Taxprep for Trusts

Quick start guide 2025

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Copyright

Introduction

Welcome to *Taxprep for Trusts* 2025!

This **Quick Start Guide** is designed to acquaint you with the *Taxprep for Trusts* program as well as to give you tips on how to use the program. This is not an in-depth guide; please refer to the Help any time for tax or technical assistance when you are in the program. For information on tax changes, please refer to the *Release Notes* for each version.

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Overview

Different Views

The *Taxprep for Trusts* program is comprised of several different views that allow you to perform different functions within the program.

The Taxprep for Trusts Views

The **Professional Centre** provides important information about the program, tax news and links for customer service and support.

The **Client Manager** displays all of your tax returns. You can use it to open and roll forward files, print returns, EFILE slips, create reports and perform other functions that help you to manage the tax preparation process.

The **Tax Return** view is where you prepare the return. You can print or transmit any open tax return from here.

The **Print Formats** view is where you define the print settings for each form included in the tax return, such as the number of copies and the printer selection.

The **Preparer Profiles** view allows you to create and manage one or more preparer profiles.

The **Filters and Diagnostics** view contains predefined and customized filters and diagnostics that you apply in the Client Manager or in the diagnostics pane to generate reports or identify certain situations.

The **Letters and Labels** view is where you create customized templates for letters, invoices and labels.

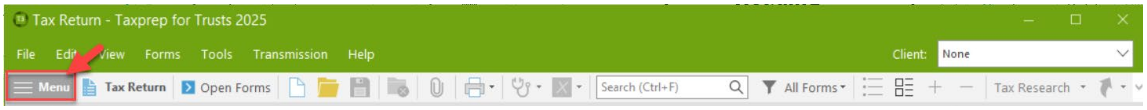
The **Rate Tables** is where you establish the values and rates used in the current year tax return.

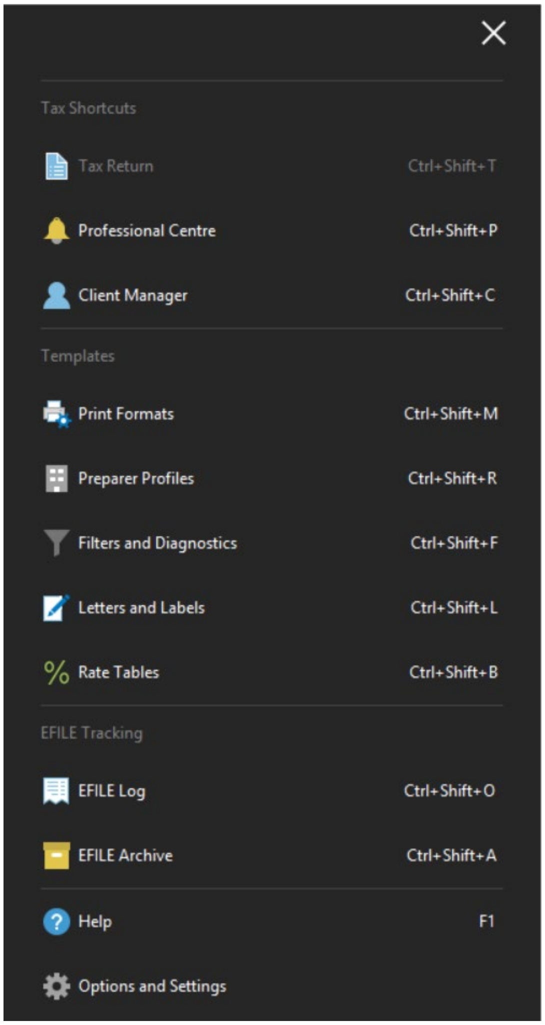
The **EFILE Log** lists all the transactions related to electronically filed returns and provides follow-up options and reports.

The **EFILE Archive** stores archived transactions from the EFILE Log.

Accessing Views

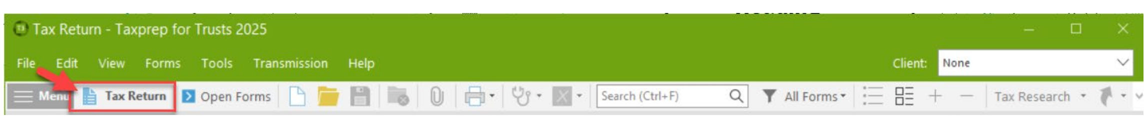
The various views in the program are accessed using the **Menu** button.





You can also access the views using the applicable shortcut key combinations.

The name of the current view appears beside the **Menu** button.



Toolbar

The toolbar provides quick access to the most common commands in the program.

The icons displayed on the toolbar will vary. For example, different icons will be displayed when you are viewing the Form Manager vs. when you are viewing a form.

The toolbar icons will also vary from view to view, as some commands may not be applicable in all views.

The Professional Centre

The **Professional Centre** is a dedicated Web page that provides the latest information on the program, including automatically alerting you to any program updates.

On the **Professional Centre**, you will see a link to the Help Centre and to support documents such as the *Release* Notes as well as links to training resources and to the searchable Knowledge Base. The **Professional Centre** also provides information on how to contact *Taxprep* for customer service and support.

For more information on the *Taxprep* Help Centre and the Knowledge Base, see page 32.

Default View

By default, when you launch *Taxprep for Trusts*, the **Tax Return** view will be displayed. However, in **Tools/Options and Settings** (see below), you can configure the program to automatically open in the **Client Manager** or **EFILE Log**.

TIP

When creating additional preparer profiles, you can make a copy of any existing profile and simply change selected fields.

Setup

Options and Settings

You can configure most aspects of the program using the **Options and Settings** command on the **Tools** menu.

Note: If you are using the **Network** version, several options and settings may be pre-configured for various user groups. Check with your Network Administrator for more information.

Click the section title to see a description of the options and settings contained in each section. Any changes that you make will be saved automatically when you click **OK** or **Apply**.

Note: The options and settings are saved on your workstation and are unique to you.

Preparer Profile

Your preparer profile is configured in the **Preparer Profiles** view. You can have multiple Preparer Profiles.

Click **New** to create a preparer profile. If you do not create a preparer profile, the program will use the defaults for the various options presented in the **Preparer Profile** view and the name of your firm will remain blank on page 4 of the T3 jacket.

The Preparer Profile edit screen has seven tabs: **Profile, Staff, Authorization Forms, EFILE, Client Letter, Bill and Interest**.

Click the **Profile** tab to enter information about your firm and your preferences with respect to preparing and filing your returns.

Click the **Staff** tab to enter the names of the staff and partners using *Taxprep for Trusts* for purposes of selecting these names in each return for tracking purposes.

Click the **Authorization Forms** tab to enter information and modify settings used when completing and filing the authorization forms.

Click the **EFILE** tab to modify the settings used for the electronic filing of the T3 returns and the T3, NR 4 and RL 16 information slips.

Click the **Client Letter** tab to configure the options for the client letter, including entering any standard opening or closing paragraphs.

Click the **Bill** tab to configure your billing options in the Invoice Profile, including the standard charges for the detailed invoice.

Click the **Interest** tab to configure the default settings for the Form *Interest* (Jump Code: **Interest**), which can be used to calculate interest on unpaid balances and late-filing penalties.

The first time you save a preparer profile, the program will display the **Preparer Profile Properties** dialog box.

You can enter a new name and description for your preparer profile. Click **Default** if you want that preparer profile to be used by default. You can change the information in this dialog box at any time using the **Set Properties** command. Click **OK** to return to the **Preparer Profile** view.

All of the profiles that you create will appear in the list of Preparer Profiles. A check mark will appear beside the default Preparer Profile.

Refer to the Help for more information on the Preparer Profile.

Preparing Returns

Roll Forward

If your firm used *Taxprep for Trusts* last year, the files for any trust returns prepared last year that must also be completed in the current year can be rolled forward from the prior year.

What is a Roll Forward?

The roll forward procedure creates a new file for the current taxation year based on what was in last year's return to avoid re-entering information that was gathered in a prior year.

When a file is rolled forward, the permanent information (e.g. name of trust, address of trustee, account number) is retained and the closing balances of carryforward amounts (e.g. unutilized prior-year losses and minimum tax carryover) become the opening balances.

In addition, the data entered in the prior year file is retained for comparison purposes.

Using the Roll Forward

From the **Tax Return** view, you can roll forward one or more client files from a single folder as follows:

- On the **File** menu, click **Roll Forward**.
- Select the folder where the client files to roll forward are located.
- Select the client file(s) from last year that you want to roll forward.
- Click **Open**.
- The **Roll Forward** dialog box will be displayed on the screen. In the **File Options** and **Data Options** tabs, select the desired options.
- Click **OK** to start the roll forward process.

When a single file is rolled forward, it opens in the *Identification* form.

You can also roll forward files created in the current version of *Taxprep for Trusts*: for instance if the trust is winding up in 2022.

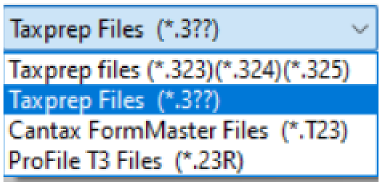
Rolling forward files from Multiple Folders

If your prior year files are in different folders, you can use the Client Manager to view a list of all of last year's files from multiple locations and select the files that you want to roll forward.

Converting files from other programs

You can convert and roll forward files from other programs in the same manner as you roll forward *Taxprep for Trusts* files.

If you are rolling forward these from the **Tax Return** view, select the appropriate file type from the drop-down list in the bottom right corner of the **Roll Forward** dialog box.



If you are converting files from other programs using the **Client Manager**, select the appropriate file type from the list beside the "Files to Roll Forward" filter.

TIP

Once you have finished work on a specific data file, close the file to avoid entering data into the wrong return.

Opening Files

To open an existing file, or a file that has been rolled forward, select **Open** on the **File** menu.

In *Taxprep*, you can have multiple files open at the same time.

You can open several client files at the same time using the Client Manager. Simply select the client files you want to open, then on the **File** menu, click **Open**.

Opening Prior Year Files Using Shortcuts

When rolling forward the prior year client file, a shortcut to that client file will be automatically created. The shortcut will allow you to quickly access the prior year file.

This shortcut will be available using the **Prior Year/Open last year's client file** command on the **File** menu or by pressing **Ctrl+E**. It is also accessible by clicking the Prior Year icon on the toolbar and selecting a shortcut to a prior year file.

You can also modify or delete existing shortcuts and create new shortcuts manually.

Note that you can manually add shortcuts to other current year client-files (e.g. shortcuts to client files for related trusts). Once created, the shortcut will allow you to quickly access another client file.

Client Manager

The Client Manager provides information on all of your client files.

It is used when you want to perform a function on multiple returns, such as:

- opening returns;
- rolling forward data;
- recalculating returns;
- changing the return status
- locking the data

- applying passwords;
- importing data;
- generating reports on your clients;
- printing returns;
- printing letters and labels;
- electronic filing;
- syncing contact information with *CCH iFirm*.

The Client Manager is also a useful tool for easily locating the files that you want to open. You can sort your returns by any field and find a return simply by typing the trust name.

For more information on the Client Manager, refer to the Help.

Starting a New Return

Click **New** to start a new return.

Taxprep for Trusts will open in the *Identification* form.

If you are using *CCH® iFirm®*, you can sync certain identification data between the *Taxprep* for Trusts client file and your client contacts in *CCH iFirm*. Refer to the Help for more information.

TIP

In tables like the Client Manager and Form Manager, you can select items in several ways:

- To select adjacent items, click the first item, and then press Shift while clicking the last item.
- To select non-adjacent items, click the first item, and then press Ctrl while clicking each item.
- To select the entire list, click on the first item, and then press Shift and End simultaneously.

Accessing Forms

There are several different methods for accessing forms in *Taxprep for Trusts*: selecting forms from the Form Manager, using the Form *Assistant – Taxprep for Trusts* (Jump Code: **ASSIST**) or using **Xpress**.

Form Manager

To access the Form Manager, press F4 or click the **Form Manager** icon on the toolbar.

The Form Manager provides easy access to the various forms available in *Taxprep*.

Simply select the form that you want then press **Enter** or double-click to open the form.

To help you locate your forms quickly, *Taxprep* assigns a jump code for each form. Simply start typing the jump code and *Taxprep* will search for that code.

Jump Code conventions:

- Jacket: **J** for Federal T3 / **Q** for Québec TP646
- Schedules: Schedule number (e.g. **9** for Schedule 9)
- Slips: T-slips number (e.g. **T5**)
- Worksheets: Acronym or short form (e.g. **OID** for Other income and deductions)

Note: Jump codes used for the Québec return are preceded by the letter "**Q**" (e.g. **QA** for Schedule A).

If you don't know the jump code of a form, you can use the "Search" field on the toolbar (or press **Ctrl+F**). Simply enter your search text and the program will display all of the forms that contain that search text as part of the jump code, title or description.

Open Forms

Once a form is open, a tab for the form will appear at the top of the form display. Click any form tabs to view an open form. Click the Close (X) button or press the **Esc** key to close the form and remove the form tab.

You can also access forms by drilling down from a form using the **Forms**/**Expand** command (e.g. beginning in the Jacket and expanding).

Press F6 to toggle back and forth between the current form and the last form viewed.

Press F8 to toggle between federal and provincial equivalent forms.

Press F4 to toggle between the Form Manager and the open forms.

> **TIP**
>
> As most returns use more or less the same forms and fields from one year to another, using Xpress is an excellent way of quickly accessing the fields that you are most likely to need to complete for the current year.

Note: The program will retain information about what forms were opened and where the cursor was positioned, so that the next time the file is opened (by any user), the same forms will be opened automatically.

ASSIST Form

The *Assistant – Taxprep for Trusts* form (Jump Code: **ASSIST**), is designed to help you locate the forms that you need to complete for your trust return.

Just follow the instructions provided on the screen to enter the information required to complete the tax return. As you follow each step on the form, you have direct access to the applicable data entry screens.

Xpress

Taxprep Xpress allows you to view the data in the return in a table format. You can select a filter to limit the data that you are viewing (e.g. only view the data entered in the current year).

The data in the Xpress table is fully interactive with the data in the forms. Any change made on the form will be immediately reflected in the Xpress table and vice versa.

Instead of jumping from form to form to enter data, with Xpress, you can simply scroll through the list of data entered in prior years and type in this year's amounts.

On the **View** menu, click **Xpress** (or click the **Xpress** icon on the toolbar) to display Xpress.

You have two options for displaying Xpress: Dock and Float.

If you choose Dock, Xpress will be displayed in a pane at the bottom of the *Taxprep* window. If you choose Float, Xpress will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

Xpress can also be a useful tool for reviewing the return. See page 18 for more information.

Expand (F9)

When you are on a form, you can move to another related form by "Expanding."

Expanding allows you to move from one form to another without first going to the Forms Manager. You can expand from any cell with an arrow symbol beside it  to display that cell's source form.

Access a source form from an expandable cell as follows:

- on the **Forms** menu, click **Expand**.
- right-click and then click **Expand** on the shortcut menu.
- press F9.

- double-click the cell, or

Cell Display

Taxprep for Trusts uses flags to identify the properties of the cells. The colours indicate if the cell is calculated, calculated but overrideable, or input. The following are descriptions of the most common cell display:

Cell Type	Appearance	Definition
Input cell	1,000 Black text on white background	Data entry cell.
Protected cell	1,000 Black text on same colour background as the form	No input or override is possible.
Overrideable cell	1,000 Black text on grey background	Calculated cell where content can be overridden.
Posted cell	1,000 Blue arrow pointing into the cell.	Cell in which the content comes from another form.
Overridden cell	1,000 Black text on pink background	Calculated or posted cell where content has been overridden.
Rolled Forward cell	1,000 Blue text on white background	Cell that was rolled forward from the prior year
Cells with data entered last year but not this year	0 Black text on yellow background	Cell in which data was entered last year but no value has been entered or rolled forward in the current year
Cells with review marks	1,000 Red indicator on the right side of the cell	Cell that has been marked as part of a review. Five types of review marks are available.
Cell with diagnostic	1,000 Red triangle in the upper right corner	Cell for which a diagnostic has been issued.
Annotated cell	1,000 Paper clip in the upper left corner	Cell to which a note or schedule has been attached.

Cell Type	Appearance	Definition
Cell with tax link	1,000 Blue triangle in the lower right corner	Cell with an **InfoConnect** Tax Hint and link to a Tax Research product.

Entering Data

Entering data on the forms is made easy.

If an amount is a round figure, there is no need to enter the cents (".00"). The program will do it for you.

If an amount is a negative number, precede it with a "-".

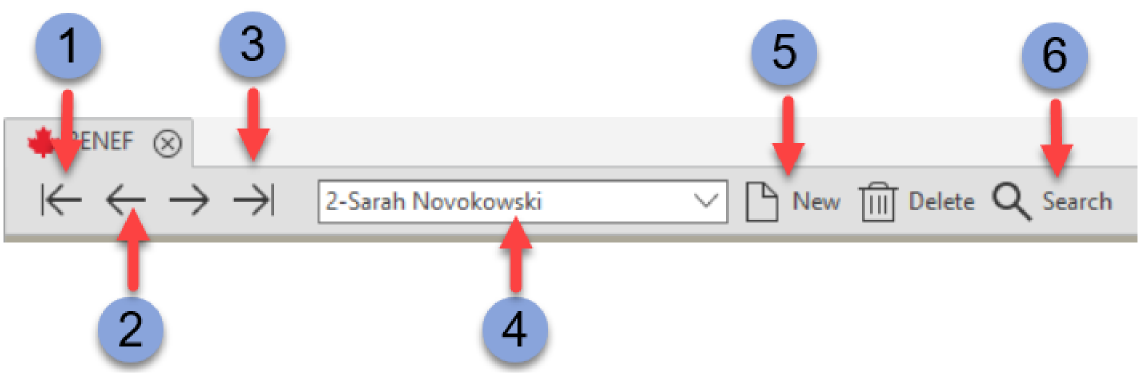
Data can be entered into overrideable cells, simply by entering the data. The program will prompt you to confirm the override before displaying the amount.

Special Forms

Multiple copy forms

There are a number of tax forms for which you may require several copies. For example, on the data entry screens for beneficiaries, you will require a separate copy for each beneficiary or the trust.

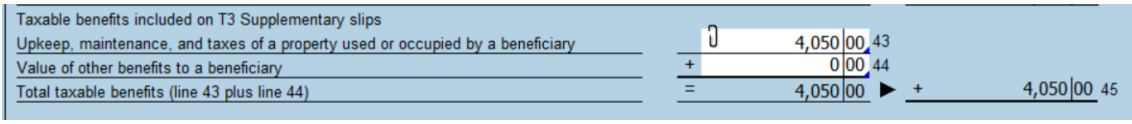
For these forms, *Taxprep* allows you to create multiple copies of the forms. A **Multiple Copy** toolbar appears at the top of each multiple copy form to simplify navigation between copies.



1. Displays the first copy of the form.
2. The **Previous** button displays the previous copy, and the **Next** button displays the next copy of the form.
3. Displays the last copy of the form.
4. The **Copies** list provides access to all the copies that have been created.
5. The **New** button creates a new copy of the form and the **Delete** button deletes the copy displayed on the screen.
6. The **Search** button allows you to search for a specific copy of the form by entering any part of the description.

Attachments

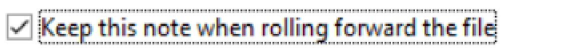
You can create both attached notes and attached schedules. Once a note or schedule has been attached to a cell, a paper clip will be displayed in the left corner of the cell.



Attached Notes

You can attach a note to any type of cell by right-clicking then selecting **Attach Note** or pressing **Alt+F10**.

If you want the note that you create to be rolled forward to next year's return (e.g. because the note may also be applicable next year), select the following option:



When you hover your pointer over a cell that has an attached note, the note will appear.

Attached notes are summarized on the Form Notes, *Attached Notes - Summary* (Jump Code: ATTN) which can be printed. The notes can be sorted according to the order the forms appear in the Form Manager. The name of the user that last edited the note, as well as the date the note was last modified, will be displayed on the *Attached Notes – Summary*.

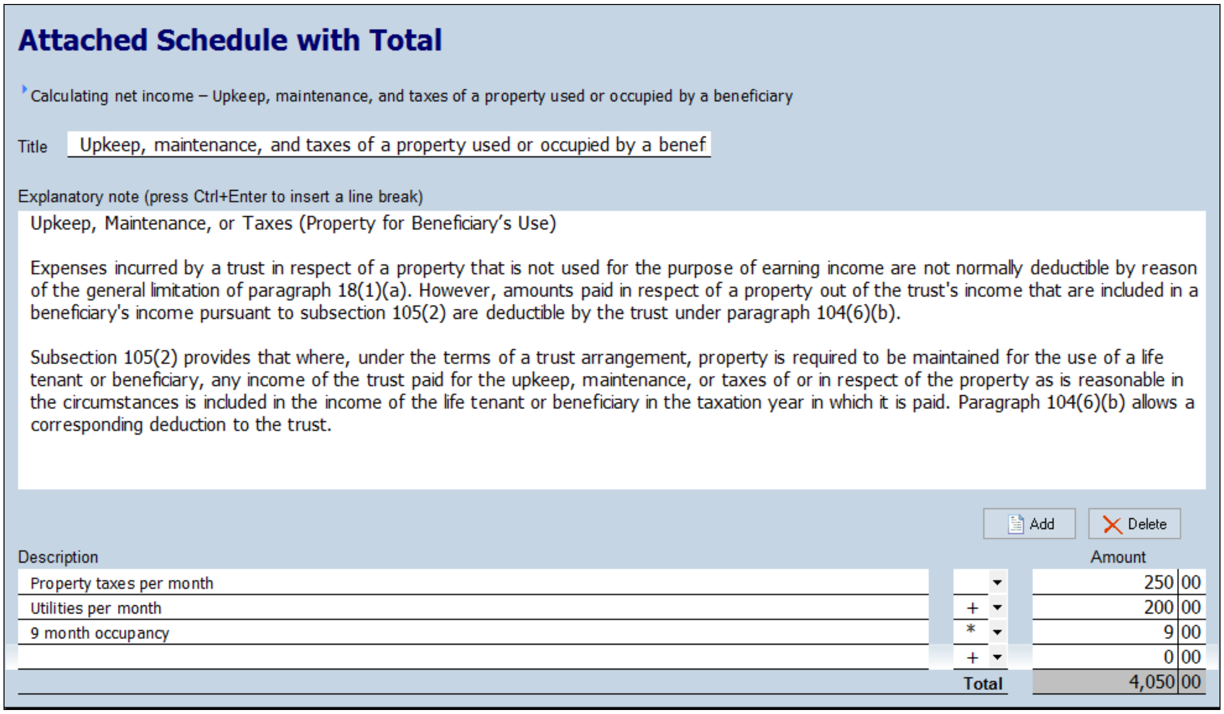
You can also navigate to a cell that has a note attached by double-clicking the name of the cell associated to the note from the *Attached Notes – Summary*.

> **TIP**
> You can locate all cells that have attached notes using the filter "Cells with Attached Notes" in Xpress.

Attached Schedules

The *Attached Schedule With Total* (Jump Code: **ATTS**) is a multiple copy form. Each time you attach a schedule to a cell, a new copy of the attached schedule is added to the form and linked to this cell.

You can navigate to a cell that has the schedule attached by double-clicking the name of the cell associated to the note from the *Attached Schedules*.



Attached Schedule with Total

Calculating net income – Upkeep, maintenance, and taxes of a property used or occupied by a beneficiary

Title: Upkeep, maintenance, and taxes of a property used or occupied by a benef

Explanatory note (press Ctrl+Enter to insert a line break)

Upkeep, Maintenance, or Taxes (Property for Beneficiary's Use)

Expenses incurred by a trust in respect of a property that is not used for the purpose of earning income are not normally deductible by reason of the general limitation of paragraph 18(1)(a). However, amounts paid in respect of a property out of the trust's income that are included in a beneficiary's income pursuant to subsection 105(2) are deductible by the trust under paragraph 104(6)(b).

Subsection 105(2) provides that where, under the terms of a trust arrangement, property is required to be maintained for the use of a life tenant or beneficiary, any income of the trust paid for the upkeep, maintenance, or taxes of or in respect of the property as is reasonable in the circumstances is included in the income of the life tenant or beneficiary in the taxation year in which it is paid. Paragraph 104(6)(b) allows a corresponding deduction to the trust.

Add Delete

Description		Amount	
Property taxes per month		250	00
Utilities per month	+	200	00
9 month occupancy	*	9	00
	+	0	00
	Total	4,050	00

To attach a schedule:

1. Select the cell to which you would like to attach a schedule.
2. On the **Edit** menu, select **Attach Schedule**.

You can also add copies that are not linked to any cell.

For more information on the Attached Notes and Schedules, refer to the Help.

Multi-Line Tables

Some forms contain multi-line tables. For example, Schedule 1, Form T1141 and the Summary of Charitable Donations all contain these tables.

A new line (or set of lines) is automatically added as soon as data is entered.

You can also use the **Add** button to create a new line or lines. Use the **Delete** button to remove a line.

Client Letters

Previewing a Letter

Letter templates are linked to letters on the Form Manager. When you print or display a letter from the Form Manager, the template contents is merged with the data in the active tax return. The resulting document is a letter that contains information specific to each client's situation.

You can view the letter by entering the jump code for that letter preview similar to accessing any other form.

		Jump C...	Title and Description	Type
		CBILL	Bill - Customized invoice	Client letters
		LW	Client letter - Worksheet client letters	Client letters
✓		LETTER	Client letter - Trust return filing instructions	Client letters
		QLETTER	QC Client Letter - Trust return filing instructions	Client letters
		ACL 1	Client letter - Additional client letter 1	Client letters
		ACL 2	Client letter - Additional client letter 2	Client letters
		ACL 3	Client letter - Additional client letter 3	Client letters
		ACL 4	Client letter - Additional client letter 4	Client letters
		ACL 5	Client letter - Additional client letter 5	Client letters
		ECL	Client letter - Engagement letter	Client letters
		LABELS	Labels - Worksheet	Client letters
		LPP	Labels - Preview and print	Client letters

Changing the Contents of the Letter

You can change the contents of the client letter for a specific client in two ways:

- Modify the data in the *Client Letter Worksheet*; or
- Edit the Letter Preview.

Modify the Client Letter Worksheet

The *Client Letter Worksheet* (Jump Code: **LW**) is used to select and modify the information that appears in the client letters. It is also used to override which letters are applicable to the return.

You can enter additional information for this return, such as the name of a specific partner/staff member to appear at the bottom of the letter in addition to the firm name.

You can also enter optional opening and closing paragraphs specific to this return.

Any data that you enter in the *Client Letter Worksheet* is saved with the return.

Editing the Letter Preview

You can edit the letter preview to temporarily change the letter generated from your template. You can add, delete or modify the text in the letter as well as pasting in text from another source (e.g. a Word document). However, the edit will only stay in effect while you are in the letter preview. The next time that you access the letter preview, your edits will be lost, as the preview will be regenerated from your template to ensure that it reflects the latest data in the return.

You can, however, save your edited version of the letter preview to an .rtf file which is compatible with word-processing programs, using the command **Save Letter As** on the **File** menu. If you have edited the preview, *Taxprep for Trusts* will ask you if you want to save the edited preview when you leave the form. When the letter preview is saved, the program will give you the option of automatically opening the .rtf file in your word processing program.

You can also print the edited letter preview using the **Print Form** command similar to any other form.

Changing all Client Letters

If you want to make a change for all of your client letters (e.g. change the wording of a specific paragraph, or add the firm logo to the letter), you can edit the appropriate letter templates.

For information on editing the letter templates, refer to the Help.

Importing and Exporting

Taxprep for Trusts allows you to import and export the following types of files:

- .csv files (separator: semicolon). This file format contains items from a spreadsheet or a database with cells separated by semicolons and can be created with any type of text editor;
- .xls files (worksheet). This type of file is created with Microsoft Excel©.
- *Personal Taxprep* Data: When you print or transmit T3 slips, a database will be created automatically. This database will allow you to import the T3 slip data when you open the related tax return in *Personal Taxprep*.

You can also synchronize contact information with *CCH iFirm.*

Refer to the Help for more information.

Creating a Taxprep Forms File

You can use the command **Create Taxprep Forms File** on the **File** menu to create a *Taxprep Forms* file and copy the appropriate data from Form Identification*, Trust Identification and Other Information* (Jump Code: **ID**) to the Identification form of the new *Taxprep Forms* client file.

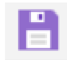
This can be useful in situations where you need to prepare a form or information return that is only available in *Taxprep Forms*. For example, to generate a T4 slip to report Executor fees paid by the trust.

You can also create a *Taxprep Forms* client file from the Client Manager.

Once the *Taxprep Forms* file has been created, *Taxprep Forms* will launch automatically so that you can prepare the required forms or slips.

Note: You must have *Taxprep Forms* installed in order to use this feature.

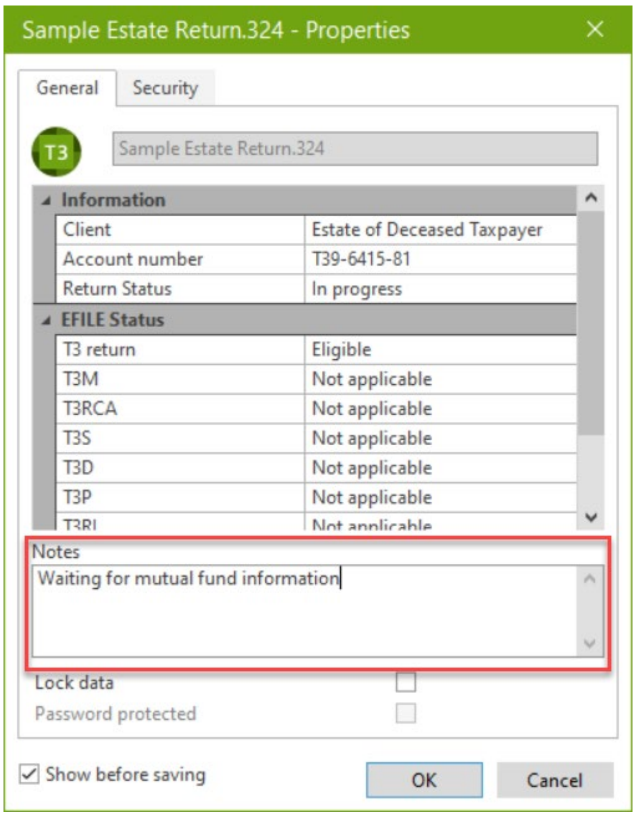
Saving Returns

You must click the **Save** icon  to save the data. If you attempt to close the return while there is unsaved data, *Taxprep for Trusts* will prompt you to save the file prior to closing it.

Taxprep for Trusts will also automatically save periodic back-ups of your data files if they contain any unsaved data. You can modify the interval at which the backup files are saved in **Options and Settings**.

The file extension indicates the taxation year: .323 for a taxation year ending in 2023 and .324 for a taxation year ending in 2024.

Notes to the File



When you save a file, by default *Taxprep* will display the **Properties** dialog box. This includes a section for notes that can be used to record information about the return.

These notes can be edited and viewed in the Client Manager. When rolling forward your files, you also have the option to roll forward these notes.

Attaching External Files

You can attach any external file to your tax return file by clicking the  icon on the toolbar or the **Attached Files** command on the **File** menu. This dialog box is also accessible by pressing Ctrl+F11.

You have the option of either saving a link to the selected file or embedding a copy of the selected file within the *Taxprep* data file.

While almost any type of file can be attached, you cannot attach file types that are executable and could therefore present a security risk (e.g. .exe, .bat, .chm, .js).

Attached files are not transmitted with the return.

For more information on attaching external files, refer to the online help.

Reviewing Returns

Once you have entered all of the information into the tax return, you should review the return to ensure accuracy. There are several ways of reviewing the return:

Xpress

Taxprep Xpress can also be used to review and verify data. It offers many filters that enable you to, among other things, compare the values entered for this year with those from last year. This way you can quickly notice errors or missing information. It also allows you to review overridden and marked cells in the return by selecting the appropriate Xpress filter.

Track Changes

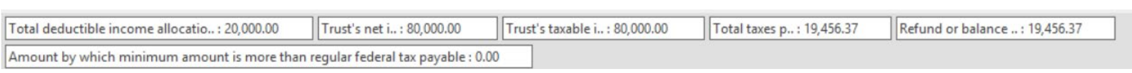
During the review process, you may wish to monitor any changes made to the return to ensure that only the identified corrections are made and that no data is changed inadvertently.

Activate the command **Track Changes** on the **Edit** menu and any changes made to the return after that point will be tracked and can be viewed in **Xpress** using the filter “Data Modified after activating Track Changes.”

Monitor

The monitor is a tracking tool that lets you display key tax information at the bottom of the tax return window.

On the **View** menu, click **Monitor** to display or hide the monitor.



Certain values will be displayed in the Monitor by default: Total income allocated, Net income, Taxable income, Total taxes payable, Balance due or refund, Excess AMT over regular tax. However, you can customize the Monitor’s contents by adding and removing cells as well as adjusting their descriptions, width and display order.

To add a cell to the Monitor, simply click the cell that you want to view and drag it onto the Monitor.

When you customize the Monitor’s contents, these settings are saved for your workstation and will apply to all returns.

Diagnostics

You can display the list of diagnostics so that you can consult them as you work on the return.

To view the list of diagnostics, click **Diagnostics** on the **View** menu, or click  on the toolbar.

You have two options for displaying the diagnostics: Dock and Float.

If you choose Dock, the list of diagnostics will be displayed in a pane at the bottom of the *Taxprep* window.

If you choose Float, the diagnostics will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

You can also use the hotkey **Alt+F5** to display the docked list of diagnostics and the hotkey **Alt+F6** to display the floating list of diagnostics. Alternatively, you can access the Form Manager and enter the Jump Code **DIAG** to display the Diagnostics.

Once the Diagnostics are displayed, you can switch between display modes using the icon on the **Diagnostics** toolbar.

To display diagnostics directly on a form, point to a cell with a diagnostic's indicator and the diagnostic message will be displayed. This information is available regardless of whether or not the diagnostics pane is visible.

Diagnostics can be printed directly from the **Diagnostics** pane (either floating or docked) using the command **File/Print Diagnostics** or they can be included in a print format so that they are printed along with the return. By default, the diagnostics will be printed in the "Office" copy of the return.

Customized Diagnostics

You can also create your own diagnostics in *Taxprep* in the view **Filters and Diagnostics**. These diagnostics can be used to check for adherence with firm procedures (e.g. partner name entered) or as a reminder for specific data entry requirements or tax issues.

In addition, for most items identified in our *Troubleshooting memo*, a customized client filter/diagnostic may be downloaded in order to assist in identifying returns affected by the problem. These diagnostics will appear on the tab **My Diagnostics** along with any applicable customized diagnostics you have created.

Refer to the Help for more information on how to create custom diagnostics.

TIP

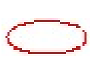
The review mode can be used from the Xpress tool.

Review Mode

When a return is being reviewed, the review mode allows you to add review marks to the appropriate cells in the forms simply by clicking them.

Review marks can be used to identify whether the data is correct or incomplete.

The following review marks are available:

Symbol	Name of the review mark	Recommended when...
	First review	The reviewer wants to indicate that the content of a cell has been reviewed once.
	Second review	The reviewer wants to indicate that the content of a cell has been reviewed a second time.
	Error	The reviewer wants to let a preparer know that the content of a cell contains an error.
	Uncertainty	The preparer wants to indicate that he or she is uncertain of the content of a cell. This mark can also be used to represent an estimate.
	Other	The preparer wants to indicate that the content of a cell must be reviewed for a reason other than the one previously mentioned.

Note: If you double-click a cell when the review mode is activated, a review mark is added and then you can access the source form.

Review marks are not printed when you use the **Print Return** command. Review marks can be printed using the **Print Form** command by using the print option *Print as displayed*.

Reviewing Diagnostics

You can mark diagnostics as "Reviewed" or "Ignored" by right-clicking on the diagnostic in the Diagnostics pane and selecting the desired annotation.

By default, all diagnostics will appear under the **Take Action** tab in **Diagnostics** pane. However, once a diagnostic is marked as Reviewed or Ignored, it will no longer appear under the **Take Action** tab but will instead be shown in the **Reviewed** or **Ignored** tab, as applicable.

This allows you to mark any diagnostics that cannot be cleared (e.g. a filing reminder), so that upon subsequent review, you will know which diagnostics you have already reviewed.

Printing

Printing Forms

Individual Forms

In the **Tax Retur**n view, you can print individual forms for any of the active returns.

1. On the **File** menu, click **Print Form** to print the current form that is on screen.

Note: When you use the **Print Form** command on a multiple copy form (e.g. Form T776), only the current copy will be printed. To print all copies of a multiple copy form, select the entry on the Form Manager and then click **Print Selected Form(s)**.

Multiple Forms

To print more than one form at the same time (but not necessarily the whole return):

1. Select the forms on the Form Manager.
2. On the **File** menu click **Print Selected Forms**.
3. Click **OK** to start printing.

Note: When viewing a form, the print command is called **Print Form**. When on the Forms Manager, the print command is called **Print Selected Forms**.

Form Printing Options

You can select a number of options when printing individual forms:

- Print to PDF file
- Print a blank copy of the selected form(s)
- Print the form as displayed on the screen
- Override the date to be printed on the form(s)
- Page range to be printed (single form only)
- Print a watermark on the form(s)
- Use zoom printing to print more than one page per sheet of paper
- Select the language in which the form will be printed

You can also click the **Options** button to modify any of the print settings previously configured under **Options and Settings** or to select PDF file options.

Printing Returns

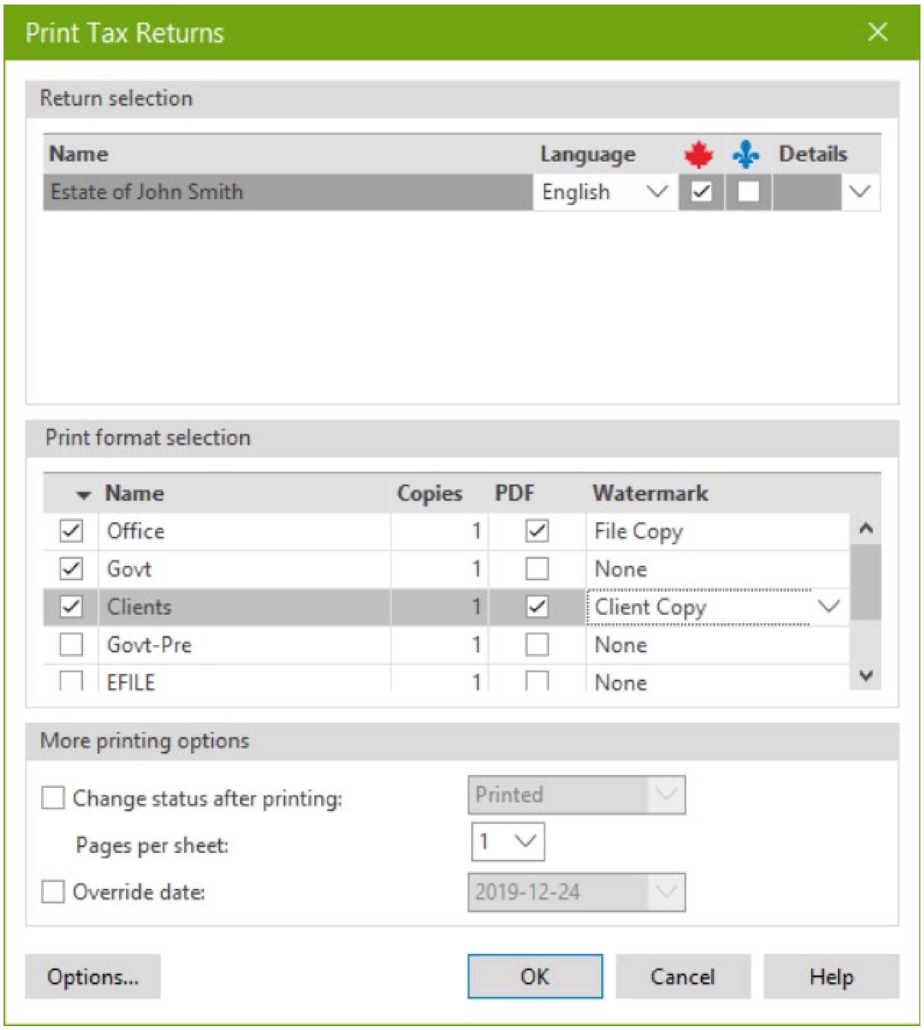
You can print the return by clicking **Print Tax Return** on the **File** menu.

Viewing Diagnostics

When you use the **Print Tax Return** command, and there is at least one diagnostic that needs to be corrected, the diagnostics will be displayed automatically prior to printing.

Click **Continue** if you want to proceed with printing the return.

Selecting Returns



The federal and Québec returns in the current client file will be displayed. You can select which returns you want to print.

Note: The selection of what will be printed for each copy of the return is saved in a template file called a "Print Format." For more information on customizing print formats, refer to the Help.

All of the available print formats will be listed. You can change which print formats are selected by clicking the adjacent check box.

All selected print formats will be produced for each return. (e.g. a client copy, a government copy and an office copy will be printed).

If you want to generate a PDF file instead of printing a hard copy, click the **PDF** box.

You can select a different watermark for each copy.

Click **Options** to change any of your configured print options prior to printing.

PDF Printing

When generating PDF files, you can apply a password automatically to the generated PDF. This helps ensure that the returns remain secure (e.g. when sending copies via Email). You can also configure the file naming convention for the PDF files generated. These options can be configured in advance using the command **Options and Settings** on the **Tools** menu, or immediately prior to printing using the **Options** button in the **Print Return** dialog box.

Printing Returns from Multiple Files

If you want to print returns from multiple data files, select the returns on the Client Manager then click **Print Tax Returns** as you would for a single file.

Printing T3/NR4/RL-16 slips

There are different ways to print T3, NR4 and RL-16 slips to issue to beneficiaries.

Print Return

If you are using the **Print Return** command, the slips selected for filing (T3S, NR4 or QR16) will be printed depending on the selected printing method (for example, if you want to print T3 slips on preprinted forms, select the Govt-Pre print format).

Print Selected Forms

The **Print Selected Forms** command also allows for the printing of slips. You can print copies of the beneficiaries' T3, NR4 or RL-16 slips while they are displayed or you can print all copies of the slips selected for all beneficiaries of the trust from the Form Manager.

Print Slips

Finally, you can use the specific **Print Slips** command. The main difference between this print command and the print commands used for returns and forms is that you can print a single type of slip having a specific type of data. For example, with the **Print Slips** command, you can print the T3 slips with the "Original" type only. This print method allows you to print slips for the active client file or for several client files, by selecting them from the Client Manager.

Note that the choice to submit the slips electronically will have an impact on printing. For example, when slips are being submitted electronically, copy 1 of the slips is not required and does not need to be printed. Furthermore, in the case of RL-16 slips, the electronic transmission file must be generated before printing occurs since slip numbers are printed on these slips when the transmission file is created.

Printing Slips to PDF

When you select the PDF option within any of the above-mentioned commands, you have the option to generate a separate PDF file for each slip and automatically assign a password to that file, if applicable. This can be configured on the PDF tab of the **Options** dialog box or in advance in the **Print – PDF Files** section of **Options and Settings**.

Electronic Signatures

You can use an electronic signature on prescribed forms such as the T183 TRUST and T1135, as well as on the Form AUT-01, *Authorize a Representative for Access by Phone or Mail* and other forms that may require a signature.

If your client will be electronically signing Form T183 TRUST, *Information Return for the electronic filing of Trust Return*, answer **Yes** to the question **Are you planning on using an electronic signature method on Form T183?** on the form and provide the e-signature date and time in the fields indicated. This information will be transmitted with the T3. The answer to the e-signature question can be defaulted in Section F, **EFILE information,** on the PROFILE tab in the Preparer Profile.

Note that if your client physically signs the T183 TRUST and sends you a scan or image of the form, the CRA does not consider that to be an electronic signature.

If you are using *CCH iFirm Portal*, you can take advantage of the built-in tags for e-signatures that have been integrated into various forms. These tags will indicate where the digital signature must be affixed allowing you to streamline the publishing of forms that require your customer's digital signature.

For more information, refer to the Help Centre for *Taxprep for Trusts* and/or the Help Centre for *CCH iFirm Portal*.

Electronic Filing

Taxprep for Trusts supports two different types of electronic filing. The T3, NR4 and RL-16 slips and summaries can be electronically filed to the CRA and *Revenu Québec* in an XML format via Internet File Transfer.

The T3 returns, however, are transmitted to the CRA using the T3 EFILE web service. Note that the T3 slips and T3 Summary are not part of T3 EFILE and must still filed using Internet File Transfer.

Note: *Revenu Québec* does not yet accept electronic filing of TP646 returns.

Mandatory Electronic Filing

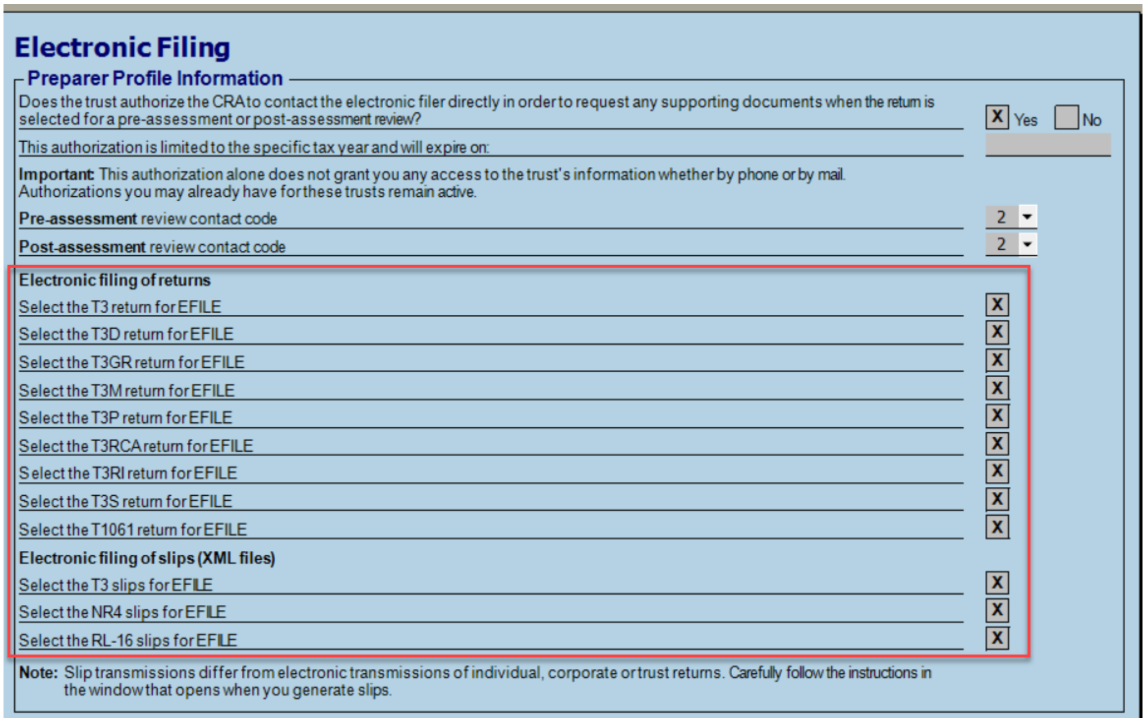
Prior to 2024, electronic filing of the slip information via the Internet was mandatory at the federal and Québec levels where there were 50 or more slips. Starting in 2024, electronic filing is mandatory where there are 5 or more slips.

Starting in 2024, T3 returns are subject to mandatory EFILE when a professional preparer files more than 5 T3 returns per calendar year. However, tax preparers may paper-file up to 5 returns without penalty.

Preparing for Electronic Filing

Select the T3 Return and Slips for EFILE

You can select whether or not you want to electronically transmit the T3 return, T3 slips, NR4 slips and RL-16 slips at the top of the Form *Electronic Filing* (Jump Code: **EFILE**).



Electronic Filing

Preparer Profile Information

Does the trust authorize the CRA to contact the electronic filer directly in order to request any supporting documents when the return is selected for a pre-assessment or post-assessment review? [X] Yes [ ] No

This authorization is limited to the specific tax year and will expire on:

Important: This authorization alone does not grant you any access to the trust's information whether by phone or by mail. Authorizations you may already have for these trusts remain active.

Pre-assessment review contact code 2

Post-assessment review contact code 2

Electronic filing of returns

Select the T3 return for EFILE [X]

Select the T3D return for EFILE [X]

Select the T3GR return for EFILE [X]

Select the T3M return for EFILE [X]

Select the T3P return for EFILE [X]

Select the T3RCA return for EFILE [X]

Select the T3RI return for EFILE [X]

Select the T3S return for EFILE [X]

Select the T1061 return for EFILE [X]

Electronic filing of slips (XML files)

Select the T3 slips for EFILE [X]

Select the NR4 slips for EFILE [X]

Select the RL-16 slips for EFILE [X]

Note: Slip transmissions differ from electronic transmissions of individual, corporate or trust returns. Carefully follow the instructions in the window that opens when you generate slips.

To select EFILE by default for the T3 returns, T3 slips, NR4 slips or RL-16 slips, you can choose the option(s) provided in the "EFILE information" section of the Preparer Profile.

T3 Return Eligibility

The Form *Electronic Filing* will indicate if the T3 return is subject to any of the exclusions. Only original T3 returns can be transmitted. Amended and cancelled returns must be paper-filed.

The Form *EFILE – T3 Return Summary of EFILE Data Fields* (Jump Code: **EFILE SUM**) allows you to view the fields that will be transmitted to the CRA.

Verify Eligibility of Slips for EFILE

When EFILE has been selected for the slips in a return, the program will determine if each slip is then eligible for EFILE (T3, NR4, RL-16).

The EFILE status of a slip is "Eligible" when EFILE is selected, and the client file:

- includes at least one of the slip types in question; and
- meets eligibility requirements.

To verify that the slips in the client file meet the eligibility requirements for EFILE, proceed as follows:

1. Display the Diagnostics.
2. Click the **EFILE** tab to verify any EFILE diagnostics.

If the slips in the client file meet the eligibility requirements for EFILE and no EFILE diagnostic is issued, the EFILE status for the T3, NR4 and RL-16 slips will then be "Eligible" and the following diagnostics will display:

Errors detected

Errors that can cause rejection of the return are indicated in the diagnostics under the **EFILE** tab. They must be corrected in order for the slips to be eligible for EFILE purposes.

T3 EFILE

The CRA has discontinued the transmission of T3 returns in XML format via Internet File Transfer and has transitioned to a new EFILE service.

Registered EFILERS can electronically file eligible T3 returns in a similar manner to electronically filing a T1 or T2 return.

EFILE Registration

In order to electronically file T3 returns, you must select T3 as one of the types of returns you will be transmitting when you renew your EFILE account. If you have already renewed your EFILE account, you can change this information online by logging into your EFILE account on the CRA Web site.

EFILE Number and Password

In order to electronically transmit T3 returns, you must enter your EFILE number and 2024 password in the **Identification – EFILE** screen under **Tools/Options and Settings/Electronic Services**.

T183 TRUST

Prior to transmitting a T3 return, your client will need to sign Form T183 TRUST, *Information Return for the electronic filing of Trust Return* (Jump code: **T183**) authorizing the transmission.

Trust Number

You will also require a trust number for the trust. You can apply for a trust account number using the Trust Account Registration service within My Account, My Business Account, and Represent a Client.

Exclusions

The following types of T3 returns are excluded for the 2025 EFILE program:

- A T3 return for a tax year that ends before 2021
- An amended T3 return
- A T3 return for a trust that does not have a trust account number or cannot provide one in the electronic file
- A T3 return for a trust that is filing Form RC199, *Voluntary Disclosures Program (VDP) Application*, or the taxpayer is making a request under the Voluntary Disclosures Program
- A return for a trust claiming bankruptcy in the year

In addition, returns containing the following forms are also excluded:

- Form T1273 Statement A – Harmonized AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals and Form T1163 Statement A – AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals are excluded from T3 EFILE.
- T3SK CG – Saskatchewan Farm and Small Business Capital Gains Tax Credit (Trusts)
- T3 NB-SBI – T3 New Brunswick Small Business Investor Tax Credit
- T3PFT – T3 Provincial or Territorial Foreign Tax Credit
- T2223 – Election Under Subsection 159(6.1) of the Income Tax Act By a Trust to Defer Payment of Income Tax (new exclusion this year)

Similar to a T1 return, returns with the following situations are excluded:

- Business income tax paid to more than three foreign countries
- Non-business income tax paid to more than three foreign countries
- More than 12 Selected Financial Data (SFD) records

The Form *T3 Return Electronic Filing Worksheet* (Jump Code: **EFILE**) will indicate if the return is subject to any of the exclusions indicated above. The Form *Summary of EFILE Data Fields of T3 return* (Jump Code: **EFILE SUM**) allows you to view the fields that will be transmitted to the CRA.

Additional EFILE Questions

The CRA requires certain additional information to be transmitted when a T3 return is filed using T3 EFILE. Review the section **Questions used for EFILE only** at the bottom of the ID form (Jump Code: **ID**).

Transmitting Returns

A return can be electronically transmitted from either the **Tax Return** view or the **Client Manager** view. In the **Tax Return** view, you can only transmit the returns contained in the active client file. In the **Client Manager** view, you can select returns from multiple client files for electronic transmission.

Transmitting the Active Return

1. On the **Transmission** menu, click **General and Specialized Returns**, and then click **Transmit**.
2. Click **OK** to transmit the return.

Transmitting Multiple Returns

1. Click the 

button, then select **Client Manager**.
2. Click  on the tool bar, and then select the filter for the type of return you wish to transmit (e.g. **T3 Return EFILE Eligible**).
3. Select the return(s) that you want to transmit.
4. On the **Transmission** menu, click **General and Specialized Returns**, and then click **Transmit**.
5. In the **Transmit** dialog box, verify the returns that you want to transmit. You can remove any returns from the list by removing the check mark beside the return. If a return is

selected that is not EFILE Eligible, no check mark will appear beside that return and you will be unable to select it for transmission.

6. Click **OK** to transmit the return.

Transmission Results

Once the returns have been transmitted, a dialog box will appear with the transmission results. It will list the returns that have been transmitted and provide a confirmation number for each accepted return or an error message for any rejected returns.

Use the **Print** button at the bottom of the dialog box to print the list for your records. You can also view these results at any time by clicking **EFILE Transmission Results** on the **Transmission/General and Specialized Returns** menu.

The transmission results for each return are also recorded in Form *EFILE Information* (Jump Code: **EFILE INFO**). If CRA accepts the return for processing, then the program will automatically change the EFILE status to “Accepted.”

Re-transmitting Rejected Returns

If a return is rejected, this will be indicated in the **EFILE Transmission Results** dialog box along with the error clue provided by the CRA and *Taxprep* will automatically change the EFILE status of the return to “Rejected.”

The error message for a rejected return can be viewed on Form *EFILE Information,* (Jump Code: **EFILE INFO**) within that return or using the **EFILE Transmission Results** command.

To avoid another rejection, ensure that you have corrected all the errors indicated by the tax authorities prior to re-transmission. *Taxprep* will automatically change the EFILE status back to “Eligible” when the return is recalculated.

Supporting Documents

All elections, designations, agreements and waivers, including the supporting documentation, must be submitted to the CRA in writing or through the Submit documents online service. In order for an election to be considered valid, it must be submitted by the due date established in the Act.

Electronically transmitting the T1135 Foreign Income Verification Statement

If a trust owns or holds foreign property at any time during the year with a total cost of more than CAN$100,000, then the trust is required to file a T1135, *Foreign Income Verification Statement* (Jump Code: **1135**).

Taxprep for Trusts now supports the electronic filing of the T1135 for trusts for tax years that begin on or after January 1, 2024.

The T1135 can be filed in paper format or electronically: there is currently no legislative requirement to electronically file a T1135 information return.

The T1135 is transmitted separately from the T3 return. However, in *Taxprep for Trusts*, we have implemented the electronic filing of the T1135 so that you can transmit both the T3 and the T1135 at the same time.

Alternatively, you can transmit the T3 without the T1135 or the T1135 without the T3.

T1135 EFILE Status

Similar to T3 EFILE, a T1135 must be selected for EFILE in order to be eligible for EFILE. In the Preparer Profile, you can choose to have all of your T1135s selected for EFILE automatically.

Provided all the required data has been completed, if the T1135 is selected for EFILE, then the EFILE status of the form will become “**Eligible**”. This will be indicated in the **Electronic Filing** section at the top of the form. The information on the transmission status of the T1135 is also available using the **File/Properties** command (F11).

Transmitting the T1135

The T1135 is transmitted using the same command that you use for transmitting T3 returns (i.e., the command **General and Specialized Returns/Transmit** in the Transmission menu).

If you have selected at least one client file that includes a T1135 with the EFILE status “**Eligible**”, then the column for the T1135 will be displayed in the **Transmit** dialog box.

By default, all of the eligible T1135 forms will be selected for transmission.

Clear the boxes for the T1135 forms you do not want to transmit.

If a selected return does not contain an eligible T1135, the T1135 check box will not be selected and you will be unable to select the check box.

Similarly, if you wish to transmit a T1135 for a trust for whom a T3 has already been filed, you will be unable to select the T3 check box. For more information on electronically filing a T1135, refer to the Help.

Transmitting Slips

Note that the T3 and NR4 slips and summaries are <u>not</u> transmitted with the T3 return – they must be submitted separately.

Configure the Program

Define Transmission Options by Default

The program allows you to define the options to be used by default for each slip transmission. To modify these options, proceed as follows:

1. In the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **General**.
3. The generated slip transmission files will be saved in the folder indicated under **Select the location to save the generated XML files:**. If you want to change this location, click the ... button and select the desired folder.
4. The Internet portal of the CRA or RQ will automatically display during transmission. If you want to generate the file for Internet, but access the Internet yourself at a later date, clear the check box **Display portal after creating file**.
5. Click **OK** to save changes.

Enter ID Information

The tax authorities require detailed information concerning the identification of the slip transmitter. The required information differs depending on whether the slips are transmitted to the CRA or RQ.

To enter this information in the program, proceed as follows:

1. In the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **Identification - Generated**.
3. In the **Identification** section, click the ... button, and enter the information concerning the transmitter and the resource persons.

4. If you are transmitting slips to the CRA, click **Federal**, and enter the required information.
5. If you are transmitting slips to *Revenu Québec*, click **Québec**, and enter the required information.
6. Click **OK** to save the changes.

Note: The mandatory information is identified by a red triangle in the upper right corner of the fields.

Enter Slip Numbers

If you are filing RL-16 slips, you must enter in the program the range of numbers assigned to you by *Revenu Québec*. When the file to transmit is generated, the program will assign a unique number to each RL-16 slip filed.

Note: If there are multiple users responsible for generating RL-16 slips and you are not using the **Network** version, you will need to ensure that there is no duplication of slip numbers. You may therefore want to distribute the assigned number range among the staff responsible for generating the RL-16 slips.

To enter the range of slip numbers, proceed as follows:

1. On the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **Slip Numbers**.
3. In the **First** box, enter the first number in the range.
4. In the **Last** box, enter the last number in the range.
5. In the **Next Number** box, the program automatically indicates the next number that will be used according to the numbers already attributed to slips. If you want, you can manually enter the number you want the program to attribute to the next slip.
6. Click **OK** to save changes.

Note: RQ requires that these numbers appear on the printed slips. Therefore, you must generate the RL-16 slips before printing them, in order for the program to assign the numbers.

Transmit Slips

The program allows you to transmit slips for one or more client files at the time. However, all of the slips being transmitted together must be the same type (e.g., T3 or NR4 but not both). Before completing the transmission, you can display the list of all slips that will be transmitted. In case of errors or problems preventing the transmission of slips, the program will inform you of the problem to correct.

Transmit slips for a single client file

To transmit slips for a single client file, proceed as follows:

1. Open the client file in the **Tax Return** view, or select the client file in the Client Manager.
2. In the **Transmission** menu, click **Transmit Slips**.
3. Select the slip and the type of data to transmit.
4. Click **OK** to generate the file to transmit.

Transmit slips for several client files

If you select several client files, the slips will then be transmitted together in the same transmission file. To transmit slips for several client files, proceed as follows:

1. Select the client files in the Client Manager.
2. In the **Transmission** menu, click **Transmit Slips**.
3. Verify the client files that you want to transmit. You can remove a client file from this operation by clearing the box next to the client file.
4. Select the slip and the type of data to transmit.
5. Click **OK** to generate the file to transmit.

Display slips to transmit

From the **Transmit Slips** dialog box, you can display a list of slips that will be included in the transmission for each client file selected. To display this list, click the scroll down list under the **Details** column.

- It is possible to sort the list of slips by clicking the header of the desired column.
- You can enter characters to search for an element of the list.
- If a slip has already been generated, the **Date – Type of data** column appears in the list and indicates the date on which the creation took place.
- To display all slips contained in the client file, rather than only the ones to transmit, clear the **Display only slips to transmit** option.

Note: If the slips in the client file cannot be selected for transmission because of an error, it is not possible to display a list of these slips.

Consult Error Messages

If an error prevents selection of the slips in a client file, a red triangle will be displayed under the **Details** column of the **Transmit Slips** dialog box. To display the error details, place the cursor over this indicator. An error could occur, for example, in the following cases:

- You cannot transmit the selected slip because EFILE diagnostics exist; or
- The client file does not contain any slip that corresponds to the selected type of data (for example, you have selected “Amended”, but the client file only contains “Original” slips).

In case of an error, it is not possible to transmit the slips in the client file. Please correct the problem indicated by the program.

Creation of the File(s) to Transmit

When you click **OK** in the **Transmit Slips** dialog box, the program creates the file to transmit in one of the folders specified in the **Options and Settings**. By default, the folders are as follows:

- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\T3
- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\NR4
- \...\My Documents\Wolters Kluwer\T3 Taxprep 20**\Generated Slips\RL-16

The name of the saved transmission file is AABBBBBBCCC*variable*.XML, where AA represents the taxation year, BBBBBB represents the transmitter number and CCC is a counter for each file produced. The variable that follows the number can be either the name of the tax filer (where a single client file is transmitted), or the number of transmitted files (where several client files are transmitted).

Note, however, that the total number of characters in the file name cannot exceed 30.

The saved file will remain in the folder and will not be deleted.

Internet Transmission Help Window

When you transmit, a window will display to the left of the CRA or RQ portal. It will display various information that will assist you in uploading your file. Once your file has been successfully uploaded, you can enter the confirmation number provided. This number will then be transferred to the relevant client file.

EFILE Status

Once the creation of transmission files is completed, the program will automatically assign the “Generated - <*Type of data*>” to the EFILE status of each type of slip that was transmitted.

For example, if you have transmitted “Amended” RL-16 slips, the EFILE status will be “Generated – Amended.” You can consult this status from several places in the program, such as the **Properties** dialog box for the client file as well as in the Client Manager.

Note: A slip type with a “Generated” status can be transmitted again, if necessary, since the program continues to validate its eligibility to EFILE even after transmission.

EFILE Information Form (Jump Code: EFILE INFO)

This form provides easy access to EFILE transmission information within the client file, regardless of who transmitted the data. The EFILE Information form will indicate the name of the document being transmitted (e.g. T3 return or T3 slips), the type of data, the transmission date, the number of slips and the confirmation number.

When transmitting T-slips, the program automatically updates the information on this form when the following three actions are carried out:

1. A T-slip or RL slip is electronically filed;
2. A confirmation number is entered by the user before the government’s portal is closed;
3. The transfer of the confirmation number to the client file(s) is confirmed by the user.

FILE History

The EFILE transmission history displays the list of returns for which slips or a T3 return have been transmitted from the Client Manager.

You can use this list to generate a report or retransmit slips, where problems have occurred.

Note: This history is not produced if the transmission is done from an active return.

For more information regarding electronic filing, refer to the Help.

Help

The following Help resources are available in the program:

Tax and Form Help

Context-sensitive tax help is easily accessible from each cell by pressing F1 or by clicking **Taxprep for Trusts Help** on the **Help** menu.

The Help Centre is online and requires Internet access. The Help Centre includes information about using the program, completing the tax forms, electronic services, FAQ's, Troubleshooting and *Release Notes*. It also includes links to many CRA and *Revenu Québec* guides.

Knowledge Base

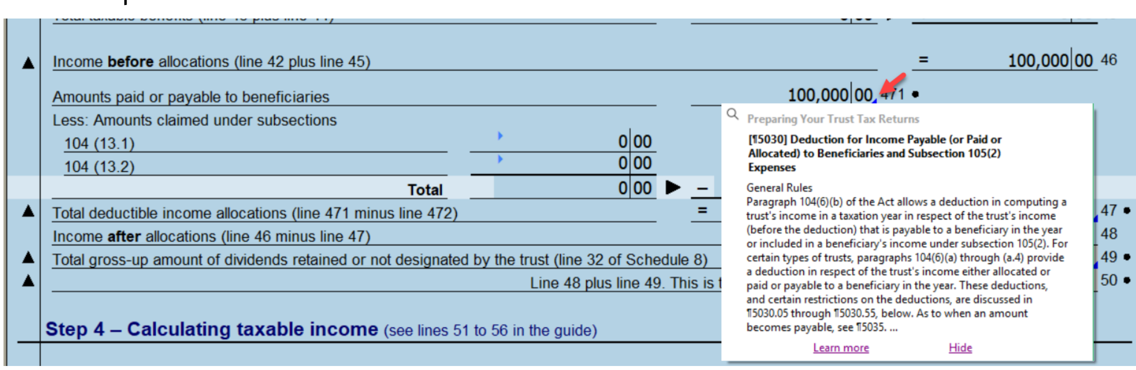
Our Knowledge Base contains an array of articles answering technical and tax questions most frequently asked to our Support Centre agents. When you enter a few key words in the **Search** field, articles will be displayed in order of relevance, providing you with valuable information that will accurately answer your questions. You can use the filters on the left side of the screen to filter the results by product.

You can access the Knowledge Base from the Help Centre or directly from the Professional Centre.

InfoConnect Tax Hints

Cells with a blue triangle in the bottom right corner have a direct link to a relevant section in the appropriate Tax Research title, such as *Preparing Your Trust Tax Returns* or the *Income Tax Act*.

If you have a subscription to the applicable Wolters Kluwer Tax Research title, and you have this option enabled, then when you hover your pointer over the cell, an **InfoConnect** tax hint will appear displaying the relevant tax hint. The tax hint consists of an excerpt from a tax research product. You can then click the **Learn More** link at the bottom of the hint to access the full topic in *CCH AnswerConnect*® or *CCH IntelliConnect*®.



You can also view the **InfoConnect** tax hint by clicking the **Tax Research** button on the toolbar or by pressing Shift+F1.

The display of InfoConnect can be enabled under **Tools > Options and Settings > Options > Tax Research**.

The display of the InfoConnect tax hints can be disabled by clicking **Hide** at the bottom right corner of the hint.

Technical Help

To get help on the operation of the program (as opposed to the tax forms), access the Help Centre by clicking ***Taxprep for Trusts* Help** on the **Help** menu and then use the **Search** function to find relevant help topics. You can also click the **Help** button in the various dialog boxes.

Training

You can find information about current training opportunities by clicking **Get Taxprep Training** on the **Help** menu.