

Cantax FormMaster

Frequently Asked Questions

2017 Versions

Publication	Subject/Question	Affected Versions
March 2018	Filing deadline, TP-600, Partnership Information Return (Jump Code: TP600)	Versions 2017
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

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

(Published in March 2016)

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

024	City	Province/State	081	...
025	Country	026	Postal or ZIP code	
027	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:				
031	City			
032	Province/State			
035	Country	036	Postal or ZIP code	
037	...			

086	Type of partnership at the end of the fiscal period	
Non tax shelter		
<input type="checkbox"/> 01	General partnership	<input type="checkbox"/> 11
<input type="checkbox"/> 02	Limited partnership	<input type="checkbox"/> 12
<input checked="" type="checkbox"/> 03	Limited liability partnership	<input type="checkbox"/> 13
<input type="checkbox"/> 08	Investment club	<input type="checkbox"/> 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 GIF1 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	2 (T5013, box 002)	2 (RL-15, box 40)
Type of partner	<input type="checkbox"/> 0 Limited partner <input type="checkbox"/> 1 Specified member (passive partner) <input checked="" type="checkbox"/> 2 General partner <input type="checkbox"/> 3 Limited partner's exempt interest <input type="checkbox"/> 4 Nominee or agent <input type="checkbox"/> 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

<p>024 City _____ Province/State _____</p> <p>025 _____ 026 _____</p> <p>Country _____ 027 ... Postal or ZIP code _____ 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 GIFI 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	5 (T5013, box 002)	0 (RL-15, box 40)
Type of partner	<div style="border: 1px solid black; padding: 2px;"> 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) </div>	
If the partner is a partnership, does this partnership have one or more corporations among its member ?	005	1 (RL-15, box 41)
The functional currency code	_____ (T5013, box 205)	

Québec

Filing deadline, TP-600, Partnership Information Return (Jump Code: TP600)

(Published in March 2018)

QUESTION

Revenu Québec postponed the filing deadline from March 31, 2018, to April 3, 2018, for partnership information returns. How can I ensure that this change is reflected in the client letters?

ANSWER

To reflect this new filing date in client files, access the **CLIENT LETTER** tab of the preparer profile and enter the filing date.

Information return for registered charities and other donees (TP-985.22)		
Partnership information return (TP-600)	2018-04-03	April 3, 2018
RL-15 slips	2018-04-03	April 3, 2018

RL-31 slip

(Published in February 2016)

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.

Slips

(Published in February 2018)

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

(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)	
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 *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	<u> </u>
E- Impôt du Québec retenu	F- Cotisation syndicale
<u> 0 00</u>	<u> 0 00</u>
K- Voyages (région éloignée)	L- Autres avantages
<u> 0 00</u>	<u> 0 00</u>
Q- Salaires différés	R- Rev. « situé » dans une réserve
<u> 0 00</u>	<u> 0 00</u>
W- Véhicule à moteur	Code (case 0)
<u> 0 00</u>	<u> </u>

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)	<u>440000013</u>
RL-1 serial number (if the slip was amended)	<u> </u>
Select this box to transfer data to the RL-1 slip	<input checked="" type="checkbox"/>

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.

Options and Settings

- Options
 - General
 - File Locations
 - Client Files
 - Colours
 - Tax Research
 - Improvement program
 - Advanced
- Print
- Import/Export
- Client Letter
- Labels
- Electronic Services
 - General
 - Identification
 - Professional Centre
 - Slip Numbers
 - Internet Addresses
- Carry Forward

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	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

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 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

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 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 1-800-959-5525 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.

(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, for RL-slips 1 and 11 a hard copy of the summary must be mailed to *Revenu Québec*. For the other slips, the summary is no longer a form required by *Revenu Québec*, therefore, it does not have to be sent.

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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