

Taxprep® Forms

Frequently Asked Questions

Versions 2015

Client filter and customized diagnostic templates now offered with the Frequently Asked Questions

To assist you in identifying clients that could be affected by the described subjects, a downloadable client filter and customized diagnostic template is now associated with certain questions. These templates allow you to display a diagnostic in the returns that have tax situations that were the subject of an FAQ and provide access to a list of clients affected by the problems described.

Installing the client filter and diagnostic template

To find the predefined folder for customized client filters or diagnostics, proceed as follows:

1. Launch *Taxprep*.
2. On the **Tools** menu, click **Options and Settings**.
3. Under **Options**, click **File Locations**.
4. Verify the predefined location for the filters and diagnostics. After the installation, the default location is usually the following: **My Documents\CCH\Taxprep Forms 2015\Filter and Diagnostics**.
5. Copy the downloaded file to this location.
The client filter will be available in the Client Manager, while the diagnostic will display in the relevant returns.

Publication	Subject/Question	Affected Version	Identifier (to download the client filter and diagnostic template, if applicable)
March 2016	T5013 – Limited liability partnership (LLPs) - Partial shield and full shield	Versions 2015 2.0 and 3.0	FTF2015-002
February 2016	How do I proceed to correctly complete the RL-31 slip?	Versions 2015 1.0, 1.1 and 2.0	FTF2015-001 □
March 2014	What identification numbers do I need to be able to file T-slips or a T5013 return electronically with the CRA?	Version 2014 1.0	FTF201410-009

Publication	Subject/Question	Affected Version	Identifier (to download the client filter and diagnostic template, if applicable)
February 2014	Amending slips and RL slips that were already issued	Version 2014 1.0	FTF201410-008
February 2013	RL slip sequential numbers	Version 2014 1.0	FTF201410-007
January 2011	Using Preprinted Forms	Version 2014 1.0	FTF201410-006
January 2011	Importing Taxprep Forms data into Personal Taxprep	Version 2014 1.0	FTF201410-005
January 2011	What is the threshold for Internet filing of T-slips with the CRA?	Version 2014 1.0	FTF201410-004
January 2011	What identification numbers do I need to be able to file slips electronically with <i>Revenu Québec</i>?	Version 2014 1.0	FTF201410-003
January 2011	Can I electronically file amended or cancelled slips?	Version 2014 1.0	FTF201410-002
January 2011	When slips are electronically filed, is the summary, which includes the slip totals, transmitted as well?	Version 2014 1.0	FTF201410-001

Federal

Question FTF2015-002

T5013 – Limited liability partnership (LLPs) - Partial shield and full shield

QUESTION

What is the difference between a “partial shield” limited liability partnership (LLP) and a “full shield” limited liability partnership? What are the impacts of this distinction on the partnership information return (T5013)?

ANSWER

In 2015, the Canada Revenue Agency (CRA) introduced a new partner code, i.e. code “5,” for box 002 of the T5013 slip.

According to the CRA, the new code is for partners of an LLP that grants a full shield to the partners (according to subsections 40(3.14) and 96(2.4)).

For purposes of the partnership information return, according to certain provincial and territorial laws, there are two types of LLPs:

1. LLP that grants a partial shield:

An LLP that limits the member's liability for debts and obligations of the partnership, or any member of the partnership, arising from negligent acts or omissions or misconduct or fault of another member of the partnership or an employee, agent or representative of the partnership in the course of the partnership business while the partnership is an LLP.

The CRA considers the active partners of a partial shield LLP as general partners. **Therefore, the partner code "5" should not be used for partners of such partnership; instead, select code "2," General partner.**

In *Taxprep Forms*, to indicate that an LLP grants a partial shield, proceed as follows:

- Select box "03," *Limited liability partnership*, on line 086 of the T5013FIN form.
- Answer "No" to the question *Is the partnership a limited liability partnership granting a "full shield" to its partners (according to subsections 40(3.14) and 96(2.4))?*
- Select the partner code "2" on the line *Member's code* in the "Filing details" section of the T5013 Data entry screen.

T5013FIN

023					If No, indicate the country code of residence on line 081:	081	...										
024	City	Province/State	025	Country	Postal or ZIP code	026	027										
027	...	028	Location of the partnership's books and records (if different from the head office address) Has this location changed since the last time you filed a partnership information return? 030 ☐ 1 Yes ☒ 2 No														
031	If Yes, enter the address of the new location on lines 031 to 038:																
032	City	Province/State	035	Country	Postal or ZIP code	036	037										
037	...	038	086 Type of partnership at the end of the fiscal period <table border="0"> <tr> <th>Non tax shelter</th> <th>Tax shelter (TS)</th> </tr> <tr> <td>☐ 01 General partnership</td> <td>☐ 11 General partnership</td> </tr> <tr> <td>☐ 02 Limited partnership</td> <td>☐ 12 Limited partnership</td> </tr> <tr> <td>☒ 03 Limited liability partnership</td> <td>☐ 13 Co-ownership</td> </tr> <tr> <td>☐ 08 Investment club</td> <td>☐ 19 Other (specify below)</td> </tr> </table>					Non tax shelter	Tax shelter (TS)	☐ 01 General partnership	☐ 11 General partnership	☐ 02 Limited partnership	☐ 12 Limited partnership	☒ 03 Limited liability partnership	☐ 13 Co-ownership	☐ 08 Investment club	☐ 19 Other (specify below)
Non tax shelter	Tax shelter (TS)																
☐ 01 General partnership	☐ 11 General partnership																
☐ 02 Limited partnership	☐ 12 Limited partnership																
☒ 03 Limited liability partnership	☐ 13 Co-ownership																
☐ 08 Investment club	☐ 19 Other (specify below)																
If the partnership is a tax shelter (TS), enter the TS identification number:						087											
Documents required to be attached to this T5013 FIN, Partnership Financial Return 1. The T5013 Summary, <i>Summary of Partnership Income</i> , and a copy of the T5013, <i>Statement of Partnership Income</i> , issued to partners and nominees or agents. 2. The GIFL schedules; 100, 125, 140 (when more than one schedule 125 is filed), and schedule 141 which is not required for investment clubs. 3. Schedule 1 (if you are an inactive partnership, see line 280 in the guide for more information) and Schedule 50. 4. Answer all of the following questions. For each Yes response, attach the schedule to the partnership return, unless otherwise instructed.																	
Is the partnership a limited liability partnership granting a "full shield" to its partners (according to subsections 40(3.14) and 96(2.4))?						☐ Yes	☒ No										

T5013 Data entry screen

Select this box if you want to file this slip/RL slip	☐ (T5013)	☐ (RL-15)
Select this box if you want to print the instructions for the T5013 slip	☒ (T5013)	☒ (RL-15)
Select this box if this is a duplicate slip	☐	
Select this box if this is an additional slip	☐	
RL-15 serial number (for laser printing)	600000015	
RL-15 serial number (if the slip was amended)		
Select this box to complete the RL-15 slip	☒	
Member's code	2 (T5013, box 002)	2 (RL-15, box 40)
Type of partner	0 Limited partner 1 Specified member (passive partner) 2 General partner 3 Limited partner's exempt interest 4 Nominee or agent 5 Partner of a LLP (full shield)	1 (RL-15, box 41)
If the partner is a partnership, does this partnership have one or more corporations among its member?		
The functional currency code	(T5013, box 205)	

2. LLP that grants a full shield:

The partners of such a partnership are protected not only from the liability for debts and obligations of the partnership covered by the partial shield (the debts and obligations arising from negligent acts or omissions or misconduct or fault), but also from all partnership liabilities (for example, from partnership accounts payable).

As a result, the CRA considers the active partners of such an LLP as limited partners. Partner code “5” should be used to designate those partners.

Note that the following exceptions apply to the partners of a full shield LLP:

- The partners' income/losses must be indicated in the boxes for limited partners (box 101, 103, 104 or 107).
- The at-risk amount applies to partners' losses, investment tax credits and resource expenses.
- Deemed gains under subsection 40(3.1) are applicable when they relate to a negative ACB.

In *Taxprep Forms*, to indicate that an LLP grants a **full shield**, proceed as follows:

- Select box “03,” *Limited liability partnership*, on line 086 of the T5013FIN form.
- Answer “Yes” to the question *Is the partnership a limited liability partnership granting a “full shield” to its partners (according to subsections 40(3.14) and 96(2.4))?*
- Select the partner code “5” on the line *Member's code* in the “Filing details” section of the T5013 Data entry screen.

T5013FIN

020 Country 028 Postal or ZIP code 027 ... 028 ...		086 Type of partnership at the end of the fiscal period													
Location of the partnership's books and records (if different from the head office address) Has this location changed since the last time you filed a partnership information return? 030 ☐ 1 Yes ☒ 2 No If Yes , enter the address of the new location on lines 031 to 038: 031 _____ 032 _____ City Province/State 035 _____ 036 _____ Country Postal or ZIP code 037 ... 038 ...		<table border="0"> <tr> <th>Non tax shelter</th> <th>Tax shelter (TS)</th> </tr> <tr> <td>☐ 01 General partnership</td> <td>☐ 11 General partnership</td> </tr> <tr> <td>☐ 02 Limited partnership</td> <td>☐ 12 Limited partnership</td> </tr> <tr> <td>☒ 03 Limited liability partnership</td> <td>☐ 13 Co-ownership</td> </tr> <tr> <td>☐ 08 Investment club</td> <td>☐ 19 Other (specify below)</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>		Non tax shelter	Tax shelter (TS)	☐ 01 General partnership	☐ 11 General partnership	☐ 02 Limited partnership	☐ 12 Limited partnership	☒ 03 Limited liability partnership	☐ 13 Co-ownership	☐ 08 Investment club	☐ 19 Other (specify below)		_____
Non tax shelter	Tax shelter (TS)														
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☒ 03 Limited liability partnership	☐ 13 Co-ownership														
☐ 08 Investment club	☐ 19 Other (specify below)														

		If the partnership is a tax shelter (TS), enter the TS identification number: 087 _____													

Documents required to be attached to this T5013 FIN, Partnership Financial Return

- The T5013 Summary, *Summary of Partnership Income*, and a copy of the T5013, *Statement of Partnership Income*, issued to partners and nominees or agents.
- The GIFI schedules; 100, 125, 140 (when more than one schedule 125 is filed), and schedule 141 which is not required for investment clubs.
- Schedule 1 (if you are an inactive partnership, see line 280 in the guide for more information) and Schedule 50.
- Answer all of the following questions. For each **Yes** response, **attach** the schedule to the partnership return, unless otherwise instructed.

Is the partnership a limited liability partnership granting a "full shield" to its partners (according to subsections 40(3.14) and 96(2.4))? ☒ Yes ☐ No

T5013 Data entry screen

Select this box if you want to file this slip/RL slip	☐ (T5013)	☐ (RL-15)
Select this box if you want to print the instructions for the T5013 slip	☒ (T5013)	☒ (RL-15)
Select this box if this is a duplicate slip	☐	
Select this box if this is an additional slip	☐	
RL-15 serial number (for laser printing)	600000015	
RL-15 serial number (if the slip was amended)		
Select this box to complete the RL-15 slip	☒	
Member's code	5 (T5013, box 002)	0 (RL-15, box 40)
Type of partner	☐ 0 Limited partner ☐ 1 Specified member (passive partner) ☐ 2 General partner ☐ 3 Limited partner's exempt interest ☐ 4 Nominee or agent ☒ 5 Partner of a LLP (full shield)	105 1 (RL-15, box 41)
If the partner is a partnership, does this partnership have one or more corporations among its member?		
The functional currency code		

RL-31 slip

Question FTF2015-001

[Download the client filter and diagnostic template](#)

QUESTION

How do I proceed to correctly complete the RL-31 slip?

ANSWER

1. Create one file per owner (for all of the buildings owned). If there are more than one owner for a particular building, identify only one owner in Form Identification, *Client Identification and Other Information* (Jump Code: ID).
2. Create an RL-31 slip for each dwelling of the building. For example a client owner of a building of six dwellings will have to prepare six RL-31 slips.
3. In each of the RL-31 slips, enter the complete address of the dwelling, i.e. the number, the street, the city and the postal code, **with the apartment number, where applicable**.
4. In each of the RL-31 slips, enter the last name and the first name of all tenants or subtenants who have signed a lease and are living in the dwelling.

Data Import

Question FTF201410-005

Importing Taxprep Forms data into Personal Taxprep

QUESTION

What should I do to enable *Taxprep Forms* data export and to make this data available for import into *Personal Taxprep*? How is this integration performed?

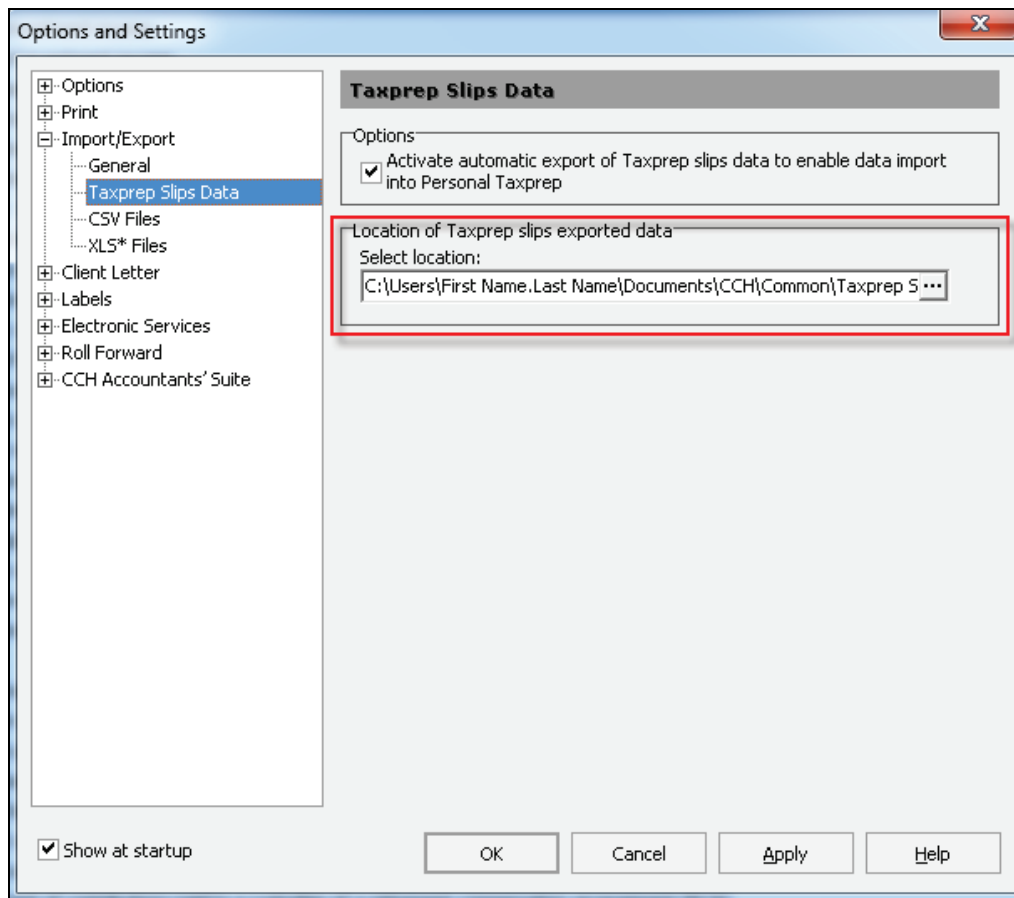
ANSWER

It is possible to automatically export certain data in the T3, T4, T4A, T5 and T5013 slips of *Taxprep Forms* in order to import them into *Personal*.

Configuration

When installing *Taxprep Forms*, you are now prompted to select the location of the exported data. This location must be the same as the one you define as the location to research *Taxprep Forms* data in *Personal Taxprep*.

You may modify the location of *Taxprep Forms* exported data at all times under **Tools/Options and Settings/Import/Export/Taxprep Slips Data**.



How this works

When one of the above mentioned slips is printed or transmitted, a file with the .slp extension is created in the defined location. This file is automatically detected by *Personal Taxprep* when a personal income tax return is opened. If the social insurance number of the return and that of the data exported from the T3, T4, T4A, T5 and T5013 slips correspond, you are then prompted to import data into the personal income tax return.

Important: Note that if you modify a T3, T4, T4A, T5 or a T5013 slip in *Taxprep Forms* and this slip is printed, transmitted or retransmitted, the new data will be exported into the defined location. When opening a personal income tax return, *Personal Taxprep* will detect the new data. If the social insurance number of the return and that of the data exported from the T3, T4, T4A, T5 or T5013 slips correspond, the program will prompt you to import the detected data.

Note: *Taxprep Forms* data export is performed automatically when printing or transmitting the slips concerned. Moreover, if you have already printed or EFILED some T3, T4, T4A, T5 or T5013 slips while the *Taxprep Forms* export folder was set to a local folder, you do not have to reprint the slips or regenerate the XML to export the data to a shared location.

On the Client Manager in *Taxprep Forms*, select the files for which you want to export data and then select **File/Export data for Personal Taxprep**. This will export the most recent data for all selected files to the new location for your *Taxprep Forms* exported data. This will allow you to ensure that all relevant slip information is available for import into *Personal Taxprep*.

Slips

Question FTF201410-009

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 *Taxprep Forms* 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 *Taxprep Forms*, the program will access the [CRA’s Web site](#) in order to transmit the XML file. (*Taxprep Forms* 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.

Question FTF201410-008

Amending slips and RL slips that were already issued

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 *Taxprep Forms*, 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 *Taxprep Forms* 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 *Taxprep Forms* 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 *Taxprep Forms*, 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 *Taxprep Forms* 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. *Taxprep Forms* 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)
3 Revenus de placement		Année 2013	Code du relevé R	Code de la devise	N° du dernier relevé transmis 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 *Taxprep Forms* and has been transmitted electronically, you cannot prepare the modified slip with *Taxprep Forms*, because the serial number that was generated during the original transmission cannot be retrieved.

Question FTF201410-007

RL slip sequential numbers

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 screenshot shows the top right corner of the RL-1.P (2012-12) form. Two sequential numbers are highlighted with callouts:

- Top sequential number:** Indicated by a blue callout box stating: "Sequential number indicating that the RL slip was transmitted electronically via the Web service or on approved electronic media." This number is circled in blue.
- Bottom sequential number:** Indicated by a pink callout box stating: "Sequential number related to the paper RL slip generated by the program." This number is circled in pink.

The form fields visible include:

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

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 screenshot shows two screens from the software:

Filing details screen:

- Taxation year: 2012
- Slip type: ORIGINAL (T4) and ORIGINAL (RL-1)
- Select this box if you want to file this slip/RL slip: ☒ (T4) and ☒ (RL-1)
- Select this box if you want to print the instructions for the T4 slip: ☒
- RL-1 serial number (for laser printing): 440000013 (circled in pink)
- RL-1 serial number (if the slip was amended):
- Select this box to transfer data to the RL-1 slip: ☒

RELEVÉ 1 Revenus d'emploi et revenus divers screen:

- Année: 2012
- Code du relevé: R
- N° du dernier relevé transmis: 440000013 (circled in pink with a red arrow pointing to it)
- Fields include: 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, 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, M-Commissions, N-Dons de bienfaisance, O-Autres revenus, P-Régime d'ass. interentreprises, Q-Salaires différés, R-Rev. « situé » dans une réserve.

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

Options

- General
- File Locations
- Client Files
- Customized Status
- Colours
- Tax Research
- Improvement program
- Advanced
- Print
- Import/Export
- Client Letter
- Labels
- Electronic Services
 - General
 - Identification
 - Professional Centre
 - Slip Numbers**
 - Internet Addresses
- Roll Forward
- CCH Accountants' Suite

Slip Numbers

Slip numbers assigned by Revenu Québec

Note: the slip numbers are saved in the transmission database. If you modify the database location, please check the configuration of the slip numbers.

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	20300000
RL3	30000000	39999999	30000001
RL8	80000000	89999999	80000003
RL11	11000000	11999999	11000003
RL15	15000000	15999999	15000000
RL16	16000000	16999999	16000001
RL17	17000000	17999999	17000001
RL18	18000000	18999999	18000001
RL24	24000000	24999999	24000001
RL25	25000000	25999999	25000001
RL27	27000000	27999999	27000005

OK Cancel Apply Help

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 1 Revenus d'emploi et revenus divers

Année 2012 Code du relevé R N° du dernier relevé transmis 100000003

N° de dernier relevé transmis 440000013

A-Revenus d'emploi 15,000 00	B-Cotisation au RRQ 577 88	C-Cotisation à l'assurance emploi 220 50	D-Cotisation à un RPA 0 00	E- Impôt du Québec retenu 0 00	F- Cotisation syndicale 0 00
G- Salaire admissible au RRQ 15,000 00	H-Cotisation au RQAP 83 85	I- Salaire admissible au RQAP 15,000 00	J- Régime privé d'ass. maladie 0 00	K-Voyages (région éloignée) 0 00	L- Autres avantages 0 00
M-Commissions 0 00	N-Dons de bienfaisance 0 00	O-Autres revenus 0 00	P-Régime d'ass. interentreprises 0 00	Q-Salaires différés 0 00	R-Rev. « situé » dans une réserve 0 00
S-Pourboires reçus 0 00	T-Pourboires attribués 0 00	U-Retraite progressive 0 00	V-Nourriture et logement 0 00	W-Véhicule à moteur 0 00	Code (case O)

Question FTF201410-004

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*.

Question FTF201410-003

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 *Taxprep Forms* 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 *Taxprep Forms*, the program will access the [Revenu Québec Web site](#) in order to transmit the XML file. (*Taxprep Forms* 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.

Question FTF201410-002

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.

Question FTF201410-001

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, for RL slips 1, 2, 11, 24 and 25, a hard copy of the summary must be mailed to *Revenu Québec*. For the other RL slips, summaries no longer exist as of 2015, therefore, nothing needs to be mailed.

Preprinted Slips

Question FTF201410-006

Using Preprinted Forms

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 to adjust from the **Select a slip** drop-down list.

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, 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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