

Cantax FormMaster

Frequently Asked Questions

2016 Versions

Publication	Subject/Question	Affected Versions
April 2017	Cantax quarantined when using Webroot Antivirus	All versions 2016
March 2017	Reorganization of trusts returns processing tax centres	Version 2016 3.0
February 2017	Amount in box 048 of the T4A slip not displayed in box O of the RL-1 slip with the RD code	Versions 2016 1.0 and 1.1
March 2016	T5013 – Limited liability partnership (LLPs) - Partial shield and full shield	Versions 2015 2.0 and 3.0
February 2016	RL-31 slip - How do I proceed to correctly complete the RL-31 slip?	Versions 2015 1.0, 1.1 and 2.0
February 2014	Amending slips and RL slips that were already issued	Version 2014 1.0 and subsequent
February 2013	RL slip sequential numbers	Version 2014 1.0 and subsequent
February 2011	Electronic Filing of slips	Version 2014 1.0 and subsequent
January 2011	Using Preprinted Forms	Version 2014 1.0 and subsequent

Federal

Reorganization of trusts returns processing tax centres

QUESTION

Will the trusts returns sent to the Prince Edward Island tax centre be forwarded to the correct tax centre as a result of the reorganization of trusts returns processing tax centres?

ANSWER

On March 7, 2017, the Canada Revenue Agency (CRA) published a new version of guide T4013, *T3 - Trust Guide 2016*. This new version indicates that the processing tax centres have been reorganized for trusts returns, because of the removal of the Prince Edward Island tax centre. Based on the trustee's home address, the trusts returns will now be processed by the following tax centres:

Trustee's address	Tax centre
British Columbia, Nova Scotia, as well as the following cities of Québec: Laval and Sherbrooke	Sudbury Tax Centre 1050 Notre Dame Avenue Sudbury ON P3A 5C2
Manitoba, Alberta, Newfoundland and Labrador, Prince Edward Island, New Brunswick, Yukon, Northwest Territories as well as the city of Montréal	Winnipeg Tax Centre Post Office Box 14001, Station Main Winnipeg MB R3C 3M3
Nunavut, Saskatchewan, Ontario as well as the province of Québec (except for the above-mentioned cities)	Ottawa Technology Centre Canada Revenue Agency 875 Heron Road Ottawa ON K1A 1A2

The CRA confirmed to us that it would nonetheless process the trusts returns mailed to the Prince Edward Island tax centre.

Note that the returns mailed to the Ottawa Technology Centre are not affected by the reorganization of the processing centres. The same applies to returns of non-resident or deemed resident trusts.

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 *Cantax FormMaster*, 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

<p>024 City _____ Province/State _____</p> <p>025 _____ 026 _____</p> <p>Country _____ Postal or ZIP code _____</p> <p>027 _____ 028 _____</p> <p>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 <input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No</p> <p>If Yes, enter the address of the new location on lines 031 to 038:</p> <p>031 _____</p> <p>032 _____</p> <p>City _____ Province/State _____</p> <p>035 _____ 036 _____</p> <p>Country _____ Postal or ZIP code _____</p> <p>037 _____ 038 _____</p>	<p>081 _____</p> <p>086 Type of partnership at the end of the fiscal period</p> <table border="0"> <tr> <th style="text-align: left;">Non tax shelter</th> <th style="text-align: left;">Tax shelter (TS)</th> </tr> <tr> <td><input type="checkbox"/> 01 General partnership</td> <td><input type="checkbox"/> 11 General partnership</td> </tr> <tr> <td><input type="checkbox"/> 02 Limited partnership</td> <td><input type="checkbox"/> 12 Limited partnership</td> </tr> <tr> <td><input checked="" type="checkbox"/> 03 Limited liability partnership</td> <td><input type="checkbox"/> 13 Co-ownership</td> </tr> <tr> <td><input type="checkbox"/> 08 Investment club</td> <td><input type="checkbox"/> 19 Other (specify below)</td> </tr> </table> <p>_____</p> <p>_____</p> <p>If the partnership is a tax shelter (TS), enter the TS identification number: 087 _____</p>	Non tax shelter	Tax shelter (TS)	<input type="checkbox"/> 01 General partnership	<input type="checkbox"/> 11 General partnership	<input type="checkbox"/> 02 Limited partnership	<input type="checkbox"/> 12 Limited partnership	<input checked="" type="checkbox"/> 03 Limited liability partnership	<input type="checkbox"/> 13 Co-ownership	<input type="checkbox"/> 08 Investment club	<input type="checkbox"/> 19 Other (specify below)
Non tax shelter	Tax shelter (TS)										
<input type="checkbox"/> 01 General partnership	<input type="checkbox"/> 11 General partnership										
<input type="checkbox"/> 02 Limited partnership	<input type="checkbox"/> 12 Limited partnership										
<input checked="" type="checkbox"/> 03 Limited liability partnership	<input type="checkbox"/> 13 Co-ownership										
<input type="checkbox"/> 08 Investment club	<input type="checkbox"/> 19 Other (specify below)										

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

1. The T5013 Summary, *Summary of Partnership Income*, and a copy of the T5013, *Statement of Partnership Income*, issued to partners and nominees or agents.
2. The GIF1 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	<input type="checkbox"/> (T5013)	<input type="checkbox"/> (RL-15)
Select this box if you want to print the instructions for the T5013 slip	<input checked="" type="checkbox"/> (T5013)	<input checked="" type="checkbox"/> (RL-15)
Select this box if this is a duplicate slip	<input type="checkbox"/>	
Select this box if this is an additional slip	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	
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)	
If the partner is a partnership, does this partnership have one or more corporations among its member ?		1 (RL-15, box 41)
The functional currency code		

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 *Cantax FormMaster*, 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

024 City	Province/State	081
025	026	
Country	Postal or ZIP code	086 Type of partnership at the end of the fiscal period
027	028	Non tax shelter
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 <input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No If Yes , enter the address of the new location on lines 031 to 038:		<input type="checkbox"/> 01 General partnership <input type="checkbox"/> 02 Limited partnership <input checked="" type="checkbox"/> 03 Limited liability partnership <input type="checkbox"/> 08 Investment club
031		Tax shelter (TS)
032		<input type="checkbox"/> 11 General partnership <input type="checkbox"/> 12 Limited partnership <input type="checkbox"/> 13 Co-ownership <input type="checkbox"/> 19 Other (specify below)
City	Province/State	
035	036	If the partnership is a tax shelter (TS), enter the TS identification number: 087
Country	Postal or ZIP code	
037	038	

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	<input type="checkbox"/> (T5013)	<input type="checkbox"/> (RL-15)
Select this box if you want to print the instructions for the T5013 slip	<input checked="" type="checkbox"/> (T5013)	<input checked="" type="checkbox"/> (RL-15)
Select this box if this is a duplicate slip	<input type="checkbox"/>	
Select this box if this is an additional slip	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	
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)	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

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

ANSWER

- 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).
- 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.

- 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.**
- 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.

Slips

Amount in box 048 of the T4A slip not displayed in box O of the RL-1 slip with the RD code

QUESTION

Why does the program not calculate the amount in box RL-1 RD when an amount is entered in box 048, *Fees for services*, and the check box **Select this box if you want to complete the RL-1 (box O)** is selected?

ANSWER

According to the *Guide to Filing the RL-1 Slip (RL-1.G)*, the fees for services paid to a self-employed person should be included in box RL-1 RD **only** if Québec income tax has been withheld in box E of the RL-1 slip on these amounts. Otherwise, box RL-1 RD will be empty.

Self-employed commissions	020	0 00	RL-1 RM	0 00
Income tax deducted	022	1,500 00	RL-1 E	2,000 00
			RL-2 J	0 00
Annuities (total of boxes 111 and 115)	024 ¹	0 00		
Annuities – Other	024 ²	0 00	RL-2 B ¹	0 00
Fees for services	048	20,000 00	RL-1 RD	20,000 00
Other income			RL-2 A ²	0 00

Note: The amount of fees for services (box 048 of the T4A slip) of the T4A slip is taxable and must be included in the self-employment statements or as other income in the recipient's TP-1 return.

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:

- 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.
- 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.
- 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)	
3 Revenus de placement		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

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 portion of the RL-1.P (2012-12) form. Two callout boxes provide context for the sequential numbers:

- Blue callout:** Sequential number indicating that the RL slip was transmitted electronically via the Web service or on approved electronic media. This points to the top sequential number field.
- Pink callout:** Sequential number related to the paper RL slip generated by the program. This points to the bottom sequential number field.

The form fields shown are:

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	

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 the "Filing details" section of the software interface. The "RL-1 serial number (for laser printing)" field is circled in red and contains the value 44000013.

Other visible fields include:

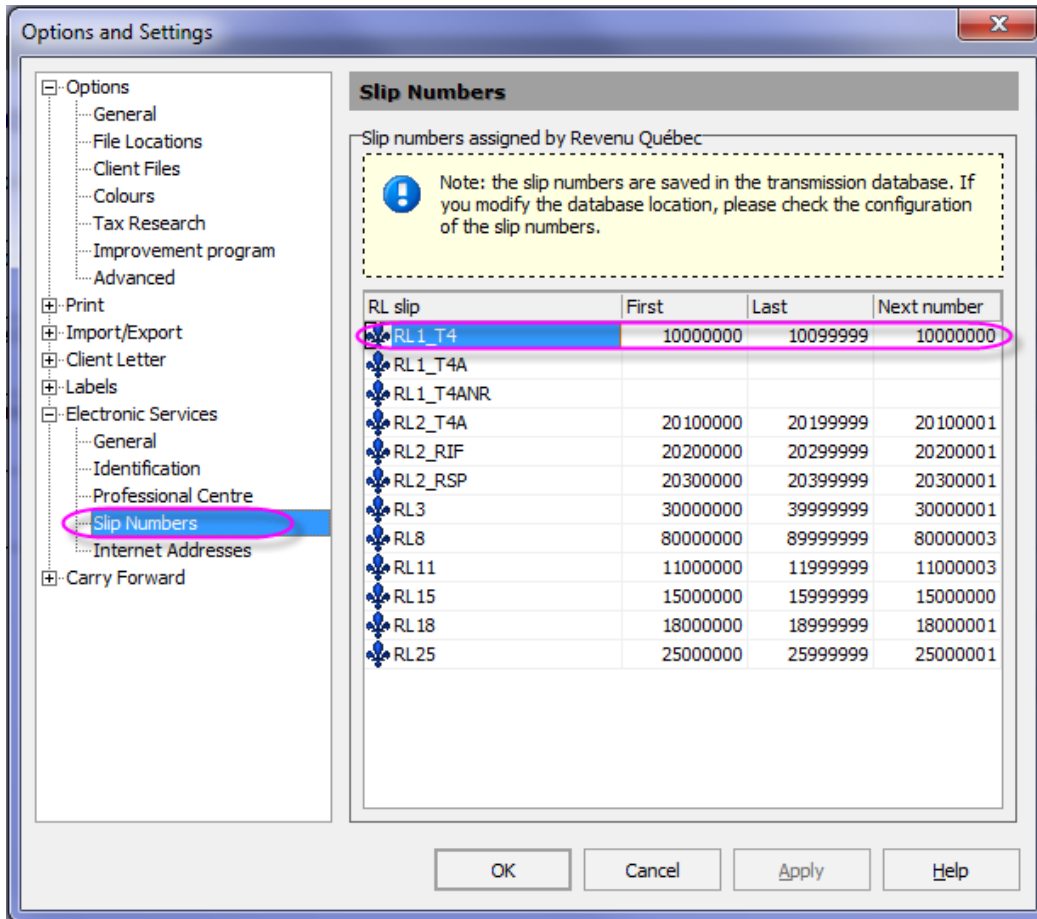
- Taxation year: 2012
- Slip type: ORIGINAL (T4) and ORIGINAL (RL-1)
- Select this box if you want to file this slip/RL slip: (T4) and (RL-1)
- Select this box if you want to print the instructions for the T4 slip:
- Select this box to transfer data to the RL-1 slip:

The screenshot shows the "RELEVÉ 1 Revenus d'emploi et revenus divers" screen. The "N° du dernier relevé transmis" field is circled in red and contains the value 44000013, which is also highlighted by a red arrow.

Other visible fields include:

- Année: 2012
- Code du relevé: R
- Form fields for various taxes and contributions (A-F, G-L) with values like 0.00% and 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	Code du relevé	N° du dernier relevé transmis
				2012	R	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	

Electronic Filing of slips

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

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.

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.

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

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 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.

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 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**.

Cantax quarantined when using Webroot Antivirus

QUESTION

Since the latest update of Webroot, my Cantax program and files have been detected as threats and quarantined. What can I do?

ANSWER

If you are using Webroot security programs and believe that you are affected by this situation, we suggest that you verify the quarantined items in Webroot.

To view and manage items in quarantine in Webroot SecureAnywhere, proceed as follows:

1. Open SecureAnywhere from the system tray icon.
2. Click the gear icon next to **PC Security**.
3. Click the **Quarantine** tab.
4. As you scroll through the list, verify if you have any removed threats related to the *Cantax* programs. If you identify any of them, you can select the box next to each of the removed threats related to *Cantax* and select the **Restore** option. You will then be prompted to confirm the restore process. We also suggest that you add and allow the *Cantax* application executables to the **Block/Allow Files** list in Webroot SecureAnywhere.

If you need any help in identifying Cantax programs and files from the quarantined list, do not hesitate to contact our technical support centre at 1-800-268-4522, Monday through Friday, from 8:30 a.m. to 8:00 p.m. EST. You can also contact us by e-mail at csupport@wolterskluwer.com.

You may also contact Webroot technical support for any assistance with the SecureAnywhere program and in order to whitelist trusted applications.

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