

## Filing T4 and T4A Slips for 2011

**ComVida<sup>®</sup> 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. The CRA requires mandatory electronic filing in XML format when employers file more than 50 (per slip type) T4, T4A, etc.

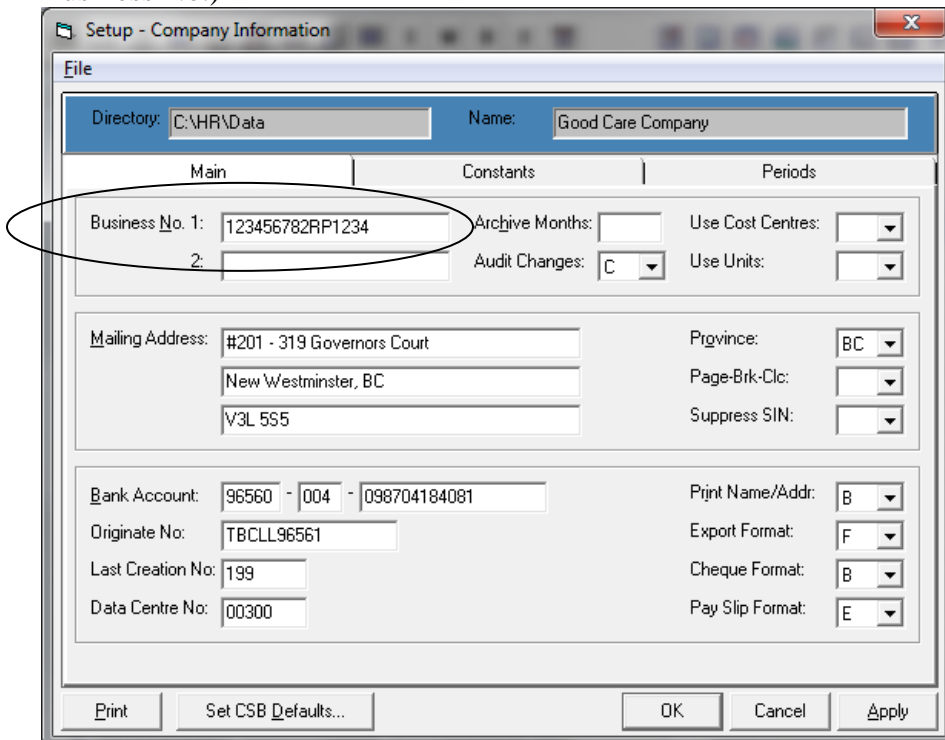
The employee always receives two copies of his/her T4 regardless of how you file your tax slips with the CRA. One copy is retained by the employer for a minimum of six completed years.

*Note: All payments with a pay date in 2011 are reported on T4 slips for 2011 regardless of when the pay period occurred in which the work was performed.*

### 1.1 Preparing T4 and T4A data for T4 Electronic Submission

If you are submitting more than one Business Number, then you must repeat steps 1.1 to 1.4 for each Business Number.

1. In **Setup | Company Info...** make sure the Business No: is in the correct format with no spaces. (Note: must be in Exclusive Access to update the Business No.)



The screenshot shows the 'Setup - Company Information' dialog box. The 'Business No. 1' field is circled in red and contains the value '123456782RP1234'. The 'Directory' field is 'C:\HR\Data' and the 'Name' field is 'Good Care Company'. The 'Main' tab is selected, showing fields for 'Business No. 1', 'Business No. 2', 'Archive Months', 'Audit Changes', 'Use Cost Centres', and 'Use Units'. The 'Mailing Address' section includes 'Address', 'City', and 'Postal Code' fields. The 'Bank Account' section includes 'Bank Account', 'Originate No.', 'Last Creation No.', and 'Data Centre No.' fields. The 'Print Name/Addr', 'Export Format', 'Cheque Format', and 'Pay Slip Format' fields are dropdown menus.

- The addresses of all employees must be correctly formatted in the Employee Master, Address tab, i.e. the 2<sup>nd</sup> line contains the employee's city and province. This must be entered as city,spacePR ovince , a 2 character code(no periods) and the postal code must be in the 3<sup>rd</sup> address line.

The screenshot shows the 'Employee - Update (Unfiltered)' dialog box. The 'Address' tab is selected. The 'Address' field contains '555 Commerce Road', 'Delta, BC', and 'V2J 4B9'. The 'Miscellaneous' section contains several empty fields. The 'Code' field contains 'BLACK,J' and the 'Name' field contains 'BLACK,JANE'. The 'Address' field is divided into three lines: the first line contains the street address, the second line contains the city and province, and the third line contains the postal code. An arrow points to the second line of the address field.

- In Process | T4 Slips...

The screenshot shows the 'Process - T4 Slips' dialog box. The 'Records' section has 'All' selected. The 'Process' section has 'Print summary' and 'Export data for electronic submission' checked. The 'Employer Address' section contains '#201 - 319 Governors Court', 'New Westminster, BC', and 'V3L 5S5'. The 'Master Flags' section has 'Include all' selected. The 'Business No' section contains '123456782RP1234'. The 'Year' section has 'Current' selected. The 'Class' section has 'Include all' selected.

- In the Process section, click **Export data for electronic submission** to create a data file to be used in the T4 Electric Submission v2.5 program.
- The **Print summary** in the Process section gives the option to print the T4 in a summarized format.

- c) If your payroll is already in 2012, and you are doing the 2011 T4s, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2011.
- d) Make sure to select the correct Business No (if you've more than one Business No.), and the Specific Class if you're using Q & U.

4. In Process | T4A Slips...

The screenshot shows a dialog box titled "Process - T4A Slips". It contains several sections for configuring the process:

- Records:** Radio buttons for "All" (selected), "Range" (with input fields), and "Current".
- Process:** Checkboxes for "Print summary" and "Export data for electronic submission" (both checked).
- Employer Address:** Three text boxes containing "#201 - 319 Governors Court", "New Westminster, BC", and "V3L 5S5".
- Master Flags:** Radio buttons for "Include all" (selected), "Flagged only", and "Not Flagged".
- Business No:** Radio button for "123456782RP1234" (selected).
- Year:** Radio buttons for "Current" (selected) and "Last".
- Class:** Radio buttons for "Include all" (selected) and "Specific" (with an empty input field).

On the right side of the dialog, there are buttons for "OK", "Cancel", "Setup...", and "Set Date...".

- a) In the Process section, click **Export data for electronic submission** to create a data file to be used in the T4 Electric Submission v2.5 program.
- b) The **Print summary** in the Process section gives the option to print the T4A in a summarized format.
- c) If your payroll is already in 2012, and you are doing the 2011 T4As, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2011.
- d) Make sure to select the correct Business No (if you've more than one Business No.), and the Specific Class if you're using Q & U.

## 1.2 T4 Electronic Submission

T4 and T4A are processed at the same time and submitted in one file. If they are processed separately and submitted in two files, an error will occur which forces you to select Replacement and that would override the original file.

1. Call up the T4 Electronic Submission program from the Tools menu in Payroll.
2. 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 a Windows-style dialog box titled "Setup - Company Information". At the top, there is a "File" tab. Below it, there are two input fields: "Directory:" with the value "C:\HR\Data" and "Name:" with the value "Good Care Company". Below these are four tabs: "Transmitter", "Contacts", "Employer", and "Additional". The "Transmitter" tab is currently selected and contains several input fields: "Name:" with two rows (row 1: "Good Care Company", row 2: empty), "Address:" with two rows (row 1: "#201 - 319 Governors Court", row 2: empty), "City:" with the value "New Westminster", "Province:" with a dropdown menu showing "BC", "Country:" with a dropdown menu showing "CAN", "Postal Code:" with the value "V3L5S5", "Language Preference:" with a dropdown menu showing "E", and "Transmitter No.:" which is an empty text box. At the bottom of the dialog box, there are four buttons: "Print...", "OK", "Cancel", and "Apply".

*Note:* If the Transmitter No. is blank, then the XML file will default in the generic transmitter number MM555555.

3. 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.

Setup - Company Information

File

Directory: C:\HR\Data Name: Good Care Company

Transmitter | Contacts | Employer | Additional

Technical Contact

Name: Guy Techman

Area Code: 604 Phone #: 222-2222 Ext #:

Email Address: gtechman@shaw.ca

Accounting Contact

Name: John Mooney

Area Code: 604 Phone #: 333-3333 Ext #: 4

Print... OK Cancel Apply

4. 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.

Setup - Company Information

File

Directory: C:\HR\Data Name: Good Care Company

Transmitter | Contacts | Employer | Additional

Employer's contributions

Canada Pension Plan: 0.00

Employment Insurance: 0.00

Federal Youth Hires Program

Proprietor Social Insurance Numbers

1: . . 2: . .

Employer Registered Pension Plan Numbers

1: 2: 3:

Print... OK Cancel Apply

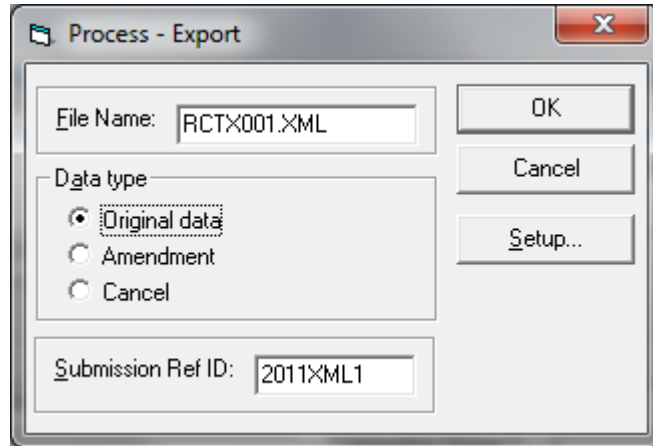
5. Check the data in the Employee page.

*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.*

6. 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.

7. In Process | Export...



- The file name is defaulted to RCTX001.XML. You can change the file name, but the extension must be XML. For companies who have more than one Business Number, please make sure the files have different file names, e.g. RCTXQ.xml and RCTXU.xml
- In Data type, select **Original data**, **Amendment** or **Cancel** as needed to create an XML file.  
Note: Amendment replaces the entire file that has already been submitted to CRA  
When amending or canceling a T4 for a single employee, after completing the above necessary steps again, export a single “Amendment” or “Cancel” slip then use On-Line CRA filing to file the single T4 on-line.  
<http://www.cra-arc.gc.ca/esrvc-srvce/ef/t4-wbfrms/menu-eng.html>
- Update the **Submission Ref ID**: if necessary.

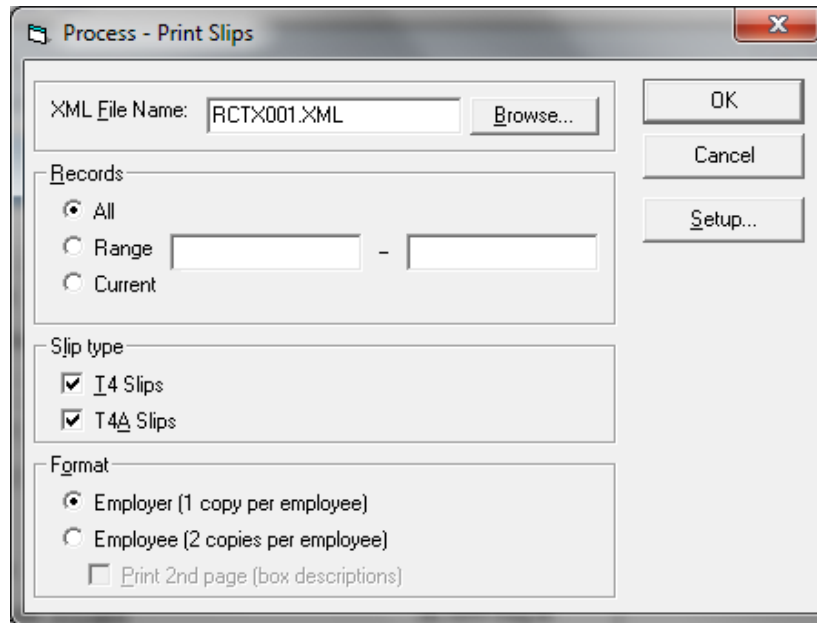
A T4/T4A ELECTRONIC SUBMISSION EXCEPTION REPORT will be printed indicating if there are errors. If any errors are found, make the necessary adjustments and repeat the export.

8. 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.
9. After the XML file is created, you can print the T4 and/or T4A slips.

### 1.3 Printing T4 and/or T4A slips

You can print the T4 and T4A slips only after an XML file is created (Process | Export...).

1. In Process | Print Slips...

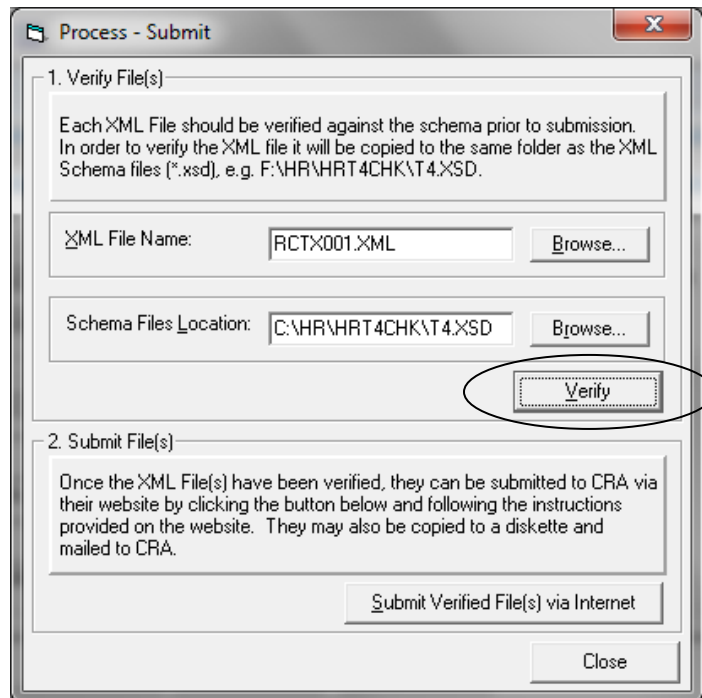


2. You can select both **T4 Slips** and **T4A Slips** in the Slip type section to print both T4 and T4A slips for the selected employees.
3. In the **Format** section, **Employer (1 copy per employee)** is the default. The Payroll Account Number (Business Number) will be printed. This is the Employer's or CRA's copy.
4. Selecting **Employee (2 copies per employee)** will not have the Payroll Account Number (Business Number) printed on the copies as these are the copies for the employees. Selecting **Print 2<sup>nd</sup> page (box description)** will print the back pages of the selected slips with box description.

### 1.4 Filing the XML file over the Internet

You can file your T4 returns (i.e. the XML file) via the internet up to 150 MB, i.e. approximately 160,000 slips. Amended tax slips may also be filled using this method.

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



2. When the file is verified OK, then you can submit the verified file via the internet to the CRA.
3. If there are errors in Verify, then make sure to correct the errors and re-export (**Process | Export...**) before verifying again.

**Note:** *The error messages are quite self explanatory...if the province code is incorrect you must go to the main screen in the T4 Electronic Submission program and change the province code in line Address 2. (As explained in 1.1 Preparing T4 & T4A Data for T4 Electronic Submission #2).*

**Warning:** **Any changes made in the T4 Electronic Submission program will NOT be reflected in Payroll.**

**Reminder:** If you have more than one Business Number you must repeat steps 1.1 to 1.4 for each Business Number.

## **1.5 Other filing methods**

### **1.5.1 T4 Web forms**

This filing option is for employers who have to file one to six original or amended T4 slips. 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 site.

### **1.5.2 T4 desktop application**

This filing option is for employers who have to file one to 70 original or amended T4 slips. The downloadable desktop application lets you create, save, and print an electronic T4 return. 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.

## **1.6 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.