

## Frequently Asked Questions

### Versions 2014

| Publication   | Subject/Question   | Affected Versions               |
|---------------|--|---------------------------------|
| February 2014 | <a href="#">Amending slips and RL slips that were already issued</a> | Version 2014 1.0 and subsequent |
| February 2013 | <a href="#">RL slip sequential numbers</a>                           | Version 2014 1.0 and subsequent |
| February 2011 | <a href="#">Electronic Filing of slips</a>                           | Version 2014 1.0 and subsequent |
| January 2011  | <a href="#">Using Preprinted Forms</a>                               | Version 2014 1.0 and subsequent |

### Amending slips and RL slips that were already issued

(Published in February 2014)

#### QUESTION

How do I proceed to amend a slip or an RL slip that was already issued?

#### ANSWER

If a **federal slip** (T4, T4A, T5, etc.) needs to be amended, you must differentiate among three situations:

1. If the original slip has been prepared with *Cantax FormMaster*, access the applicable data entry screen, make the required amendments and change the slip type to *Amended*.  
If you generate the XML file for electronic transmission, remember to select *Amended* from the **Data type** drop-down list in the **Transmit Slips** dialog box. As well, if you are using the **File/Print Slips** command, remember to select *Amended* from the **Data type** drop-down list in the **Print Slips** dialog box.
2. If the original has not been prepared with *Cantax FormMaster* and you are not transmitting the **amended slip electronically**, access the applicable data entry screen, select the *Amended* slip type and enter all required data. Then, print the slip. If you are using the **File/Print Slips** command, select *Amended* from the **Data type** drop-down list in the **Print Slips** dialog box.
3. If the original has not been prepared with *Cantax FormMaster* and you are transmitting the **amended slip electronically**, access the applicable data entry screen, select the *Modified* slip type and enter all data from the already issued original slip, while making the required modifications. Then, using the **Transmission/Transmit Slips** command, generate an XML file of *Amended* type. You will then have to print the slip remembering to select *Amended* from the **Data type** drop-down list in the **Print Slips** dialog box.

If a **Québec RL slip** (RL-1, RL-2, RL-3, etc.) needs to be amended, you must differentiate among three situations:

1. If the original RL slip has been prepared with *Cantax FormMaster*, you can proceed in the same manner as for the federal slips (see point 1 above).

2. If the original RL slip has not been prepared with *Cantax FormMaster* and has not been transmitted electronically, **you cannot transmit the modified slip electronically**. Access the applicable data entry screen, select the *Amended* slip type and enter all required data. In addition, override the value in the field “RL-x serial number (for laser printing)” with the serial number displayed on the original RL slip. *Cantax FormMaster* automatically generates the serial number of the amended RL slip. Then, print the slip and send copy 1 as well as the amended summary to *Revenu Québec* as per the *Guide to Filing the RL-1 Slip* (RL-1.G).

Original RL slip:

| RELEVÉ                               |                                      |                                     |                                   |                   | RL-3 (2013-10)                |
|--------------------------------------|--------------------------------------|-------------------------------------|-----------------------------------|-------------------|-------------------------------|
| <b>3 Revenus de placement</b>        |                                      | Année                               | Code du relevé                    | Code de la devise | N° du dernier relevé transmis |
|                                      |                                      | 2013                                | R                                 |                   | 419995026                     |
| A1- Montant réel des div. déterminés | A2- Montant réel des div. ordinaires | B- Montant imposable des dividendes | C- Crédit d'impôt pour dividendes | D- Intérêts       |                               |

Data entry screen to prepare the amended slip:

|  |           |
|--|-----------|
| RL-3 serial number (for laser printing)      | 419995026 |
| RL-3 serial number (if the slip was amended) | 950000041 |

3. If the original RL slip has been prepared with a program other than *Cantax FormMaster* and has been transmitted electronically, **you cannot prepare the modified slip with *Cantax FormMaster***, because the serial number that was generated during the original transmission cannot be retrieved.

## 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.

| RL-1.P (2012-12)              |                                    |
|-------------------------------|------------------------------------|
| N° du dernier relevé transmis |                                    |
| E- Impôt du Québec retenu     | F- Cotisation syndicale            |
| 0 00                          | 0 00                               |
| K- Voyages (région éloignée)  | L- Autres avantages                |
| 0 00                          | 0 00                               |
| Q- Salaires différés          | R- Rev. « situé » dans une réserve |
| 0 00                          | 0 00                               |
| W- Véhicule à moteur          | Code (case 0)                      |
| 0 00                          |                                    |

Sequential number indicating that the RL slip was transmitted electronically via the Web service or on approved electronic media.

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.

| Filing details  |   |
|---|---|
| Taxation year   | 2012  |
| Slip type   | ORIGINAL (T4) ORIGINAL (RL-1)                                 |
| Select this box if you want to file this slip/RL slip                 | <input type="checkbox"/> (T4) <input type="checkbox"/> (RL-1) |
| Select this box if you want to print the instructions for the T4 slip | <input checked="" type="checkbox"/>                           |
| RL-1 serial number (for laser printing)                               | 44000013  |
| RL-1 serial number (if the slip was amended)                          |   |
| Select this box to transfer data to the RL-1 slip                     | <input checked="" type="checkbox"/>                           |

| RELEVÉ                                      |                       |                                    |                                |                               |                         | RL-1.P (2012-12) |
|---|-----------------------|------------------------------------|--------------------------------|-------------------------------|-------------------------|------------------|
| <b>1 Revenus d'emploi et revenus divers</b> |                       |                                    |                                |                               |                         |                  |
| Année                                       |                       | Code du relevé                     |                                | N° du dernier relevé transmis |                         |                  |
| 2012  |                       | R                                  |                                | 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.

| Options and Settings  |          |          |             |
|---|----------|----------|-------------|
| <ul style="list-style-type: none"> <li>Options           <ul style="list-style-type: none"> <li>General</li> <li>File Locations</li> <li>Client Files</li> <li>Colours</li> <li>Tax Research</li> <li>Improvement program</li> <li>Advanced</li> </ul> </li> <li>Print</li> <li>Import/Export</li> <li>Client Letter</li> <li>Labels</li> <li>Electronic Services           <ul style="list-style-type: none"> <li>General</li> <li>Identification</li> <li>Professional Centre</li> <li>Slip Numbers</li> <li>Internet Addresses</li> </ul> </li> <li>Carry Forward</li> </ul> |          |          |             |
| <b>Slip Numbers</b>   |          |          |             |
| Slip numbers assigned by Revenu Québec  |          |          |             |
| <p>Note: the slip numbers are saved in the transmission database. If you modify the database location, please check the configuration of the slip numbers.</p>  |          |          |             |
| RL slip   | First    | Last     | Next number |
| RL1_T4  | 10000000 | 10099999 | 10000000    |
| RL1_T4A   |          |          |             |
| RL1_T4ANR   |          |          |             |
| RL2_T4A   | 20100000 | 20199999 | 20100001    |
| RL2_RIF   | 20200000 | 20299999 | 20200001    |
| RL2_RSP   | 20300000 | 20399999 | 20300001    |
| RL3   | 30000000 | 39999999 | 30000001    |
| RL8   | 80000000 | 89999999 | 80000003    |
| RL11  | 11000000 | 11999999 | 11000003    |
| RL15  | 15000000 | 15999999 | 15000000    |
| RL18  | 18000000 | 18999999 | 18000001    |
| RL25  | 25000000 | 25999999 | 25000001    |

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) |
|---|-----------------------|------------------------------------|--------------------------------|------------------------------|-------------------------|------------------|
| <b>1 Revenus d'emploi et revenus divers</b> |                       |                                    |                                |                              |                         |                  |
| Année                                       |                       | Code du relevé                     | N° du dernier relevé transmis  |                              |                         |                  |
| 2012  |                       | R                                  | 10000003                       |                              |                         | 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 |                  |
| 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                    |                  |

## 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 March 2014)

### QUESTION

What identification numbers do I need to be able to file T-slips or a T5013 return 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 or returns that you want to transmit. If you do not have a transmitter number, two options are available to you:

- If you are filing one return only and do not have an existing transmitter number, you can use the generic transmitter number **MM555555** to file this return. If you still wish to obtain a transmitter number, contact the CRA at **1-800-665-5164** to obtain one.
- If you are filing more than one return, use the transmitter number that the CRA has assigned to you. If you do not have a transmitter number and will be filing more than one return, contact the CRA at **1-800-665-5164** to obtain one.

Note that the transmitter number used for slip filing purposes 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 or use the [WAC online service](#). You must keep that WAC, because it will be valid for filing your information returns for subsequent taxation years.

**Note:** The electronic filing of partnership information returns (Forms T5013) does not require the filing of Forms T183 or T183 CORP.

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(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.

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(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.

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(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   | 0.09 | 11.1   | 8.3   |
| T4A - copies 1, 2, 3 and 4 | 0.35  | 0,05 | 11.1   | 8.3   |
| T5 - copies 1, 2, 3 and 4  | 0   | 0.25 | 13.4   | 8     |
| RL-1 T4 - copy 2           | 0.3   | 0.11 | 11.1   | 8.2   |
| RL-1 T4A - copy 2          | 0.3   | 0.11 | 11.1   | 8.2   |
| RL-1 T4ANR - copy 2        | 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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