

## Filing T4 and T4A Slips for 2013

**ComVida® Payroll** provides two main filing methods – paper or electronic submission. The electronic method will create an XML file which can 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.

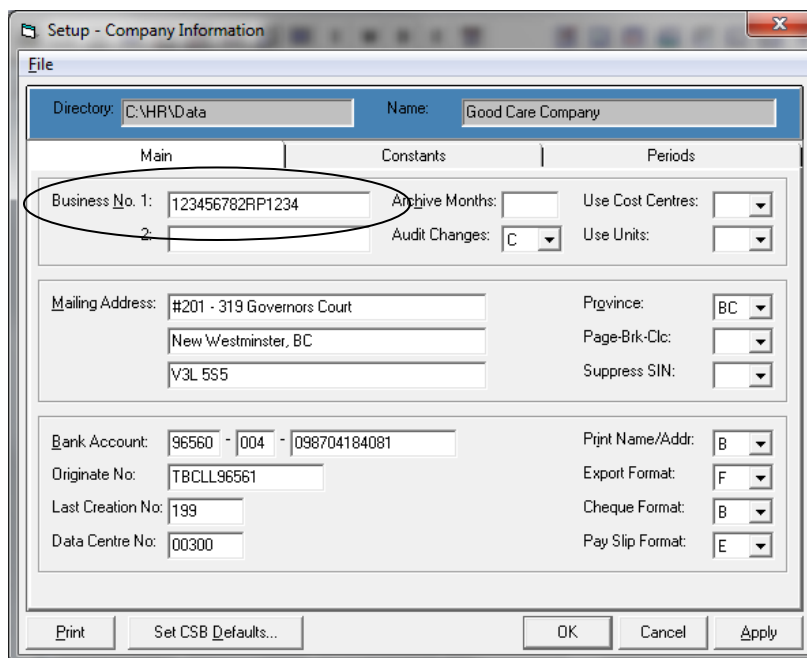
The employee always receives two copies of his/her T4 regardless of how you file your tax slips with the CRA. One copy is retained by the employer for a minimum of six completed years.

***Note:** All payments with a pay date in 2014 are to be reported on T4 slips for 2014 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2013 with a pay date in January 2014 must be set up as pay period 1 of 2014. The last pay period of 2013 must be paid in 2013 in order to correctly report on the T4 slips.*

### 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: you 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'. Other fields include Directory (C:\HR\Data), Name (Good Care Company), Mailing Address (#201 - 319 Governors Court, New Westminster, BC, V3L 5S5), Bank Account (96560 - 004 - 098704184081), and various format options like Print Name/Addr, Export Format, Cheque Format, and Pay Slip Format.

## 2. In Process | T4 Slips...

The screenshot shows a dialog box titled "Process - T4 Slips". It contains several sections for configuring the T4 processing options:

- Records:** Radio buttons for "All" (selected), "Range" (with two empty input boxes), 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 buttons for "123456782RP1234" (selected) and an empty one.
- Year:** Radio buttons for "Current" (selected) and "Last".
- Class:** Radio buttons for "Include all" (selected) and "Specific" (with an empty input box).

On the right side of the dialog, there are four buttons: "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 Electronic Submission v2.6 program.
- b) 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 2014, and you are doing the 2013 T4s, then select **Last** in the **Year** section, otherwise select **Current** if your payroll is still in 2013.
- d) Make sure to select the correct Business No (if you have more than one Business No.), and the Specific Class if you're using Q & U.

## 3. Repeat step 2 in Process | T4A Slips...

## 1.2 T4 Electronic Submission

T4s and T4As are processed at the same time and submitted in one file. You can process them separately and submit them in two separate files if you wish, but you must make sure they have different file names.

1. Call up the T4 Electronic Submission program from the Tools menu in Payroll.
2. Update the Company Information in Setup | Company Profile... Enter the Transmitter No: which is the magnetic media transmitter number assigned by CRA.

Setup - Company Information

File

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

Transmitter | Contacts | Employer | Additional

Name: 1: Good Care Company  
2:

Address: 1: #201 - 319 Governors Court  
2:

City: New Westminster

Province: BC Country: CAN

Postal Code: V3L5S5

Language Preference: E Transmitter No:

Print... OK Cancel Apply

*Note:* If the Transmitter No. is blank, then the XML file will default to 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.

The screenshot shows the 'Setup - Company Information' dialog box with the 'Contacts' tab selected. The 'File' menu is open, showing 'Directory: C:\HR\Data' and 'Name: Good Care Company'. Below the menu are four tabs: 'Transmitter', 'Contacts', 'Employer', and 'Additional'. The 'Technical Contact' section contains the following information: Name: Guy Techman, Area Code: 604, Phone #: 222-2222, Ext #: (empty), and Email Address: gtechman@shaw.ca. The 'Accounting Contact' section contains: Name: John Mooney, Area Code: 604, Phone #: 333-3333, and Ext #: 4. At the bottom are buttons for 'Print...', 'OK', 'Cancel', and 'Apply'.

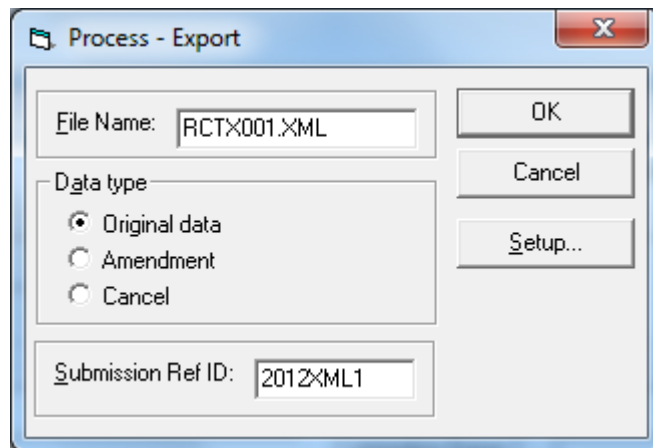
4. Check the information in the Employer tab. The employer's contribution for CPP and EI must be entered in the Additional tab along with other information.

The screenshot shows the 'Setup - Company Information' dialog box with the 'Employer' tab selected. The 'File' menu is open, showing 'Directory: C:\HR\Data' and 'Name: Good Care Company'. Below the menu are four tabs: 'Transmitter', 'Contacts', 'Employer', and 'Additional'. The 'Employer's contributions' section is circled and contains: Canada Pension Plan: 0.00 and Employment Insurance: 0.00. Below this is a checkbox for 'Federal Youth Hires Program' which is unchecked. The 'Proprietor Social Insurance Numbers' section has two input fields labeled '1:' and '2:', both containing '..'. The 'Employer Registered Pension Plan Numbers' section has three input fields labeled '1:', '2:', and '3:', all empty. At the bottom are buttons for 'Print...', 'OK', 'Cancel', and '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 Report... 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 unless you give it a different file name.

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 CRA’s Web Forms 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.

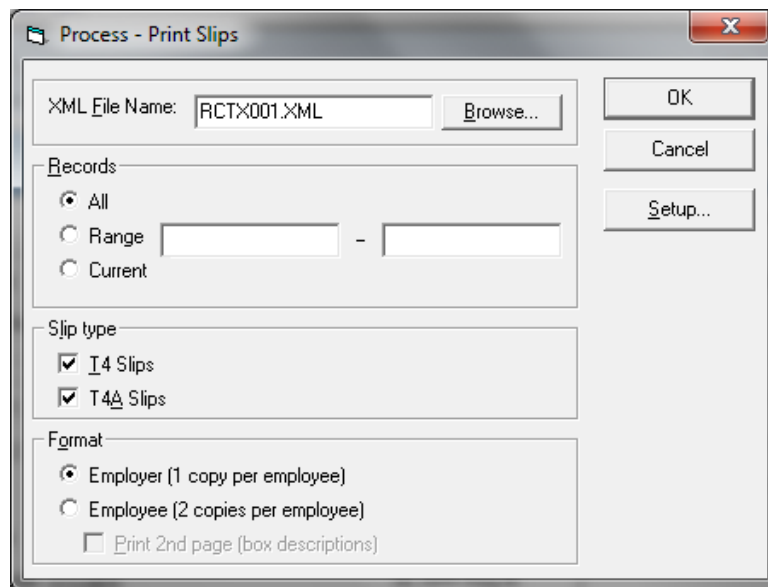
A T4/T4A ELECTRONIC SUBMISSION EXCEPTION REPORT will be printed indicating if there are errors. If any errors are found, make the necessary adjustments and repeat the export.

8. The XML file created will have information for 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...

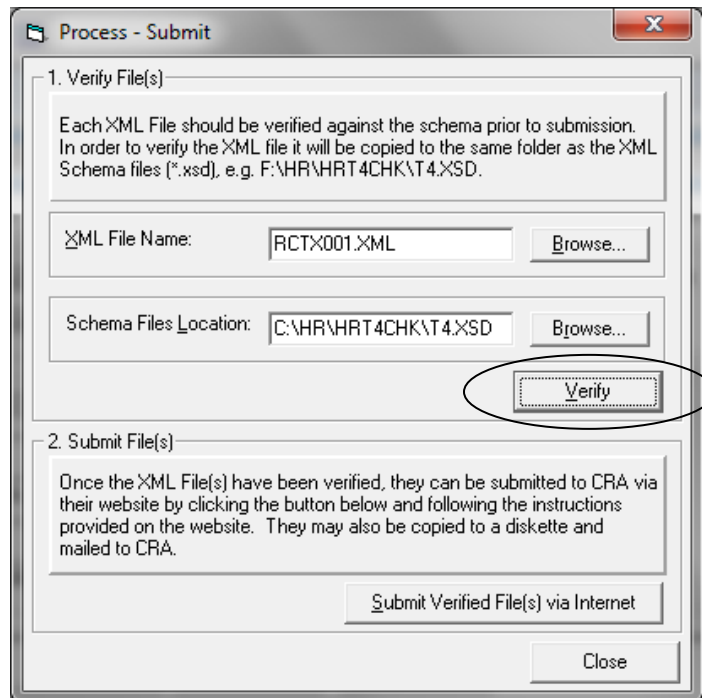


- You can select both **T4 Slips** and **T4A Slips** in the Slip type section to print both T4 and T4A slips for the selected employees.
- In the Format section, **Employer (1 copy per employee)** is the default. The Payroll Account Number (Business Number) will be printed. This is the Employer's or CRA's copy.
- 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 descriptions)** will print the back pages of the selected slips with box descriptions.

## 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 filed 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 **P**rocess | **S**ubmit..., and select **V**erify.



2. **When the file has been verified OK, 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:* 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 Address 2. The correct format for the 2nd address line is City, PR (city comma space province – using the 2 character province code with no periods).

*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 Year-end Fillable Forms**

CRA has a number of forms that can be filled out online and then printed for submission of the paper copy. These forms include T4, T4 Summary, T4A, T4A Summary. The paper method of filing can be used when there are not more than 50 slips.

### **1.5.2 T4 Web forms**

This filing option can be used, effective January 2014, to file 1 to 100 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.

## **1.6 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, based on number of slips). You can avoid these penalties by filing by the last day of February, even though you may have to send amendments or 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.