

FREQUENTLY ASKED QUESTIONS

Cantax FormMaster 2012 v.4.0

September 2013

RL slip sequential numbers

(Published in February 2013)

QUESTION

What do the numbers in the top right corner of the slip represent?

ANSWER

The various Québec RL slips contain two sequential numbers.

The image shows a screenshot of the 'RL-1.P (2012-12)' form. Two callout boxes provide explanations for the sequential numbers in the top right corner. The top callout, in a blue box, points to the top sequential number and states: 'Sequential number indicating that the RL slip was transmitted electronically via the Web service or on approved electronic media.' The bottom callout, in a pink box, points to the bottom sequential number and states: 'Sequential number related to the paper RL slip generated by the program.'

The **bottom sequential number** consists of nine digits, the ninth of which is the check digit. This sequential number is related to the paper RL slip **generated by the program**. If applicable, the program enters this sequential number in the data entry screen of each type of slip. Note that this sequential number is unique and non-repeating for each type of RL slip in the same client file. However, the bottom sequential number will be repeated in another client file for the same type of RL slip.

The image shows a screenshot of the 'Filing details' screen. The 'RL-1 serial number (for laser printing)' field is highlighted with a red circle and contains the value '44000013'. Other fields include 'Taxation year' (2012), 'Slip type' (ORIGINAL (T4) and ORIGINAL (RL-1)), and checkboxes for filing and printing instructions.

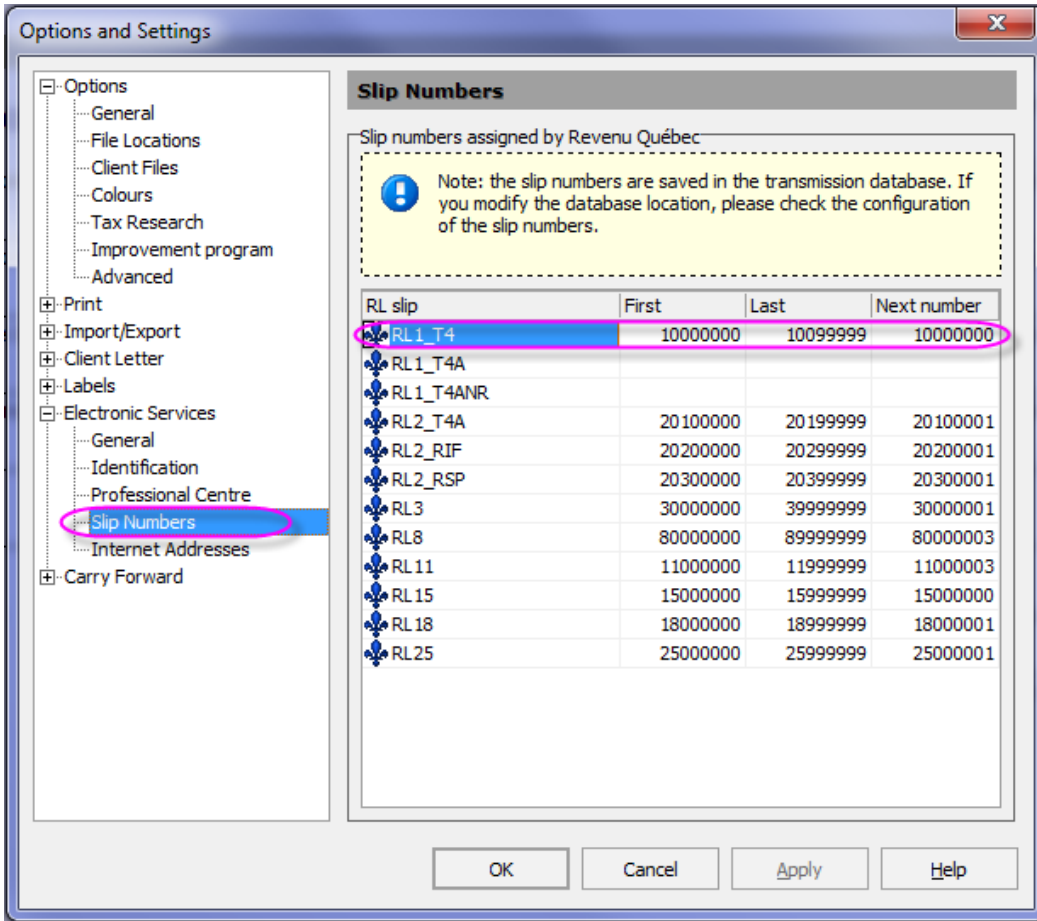
RELEVÉ RL-1.P (2012-12)

1 Revenus d'emploi et revenus divers

Année: 2012 Code du relevé: R N° du dernier relevé transmis: 44000013

A-Revenus d'emploi	B-Cotisation au RRQ	C-Cotisation à l'assurance emploi	D-Cotisation à un RPA	E- Impôt du Québec retenu	F- Cotisation syndicale
0,00	0,00	0,00	0,00	0,00	0,00
G-Salaire admissible au RRQ	H-Cotisation au RQAP	I- Salaire admissible au RQAP	J- Régime privé d'ass. maladie	K-Voyages (région éloignée)	L- Autres avantages
0,00	0,00	0,00	0,00	0,00	0,00

The upper sequential number consists of nine digits, the ninth of which is the check digit. The numbers assigned by RQ for RL slips contain eight digits. These numbers should be entered under **Tools/Options and Settings/Electronic Services/Slip Numbers**. In the example below, the range of numbers is from 10000000 to 19999999. The assigned number used to generate the first sequential number is 10000000.



When the RL slip has been transmitted electronically via the Web service or on approved electronic media, the sequential number is assigned to this RL slip.

RELEVÉ RL-1.P (2012-12)

1 Revenus d'emploi et revenus divers

Année: 2012 Code du relevé: R N° du dernier relevé transmis: 10000003

A-Revenus d'emploi	B-Cotisation au RRQ	C-Cotisation à l'assurance emploi	D-Cotisation à un RPA	E- Impôt du Québec retenu	F- Cotisation syndicale
15,000 00	577 88	220 50	0 00	0 00	0 00
G-Salaire admissible au RRQ	H-Cotisation au RQAP	I- Salaire admissible au RQAP	J- Régime privé d'ass. maladie	K-Voyages (région éloignée)	L- Autres avantages
15,000 00	83 85	15,000 00	0 00	0 00	0 00

Copies 2 and 3 of Québec slips

(Published in January 2013)

QUESTION

Are copies 2 and 3 of the Québec slips now copies to be kept?

ANSWER

Yes. You will notice that the mention at the bottom of copies 2 and 3 now indicate that these copies must be kept.

Example of copies 2 and 3 of the 2012 RL-1 slip:

The 2012 TP-1 Guide also mentions this change:

RL slips, receipts and other supporting documents

Whether you file your return using software or our forms, do **not** send us your RL slips, receipts or other supporting documents, unless otherwise indicated. Do not send us your federal information slips either, unless you are using our forms and you earned income outside Québec, in which case you must enclose with your return the slips pertaining to that income.

You must keep all your slips and supporting documents in case we ask for them.

Note: This change does not apply to federal slips.

Electronic Filing of slips

(Published in February 2011)

QUESTION

What is the threshold for Internet filing of T-slips with the CRA?

ANSWER

As mentioned in the *Release Notes*, any filer filing more than 50 information slips of the same type must file the data electronically by Internet. Below that threshold, submission on CD, DVD or paper format is accepted

The 50-slip threshold applies to **each filer and each slip type separately**. For instance, if a transmitter has three employers as clients and they file 20, 15 and 55 T4 slips respectively, only the employer filing 55 slips is subject to mandatory Internet transmission.

Note: The same rule applies to RL slips filed with *Revenu Québec*.

(Published in February 2011)

QUESTION

What identification numbers do I need to be able to file T-slips electronically with the CRA?

ANSWER

You first need a **transmitter number**. This number is made of the letters **MM** followed by **six digits**, and it is entered in the **Identification** panel of the “Electronic Services” section of the **Options and Settings** dialog box. It is used by *Cantax FormMaster* when building the transmission file (an XML file format) for the slips that you want to transmit. If you do not have a transmitter number, please contact the CRA’s Electronic filing department at **1-800-665-5164** in order to get one. Note that this number is **not** the same as the EFILE number you use to file T1 and T2 returns electronically.

Once the XML file has been generated by *Cantax FormMaster*, the program will access the [CRA’s Web site](#) in order to transmit the XML file. (*Cantax FormMaster* will automatically connect to the CRA Web site if you have indicated that you are transmitting via the Internet and you have not cleared the **Display portal after creating file** check box under **Options and Settings/Electronic Services/General**.) On the CRA Web site, you will need to enter two other numbers before you can select and transmit your XML file: a **Web Access Code (WAC)** and a **Business Number (BN)**.

You can use your own WAC and BN, if you have both, to transmit all of your XML files. You can also use the WAC and BN of one of your filer clients to transmit an XML file that contains this filer’s return along with the returns of other filers. However, remember that the WAC and BN that you use must have been issued to the same person or company. In other words, you cannot use the WAC of Employer A with the BN of Employer B to transmit your T4 XML file.

To get a WAC, please contact the CRA’s E-Services Helpdesk at 1-877-322-7849.

(Published in February 2011)

QUESTION

What identification numbers do I need to be able to file slips electronically with *Revenu Québec*?

ANSWER

You first need a **preparer number**. This number is made of the letters **NP** followed by **six digits** and it must be entered in the **Identification** panel of the “Electronic Services” section of the **Options and Settings** dialog box. It is used by *Cantax FormMaster* when building the transmission file (an XML file format) for the slips that you want to transmit. If you do not have a preparer number, access the *Revenu Québec* Web site and complete the [online Form ED-430, Transmitter Registration Form](#). This form can be transmitted directly from the *Revenu Québec* Web site.

Once the XML file has been generated by *Cantax FormMaster*, the program will access the [Revenu Québec Web site](#) in order to transmit the XML file. (*Cantax FormMaster* will automatically connect to the *Revenu Québec* Web site if you have indicated that you are transmitting via the Internet and you have not cleared the **Display portal after creating file** check box under **Options and Settings/Electronic Services/General**.) On the *Revenu Québec* Web site, you will need to enter your preparer number. You can also enter your identification number (the number allocated to you as a registrant for source deductions, QST or corporate tax), if you have one. Then, you will need to enter the other required information, select your file and transmit it.

(Published in February 2011)

QUESTION

Can I electronically file amended or cancelled slips?

ANSWER

Yes, you can electronically file original, amended or cancelled slips. Make your selection from the **Data type** drop-down menu in the **Transmit Slips** dialog box. Please note that you can only include slips of the same data type in each XML file that you generate.

(Published in February 2011)

QUESTION

When slips are electronically filed, is the summary, which includes the slip totals, transmitted as well?

ANSWER

At the federal level, the electronic transmission groups data from each individual slip as well as the total amounts for all of the slips issued by the filer. In Québec, the total amounts are not included in the electronic transmission. Therefore, a hard copy of the summary must be sent to *Revenu Québec*.

Using Preprinted Forms

(Published in January 2011)

QUESTION

How do I correctly print data on the preprinted slips I obtained from the CRA (T4, T4A or T5) or from *Revenu Québec* (RL-1)?

ANSWER

Access **Tools/Options and Settings/Print/Preprinted**. The settings allowing you to adjust printing on preprinted forms can be defined in this panel. First, select the slip and the slip copy to adjust from the **Select a slip** drop-down list. **You must make sure that each slip copy is adjusted.** For federal slips, copies 2 and 3 are grouped, but copies 1 and 4 are processed separately although the adjustments should normally be the same. Note that if you transmit the data on your slips via Internet or on electronic media, you do not have to adjust copy 1, since it will not be printed.

In the **Margin settings per printer** area of the **Options and Settings** dialog box, select the printer that will be used to print the slips. Then, for each slip copy, print a test page by clicking the appropriate button.

Start by adjusting the **upper margin** and the **left margin** based on the first slip on the test page. Make sure to correctly set the data generated by the test in the following fields:

Slip	Data
T4	SIN, year and box 22
T4A	SIN, year and box 016
T5	Box 24 and year
RL-1 T4	Box B
RL-1 T4A	Box E
RL-1 T4ANR	Box E

From the first slip on the test page, make sure that the width of the printing area is appropriate by checking the position of the data generated by the test at the extreme right of the slip. If the data is positioned correctly, the width setting does not have to be changed.

Finally, from the last slip on the test page (the second in the case of the T4 and T4A slip and the third in the case of the T5 slip and the RL-1 slip), make sure that the height of the printing area is appropriate by checking the position of the data generated by the test at the bottom of the slip. If the data is positioned correctly, the height setting does not have to be changed.

Note that the settings for the height and the width are to be modified with caution because they affect scaling and can result in incorrect results.

Moreover, the adjustments are linked to the printer you have selected. If you change printer or computer, you will have to make new adjustments.

For example, the following settings provided satisfactory results during tests we made. However, it is possible that these values may not generate the same results depending on the printer you use.

Slip/RL slip	Margins and size of the printing area (in inches)			
	Top	Left	Height	Width
T4 - copies 1, 2, 3 and 4	0.3	0.05	11.1	8.3
T4A - copies 1, 2, 3 and 4	0.3	0,14	11.1	8.3
T5 - copies 1, 2, 3 and 4	0	0.25	13.4	8
RL-1 T4 - copies 1, 2 and 3	0.3	0.11	11.1	8.2
RL-1 T4A - copies 1, 2 and 3	0.3	0.11	11.1	8.2
RL-1 T4ANR - copies 1, 2 and 3	0.3	0.11	11.1	8.2

Note: The suggested values for all RL-1 slips are identical.

Once the print settings are set with the test pages, you can start printing the slips. Note that if you are using the **Print Slips** (Ctrl+L) command, you must ensure that the selected printer in the **Print Slips** dialog box is the same as the one for which you have determined the print settings.

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