 134 & 136)
Details: Displays details field for text
T5015:   Displays the T5015 data fields

T5014 Input Window
Class Number
Enter up to 15 different class numbers (1-5 on page 1, 6-10 on page 2, and 11-15 on page 3). Class numbers range from 1 to 47. For a complete listing of valid class numbers press the F2 key. The applicable rate will automatically be entered into column 9 and be used in the capital cost allowance calculation.

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

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

Total CCA
This box will contain the value of the sums of all the amounts listed in column 10.

T5015 Input Window
This will take you directly to the T5015 page, which is located on the T5015 section of the T5013 Input Window. The top half of the form will already be completed if you have entered the T5013 information. Enter values for the Capital account start of period, Capital contributed during period, Income allocated during period, and Drawings. The Capital account end of period will be automatically calculated.

T1204 Input Window

Relevé 17 Input Window

Chapter 7 - Adjusting T4s and Relevé 1s

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

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

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

Reversing Adjustments
All adjustment can be reversed by clicking the **Undo Adjustments** button on the Adjust all T4s/R1s window.

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

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

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

CPP/QPP Adjustment Options
A - Adjust CPP/QPP if over maximum/under minimum
If this option is selected, then the CPP will be adjusted to fall within the following
range:
Upper Limit: the lesser of:
  · the CPP/QPP pensionable earnings x 4.7%; and
  · $1,673.20

Lower Limit: the lesser of:
  · (the CPP/QPP pensionable earnings - $3500) x 4.7%; and
  · $1,673.20
If the CPP/QPP deducted is greater than the Upper Limit, it will be adjusted down
to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will
be adjusted up to the Lower Limit. If the CPP/QPP deducted falls within the
range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

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

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

                (CPP/QPP pensionable earnings - *prorated deduction*) x 4.7%
Where the *prorated deduction* is calculated as:

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

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

> **Comment:** Confirm CPP rate and max.

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 value is 52 weeks but can be changed to 53 weeks if required.

EI Adjustment Options

D - Adjust EI if over annual maximum
If this option is selected, the EI will only be adjusted if it is greater than:

· standard annual maximum of $39,000 x 2.20% or $ 858.00
NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH EITHER ONE OF E OR F

Comment: Confirm EI rate and max.

E - Adjust EI based on Insurable Earnings
If this option is selected, the EI will be calculated as:

· EI insurable earnings x 2.20%
(If E.I. insurable earnings are not entered, gross pay will be used.)

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

· EI deducted (box 18) / 2.20%;
· $39,000; and
· Employment income (box 14).

NOTE THAT ONLY ONE OF E OR F MAY BE SELECTED

Transfer Over Remittance

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

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

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

Other Options

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

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

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

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

Chapter 8 - Entering Summary Form Information

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

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

Overriding Calculated Values

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

T4 Summary

Remittances

Enter the amount of money already remitted to CCRA.

Amount Enclosed

Enter the amount to be enclosed with the T4 Summary form.

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

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

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

Page 2
Contains the rest of the information required for the T4 Summary.

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

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

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

RL-1 Summary

```
┌─ Page 1 ───────────────────────────────────────────┐
│ ┌─ Contributions to  QPP ──────────────────────┐   │
│ │  Employee (Box B)     Employer                │   │
│ │    ┌──────────┐    ┌──────────┐   ┌──────────┐│   │
│ │    │ 4,147.00 │ +  │ 4,147.00 │ = │ 8,294.00 ││ 3 │
│ │    └──────────┘    └──────────┘   └──────────┘│   │
│ ├─ Quebec income tax ───────────────────────────┤   │
│ │  RL-1 Tax          RL-25          RL-2 Tax     │   │
│ │  ┌──────────┐    ┌──────────┐   ┌──────────┐  │   │
│ │  │ 25,312.00│ +  │    0.00  │ + │    0.00  │  │   │
│ │  └──────────┘    └──────────┘   └──────────┘  │   │
│ │                             =   ┌──────────┐  │   │
│ │                                 │ 25,312.00│ 12│   │
│ │                                 └──────────┘  │   │
│ ├─ Compensation tax ────────────────────────────┤   │
│ │  ☐ Check here if exempt from compensation tax │   │
│ │  Earnings ┌──────────┐              ┌────────┐│   │
│ │           │ 73,000.00│  x 1% =      │ 730.00 ││21 │
│ │           └──────────┘              └────────┘│   │
│ │                                               │   │
│ │  Subtotal: lines 3, 12 and 21    ┌──────────┐ │   │
│ │                                  │ 34,336.00 │ 25│
│ │  QPP, income and comp. tax remitted − ┌──────┐│   │
│ │                                  │    0.00   │ 26│
│ │  TOTAL                        =  │ 34,336.00 │ 27│
│ └───────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────┘
```

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

Compensation Tax
Compensation tax applies only to listed financial institutions other than corporations. If the company is <u>not</u> exempt from the compensation tax, remove the check from the appropriate box.

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

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

More Info
Contains the company category and the printing dates.

Contributions to health services fund (FSS)
In the **Adjustments** box, enter the value required to obtain the correct total **Salaries** value. If the value contained in the box labeled **Boxes A + Q** is the same as the total salaries, leave the

```
┌─ Page 2 ────────────────────────────────────────────────────────────────────┐
│ ┌─ Contribution to health services fund (FSS) ──────┐                        │
│ │ Boxes A + Q of RL-1 slips          0.00           │   BALANCE    0.00  70  │
│ │ Adjustments                        0.00           │                        │
│ │ Wages paid or deemed paid          0.00           │                        │
│ │ Exempted wages        [ ]          0.00           │                        │
│ │ Wages subject                      0.00   x 2.7% =       0.00  37          │
│ │              Less: Contributions to FSS remitted        0.00  38          │
│ │                                    TOTAL                0.00  39          │
│ └───────────────────────────────────────────────────┘                        │
│ ┌─ Contribution to CNT ──────────────────────────────┐                       │
│ │ Remuneration subject to controbution               │                       │
│ │ Regular          0.00  x  0.08% =        0.00  41  │                       │
│ │ Additional          0  x  0.12% =        0.00  44  │                       │
│ └─────────────────────────────────────────────────────┘                      │
│ ┌─ Contribution to FNF ──────────────────────────────┐                       │
│ │ Total payroll    0.00  x 1% =            0.00  51  │                       │
│ │ Eligible training expenditures     –     0.00  52  │                       │
│ │ Note: Payroll less than $250,000   =     0.00  53  │                       │
│ └─────────────────────────────────────────────────────┘                      │
└────────────────────────────────────────────────────────────────────────────┘
```
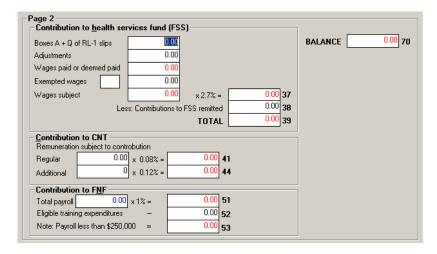
Adjustments box with the default value of 0.00. In the **Exempt** box, enter any salaries and wages paid by a new corporation and exempted from the contribution. You will need to attach a completed copy of the chart found on page 2 of the *Summary of Source Deductions and Employer Contributions*. The amount subject to FSS is calculated, and the rate is applied based on the formula described in the RL-1 guide.

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

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

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

Other Information
Enter the other requested information required for the RL-1 Summary form.

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

T4A Summary

Remittances
Enter the amount of money already remitted to CCRA.

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

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

Page 2

Contains the rest of the information required for the T4A Summary.

Person to contact about this return

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

Certification

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

More Info

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

T5 Summary

T5 Summary Information

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

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

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

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

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

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

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

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

RL-3 Slip Totals (Page 1)			
A Actual amount of dividends............	61,000.00	I Capital gains dividends..............................	1,600.00
B Taxable amount of dividends..........	76,250.00	J Accrued income : Annuities.......................	123.00
C Dividend tax credit.........................	8,257.88	Total Boxes A, D, E, H, I, and J.....................	65,723.00
D Interest from Canadian sources......	2,500.00	Amount for which Releve 3s not filed..............	0.00
E Other income from Cdn sources......	500.00	Total investment income................................	65,723.00
F Gross foreign income......................	9,600.00		
G Foreign income tax	3,500.00	Total amount of income of unknown users.....	0.00
H Royalties from Canadian sources...	0.00	Quebec income tax withholding (15%)............	0.00

Page 2
Contains the rest of the information required for the RL-3 Summary.

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

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

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

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

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

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

More Info
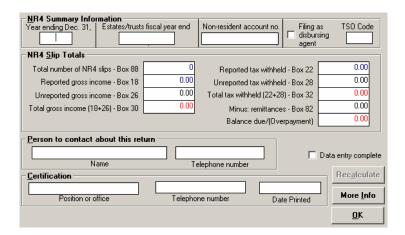Contains the company category and the printing dates.

NR4 Summary

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

Unreported Gross Income
Add the gross income reported on Forms NR601 and NR602.

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

Remittances
Enter the amount of money already remitted to CCRA.

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

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

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

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

T4A-NR Summary

```
┌─ T4ANR Slip Totals ─────────────────────────────────────────────────┐
│                                                                       │
│  Total T4ANR slips filed - Box 88 [      0]   Total tax deductions - Box 22 [   0.00] │
│           Gross income - Box 18 [   0.00]      Minus: remittances - Box 82 [   0.00] │
│          Travel expenses - Box 20 [   0.00]    Balance due/(Overpayment) [   0.00] │
│                                                   Amount enclosed [   0.00] │
│                                                                       │
│  ┌─ Person to contact about this return ─┐  ┌─ Certification ──────────┐ │
│  │ First name  [              ]          │  │ [                      ] │ │
│  │                                       │  │  Name and surname (in capital letters) │ │
│  │ Surname     [              ]          │  │ [          ]  [          ] │ │
│  │ Telephone   [              ]          │  │  Position or office   Date Printed │ │
│  └───────────────────────────────────────┘  └──────────────────────────┘ │
│  ┌─ SINs of proprietors or principal owners ─┐   Year                     │
│  │ [            ]  [            ]             │   [  0  ]                  │
│  └────────────────────────────────────────────┘        □ Data entry complete │
│                                    [ Recalculate ]  [ More Info ]  [ OK ] │
└───────────────────────────────────────────────────────────────────────┘
```

Remittances
Enter the amount of money already remitted to CCRA.

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

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

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

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

T5018 Summary

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

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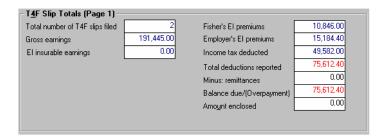
Certification
The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

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

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

T4F Summary

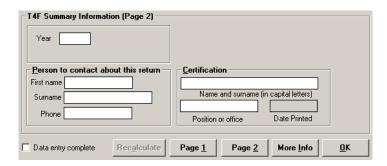| T4F Slip Totals (Page 1)			
Total number of T4F slips filed	2	Fisher's EI premiums	10,846.00
Gross earnings	191,445.00	Employer's EI premiums	15,184.40
EI insurable earnings	0.00	Income tax deducted	49,582.00
		Total deductions reported	75,612.40
		Minus: remittances	0.00
		Balance due/(Overpayment)	75,612.40
		Amount enclosed	0.00

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

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

T4F Summary Information (Page 2)	
Year	
Person to contact about this return	**Certification**
First name	
Surname	Name and surname (in capital letters)
Phone	Position or office Date Printed

☐ Data entry complete   [Recalculate]   [Page **1**]   [Page **2**]   [More **I**nfo]   [**O**K]

T4PS Summary

```
┌─ T4PS Summary Information ──────────────────────────────────────┐
│ Year ending Dec. 31,      Name of employee profit-sharing plan   │
│    [        ]             [                                    ]  │
├─ T4PS Slip Totals ──────────────────────────────────────────────┤
│   T4PS segment forms - Box 51  [      0]   Forfeited due to withdrawal - Box 36  [   0.00] │
│         T4PS slips - Box 53    [      0]   Foreign non-business income - Box 37  [   0.00] │
│      Actual dividends - Box 30 [   0.00]   Foreign capital gains or losses - Box 38 [   0.00] │
│  Capital gains or losses - Box 34 [ 0.00] Foreign non-business income tax - Box 39 [ 0.00] │
│          Other income - Box 35 [   0.00]                         │
├─ Person to contact about this return ────────────    ☐ Data entry complete │
│    [                    ]   [              ]                       │
│           Name              Telephone number        [ Recalculate ] │
│ ┌─ Certification ─────────────────┐                               │
│ │  [                         ]     │                [ More Info ] │
│ │          Name                    │                               │
│ │  [                         ]   [          ]        [   OK   ]   │
│ │     Position or office          Date Printed                    │
└──────────────────────────────────────────────────────────────────┘
```

Year ending
Enter the year being reported

T4PS segment forms
If you have created segment forms, enter the number here. Segment forms are not required if you are filing magnetically.
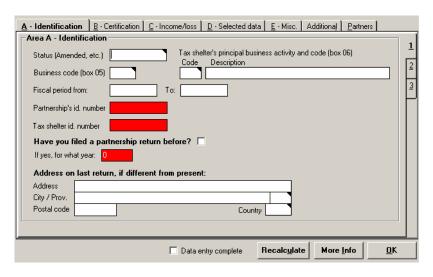
Person to contact about this return
The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

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

T5013 Summary
The T5013 Summary has multiple pages. Across the top of the screen there are seven tabs: one for each of the five "Areas" on the T5013 summary, one for "Additional Amounts for Allocation" and one for "Partners". Each tab has up to three pages of data entry screens. Most of the data entry fields appear exactly as they appear on the T5013 Summary. See the 2002 Guide for the Partnership Information Return for full details on the completion of the T5013 summary. Listed below are some of the fields that may require some additional explanation.

Area A, Page 1

<u>Status</u>

Leave blank if this is an original form. Otherwise, enter one of "Amended", "Duplicate", or "Additional" to describe the status of the summary.

<u>Business Code</u>

Enter the four digit Business code from the T5013 slip box 05.

<u>Tax Shelter's principal business activity and code</u>

Enter the two digit code and matching description from box 06 of the T5013 slip.

Area B

<u>Person to contact about this return</u>

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

<u>Certification</u>

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

Area C

The amounts shown in Area C, lines 181 to 291, are the total of the amounts allocated to the partners in boxes 18 to 29 on the T5013 slips. The sources of income and losses are broken down into various categories that may be subject to different income tax rules. Include income from both Canadian and foreign

sources in Canadian currency.

By pressing the **Recalculate** button (on the summary form or on the T5013 slip form) the information entered in this area will be allocated among the partners and posted to boxes 18, 20, and 22-29 of the T5013 slips according to each partner's share of net income (or loss).

<u>Gross Income or Loss</u>
These amounts are the gross income or losses for accounting purposes from the financial statements.

<u>Net Income or Loss</u>
These amounts are the net income or losses adjusted for income tax purposes.

Area D
This section sums up the selected information from the partnership's financial statements for the period covered by the partnership information return.

Area E
Check each box to indicate a *Yes* response or leave blank for a *No* response. In many cases, further information will be requested if the response is *Yes*.

Additional Amounts for Allocation
The information entered in this area will be allocated among the partners and posted to boxes 19, 21, and 30-45 of the T5013 slips according to each partner's share of net income (or loss).

Partners
Shows the name, Identification number, units or interest owned, and the percentage share of each partner in the partnership.

Chapter 9 - Producing Reports

See Appendix G for a table outlining the filing requirements for the slips and summaries available with T4 TimeSaver.

Printing Slips

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

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

Companies

Select <u>one</u> of the three options listed:
- **All** (to print the slips for all companies in the current database),
- **Current** (to print the slips for only the current company), or
- **Selected** (to print the slips for the companies you select).

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

Slips

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

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

Copy & Printer Selection

Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the **Type of Form** you have selected. See the Filing Requirements in Appendix G for details regarding the printing and distribution of the various copies of the slips.

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

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

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

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

Type of Forms
Select <u>one</u> of the listed options:
Plain paper facsimiles (to print a facsimile copy of the slip on a laser or ink jet printer) ,
Pre-printed laser forms (to print onto preprinted laser forms)
(Continuous dot matrix forms have been removed in the 2002 T4 TimeSaver).

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

Order of Slips
Choose whether you wish the slips to print in the same order as they were entered or alphabetically by employee name.

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

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

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

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

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

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

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

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

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

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

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

Companies
Select <u>one</u> of the three options listed:
- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

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

Slips
Select <u>one</u> of the options listed:
- **All** (to include all the slips in the Summary report for the selected companies),
- **Amended only** (to include only the amended slips in the Summary report for the selected companies), or
- **Originals only** (to include only the non-amended slips in the Summary report for the selected companies).

Copy & Printer Selection
Select one or more of the options listed. The options will change, depending on the **Type of Form** you have selected. See the Filing Requirements in Appendix G for details regarding the printing and distribution of the various copies of the Summaries.

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

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

Font
Make sure the *Use selected fonts* option is checked. Select the desired font from the list. You can select a different font for each copy of the report.
Note: By selecting a different font, you may affect the font size and placement of the printing. It is advisable to print a test form to determine whether alignment has been affected by the change in font.

Type of Forms
Select <u>one</u> of the options listed:
- **Plain paper** (to print a facsimile copy of the form on a laser or ink jet printer),
- **Pre-printed laser forms** (to print onto preprinted laser forms)
- **(Continuous forms** have been removed in the 2002 T4 TimeSaver).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Printer** (prints the report on paper).

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

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

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

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

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

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

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

<u>**Fields to print**</u>
Select <u>one</u> of the two options listed:
- **All** (to include all the fields available on the slip), or

· **Selected** (to print only those fields which you select).

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

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

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

Output Report to
Select <u>one</u> of the options listed:
· **Display** (shows the report on your computer monitor), or
· **Printer** (prints the report on paper).

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

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

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

Printing the Company Summary Report
A Company Summary Report is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary Report** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include, the number of copies to be printed, the printer to use, and whether to print the report or display it on the computer screen.

<u>**Companies**</u>
Select <u>one</u> of the three options listed:
- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

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

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

<u>**Copies of Report**</u>
Type in the number of copies you require.

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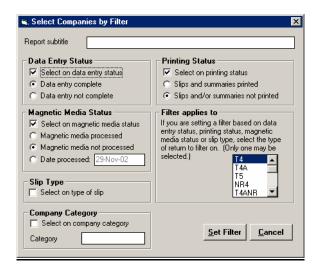- **Printer** (prints the report on paper).

<u>**Options**</u>
Decide whether or not you want to include the address information.

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

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

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

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

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

Slip Type
Check this box if you wish to select one type of slip to report on. Then type in one of the following: "T4", "T4A", "T5", "T4ANR", "NR4", "T4F", "T4PS", "T5013", "T5018", "R15", "R17", "T1204".

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

Filter Applies To
This option only appears when printing the Company Summary Report. You need to indicate which type of return the data entry status and printing status refers to.

Once you have made your selections, click on the **Set Filter** button. You will be told the number of companies that meet the criteria you have outlined. Confirm the selection and the company names will appear in the companies box.

Chapter 10 - Filing by Magnetic Media

NOTE: This feature is only available in T4 TimeSaver Plus

General information

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

Filing on magnetic media is to your advantage because it reduces your printing costs as well as the time spent handling paper. The program generates all the components required for a complete magnetic media submission:
• floppy disk(s) containing the T4, T4A, T5, T4A-NR, NR4, RL-1 or RL-3 information and transmitter identification
• Magnetic Media Transmittal form (T619) for federal returns or Description of Magnetic Medium (OPR-400-V) for Quebec returns

You may include returns for any number of companies when creating a magnetic media submission. Approximately 2000 slips and summary records will fit on a single 1.44Mb floppy diskette. When a diskette is filled, T4 TimeSaver will prompt you to insert another diskette. The entire set would count as one submission.

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

Please note that returns for any employers filing over 500 returns are required by CCRA to be filed on magnetic media.

1. A magnetic media submission may contain only one set of diskettes. (A "set" is one or more diskettes created during a single session of magnetic media processing. It contains only one type of return, but may contain returns for multiple companies.) If you have processed data more than once, i.e. you have more than one set of diskettes to submit, each batch must be submitted with its associated paper-work in a separate envelope. Multiple envelopes may be taped together for simplified mailing.
2. You may file only original returns on magnetic media. Prepare

corrections in accordance with the instructions below. Amended slips will automatically be skipped by the system.

3. If you are submitting returns partially on magnetic media and partially on paper forms you must complete a separate summary for the portion on paper. Both the magnetic media and paper portions of the return should be submitted to the Magnetic Media Processing Unit.

4. As noted earlier, filing on magnetic media eliminates the need to file paper copies of the summaries and slips with CCRA. Do not send CCRA paper copies of any returns that have been filed on diskette.

Shipping Instructions

A complete magnetic media submission, including the diskette(s) and two copies of the Magnetic Media Transmittal form, should be labeled 'MAGNETIC MEDIA FILER' in clear, bold print and sent by courier or mail to the Magnetic Media Processing Unit. You may include a number of submissions in a single shipment, as long as each submission is in a separate envelope. If there is more than one diskette in a set, each must be labeled and numbered in sequence (i.e. 1 of 3, 2 of 3, 3 of 3, etc.).

Making Corrections

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

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

If the corrections are being made to a submission that has already been sent to the Magnetic Media Processing Unit, you have no alternative but to print amended paper slips and summaries and send them to the taxation office that services your district. Do NOT send them to the Magnetic Media Processing Unit. You are also required to fill out a change form to be included with your corrections. Please contact the Magnetic Media Processing Unit for further information.

Further Information

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

Magnetic Media Processing Unit
Revenue Canada, Taxation
Ottawa Taxation Centre
875 Heron Road
Ottawa, Ontario
K1A 1A2

Telephone: 1-800-665-5164

Instructions for Quebec Returns

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

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

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

1. If you submit RL-slip data for more than one filer, you must provide the Ministère du Revenu with a list of the names and the active identification and file numbers of all filers for whom you are submitting data for the year. You must also specify the type and number of RL slips being filed on each filer's behalf.
2. A magnetic media submission may contain multiple sets of media. A "set" is one or more diskettes (or CD's) created during a single session of magnetic media processing. A set contains only one type of return, but may contain returns for multiple companies.
3. T4 TimeSaver will only handle processing of original RL-slips on magnetic media. For information on submitting amended and cancelled slips, see the *Guide for Filing Data on Magnetic Media*.
4. Filing on magnetic media eliminates the need to file paper copies of the <u>slips</u> with the Ministère du Revenu. However, paper copies of <u>summaries</u> must be sent **under separate cover** to the address given in the guides for filing the returns. **Do not send them to the address that you use for data filed on magnetic media.**

<u>Shipping Instructions</u>

1. The following information must be clearly marked on each diskette or CD:
   a. the type of RL data (for example, RL-1);
   b. the transmitter's name;

      c. the sequence number of the magnetic medium (for example, 1 of 3);

      d. the name and telephone number of the resource person.

2. Enclose a completed copy of form OPR-400-V, *Description of Magnetic Medium*, for each diskette or CD set you submit.

3. Send your package to the following address:

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

Further Information

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

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

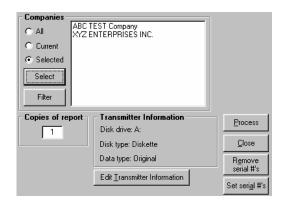   Telephone: (418) 652-5281
        Fax: (418) 646-0713
        E-mail: yvan-denis.veilleux@mrq.gouv.qc.ca

Setting up the Magnetic Media Transmitter Record Defaults

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

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

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

Companies

Select <u>one</u> of the three options listed:

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

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

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

Copies of Report

Type in the number of copies of the T619 form (required for magnetic media processing) that you desire. Two copies of this form need to be sent to CCRA along with your diskettes .

Disk drive

The disk drive specified on the magnetic media tab for this company will be displayed. Click **Edit transmitter information** button to change the disk drive letter. Be sure to place a blank formatted diskette in the corresponding drive. You will be prompted at the appropriate time.

Disk type

The disk type (CD or diskette) specified on the magnetic media tab for this company will be displayed. Click **Edit transmitter information** button to change the selection. NOTE: Only RL-1 and RL-3 data can be transmitted on CD.

Data type

The data type (original or replacement) specified on the magnetic media tab for this company will be displayed. Click **Edit transmitter information** button to change the selection. NOTE: for federal submissions 1 is original and 3 is replacement, while for Québec submissions 1 is original and 2 is replacement.

Edit Transmitter Information

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

Current printer

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

Process

Pressing this command button will begin the processing of the magnetic media. You will be prompted to insert formatted diskettes when needed, and given a filename to put on the diskette label. The magnetic media transmittal reports will print automatically once the processing is complete.

Remove Serial #s

(RL magnetic media only)

Use this function to remove previously assigned serial numbers. This should only be done if the returns have not yet be submitted to Ministère du Revenu du Québec and one of the following is true:

1. You elect not to submit by magnetic media after processing has been done.
2. The range of numbers used was not the range assigned by Ministère du Revenu du Québec.
3. Errors or omissions were discovered in the data so the returns must be reprocessed before submitting.

Set Serial #s

(RL magnetic media only)

The Ministère du Revenu du Québec requires each transmitter to use a unique set of serial numbers for RL-1 and RL-3 magnetic media. You must contact them to obtain your numbers (as well as your transmitter number). This button allows you to enter the staring number, or change the number at any time. It is your responsibility to ensure that the starting number is correct.
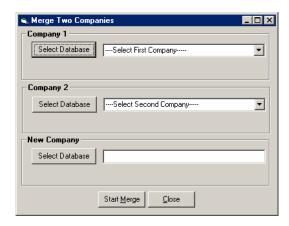
Chapter 11 - Tools

Transfer Companies

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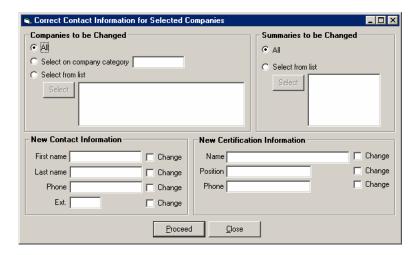
Merge Companies

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

Correct Contact Information

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

Database Repair

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

Warning:

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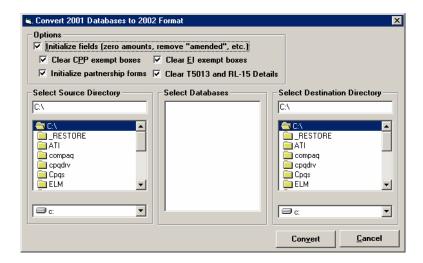
When to run Database Repair

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

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

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

Convert Last Year's Database

This function converts a ".t01" database into a ".t02" database 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 and to remove any "amended" markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended. Check in the appropriate box(es) if you want to clear the CPP exemption fields, the EI exempt fields, the T5013 Details boxes and/or to initialize the partnership forms.

Select Source Directory
Choose the drive and directory that contains the 2001 databases you wish to convert. The T4 TimeSaver will automatically find and list all the files having a ".t01" extension. The ".t01" databases will not be deleted.

Select T4 TimeSaver file(s) to be converted
Highlight the file(s) you wish to convert. T4 TimeSaver will create a new file with the same name but a ".t02" extension in the same directory as the original 2001

database. Only the highlighted files will be converted when the **Convert** button is clicked.

<u>**Select Destination Directory**</u>
Choose the drive and directory in which you wish to store the 2002 database. The directory can be the one containing the 2001 database or you can create a new one each year.

Internet T4 Filing

T4 TimeSaver is able to utilize CCRA's The URL for the Internet T4 Filing website is listed below:

http://www.ccra-adrc.gc.ca/tax/business/t4internet/filenow-e.html

Under the current layout of the CCRA website you would proceed to the link below:

https://t4-internet.ccra-adrc.gc.ca/le.t05s.tierp/index-e.jsp

which will take you to a page entitled: "T4 Internet File Transfer for Software Developers." You will be required to read and agree to CCRA terms and conditions disclaimer before you can enter the Business Number and Web Access Code for the company for which you are filing an internet T4 return. 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 CCRA website. This process must be repeated for each company for which you wish to file T4 returns over the internet due to the fact that the CCRA Internet Filing protocol is currently under development and will not be in its final form until 2003 or 2004.

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

*COMPANY_NAME_XXX.*XML

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

Import
Import from Text File
Note: Appendix J contains important information regarding Importing from text files.

If you have information in a payroll package or another tax slip preparation software product, and you would like to import this information into T4 TimeSaver, you can do so if the software allows you to export to a spreadsheet or text file. You can import company, T4, T4A, T5, RL-1, RL-3, RL-15, NR4, T4A-NR, T5013 and T5018 slip information.

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

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

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

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

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

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

Instructions
1. Open the spreadsheet that contains the data.

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

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

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

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

Enter this text . . .   If the block contains...

!COMPANY	Company information
!T4	T4 and/or RL-1 slip information
!T4A	T4A slip information
!T5	T5 and/or RL-3 slip information
!T4F	T4F information
!T4PS	T4PS information
!NR4	NR4 information
!T4ANR	T4A-NR information
!T5013	T5013 (Partnership) information
!T5018	T5018 information

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

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

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

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

7. Complete the first row for each block of information by adding the headings that T4 TimeSaver expects to find for that type of information. (See Appendix J

for details about headings for company and slip information.) For example, the first row for a list of T4 slips might look like this:

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

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

	A	B	C	D	E	F	G	
1	!COMPANY	NAME1	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	
2	COMPANY	My Company	100 Industrial Road	Unit 12	Toronto	ON	M3N 8V7	
3	!T4	NAME	ADDRESS1	CITY	PROV	POSTAL	EMPNUM	SIN
4	T4	EMPLOYEE, A	1 Apple Ave.	Willowdale	ON	M2J 1Z2	A100	472
5	T4	EMPLOYEE, B	2 Burton Blvd.	Etobicoke	ON	M8X 2J9	A101	493
6	T4	EMPLOYEE, C	3 Carling Cresc.	Thornhill	ON	L4J 5J1	A102	444
7	T4	EMPLOYEE, D	4 Davis Drive	Mississauga	ON	L4W 2W2	A103	456
8	T4	EMPLOYEE, E	5 Empress Ave.	Toronto	ON	M6S 3B6	A110	503
9	T4	EMPLOYEE, F	6 Fraser Road	Kitchener	ON	N2P 2A5	A120	490

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

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

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

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

Export
The Export tool permits you to create a list of employee names and addresses to a quote-comma delimited text file. You may select to export data from a single

company or a group of companies for any or all types of slips. This list may then be imported into any program capable of opening quote-comma delimited files for further processing.

Usage Analysis

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

Calculator

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

Edit Settings

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

Chapter 12 – Appendices

Appendix A - Data Backup

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

Backup for Floppy Disk Users

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

Backup for Hard Disk Users

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

Restoring Data Files

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

Appendix B - Technical Notes
Data Storage

T4 TimeSaver stores the data you enter in MS Access database files having the extension ".t02". The company information is stored within the database in a table called "Company", one record per company. There is also a table within the database for each type of slip and Summary form. Data is stored in these tables, one record per employee, and connected to the company information by a company number assigned by the system.

The file T4W02.INI is stored in the same directory as the program and, among other things, stores the authorization number. There will be additional file(s) containing various user and machine related information also stored in the working directory. If you have the single user version of T4 TimeSaver the file will be named SINGLEYY.INI, where YY is the 2 digit year of the program. If you have the network version of the program, there will be a separate file for each user and the files will be named *userYY*.INI, where *user* is the user name entered when starting T4 TimeSaver and *YY* is the 2 digit year of the program.

Appendix C - Common Problems

1. "I get the message 'Company is locked by user _____', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."
This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select **Unlock all companies** from the **Company** menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"
This is one of the most common problems encountered by users of the T4 TimeSaver. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting **Edit company information** from the **Company** menu. Then select the **T4 Adjustment Options** tab. There are two adjustment options involving CPP:

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

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

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

3. "When I print to pre-printed laser forms, the printing doesn't line up."
From the printing dialog box click on the **Adjust Margins** button. Enter positive or negative values into the spaces provided under the headings "Vertical" and "Horizontal". Positive values will move the printing down or to the right, while negative values will move the printing up or to the left. You can indicate different adjustments for each type of form listed.

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

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

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

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

8. "My computer hangs when I start up T4 TimeSaver" or "My computer hangs when I start up the program and enter the user name"
This indicates that the file USER00.MDB is likely damaged. You can delete the files USER00.MDB and USER00.BK*. You will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USER00.MDB database. To do this, rename USER00.MDB. Then

startup T4 TimeSaver. Select Repair Database from the Tools menu and point to the renamed file. Once it is repaired, you can rename it back to USER00.MDB.

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

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

Appendix D - Province/State Codes

The following abbreviations apply to the Canadian provinces:

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

The following abbreviations apply to the United States:

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

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

Appendix E - Country Codes

ARG - Argentina
AUS - Australia
AUT - Austria
BHS - Bahamas, The
BHR - Bahrain
BGD - Bangladesh
BRB - Barbados
BEL - Belgium
BMU - Bermuda
BRA - Brazil
VGB - British Virgin Islands
CMR - Cameroon
CAN - Canada
CYM - Cayman Islands
CHL - Chile
CHN - China, People's Republic of
COL - Columbia
SUN - Commonwealth of Independent States
CIV - Ivory Coast
CYP - Cyprus
DNK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GRC - Greece
GRD - Grenada
GUY - Guyana
HKG - Hong Kong
ISL - Iceland
IND - India
IDN - Indonesia
IRL - Ireland
ISR - Israel
ITA - Italy
JAM - Jamaica
America
JPN - Japan
KEN - Kenya
KOR - Korea, Republic of (South)
LBN - Lebanon
BLZ - Leeward & Windward Islands & Belize
LBR - Liberia

LIE - Liechtenstein
LUX - Luxembourg
MYS - Malaysia
MLT - Malta
MEX - Mexico
MAR - Morocco
NLD - Netherlands
ANT - Netherlands Antilles
NZL - New Zealand
NGA - Nigeria
NOR - Norway
PAK - Pakistan
PAN - Panama
PNG - Papua New Guinea
PHL - Philippines
POL - Poland
PRT - Portugal
PRI - Puerto Rico
ROM - Romania
SAU - Saudi Arabia
SEN - Senegal
SYC - Seychelles
SLE - Sierra Leone
SGP - Singapore
ZAF - South Africa
ESP - Spain
LKA - Sri Lanka
SWE - Sweden
CHE - Switzerland
TWN - Taiwan (Republic of China)
THA - Thailand
TTO - Trinidad and Tobago
TUN - Tunisia
TUR - Turkey
ARE - United Arab Emirates
GBR - United Kingdom
USA - United States of

URY - Uraguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB – Zambia
OMC - All other countries

Appendix F - Equivalent Fields

Equivalent fields on T4 and Relevé 1 Slips

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

Box 17 - QPP	=	Box B - QPP
Box 18 - EI	=	Box C - EI
Box 20 - RPP contribution	=	Box D - RPP contribution
Box 46 - Charitable donations	=	Box N - Charitable donations

Equivalent fields on T5 and Relevé 3 Slips

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

*Box 10 - Actual amount of dividend	=	Box A - Actual amount of dividend
Box 13 - Interest from Cdn. sources	=	Box D - Interest from Cdn. sources
Box 14 - Other income from Cdn. sources	=	Box E - Other income from Cdn. sources
Box 15 - Foreign income	=	Box F - Foreign income
Box 16 - Foreign tax paid	=	Box G - Foreign tax paid
Box 17 - Royalties	=	Box H - Royalties
Box 18 - Cap. Gains Dividends	=	Box I - Cap. Gains Dividends
Box 19 - Acc'd Income: Annuities	=	Box J - Acc'd Income: Annuities

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

Appendix G - Filing Requirements

Slip Type	Payee	Government Copy	Keep for Records
T4 Slip	Copies 2 & 3 Pre-printed forms or facsimile on pink or white paper	Copy 1 Pre-printed forms or facsimile on pink or white paper	Copy 4 Any type of paper
T4 Summary		Copy 1 Pre-printed forms or facsimile on pink or white paper	Copy 2 Any type of paper
T4A Slip	Copies 2 & 3 Pre-printed forms or facsimile on blue or white paper	Copy 1 Pre-printed forms or facsimile on blue or white paper	Copy 4 Any type of paper
T4A Summary		Copy 1 Pre-printed forms or facsimile on blue or white paper	Copy 2 Any type of paper
T5 Slip	Copies 2 & 3 Pre-printed forms or facsimile on pink or white paper	Copy 1 Pre-printed forms or facsimile on pink or white paper	Copy 4 Any type of paper
T5 Summary		Copy 1 Pre-printed forms or facsimile on pink or white paper	Copy 2 Any type of paper
RL-1 Slip	Copies 2 & 3 Pre-printed forms or facsimile on yellow paper	Copy 1 Pre-printed forms or facsimile on yellow paper	Copy 4 Any type of paper
RL-1 Summary		Copy 1 Pre-printed forms only	Photocopy
RL-3 Slip	Copies 2 & 3 Pre-printed forms or facsimile on blue paper	Copy 1 Pre-printed forms or facsimile on blue paper	Copy 4 of facsimile or photocopy
RL-3 Summary		Copy 1 Pre-printed forms only	Photocopy
RL-17 Slip	Copies 2 & 3 Pre-printed forms only	Copy 1 Pre-printed forms only	Photocopy
RL-17 Summary		Copy 1 Pre-printed forms only	Photocopy
NR4 Slip	Copies 2 & 3 Pre-printed forms or facsimile on plain paper	Copy 1 Pre-printed forms or facsimile on plain paper	Copy 4 Any type of paper
NR4 Summary		Copy 1 Pre-printed forms or facsimile on plain paper	Copy 2
T4A-NR Slip	Copies 2 & 3 Pre-printed forms or facsimile on plain paper	Copy 1 Pre-printed forms or facsimile on plain paper	Copy 4 Any type of paper
T4A-NR Summary		Copy 1 Pre-printed forms or facsimile on plain paper	Copy 2
T4F Slip	Copies 3 & 4 Facsimile on plain paper	Copy 1 & 2 Facsimile on white paper	Copy 5 Any type of paper

Slip Type	Payee	Government Copy	Keep for Records
T4F Summary		Copy 1 Facsimile on white paper	Copy 2 Any type of paper
T4PS Slip	Copies 2 & 3 Facsimile on plain paper	Copy 1 Facsimile on plain paper	Copy 4 Any type of paper
T4PS Summary		Copy 1 Facsimile on white paper	Copy 2 Any type of paper
T5013 Slip	Copies 2 & 3 Pre-printed forms or facsimile on white paper	Copy 1 Pre-printed forms or facsimile on white paper	Copy 4 Any type of paper
T5013 Summary		Copy 1 Facsimile on white paper	Photocopy
T5018 Slip	Copy 2 Facsimile on white paper	Copy 1 Facsimile on white paper	Copy 3 Facsimile on white paper
T5018 Summary		Copies 1 & 2 Pre-printed forms or facsimile on white paper	Copy 3 Facsimile on white paper

Appendix H - Forms available with T4 TimeSaver

Type of Form	Pre-Printed Forms		Facsimile	Magnetic Media
	***Dot-Matrix	Single Sheet		
T4 Slip	N/A	**Available	Available	Available
T4 Summary	N/A	Available	Available	Available
T4A Slip	N/A	Available	Available	Available
T4A Summary	N/A	Available	Available	Available
T5 Slip	N/A	Available	Available	Available
T5 Summary	N/A	Available	Available	Available
RL-1 Slip	N/A	Available	Available	Available
RL-1 Summary	N/A	Available	*N/A	Available
RL-3 Slip	N/A	Available	Available	Available
RL-3 Summary	N/A	Available	*N/A	Available
RL-15 Slip	N/A	N/A	Available	N/A
RL-17 Slip	N/A	N/A	N/A	N/A
RL-17 Summary	N/A	N/A	*N/A	N/A
NR4 Slip	N/A	Available	Available	Available
NR4 Summary	N/A	Available	Available	Available
T1204 Slip	N/A	N/A	Available	Available
T1204 Summary	N/A	N/A	Available	Available
T4A-NR Slip	N/A	N/A	Available	Available
T4A-NR Summary	N/A	N/A	Available	Available
T4F Slip	N/A	N/A	Available	N/A
T4F Summary	N/A	N/A	Available	N/A
T4PS Slip	N/A	N/A	Available	N/A
T4PS Summary	N/A	N/A	Available	N/A

Type of Form	Pre-Printed Forms		Facsimile	Magnetic Media
	[***]Dot-Matrix	Single Sheet		
T5013 Slip	N/A	N/A	Available	N/A
T5013 Summary	N/A	N/A	Available	N/A
T5018 Slip	N/A	N/A	Available	N/A
T5018 Summary	N/A	N/A	Available	N/A

[*]working copy only

[**]pressure sealed form also available

[***]discontinued in 2002 T4 TimeSaver

Appendix I - Amending, Replacing, and Canceling Slips

Amending and Canceling

CCRA and Ministère du Revenu Québec require specific procedures when amending or canceling slips that have already been submitted. The following table gives an outline of the requirements for each type of slip.

	Amended Slips			Cancelled Slips	
	Submit new slip marked "Amended" at the top	**Additional Requirements**	**Send Amended Summary**	**Submit Copy of Original marked "Cancelled" at top**	**Send Amended Summary**
T4	[2]Yes.	Send letter explaining the amendment	No	Yes	No
T4A, T4F, & T4PS	Yes	Send letter explaining the amendment	No	Yes	No
T5	Yes - include filer ID number and put "1" in Box 21.	Send letter explaining the amendment	If dollar amount changed	Yes (but marked "Deleted")	Yes if dollar amount changed
RL-1	Yes - indicate number from upper-right hand corner of original	Send letter explaining the amendment	Yes	Yes	Yes
RL-3	Yes - put a "1" in box marked "Relevé Code "	Send photocopy of original clearly marked "cancelled"	Yes - with "2" in box marked "Code"	Yes	Yes - with "2" in box marked "Code"
NR4	Yes	Send letter explaining the amendment	Yes	Yes	Yes
T4A-NR	Yes	Send letter explaining the amendment	Yes	Yes	Yes
T5013	Yes	Send letter explaining the amendment	Yes	Yes	Yes
T5018	Yes	Send letter explaining the amendment	No	Yes	No.

Replacing

In every case, to replace a lost or destroyed slip, reprint and distribute to the employee as with the original, but DO NOT submit copy 1 to the Tax Centre. Instead, label it "Duplicate" and keep in your own files.

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[2] If amendment is because PA is wrong, you don't have to report the amendment unless the PA correction is greater than $50 or you are asked to by the employee or CCRA.

Appendix J - Headings for Import File

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

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

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

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

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

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

Headings for Company Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text,30	
CAREOF	Care of line of address	Text,30	
ADDRESS1	Line 1 of address	Text,30	
ADDRESS2	Line 2 of address	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	ON, QC, BC…

Heading	Description	Type, max. size	Comments, Examples & Defaults
POSTAL	Postal code (including space)	Text,10	
COUNTRY	Country code	Text,3	**CAN**, USA...
DEFPROVEMP	Usual province of employment	Text,2	
ACCOUNTNO	Business number	Text,15	
TAXCENTRE	Taxation centre	Text,13	
IDNOQ	Quebec Identification number and file number (Format 1234567890RS0001)	Text,16	
NEQ	Quebec Enterprise number	Text,16	

Headings for T4 and RL-1 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Employee name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
INCOME	Employment income (box 14)	Currency	
CPP	CPP contributions (box 16)	Currency	
QPP	QPP contributions (box 17, B)	Currency	
EI	EI premiums (box 18, C)	Currency	
RPP	Reg. Pension plan contr. (box 20, D)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARN	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	
EIEXEMPT	EI exempt (box 28)	Yes/No	
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46, N)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PROVEMP	Province of employment (box 10)	Text, 2	
SIN	Social insurance number (box 12)	Text, 9	
EMPCODE	Employment code (box 29)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	52.00, 52.5, etc.
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
OTHERCODE1	Other information code #1	Text, 2	
OTHERAMT1	Other information amount #1	Currency	
OTHERCODE2	Other information code #2	Text, 2	
OTHERAMT2	Other information amount #2	Currency	
OTHERCODE3	Other information code #3	Text, 2	
OTHERAMT3	Other information amount #3	Currency	
OTHERCODE4	Other information code #4	Text, 2	
OTHERAMT4	Other information amount #4	Currency	
OTHERCODE5	Other information code #5	Text, 2	
OTHERAMT5	Other information amount #5	Currency	
OTHERCODE6	Other information code #6	Text, 2	
OTHERAMT6	Other information amount #6	Currency	
AMENDED	Amended slip	Yes/No	
YOUTHFLAG	Youth hires program	Yes/No	
TAXYEAR	Taxation year	Integer, 4	**Current year**

Additional headings for RL-1 fields:

Heading	Description	Type, max. size	Comments, Examples & Defaults
INCOMER1	Employment income (box A)	Currency	
TAXR1	Quebec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	
QPPEARN	QPP pensionable earnings (box G)	Currency	
HOUSING	Meals and accommodation (box H)	Currency	
AUTOR1	Personal use of auto (box I)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
HEALTHR1	Private health insurance (box J)	Currency	
TRAVELR1	Travel (box K)	Currency	
OTHERTBR1	Other taxable benefits (box L)	Currency	
COMMISSIONS	Employment commissions (box M)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
INDIANINC	Exempt income for an Indian (box R)	Currency	
TIPS	Tips received (box S)	Currency	
TIPSALLOCATED	Tips allocated (box T)	Currency	
PHASEDRETIRE	Phased retirement (box U)	Currency	
CODEBOXOR1	Code for Box O	Text, 2	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	

Headings for T4A Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Employee name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SUPER	Pension or superannuation (box 16)	Currency	
LUMPSUM	Lump-sum payments (box 18)	Currency	
SELF	Self-employed commissions (box 20)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
TAX	Income tax deducted (box 22)	Currency	
ANNUITIES	Annuities (box 24)	Currency	
RETIRING	Eligible retiring allowances (box 26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (box 27)	Currency	
OTHER	Other income (box 28)	Currency	
PATRONAGE	Patronage allocations (box 30)	Currency	
PAST	RPP contributions (past service)(box 32)	Currency	
PENSION	Pension adjustment (box 34)	Currency	
PENSIONNO	Pension plan reg. number (box 36)	Text, 19	
RESPACCUM	RESP accumulated income pay'ts (box 40)	Currency	
RESPED	RESP educational assist. pay'ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
SIN	Social insurance number (box 12)	Text, 9	
FNOTECODE	Footnote code (box 38)	Currency	
RECIPIENTNO	Recipient's number (box 14)	Text, 12	
FNOTE1	Footnote #1	Text, 30	
FNOTE2	Footnote #2	Text, 30	
FNOTE3	Footnote #3	Text, 30	

The following four fields are for use by government filers only:

Heading	Description	Type, max. size	Comments, Examples & Defaults
RECBN	Recipient Business No. (1st 9 digits)	Text, 9	Government only
CORPNAME1	Recipient corporation name line 1	Text, 30	Government only
CORPNAME2	Recipient corporation name line 2	Text, 30	Government only
RECTYPE	Recipient type code	Integer,1	Government only

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

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX16CODE	Box 16 code	Integer,2	0, 9, 13, 14
UNREGPEN	Unregistered pension plan	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
SIPENSION	Status Indian - pension or superannuation	Currency	
BOX18CODE	Box 18 code	Integer, 2	289101314
LUMPSUMACC	Lump-sum payments accrued to 12/31/97	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible)	Currency	
LUMPSUMNONRES	Lump-sum payments (non-resident services)	Currency	
LUMPSUMUNREG	Lump-sum payments (unreg'd pension ben.)	Currency	
LUMPSUMNOTRANS	Lump-sum payments (not eligible for trans.)	Currency	
BOX24CODE	Box 24 code	Integer, 2	0, 10, 13, 15
DPSPANNUITY	Instalment or annuity payment under DPSP	Currency	
IAACANNUITY	IAAC annuity	Currency	
BOX26CODE	Box 26 code	Integer, 2	0, 14
RETIRINGSI	Status Indian - eligible retiring allowance	Currency	
BOX27CODE	Box 27 code	Integer, 2	0, 14
RETIRINGNONSI	Status Indian - non-eligible retiring allowance	Currency	
BOX28CODE	Box 28 code	Integer, 2	see Guide
OTHERSI	Status Indian - other income	Currency	
OTHERDPSP	Instalment or annuity under revoked DPSP	Currency	
BOARDSITE	Board and lodging at special work sites	Currency	
MEDTRAVEL	Medical travel	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2)	Currency	
RESEARCH	Research grants	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries	Currency	
WAGELOSS	Income from wage loss plans	Currency	
DEATHBENEFIT	Death benefits	Currency	
DISABILITY	Disability benefits	Currency	
BOX32CODE	Box 32 code	Integer, 2	0, 26
RPPPRE1990	RPP (pre-1990 past service)	Currency	
FNOTEDESC	Footnote description area	Text, 60	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX40CODE	Box 40 code	Integer, 2	0, 22
CHARNO1	Charitable organization reg'n number #1	Text, 15	
CHARNO2	Charitable organization reg'n number #2	Text, 15	
CHARNO3	Charitable organization reg'n number #3	Text, 15	

Headings for T5 and RL-3 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Integer,4	**Current year**
ACTUAL	Actual amount of dividends (box 10)	Currency	
TAXABLE	Taxable amount of dividends (box 11)	Currency	
CREDIT	Federal dividend tax credit (box 12)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
OTHER	Other income from Cdn sources (box 14)	Currency	
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	
PBCAPGAINS	Pre-Budget cap. gains dividends (box 40)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
REPORTCODE	Report code (box 21)	Text, 1	**0**

Heading	Description	Type, max. size	Comments, Examples & Defaults
SIN	Recipient identification number (box 22)	Text, 15	
RECTYPE	Recipient type (box 23)	Text, 1	**1**
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 10	
ACCOUNTNO	Recipient account number (box 29)	Text, 16	

Additional Heading for RL-3 fields:

Heading	Description	Type, max. size	Comments, Examples & Defaults
ACTUALR3	Actual amount of dividends (box A)	Currency	
TAXABLER3	Taxable amount of dividends (box B)	Currency	
CREDITR3	Dividend tax credit (box C)	Currency	
OTHERR3	Other income from Cdn Sources (box E)	Currency	
NEEDR3	Recipient needs RL-3	Yes/No	

Headings for NR4 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.
TAXYEAR	Year (box 10)	Integer, 4	2001, 2002, etc.
RECTYPE	Recipient Type (box 11)	Text, 1	
COUNTRYCODE	Country code (box 12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	

Heading	Description	Type, max. size	Comments, Examples & Defaults
INCOMECODE1	Income Code (box 14)	Text, 2	
CURRENCYCODE1	Currency code (box 15)	Text, 3	
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	
EXEMPTIONCODE1	Exemption code (box 18)	Text, 1	
INCOMECODE2	Income Code (box 24)	Text, 2	
CURRENCYCODE2	Currency code (box 25)	Text, 3	
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE2	Exemption code (box 28)	Text, 1	

Headings for T4ANR Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country	Text, 3	**USA**
YEAR	Taxation Year	Integer, 4	**2002**
STATUS	Status of slip	Text, 12	Amended, etc.
INCOME	Gross income (box 18)	Currency	
TRAVEL	Travel expenses (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
REDUCTION	Reduction authorized (box 23)	Text, 1	**1**
CITYPROV	City and Province where services tendered	Text, 32	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (box 12)	Text, 20	

Heading	Description	Type, max. size	Comments, Examples & Defaults
SIN	Canadian social insurance number (box 14)	Text, 9	
PROFNAME	Professional name (box 16)	Text, 30	
INDUSTRY	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	**USA**

Headings for T4F Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.
TAXYEAR	Tax Year	Integer,4	
INCOME	Gross earnings (box 14)	Currency	
EIEARN	EI Insurable earnings (box 16)	Currency	
EI	EI premiums (box 18)	Currency	
EIEXEMPT	EI exempt (box 20)	Currency	
TAX	Tax deducted (box 22)	Currency	
YOUTHFLAG	Youth Flag	Yes/No	
SIN	Canadian social insurance number (box 12)	Text, 9	
EMPNUM	Fisher's number (box 24)	Text, 20	

Headings for T4PS Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	

Heading	Description	Type, max. size	Comments, Examples & Defaults
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.
YEAR	Year	Integer, 4	
ACTUAL	Actual amount of dividends (box 30)	Currency	
TAXABLE	Taxable amount of dividends (box 31)	Currency	
CREDIT	Federal dividend tax credit (box 32)	Currency	
CAPGAINS	Capital gains for loses (box 34)	Currency	
OTHER	Other income (box 35)	Currency	
FORFEITED	Forfeited due to withdrawal (box 36)	Currency	
FOREIGNINCOME	Foreign non-business income (box 37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (box 38)	Currency	
FOREIGNTAX	Foreign non-business tax (box 39)	Currency	
SIN	Canadian social insurance number (box 12)	Text, 9	

Headings for T5013 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.

Heading	Description	Type, max. size	Comments, Examples & Defaults
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	
UNITSOWNED	Partnership units held (box 9)	Numeric	4 decimals
RECTYPE	Recipient code (box 11)	Text, 1	
PARTNERID	Recipient's ID (box 12)	Text, 16	
CEERENUNCIATION	Cdn. Exploration Expense, Renunciation	Currency	
CEEADJUSTMENT	Cdn. Exploration Expense, Adjustment	Currency	
CEEASSISTANCE	Cdn. Exploration Expense, Assistance	Currency	
CDERENUNCIATION	Cdn. Development Expense, Renunciation	Currency	
CDEADJUSTMENT	Cdn. Development Expense, Adjustment	Currency	
CDEASSISTANCE	Cdn. Development Expense, Assistance	Currency	
DETAILS	Details	Text	Up to 1000 char.

Note:
The Details box of the T5013 slip is a free-format field where you may enter details about the various boxes on the slip. When you create a text file of T5013 data to be imported into T4 TimeSaver, you can insert a tilde (~) in the text to cause a line break. For example, to create the following table:

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

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

Provincial allocation:~BC   18.5%~AB: 12.0%~QC: 12.3%

Headings for boxes 18-45 and boxes 53-58 are in the following format, where nn is the box number:

BOXnn	Box nn	Currency

Additional Headings for T5015 fields:

CAPITALSTART	Capital account start of period	Currency
CAPITALCONTR	Capital contribution during period	Currency
INCOMEALLOC	Income allocated during period	Currency
DRAWINGS	Drawings	Currency
CAPITALEND	Capital account end of period	Currency

Headings for RL-15 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
REPORTCODE	Report code (code du relevé)	Text, 1	0=original, 1=amended
MEMBERCODE	Member code (box 39)	Text, 1	
UNITSOWNED	Partnership units held (box 36)	Numeric	4 decimals
RECTYPE	Recipient code (box 40)	Text, 1	
PARTNERID	Recipient's ID (SIN, etc.)	Text, 16	

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

BOXnnX	Box nnX	Currency	
BOXnn_yy	Box 34-27, 34-28, 66-60, 66-61, etc.	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
DETAILS	Details (see note below)	Text	Up to 1000 char.

Note:

The Details box of the RL-15 slip is a free-format field where you may enter details about the various boxes on the slip. When you create a text file of T5013 data to be imported into T4 TimeSaver, you can insert a tilde (~) in the text to cause a line break. For example, to create the following table:

Provincial allocation:

BC: 18.5%

AB: 12.0%

QC: 12.3%

(etc)

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

Provincial allocation:~BC   18.5%~AB: 12.0%~QC: 12.3%

Headings for T5018 Slips

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

Headings for T1204 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
STATUS	Status of slip	Text, 12	Amended, etc.

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

Headings for RL-17 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
STATUS	Status of slip	Text, 12	Amended, etc.
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
POSTAL	Postal code (including space)	Text, 10	
PROV	Province code	Text, 2	

Heading	Description	Type, max. size	Comments, Examples & Defaults
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	
DEDUCTION	Total deductions (box A)	Currency	
INCOMEYEAR	Total employment revenue (box B)	Currency	
INCOMESTAY	Total income for stay (box C)	Currency	
ALLOWANCEYEAR	Allowance in year (box D)	Currency	
ALLOWANCESTAY	Allowance for stay (box E)	Currency	
DAYSOUTSIDE	Days outside Canada (box F)	Integer	
PERIODSOUTSIDE	Number of 30 day periods (box G)	Integer	
DATEDEPARTURE	Departure date from Canada (box H)	Date	
DATERETURN	Return date to Canada (box I)	Date	
FOREIGNCOUNTRY	Name of foreign country (box J)	Text, 20	
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	

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