



Filing T4 and T4A Slips for 2009

ComVida[®] Payroll provides two main filing methods - paper or electronic submission. The electronic method will create an XML file which allows to be sent to the CRA through the internet or an electronic media (i.e. CD, DVD or diskette).

Starting in January 2010, if you submit more than 50 information slips, you will be required to file electronically using the Internet. This means that if you previously filed returns on paper, DVD, CD or diskette, you must file over the Internet. Effective January 1, 2011, filers who submit more than 50 returns on paper, CD, DVD or diskette will be subject to penalties

The employee always receives two copies of his/her T4 regardless of how you file your tax slips with the CRA. One copy is retained by the employer for a minimum of six completed years.

Note: All payments with a pay date in 2009 are reported on T4 slips for 2009 regardless of when the pay period occurred in which the work was performed.

1.1 Paper submission

1.1.1 T4 Slips

1. In Process | Print T4 Slips...

The screenshot shows the 'Process - Print T4 Forms' dialog box. The 'Records' section has 'All' selected. The 'Format' section has 'Laser' selected and circled, with '4 copies' also selected. The 'Master Flags' section has 'Include all' selected. The 'Business No' is '123456782RP1234'. The 'Year' is 'Current'. The 'Class' section has 'Include all' selected. The 'Margins' are Left: 5, Top: 2. The 'Employer Address' is '#201 - 319 Governors Court, New Westminster, BC, V3L 5S5'. The 'Export data for electronic submission' checkbox is unchecked.

2. In the Format section, select **Laser** and **4 copies** to print the employee's set (in duplicate), the employer's set and the CRA's set. The set for the employees does not have the BN printed, while the employer's and CRA's copies do have the BN printed.
3. If your payroll is already in 2010, and you are doing the 2009 T4s, then select **Last** in the Year section, otherwise select **Current** if your payroll is still in 2009.
4. Include the T4 Summary when you are filing T4s by paper to the CRA.

1.1.2 T4A Slips

1. In Process | Print T4A Slips...

The screenshot shows the 'Process - Print T4A Forms' dialog box. The 'Records' section has 'All' selected. The 'Format' section has 'Laser' and '4 copies' selected. The 'Master Flags' section has 'Not Flagged' selected. The 'Business No' is '123456782RP1234'. The 'Year' section has 'Current' selected. The 'Employer Address' is '#201 - 319 Governors Court, New Westminster, BC, V3L 5S5'. The 'Margins' are set to 1 on the left and top. The 'Export data for electronic submission' checkbox is unchecked.

2. In the Format section, select **Laser** and **4 copies** to print the two copies for the employee and one copy with BN (Payroll Account Number) for the CRA or employer on one legal-size page, then one complete set with BN again for the CRA or employer.

Note: Since the T4A forms are on legal-sized paper, you must go to Start | Settings | Printers and Faxes to select Printing Preferences for the printer, and change the Paper Size to Legal. Changing the Paper Size in the Print Setup within the Payroll program may not work.

3. If your payroll is already in 2010, and you are doing the 2009 T4As, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2009.
4. Include the T4A Summary when you are filing T4As by paper to the CRA.

1.2 Electronic submission

Note: The names and addresses of all employees must be correctly formatted in the Employee Master:

SMITH, MARY B.
123 FOURTH STREET
ANYTOWN, BC
V1B 5T6

(postal code must be in the 3rd address line)

1. In Process | Print T4 Slips...

The screenshot shows the 'Process - Print T4 Forms' dialog box. It is divided into several sections: 'Records' (radio buttons for All, Range, Current), 'Format' (radio buttons for Summary, Self-mailer, Regular, Laser, and sub-options for 4 copies, Employees' copy only, 3 copies, and Employer/CRA's copy only), 'Employer Address' (text fields for address, city, and postal code), 'Master Flags' (radio buttons for Include all, Flagged only, Not Flagged), 'Business No' (radio buttons for a specific number and an empty field), 'Year' (radio buttons for Current, Last), 'Class' (radio buttons for Include all, Specific), and 'Margins (# of chars)' (input fields for Left and Top). The '3 copies' option in the Format section and the 'Export data for electronic submission' checkbox are circled in red.

2. In the **Format** section, select **Laser** and **3 copies** to print the employee's set and the employer's set for your records. The set for the employees does not have the BN printed, while the employer's and CRA's copies do have the BN printed.
3. Select **Export data for electronic submission** to create a data file to be used in the T4 Electronic Submission v2.4d program.

4. If your payroll is already in 2010, and you are doing the 2009 T4s, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2009.
5. If you do not have T4A for Electronic Submission then proceed to step #10.
6. In Process | Print T4A Slips...

The screenshot shows the 'Process - Print T4A Forms' dialog box. It is divided into several sections: 'Records' (All, Range, Current), 'Format' (Summary, Self-mailer, Regular, Laser, 4 copies, Employees' copy only, 3 copies, Employer/CRA's copy only), 'Employer Address' (text fields for address, city, and postal code), 'Master Flags' (Include all, Flagged only, Not Flagged), 'Business No' (123456782RP1234), 'Year' (Current, Last), 'Class' (Include all, Specific), and 'Margins (# of chars)' (Left, Top). The '3 copies' option in the Format section and the 'Export data for electronic submission' checkbox are circled in red. Buttons for 'OK', 'Cancel', 'Test', 'Setup...', and 'Set Date...' are located on the right side of the dialog.

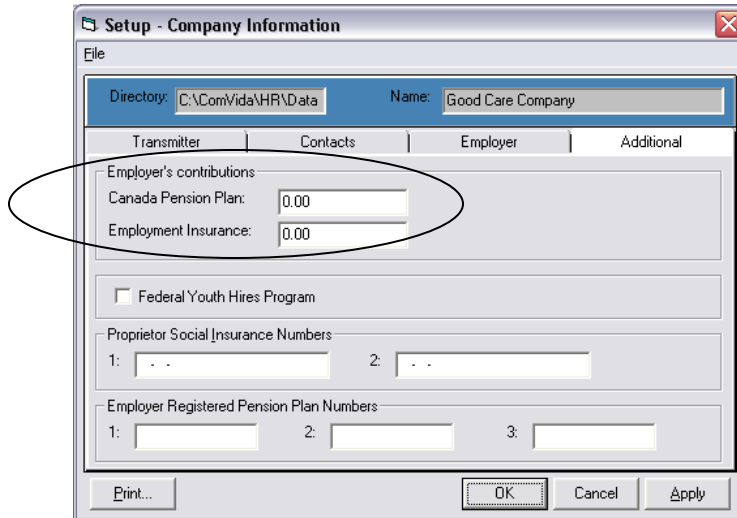
7. In the **F**ormat section, select **Laser** and **3 copies** to print the two copies for the employee and one copy with BN for your records on one legal-size page
8. Select **Export data for electronic submission** to create a data file to be used in the T4 Electronic Submission v2.4d program.
9. If your payroll is already in 2010, and you are doing the 2009 T4As, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2009.
10. Call up the T4 Electronic Submission v2.4d program from the Tools menu in Payroll.
11. Update the Company Information in Setup | Company Profile... Make sure to enter the Transmitter No: which is the magnetic media transmitter number assigned by the CRA.

The screenshot shows the 'Setup - Company Information' dialog box with the 'Transmitter' tab selected. The 'Directory' is 'C:\ComVida\HR\Data' and the 'Name' is 'Good Care Company'. The 'Name' field contains 'Good Care Company'. The 'Address' field contains '#201 - 319 Governors Court'. The 'City' field contains 'New Westminster'. The 'Province' is 'BC' and the 'Country' is 'CAN'. The 'Postal Code' is 'V3L5S5'. The 'Language Preference' is 'E' and the 'Transmitter No.' is 'MM999999'. Buttons for 'Print...', 'OK', 'Cancel', and 'Apply' are visible at the bottom.

12. Enter the names and phone numbers for the Technical Contact and Accounting Contact in the Contacts page. You must provide both a Technical contact and an Accounting contact. Normally they will be the same person, e.g. the person who prepared the T4s is the technical contact, and the person who normally does Payroll is the accounting contact.

The screenshot shows the 'Setup - Company Information' dialog box with the 'Contacts' tab selected. The 'Directory' is 'C:\ComVida\HR\Data' and the 'Name' is 'Good Care Company'. The 'Technical Contact' section has 'Name: Guy Techman', 'Area Code: [empty]', 'Phone #: 222-3333', and 'Email Address: gtechman@telus.net'. The 'Accounting Contact' section has 'Name: John Courtney', 'Area Code: 604', 'Phone #: 444-5555', and 'Ext #: 666'. Buttons for 'Print...', 'OK', 'Cancel', and 'Apply' are visible at the bottom.

13. Check the information in the Employer tab. The employer's contribution for CPP and EI are entered in the Additional tab along with other information.

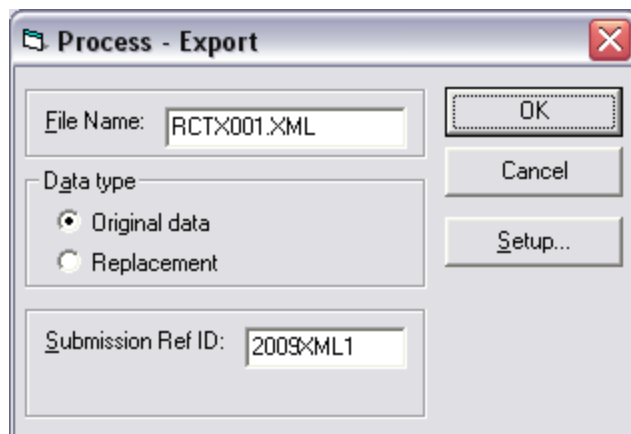


14. Check the data in the Employee page.

Note: Updating the Main tab in the Employee T4 window (e.g. Address, SIN, Province, etc.) will not update the Employee T4A window, or vice versa, if you have both T4 and T4A for the employee. You must update both windows, or update in payroll and re-export T4 and T4A again.

15. Select File | Print... to print the Employee T4 Details report when the Employee T4 is the active window. (If you have T4As to print as well, then repeat this step with the Employee T4A as the active window.) Check the T4 Electronic Submission Report (and the T4A Electronic Submission Report), and verify that the entries are correct.

16. In Process | Export...



- The file name is defaulted to RCTX001.XML. You can change the file name, but the extension must be XML.
- In Data type, select **Original data** or **Replacement** to create an XML file.
- Update the Submission Ref ID: if necessary.

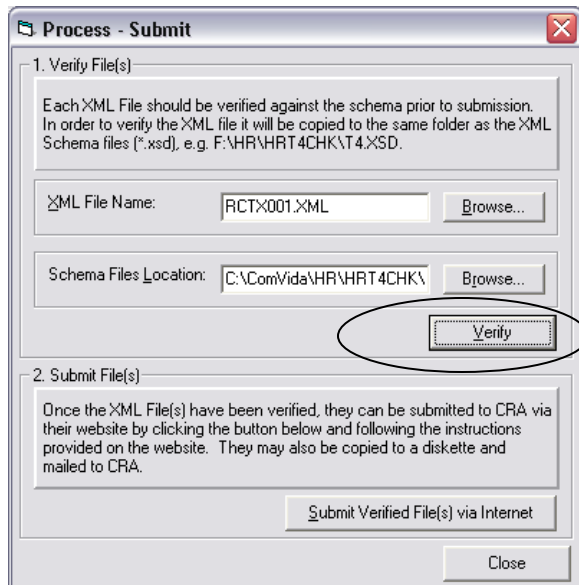
A T4/T4A ELECTRONIC SUBMISSION EXCEPTION REPORT will be printed indicating if there are errors. If any errors are found, make the necessary adjustments and repeat the export.

17. The XML file created will have information for T619, T4 slips, T4 summary, followed by T4A slips and T4A summary if there are T4A data.
18. After the XML file is created, you have two options to send the XML file to the CRA: internet or magnetic media.

1.2.1 Internet

You can file your T4 returns (i.e. the XML file) via the internet up to 150 megabytes, i.e. approximately 160,000 returns. See www.cra.gc.ca/file-xml.

You need to verify the file before transferring it through the internet to the CRA. In the T4 Elec Submission program v2.4d, go to Process | Submit..., and select Verify.



When the file is verified OK (the Process – Submit screen will say “Validation succeeded for...”), then you can submit the verified file via the internet to the CRA. If you get a “Validation failed on...” message on the XML file, then you will have to make the necessary modifications, re-export the file and run the verify again.

1.2.2 Magnetic media filing

If you are not going to transfer the XML file through the internet then copy the XML file to a diskette, CD, or DVD and send to the CRA. The CRA will be discontinuing the use of magnetic media, and effective January 1, 2011, this method of filing will be subject to penalties.

Do not send paper copies of the tax slips or summary if you are submitting your returns on magnetic media.

Form T619, Magnetic Media Transmittal, is no longer needed with your return. More information can be found on the website www.cra.gc.ca/electronicmedia or call 1-800-959-2221.

Note: You do not need to complete a T4 or T4A Summary when filing the XML file either through the Internet or on magnetic media.

1.3 Other filing methods

1.3.1 T4 desktop application

If you are filing one to 70 original or amended T4 slips you can file using this option. You must have a web access code which is preprinted on the top of your personalized T4 Summary form above your Payroll Account Number (Business Number). For more information about web filing, go to the CRA web site.

1.3.2 T4 web forms

This filing option is for employers who have to file either a nil return, or three slips or less. You will need a compatible browser to complete, print, and submit a T4 information return. Detailed instructions are provided on the web page, and computer requirements are detailed on the CRA web.

1.4 Filing deadline and penalties

The deadline for filing the CRA T4 and T4A returns is by the last day of February following the taxation year being filed. If you fail to meet the above deadlines, your employer will be liable for a penalty (a minimum penalty of \$100 and a maximum penalty of \$7,500). You can avoid these penalties by filing by the last day of February, even though you may have to send amendments/corrections at a later date. Note that if the last day of February is a Saturday or Sunday, then the slips are due the next business day.