

Version 10.4

September 2010

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Version Presentation

We are pleased to release the fourth version of *FormMaster* 2010. Before installing the software, please read the *Installation Procedures* which are included with the software package. This document is also available on the CANTAX Web site at www.cantax.com by clicking **FormMaster** under **Products** in the **Support** menu.

This fourth version is available for *FormMaster* Gold only (10.4.304.6). If you are using *FormMaster* Regular, the update must be done through **CCH Instant Update**.

Note: If this version 4 is the first version of *FormMaster* you are installing, you will have to enter the activation key provided to you. If version 1, 2 or 3 has already been installed, you will not have to enter the activation key when installing version 4.

If you have not purchased *FormMaster*, you can install this software as a demonstration version, which will not save or print tax forms. Click **Next** when prompted for the activation key. Should you decide you would like to purchase the software, please contact our Customer Service department to purchase an activation key. You can reach us by any method listed in the “Help” section.

FormMaster is one of the most complete electronic libraries of income tax forms in Canada. The Gold version includes over 450 tax forms and slips, while the Regular version contains more than 200. To view the content of your version, browse through the index in the software. A list of the forms included in each version is also available in PDF format by using the **Help/Forms List Forms** command or from our Web site at www.cantax.com, by clicking **FormMaster** in the “Products” section.

Form and Slip Coverage

Slips and summaries found in *FormMaster* 2010 normally apply to the 2009 taxation year. You can nonetheless use them if you need to file a slip for the 2010 taxation year **before** the 2010 versions of the slips are made available by the government authorities.

Reminder: The parameters to calculate the contributions to employment insurance, the Québec pension plan, the Canada pension plan and the Québec parental insurance plan for 2010, for the purpose of the T4 and RL-1 slips, are available in version 4 of the program.

Individual forms can be used until they are updated by the CRA or RQ.

Carrying Files Forward

You do not have to carry forward files that have already been carried forward with version 1, 2 or 3 of *FormMaster* 2010. Carrying forward files again will result in the loss of data entered after the first carry forward unless the files are saved under new names. Once version 4 is installed, you can simply open the files and continue to work with them.

The files that were not carried forward after version 1, 2 or 3 was installed may be carried forward with version 4. To do so, click **Carry Forward Last Year's Files** in the **Welcome** screen or use the **File/Carry Forward** command.

FormMaster 2010 enables you to carry forward files that were saved with the 2009 version of FormMaster or FormulaTrix, which have the extension .F09.

Electronic Media Filing

FormMaster enables you to electronically transmit data from the following slips:

Slips	Version	
	Regular	Gold
NR4	X	X
T3	X	X
T4	X	X
T4A	X	X
T4A-NR	X	X
T4RIF	X	X
T4RSP	X	X
T5	X	X
T5008	X	X
T5018	X	X
RRSP		X
RL-1	X	X
RL-1 Box O	X	X
RL-2 RIF	X	X
RL-2 RSP	X	X
RL-3	X	X
RL-8	X	X
RL-18	X	X
RL-25	X	X

NEW GOVERNMENT REQUIREMENT – FEDERAL:

Since January 2010, filers and service providers filing **more than 50 information slips** must file the data electronically by Internet. Submissions on CD-ROM, DVD-ROM or diskette will still be accepted, but penalties will be applied, effective January 1, 2011, to any filer transmitting more than 50 slips by means other than the Internet. FormMaster will generate a diagnostic reminding you of this new requirement.

NEW GOVERNMENT REQUIREMENT – QUÉBEC:

The electronic filing of data relating to RL slips must now be performed by Internet, on CD-ROM or DVD-ROM.

Diskette transmission is no longer accepted and this choice has been removed from the MMF Preferences dialog box. Filers that submit more than 500 RL-1, RL-2 or RL-25 slips, as well as all service providers that file more than 500 of one of these slips

for one or several clients, **must** transmit the data electronically.

TAXATION YEARS COVERED: The CRA does not impose restrictions with regard to the taxation year that can be processed. *Revenu Québec* only accepts electronic transmissions of the RL-slips for the 2009 and 2010 taxation years.

AVAILABILITY OF INTERNET TRANSMISSION:

The CRA has been accepting transmission of slips by Internet since January 11, 2010. *Revenu Québec* has been accepting them since November 16, 2009.

WARNING: CHANGES FOR NEXT RL-SLIPS PRODUCTION SEASON

For purposes of harmonizing with Canada Revenue Agency, Revenu Québec has announced that for the 2010 taxation year, all slips issuers (representatives, payers and employers) issuing more than 50 copies of a same RL slip will have to file their slips via the Internet. More information will be provided with the release of version 1 of 2011.

What's New

Contents of this version

The table below shows the updates and corrections in this version 4 of FormMaster.

Forms	Gold	Regular	What's new?
FEDERAL			
RC66	X		New version issued by the CRA
RC66 SCH	X		New version issued by the CRA
T1-ADJ	X	X	New version issued by the CRA
T920	X		New version issued by the CRA
T929	X	X	New version issued by the CRA
T1090	X		New version issued by the CRA
T1145	X		New version issued by the CRA
T1146	X		New version issued by the CRA
T1240	X	X	New version issued by the CRA
T2121	X		New version issued by the CRA
T2222	X		New version issued by the CRA
T5004	X	X	New version issued by the CRA

Forms	Gold	Regular	What's new?
TD1-WS	X		New version issued by the CRA
TD1AB-WS	X		New version issued by the CRA
TD1BC-WS	X		New version issued by the CRA
TD1MB-WS	X		New version issued by the CRA
TD1NB-WS	X		New version issued by the CRA
TD1NL-WS	X		New version issued by the CRA
TD1NS-WS	X		New version issued by the CRA
TD1NT-WS	X		New version issued by the CRA
TD1NU-WS	X		New version issued by the CRA
TD1ON-WS	X		New version issued by the CRA
TD1PE-WS	X		New version issued by the CRA
TD1SK-WS	X		New version issued by the CRA
TD1YT-WS	X		New version issued by the CRA

Note: If you already have completed one of the forms that is the subject of an update, please consult it again as fields may have been added or deleted, or the data entered may be affected by modifications.

New and improved (reminders)

Roll forward of data from the T3010A return to the T3010B return for registered charity

Since the second version of *FormMaster* 2010, roll forward of data from the T3010A return to the T3010B return could not be performed. A correction was made in version 3, therefore this roll forward is now possible.

T3 rate updates (added to version 3)

Nova Scotia – For the 2010 taxation year, the province of Nova Scotia has introduced a new 21% income tax bracket applicable to taxable income exceeding \$150,000. In the event where the taxable income of the trust exceeds this threshold, the result in the 4th column of step 1 takes the new scale of rates into account.

Newfoundland and Labrador – In its 2010 budget, the Newfoundland and Labrador government announced a reduction in the rates applicable to the two highest tax brackets. This reduction will take effect July 1, 2010,

and will have an impact on the 2010 and 2011 taxation years. For 2010, the 12.8% rate will decrease to 12.65% and the 15.5% rate will decrease to 14.4%. For 2011, these rates will be 12.5% and 13.3% respectively. Note that the 7.7% lower rate remains unchanged.

Moreover, the tax credit for eligible dividends is increased to 36%, but only with regard to eligible dividends received after June 30, 2010. A diagnostic will prompt you to override the rate, if applicable.

Ontario – We have modified the Ontario dividend tax credit rates applicable to the 2010 taxation year in accordance with the most recent amendments made to section 13 of the *Taxation Act, 2007*.

Transmission of NR4, T3 and T5018 slips on electronic media

Since version 1, you can electronically transmit the NR4, T3 and T5018 slips. For more details, consult the **Electronic Media Filing** help topic.

For this reason, printing of copies 1 and 4 of the T3 slip has been modified so they now print separately. However, it is important to note that copies 1 do not print if there is electronic transmission.

Default province

The screen *Client Identification and Other Information – Corporation* (Jump Code: **CORP**) now allows you to indicate a province of employment and residence by default. This province will automatically display on the T4/RL-1 slip data entry screen as the province of residence and employment in any new T4 slip or RL-1 slip. However, you will be able to override. If you have carried forward last year's data, the province of residence and employment of each employee will be retained, but it will display as an override.

RZ account number

This year, the CRA is converting the filers' identification number into an RZ account number. This change affects Forms T5 Summary, T5008 Summary, RRSP Summary and T5013 Summary. The RZ account number is also added to Form T5018 Summary. If you have to complete any of these forms and related slips, **please enter the new RZ number** allocated to the filer by the CRA.

Web Site

Click the **Home** button to the left of the *FormMaster* screen or visit the **www.cantax.com** Web site to access the *Release Notes*, the *FormMaster* FAQs, *Troubleshooting Memos* and the list of forms available on **CCH Instant Update**.

Information by E-mail

Please note that you can receive information about *FormMaster* and other CANTAX products by subscribing to *CANTAX Direct*, a free automatic e-mail announcement service.

The easiest way to subscribe to this service is to go to our Web site and click **Subscribe Now!** under “CANTAX Direct.”

Help

Support Centre

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