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Year-end Tax Forms - Payroll

User's Guide



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Section 1

Introduction

1. Procedures of the Year-end Tax Forms Window

This guide is intended for those responsible for producing forms such as the RL-1, T4, Summary, CSST, etc. This guide contains all the information necessary for producing forms required by the various government agencies as well as information on new features for producing these forms according to current tax regulations and improvements made to the Payroll application. For more information on the new features, consult What's New in Form Production for 2014 6.

When you have a service plan, software updates are regularly available on the Internet in order to keep your application current with the latest tax regulations. This guide details changes to the relevant laws. However, the various guides provided by government agencies such as Human Resources and Social Development Canada (HRSDC), the Canada Revenue Agency (CRA) and Revenu Québec remain the principal reference documents. The following are the most important ones:

Canada

1. *Emplo ers' Gu de F l ng the T4 Sl p and Summar* (RC4120)
2. *Emplo ers' Gu de Pa roll Deduct ons and Rem ttances* (T4001)
3. *T4 Summar Summar of Remunerat on Pa d* (T4-SUM)

Qu bec

4. Description of the RL-Slip Data Filed on Electronic media (ED-400-V)
5. *Gu de to F l ng the RL-1 Sl p* (RL-1.G)
6. *Summar of Source Deduct ons and Emplo ee Contr but ons* (RLZ-1.S)
7. Guide for Employers: Source Deductions and Contributions (TP-1015.G-V)

CSST

7. *D clarat on des sala res*
8. *Obl gat ons relat ves aux documents const tuer* (DC 100 357)
9. *Calcul du versement p r od que* (DC 200-1057)

2. About this Guide

This guide provides an overview of the **ear-end Tax Forms** window. It is designed to familiari e the user with the program and its navigation while giving an idea of its overall operation.

It is structured in the chronological order of steps to be performed. Each step is described individually from form creation, modification and production through to form transmission via Internet. In addition, certain steps contain a **More** section that provides additional information on certain subjects.

Caution: All the steps are essential and must be performed in order.

Information or material required for a particular step is marked with the ⓘ symbol at the beginning of the section.

3. Year-end Tax Forms Summary of Steps

Report menu, **Payroll**, **ear-End Tax Forms** or 

	Step	Objective	Prerequisites	Procedure
1	Creating Forms 9	• Ensure the payroll lines assigned to each box are appropriate for the company.	• The year-end procedure must be completed. • The update is installed.	1. Print a **List of Boxes** report. 2. Check box contents and make any necessary adjustments. 3. Ensure that changes were made correctly.
2	Modifying Files 13	• For each employee, validate the amounts that appear in the boxes	• Have a Condensed Salary Statement on hand	1. Verify the **Employer File**. For each employee: 2. Verify the amounts in the boxes and make necessary changes. 3. Check employee files.
3	Form Parameters 16	• Define the production method and the type of paper used for printing forms	• Have the required paper on hand.	For each form: 1. Select the production method and the type of paper. 2. Perform a print test.
4	Producing Forms 20	• Print the forms: RL-1 and T4 slips • Generate the electronic file for the transfer		For each form: 1. Select employees. 2. Provide the requested information if an electronic file is to be created. 3. Perform all suggested steps for printing.
5	Producing Summaries 23	• Produce a report to help with completing the Summary Forms • Ensure that amounts balance	• Have a copy of every employee's T4 and RL-1 slips. • Have a copy of the source deductions remittance for the year.	For each Summary Form: 1. Enter the requested information. 2. Compare source deductions on forms with the Summaries. 3. Send the summaries and forms to the governments (when not using electronic files).
6	Transferring Files 26	• Electronically transfer files to the government agencies		According to the transfer type, you may need to: 1. Group the files if there is more than one company. 2. Transfer the files via diskette or Internet. 3. Forward the requested forms.
7 **8**	CSST Report 29	• Produce documents required by the CSST		1. Select the report format. 2. Check unit codes and amounts. 3. Produce the report.

4. What's New in Form Production for 2014

Report menu, **Payroll**, **ear-End Tax Forms** or 

The available types of paper for printing RL-1 and T4 slips have not been modified for the 2014 production of RL slips. Printing as a facsimile (reproduction of a slip on a blank sheet) is the printing type recommended by the Canada Revenue Agency and Revenu Québec. This type of printing is simple and enables to obtain perfect slips. By printing boxes and amounts at the same time, we are certain that the amounts are legible and correctly located in the boxes. We no longer support the printing of RL-1 and T4 slips on forms provided by Revenu Québec and the Canada Revenue Agency.

1 T4 Federal

Transfer of Files

Transfer via Disk

Starting January 2015, you will have to send your XML files by Internet. The Canada Revenue Agency no longer accepts CDs, DVDs, USB keys, or diskettes.

2 - Relev 1 Provincial (Qu bec only)

New Features

New additional information pertaining to the security option deduction

Code L-6 (Security option deduction) is replaced by codes L-9 and L-10. For more information, refer to the RL-1.G-V guide.

Reduction of the contribution to the HSF to create speciali ed jobs

To learn more, refer to the RL-1.G-v guide. If this reduction affects your business, you will have to complete the Reduction of the Contribution to the Health Services Fund: Creation of Speciali ed Jobs form (LE-34.1.12-v). Also, in the RL-1 Summary window, you will have to provide certain additional details which you will find on the LE-34.1.12-v form.

Transfer of Files

Transfer via Disk (CD, DVD)

Starting January 2015, you will have to send your XML files by Internet. Revenu Québec no longer accepts CDs, DVDs, USB keys, or diskettes.

CCQ

Box 52: The **Equivalence Factor (EF)** is obtained by adding the employee's annual contribution and employer's annual contribution to employee's retirement fund. The employee's annual contribution corresponds to the sum of his or her contributions to company benefits, withheld from each pay, as all these contributions are paid to the retirement fund (payroll line - **805 CCQ Benefits**). The employer's annual contribution corresponds to the sum of contributions paid by the employer to the retirement fund for each hour worked by the employee (line - **501 CCQ Benefits**).

For 2014, the employer’s pension plan contribution rates are:

From 2014-01-01 to 2014-12-31 $4.075/hour for a journeyman

$3.335/hour for an apprentice

These rates will be used automatically in calculating the amount in box 52.

Box 50: The Supplemental Pension Plan for the employees of the Québec construction industry is assigned the following federal registration number: 0351106.

Section 2

Creating Forms

1. Form Creation

Report menu, **Payroll**, **ear-End Tax Forms** or 

Step 1 **Form Creation** makes it possible to define the payroll lines, which will be used to calculate the amounts appearing on T4 and RL-1 slips. Although a form exists by default, it is always preferable to review the contents of each box to ensure the options selected reflect the company's reality. The lines contained in the boxes vary according to the province of employment and the company's options selected during the year.

2. Creating Forms - Step 1

Report menu, **Payroll**, **ear-End Tax Forms** or 

Caution: The update and year-end procedure must have already been performed.

1. Under the **Payroll (Report)** tab, click **ear-End Tax Forms 2014** .
2. Upon first opening the window, answer **es** to the question ***Do yo wish to roceed with year-end tax form re aration?*** Thus, the new year-end forms installed by your update are produced using payroll data resulting from the year-end procedure.

   The **ear-End Tax Forms 2014** window is displayed.
3. Ensure that it displays the year previous to the one in progress. If it does not, the year-end and update procedures were not performed.
4. To begin creating a form (T4 or RL-1 slips), click **Create Form** .

   The **"Name of Form Creation** window is displayed.
5. Under the tab corresponding to the form to be created, click a box's **Edit** button.

   The **Define Box Content Parameters** window is displayed allowing you to consult and modify the payroll lines already selected for this box.
6. To delete a line, select it and click **Delete selected line** .

   OR

   To add a line, place the cursor on the table's last blank line and select its contents.

   In the **+/-** column, select the appropriate arithmetic operator by using the drop-down menu. Thus, the amounts associated with the line are either added to or withdrawn from the total in the box.

   In the **Section** column, select the category of payroll lines to add to the box by using the drop-down menu. When using a line such as **Employment Insurance Gains**, the **Others** section offers various groupings of payroll lines or inaccessible amounts.

arning: The update and year-end procedure must haven been run.

In the **Line** column, select the payroll line, or the grouping of lines, to be included in the box. The options offered in the **Line** column depend on and reflect the selections made in the **Section** column**.**

7. Click **OK** to save the changes and close the window.
8. Repeat steps 5 to 7 for each box and form.

Hint: The **List of boxes** button makes it possible to print the list of boxes for the selected form as well as their contents (each payroll line selected).

Hint: The **Payroll configuration** button makes it possible to consult the payroll lines present in the previous year's payroll configuration.

9. When all boxes from each form have been verified, click **Save** in the "**Name of Form Creation** window, then click to close the window.
10. In the **ear-end Tax Forms** window, clicking **Verify Form (Creation Step)** prints two reports allowing the user to check the information in each box.

    A **Validation** report shows a list of payroll lines that were not selected according to any payroll option but for which an amount was entered upon running the payroll. Next, for each box on the year-end tax forms, the report indicates the presence of lines that perhaps should not be included in the box and, on the other hand, the absence of lines that should be included therein.

    The **List**-type report shows a list of payroll lines included in each box.

3. More About Creating Forms

Report menu, **Payroll**, **ear-End Tax Forms** or

The employer's address is incorrect

The address can be modified in the Employer File - Step 2 13 procedure.

A payroll line has not been used this year

When a payroll line does not contain an amount, it does not hinder the procedure. It is better to leave the line in the box if it is likely to be used next year.

A pension adjustment for a RPP or DPSP must be calculated

T4: Box 50 - RPP or DPSP Registration Number

In this box, enter the seven-digit registration number assigned by the Canada Revenue Agency for the Registered Pension Plan (RPP) or the Deferred Profit-Sharing Plan (DPSP) or the seven-digit identification number issued by the Canada Revenue Agency for an unregistered foreign pension plan for which an equivalence factor must be declared.

T4: Box 52 Equivalence Factor

The equivalence factor is the sum assumed accumulated over a year in a registered pension plan (RPP) offered by the employer or a deferred profit-sharing plan (DPSP). When it is necessary to calculate an equivalence factor, the appropriate payroll line must be selected, otherwise, it may be entered manually for each employee in the modification step. See Modifying Files Step 2 13.

Note: For a company subject to CCQ contributions, consult What's New in Form Production for 2014.

Printing a Message in the Center of the RL-1 Slip

Revenu Québec does not allow the printing of a message in the center of the RL-1 slip. Howev0er, the **Additional Information** section is used to create four additional boxes at the bottom of the slip. These boxes are used to enter specific information, and this, only when required by the government. In the **RL-1 Creation** window, enter the number (code) assigned to the type of amount in order to enable the **Edit** button. In the **Define Box Content Parameters** window, enter a description of the amount and select the payroll lines.

Section 3

Modifying Files

1. File Modification

Report menu, **Payroll**, **ear-End Tax Forms** or 

Step 2 **To Modify Files** allows the user to check the amounts to be printed in each box of the year-end forms for each employee. **Condensed**-type **Earnings Statements** are helpful in performing this check.

Although rare, information may need to be added or modified; for example, if prior to running the year-end procedure, the employee's opening balances were not adjusted so a corrected figure would appear on the year-end forms, then certain amounts must now be changed.

ⓘ : Printed **Condensed Earnings Statement** report for the preceding year including opening balances prior to running the year-end procedure.

2. Modifying Files - Step 2

Report menu, **Payroll**, **ear-End Tax Forms** or 

1. Click **Employer File**  in the **ear-End Tax Forms** window to consult and modify the employer's address and his business numbers.

   Changes made to an employer's name or address are reflected on all the company's government forms.

2. Click **Employee Files**  in the **ear-End Tax Forms** window to consult and modify an employee's RL-1 and T4 slip amounts.
3. In the window displayed, select the employee whose amounts are to be consulted or modified.
4. In the **RL-1 and T4 Consultation for Employee** window, under the appropriate form tab, check the amounts in the boxes for the selected employee using the **Condensed Earnings Statement**.

   Note: A **T4 (reduced rate)** tab appears when an employer has two payroll account numbers corresponding to two Employment Insurance contribution rates.

   When changes must be made, enter the corrected amount in the appropriate box. A checkmark appears in the adjacent box indicating that the default amount has been modified. To obtain the original amount calculated by default, simply remove the checkmark.

   When the cursor is positioned in a field whose amount has been modified, the **Calculated Value** field appears and displays the selected amount calculated by default for the selected box.

   Changes made to an employee's name or address appear on all the forms to be produced for this employee as well as in the **Employee** window.

   Click **Save** and repeat the procedure for the following employee.

5. Click **Next Employee**  and repeat Step 4 for each employee.

Verifying Files

6. In the **ear-End Tax Forms** window, click **Verify File**  to print a report and ensure that the form production procedure is possible. When a problem is encountered, the report presents, among other information, the missing elements and the boxes for which the associated amount seems erroneous.

3. More about Modifying Files

Report menu, **Payroll**, **ear-End Tax Forms** or 

Erroneous Amounts

Salary Statement

1. Make sure the **Condensed Salary Report** used as reference includes opening balances.

   To print a **Condensed Earnings Statement** for the preceding year, restore the payroll backup copy made at the time of the year-end procedure and print a Salary Report including the opening balances for all your employees. This payroll backup copy is named " pa*XX name of the compan* , where XX represents the year.

2. In the payroll configuration, verify if the boxes selected for the payroll lines are exact during the year-end procedure. To perform this check, in the Year-end Forms window, click **Create Form**  then, in the window that is displayed, click Payroll Configuration. Has there been a change in these boxes during the previous year?

Box Contents

Check the contents of the box. For more information, consult Creating Forms Step 1 9.

A Particular Employee

Are there amounts in the lines contained in the box? Was this line used during a payroll entry for this employee? Using the employee's condensed earnings statement, verify that at least one amount appears for one of the lines contained in the box. Has there been or should there be changes made to the employee's opening balances?

The problem may be due to specific information pertaining to this employee: date of birth, personal exemption (high or low), EI or CPP/QPP exemption, RRSP contribution.

Section 4

Form Parameters and Print Tests

1. Form Parameters

Report menu, **Payroll**, **ear-End Tax Forms** or 

Step 3 **To Define Forms** makes it possible to prepare data in view of printing forms. It consists of selecting the paper on which the forms are printed, determining whether or not an electronic file must be generated for the transmission of information to the government agencies and performing print tests.

: Have on hand the paper on which the forms will be printed.

It is possible to print a reproduction of the government forms on white paper stock with employee/employer information. However, the use of perforated paper is recommended, since the forms of Revenue Canada must be separated at the appropriate places. Perforated forms with a pre-printed back are available from ACCEO Solutions at 1 800 862-5922, option 3.

Finally, generating files reduces the number of copies to print as the copies for the governments are replaced with electronic files.

2. Defining Forms - Step 3

Report menu, **Payroll**, **ear-End Tax Forms** or 

1. Click **Form Parameters**  in the **ear-End Tax Forms** window to select the method and type of form to produce.
2. In the **Form Parameters** window, select the tab corresponding to the form to be configured, either **T4** or **RL-1**.
3. In the **Output Mode** box, select the method used for the production of the forms.

- **Paper** makes it possible to produce hard copies of the forms to be issued to employees and to the governments as well as kept in your files.
- **File and Paper** (transfer via disk or Internet) makes it possible to produce hard copies of the forms for employees and your files as well as an electronic file to be transmitted to the government agencies.

A) Under the **T4** tab :

In the **Information** group, enter the transmitter number. The number begins with "MM" followed by 6 digits.

B) Under the **RL-1** tab:

For RL-1 slips filed through Clic Revenu, select **RL-1 Transfer via Clic Revenu** to transmit the forms using Clic Revenu.

To enter the information necessary to easily access the Clic Revenu site, click **Setup**

Clic Revenu . The window may take a few seconds to be displayed. In the **Clic Revenu Server RL-1 and Summary**, enter the required information and close the window.

In the **Numbering** group, the **First Number** and **Last Number** fields are filled by default and cannot be modified. In the **Next Number** field, enter the number of the next RL-1 form to print. These numbers are printed on top of the box that appears in the top right corner of the form and are required to generate the electronic file.

For RL-1 slips that are not filed through Clic Revenu, contact Revenu Québec to obtain a transmitter number and enter it in the **Transmitter Number** box. That number begins with "NP" followed by 6 digits. The number must be different than "NP123456". Last year's number may be used.

In the **Numbering** group, when Revenu Québec assigns these numbers, they are entered by the user in the **First Number** and **Last Number** fields. In the Next Number Field, enter the number of the next RL-1 slip to be printed. These numbers will be printed on the upper line of the box located in the upper right corner of the RL-1 slip and are necessary for the production of an electronic file.

To obtain a transmitter number as well as a range of numbers for your RL-1 slips, contact Revenu Québec at 1 866 814-8392 or (418) 659-1020.

4. In the **Paper Type** box, select the type of paper, which is used to print the forms (laser or ink jet).

   ➲ **hite Paper Stock (8½ × 11):** Allows you to print a reproduction of the government forms with the information concerning employees and employers.

   ➲ **Acomba Form (8½ × 11):** Allows you to print a reproduction of the government forms with the information concerning employees on paper provided by ACCEO Solutions. The paper is perforated and the back is pre-printed.

   ➲ **Canada Revenu Agency (CRA) form (8½ x 11) for the T4 slip or Revenu Qu bec f orm (8½ x 14) for the RL-1 slip**: Allows you to print on the forms provided by the CRA and Revenu Québec (red for T4 slips and yellow for RL-1 slips). Ensure the number of the form displays a revision year compatible with the one for which the forms are made.

   Note: The CRA and Revenu Québec call the types of forms produced with the first two options: "Customi ed for the T4 slips, and "Facsimile for the RL-1 slips.

5. Repeat this procedure for each form, and then click **OK** to close the window.

   Note: When the method selected is **File and Paper**, Step 6 - **File Transfer** becomes available.

3. Running a Form Print Test

Report menu, **Payroll**, **ear-End Tax Forms** or 

A print test makes it possible to confirm that forms are printed correctly and respect the selected parameters. Xs for characters and 9s for numbers are printed in the boxes, making it possible to validate content type and location.

Note: No electronic file is generated during the test.

1. In the ear-End Tax Forms window, click the **Configuration and Print Test**  or  according to the form in question.

   The **Print Test** window is displayed.

2. Select the printer, margins and appropriate options, then click **Print Test**. For the first test, leave the margins at ero.

   Caution: A print test must be run on a real form, not on a reproduction such as a photocopy. It is possible to print on white paper stock and, by placing the result of the print test over an original government form, verify that the alignment is correct.

3. According to the result obtained, adjust the margins until the result is satisfactory.

4. Repeat this procedure for each form.

Section 5

Producing Forms

1. Form Production

Report menu, **Payroll**, **ear-End Tax Forms** or 

Step 4 **To Produce Forms** makes it possible to print the employees' forms as they must be remitted to employees no later than the last day of February.

: Have a sufficient quantity of paper confirms the selected parameters. For more information on paper choice, consult Defining Forms Step 3 16.

In addition, when the forms' output mode selected in Step 3 is **File and Paper**, the data files to be transmitted to the CRA and Revenu Québec are also created. Thus, when an electronic file must be generated each time a form is printed, the electronic equivalent is created for inclusion in the company's electronic file.

2. Producing Forms - Step 4

Report menu, **Payroll**, **ear-End Tax Forms** or 

Note: When the **File and Paper** option is selected in the **Form Parameters** operation, then the *Electron c F le* paragraph outlines the steps to follow.

1. In the Year-end Tax Forms window, click "**Form choice**" **Production**  or  or  to produce the desired form.
2. In the displayed window, select the type of form to produce and click **OK**.

   Note: The **Produce Draft** option prints a report showing the list of form boxes with their amounts for each employee.

3. In the window, select the employees for whom to print a form by checking or not the corresponding boxes. Once selected, the employees remain selected through the printing operation and the **Printed** column identifies the employees for whom the form was printed. For the first printing procedure, it is prudent to select a limited number of employees. Then click **OK**.

   Hint: Click **Select all employees**  to select all the boxes in the table and click **Unselect all employees**  to clear the table.

   Note: When one or more RL-1 forms were amended, you are prompted to determine whether to reprint amended forms or print new RL-1 slips.

   RL-1 Transfer via Clic Revenu: When this option is selected in the **Form Parameters** window, **RL-1** tab, you must indicate whether to produce original RL-1 slips or a draft. Select the appropriate option and click **OK**.

Electronic File:

The **General Information** window is displayed. The requested information is necessary for

creating the electronic file. The **Explanation** group box, located at the bottom of the window, provides a description of the required information according to the selected box.

When a file has already been produced for a company, a message is displayed. Select the **Delete this file and create a new one** option to delete the existing file and replace it with the one you are creating or select **Add/modify in this file** to add the forms just produced to existing files. A search is performed and when an employee is found in a file having the same company number, the employee is replaced in order not to appear twice. Thus, when producing T4s (normal rate) and T4s (reduced rate), since the company number is different, if an employee requires two forms, the second will be appended at the end of the file.

> **Note**: If the T4 form format is incompatible with that of the new data, a message is displayed to ask whether or not to replace the existing file.

Click **OK**.

The electronic file is now generated. Once all forms (T4 and RL-1) have been printed, the Transferring Files Step 6 26 transmits the files to the respective governments.

4. The **Printing** "**Name of Form**" window is displayed. Click the button corresponding to the appropriate step and follow the instructions on screen.

   > **Caution**: When an error is detected, a validation report is issued. Print this report, close it and make the required corrections before continuing with the procedure.
   >
   > **Note**: Click Configuration and print test button to perform the Running a Print Test Step 3 17 procedure. Once performed, you do not have to repeat it.

   The "**Name of Form**" **Print Set up** window is displayed with the selections made during the tests. It is possible to make changes as well. To begin printing, click **OK**.

   A form can be printed as many times as necessary.

5. The **Verify File** report displays information concerning the printing as well as the procedure to follow in order to correctly distribute the printed forms. Print this report then close the window.

6. Repeat Steps 7 and 8 for each print operation.

7. If necessary, repeat this procedure for the other types of forms.

   All T4 and RL-1 slips for the selected employees are correctly printed.

Section 6

Producing Summaries

1. Summary Production

Report menu, **Payroll**, **ear-End Tax Forms** or 

The **Producing Summaries** step corresponds to the production of the reports required to compile the amounts necessary to complete the federal *T4 Summar* and the Quebec *Summar of Source Deduct ons and Emplo er Contr but ons (RLZ-1.S)* forms. Thus, the production of summaries allows for the comparison between total source deductions as declared on the forms and the total payroll source deductions remitted by the employer throughout the year (Remittance Journal).

In general, the summary forms must be produced on or before the last day of February. However, there are some exceptions. Consult the relevant government publications for more information.

: Have on hand a copy of the forms (T4 and RL-1 slips) for all employees as well as a copy of payroll source deductions payments made to the federal government and to the Quebec provincial government, if needed.

: Have on hand a copy of the Summary forms to complete.

2. Producing Summaries - Step 5

Report menu, **Payroll**, **ear-End Tax Forms** or 

1. In the **ear-End Tax Forms** window, click **Summary Production** .

   The **Summary Production** window is displayed.

2. Select the form whose summary is to be produced. Complete the boxes. Amounts calculated using payroll data are displayed in the corresponding fields. The numbers within brackets correspond to those of the *Summar* form.

   Note: If you are registered with Clic Revenu, under the **RL-1** tab, the **Clic Revenu** 

button allows you to search for the remittance amounts processed by the Minist re du Revenu. A window is displayed allowing you to modify values. When the total amount remitted to the Minist re du Revenu is equal to the source deductions calculated by the Payroll application (within $2), the figures from the **Payments** group box are displayed.

3. Click **OK** to produce the report, then print it and verify that the amounts printed on each summary balance with those on employees' T4 and RL-1 slips as well as with payroll source deductions remitted to the governments.

4. Repeat the procedure for each *Summar* form to produce.

5. When the output mode selected is **Paper**, enter the amounts on the appropriate paper *Summar* form. Then the Summary T4 and a paper copy of the T4s must be sent to the federal government. In addition, for Québec, the *Summar of Source Deduct ons and Emplo er Contr but ons* (RLZ-1.S) along with a paper copy of the RL-1 slips must be sent to Revenu Québec.

Note: **To Transfer Files** **Step 6** need not be performed.

OR

When the **File and Paper** output mode is selected, the **To Transfer Files** **Step 6** must be performed.

Note: **Qu bec RL-1**: Those who generate files that will not be transmitted via Clic Revenu must enter the amount on the paper copy of the *Summar* form.

Section 7

Transferring Files

1. File Transfer

Report menu, **Payroll**, **ear-End Tax Forms** or 

Step 6 Transfer Files is for transmitting electronic files to the governments via Internet or disk. In Québec, the transfer can be made via Cllic Revenu (Internet only) or through another department.

In addition, **Step 6 Transfer Files** simplifies the grouping of electronic files when the forms are produced for several companies and when the transfer mode supports such a grouping.

Note: This step is available when the **File and Paper** output mode is selected in Defining Forms - Step 3 16

A duly filled out Summary form to remit to the government (RL-1).

2. Transferring Files - Step 6

Report menu, **Payroll**, **ear-End Tax Forms** or 

Caution: All the preceding procedures must be completed: printing T4 and RL-1 slips, Summary production.

1. In the **ear-End Tax Forms** window, click **Transfer Files** .

   The **Transfer Files** window is displayed.

2. Select the form for which files must be transferred.

   Note: Click **View File**  to see folder contents.

   Note: The **RL-1 <Clic Revenu>** tab is reserved for employers registered with Clic Revenu who wish to transfer RL-1 slips via Internet. This method only supports a single transfer of original RL-1 slips. You cannot transfer ungrouped files individually.

3. **Group Files**: When you wish to group files created for more than one company, in the **Grouped** file box, click **Group Files** . A message appears. Answer **es**. The **File Group** window is displayed.

   Select the companies for which the files must be grouped by selecting the corresponding boxes in the first column. The resulting file is saved in the Payroll installation directory.

4. The **Transfer via Disk**  allows for the selection of the directory in which to save the file, such as a disk drive. When no files have been grouped, use the **Transfer via Disk** command in the **Local File** group box as the file created is located in the company's folder. When multiple files have been grouped, use the command in the **Grouped File** group box as the created file is located in the program's folder.

Note: A diskette can contain only one file.

OR

Click **Transfer via Internet**  to transfer the file directly to the government via Internet. When no file groupings have been defined, use the **Transfer via Internet** command in the **Local File** group box as the file created is located in the company's folder. When a file grouping has been defined, use the command in the **Grouped File** group box as the file created is located in the application's folder.

A message that the file was correctly transferred is displayed.

5. Repeat the procedure for each type of government form.
6. Send the documents to the respective governments:

   T4: **Internet**: Nothing to do. All necessary information is transferred via Internet.

   RL-1 - Clic Revenu: **Internet**: Nothing to do. All necessary information is transferred via Internet. In addition, electronic payment is possible.

   RL-1: **Internet**: Only the *Summar of Source Deduct ons and Emplo er Contr but ons* (RLZ-1.S) is to be sent to the address indicated in the *Gu de to F l ng the RL-1* Slip (RL-1.G).

Section 8

CSST Report

1. CSST Report

Report menu, **Payroll**, **ear-End Tax Forms** or 

Steps 7 and 8 regarding Québec's Commission de la santé et de la sécurité du travail (CSST) serve to produce the documents required by this agency.

Employers whose activities fall into more than one classification unit must produce the document detailing the calculation and breakdown of annual insurable wages before submitting the *Statement of Wages.* This document presents the calculation of annual insurable wages for each employee and the breakdown of these wages by classification units corresponding to the activities to which each employee contributed during the year. This document cannot accompany the *Statement of Wages,* but must, however, be kept available for the CSST upon demand.

In addition, employers subject to the CCQ must file the *Document deta l ng the contracts for work covered b un ts 69960 and 80030 to 80260*.

2. Producing the CSST Report - Steps 7 and 8

Report menu, **Payroll**, **ear-End Tax Forms** or 

Note: The CCQ paragraphs address all employers subject to CCQ contributions.

Step 2 Modifying Files

1. Click **Employer File**  and ensure that the **Activities in multiple CSST units** box is selected. Steps 7 and 8 will not appear in the **ear-end Tax Forms** window.

   CCQ: The second **Activities in multiple CSST units specific to the CCQ** box must be selected.

Step 3 Form Parameters

2. **CCQ:** Click **Form Parameters**  and, under the **CSST** tab, select the appropriate report format.

   Note: The **Divided by Contract** option appears when **Cost Analysis** is active.

Step 7 Employees/Employer

At this step, you can make changes to amounts and unit codes.

3. Click **Employees**  and select the appropriate employee. The **CSST File** window is displayed. Under the **Earnings** tab, make sure that a unit code is entered for each earnings amount subject to CSST contributions. Under the **Adjustments** tab, subject earnings can be modified by entering the proper amounts in the **Insurable Earnings** and **Surplus** columns. Finally, under the **TD Values** tab, verify the cumulative amount for the employee in question.

   CCQ: Under the **Adjustments** tab, a second table allows the user to modify the distribution by contract.

4. Click **Save** and perform the procedure for the next employee.

5. **CCQ:** Click **Employer** 

to display the **Distribution of Insurable Earnings by Contract and Unit** window where the user can make adjustments per contract for the company.

Step 8 CSST Report/Contract Report

This step is for producing reports.

6. Click **CSST Report** . The **CSST File Validation** report is produced and displayed when an error is detected, such as a missing unit code for an earnings amount. Print this report, close it and make the necessary corrections to continue with report printing.

   OR

   In the case where no errors were detected, the Report Editor displays the **Document detailing the calculation and breakdown of annual insurable wages** according to the format selected in the **Form Parameters** window.

7. Print this report and keep it for your records.

   The report is printed. This document is not to accompany the *Statement of Wages,* but should be kept available for the CSST to consult upon request.

8. **CCQ:** When the contract format is selected, repeat paragraphs 6 and 7 by clicking **Contract Report** , which prints the **Document detailing the contracts for work covered by units 69960 and 80030 to 80260** report.

Section 9

MyPaycheque.net Users

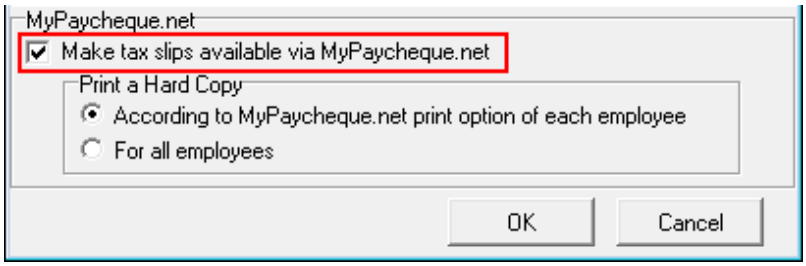
Report menu, **Payroll**, **ear-End Tax Forms** or 

With the new **Make tax slips available via MyPaycheque.net** option, employers can save RL-1 and T4 slips in PDF format and post them on the MyPaycheque.net service. Employees can then retrieve, read and print their statements via their MyPaycheque.net file.

Note: Only users of MyPaycheque.net can post slips. Users who have the **T4A/RL-2 Management** option can also post these slips via MyPaycheque.net.

1. In the **Tax Slips** window, click the **Employee File**  button.

   The **Employee File** window is displayed.



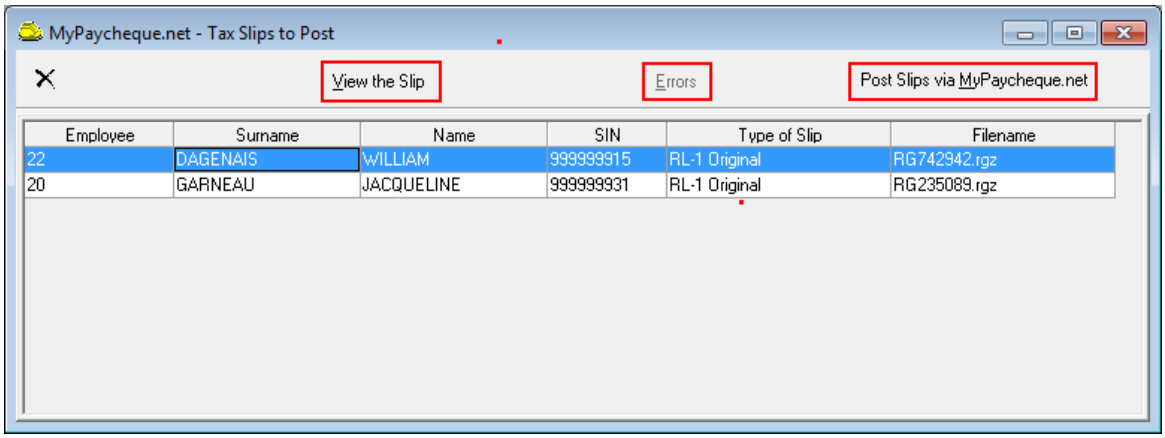
2. In the **MyPaycheque.net** group, select **Make tax slips available via MyPaycheque.net** to activate posting of slips via MyPaycheque.net.
3. To **Print a Hard Copy**, select one of the following two options:
   - **According to MyPaycheque.net print option of each employee**: Print a hard copy only if the **Print a Copy in Addition to the Electronic Copy** option is selected in the employee file, **Contact Information** tab, **MyPaycheque.net** group.
   - **For all employees**: Print a hard copy for all employees regardless of if the **Print a Copy in Addition to the Electronic Copy** option is selected in the employee file, **Contact Information** tab, **MyPaycheque.net** group.
4. Click **OK** to confirm.
5. When producing the various slips in Step 4, copies of the slips will be printed for employees according to the configuration of the **Print a Hard Copy** option.

   Note: For external employees, option available with **T4A/RL-2 Management**, only hard copies will be generated.

6. Back in the **Tax Slips 2014** window, click the **MyPaycheque.net** 

button.

   The **MyPaycheque.net Tax Slips to Post** window is displayed.



You can use this window to post the RL-1 and T4 slips of employees displayed on the list.

7. To view a specific employee's slip, select the employee on the list and click **View the Slip**.
8. To post all slips of the employees displayed on the list, click **Post Slips via MyPaycheque.net** .

   Employees can then retrieve their slips via their MyPaycheque.net file.
9. If an error occurs when posting the slips, click the **Errors** button to consult the messages.

Section 10

T4/RL-2 Management

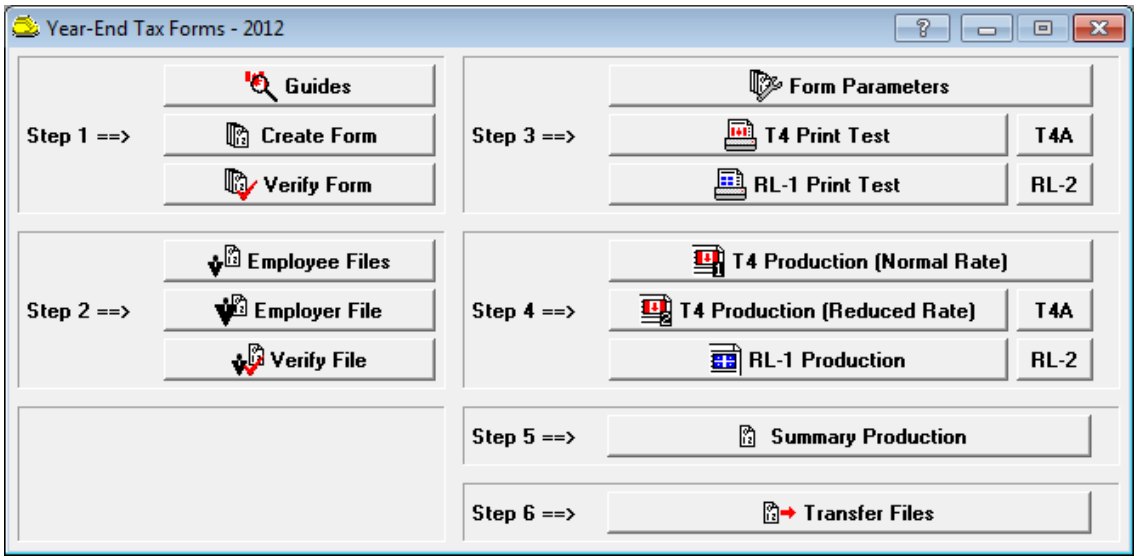
1. Introduction

Report menu, **Payroll**, **ear-End Tax Forms 2012** or 

Complementary to the Payroll module, T4A/RL-2 Management allows you to produce, print and send T4A (Statement of Pension, Retirement, Annuity and Other Income) and RL-2 (Statement of Retirement and Annuity Income) year-end tax forms electronically. Fully integrated into the Payroll module's government-slip production tool, this complement is easy to use.

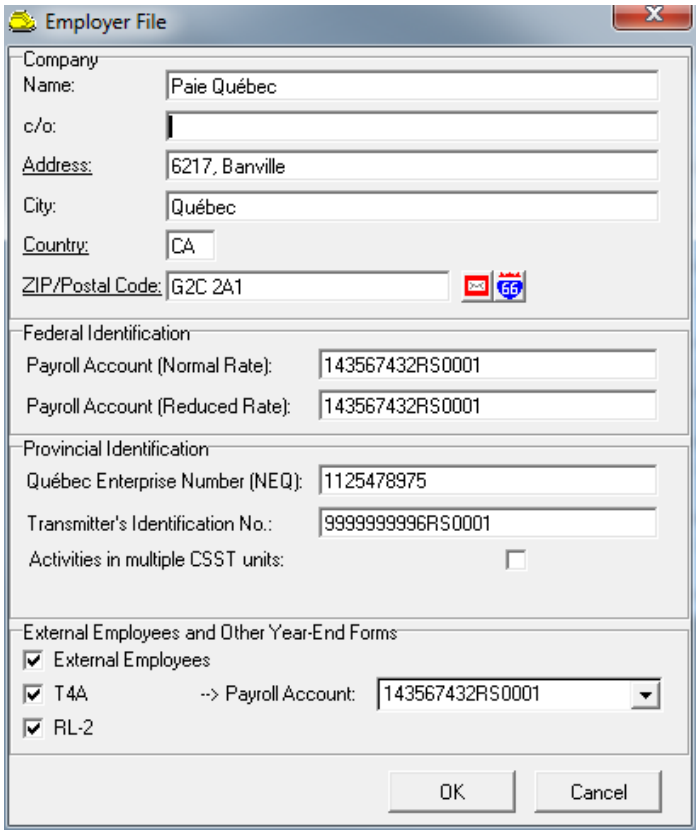
Note: The T4A/RL-2 Management tool is an integral part of the Payroll module. You can refer to the preceding sections in this guide for general procedures for producing year-end tax forms.

T4A and RL-2 slips are intended for active employees as well as external employees. External employees are those who are not on your regular payroll but to whom you have paid amounts for various reasons during the year (ex: benefits or annuities, lump-sum payments, commission income, etc.). This type of employee is either "individual or "business .



2. Employer File - Step 2

Report menu, **Payroll**, **ear-End Tax Forms** or 



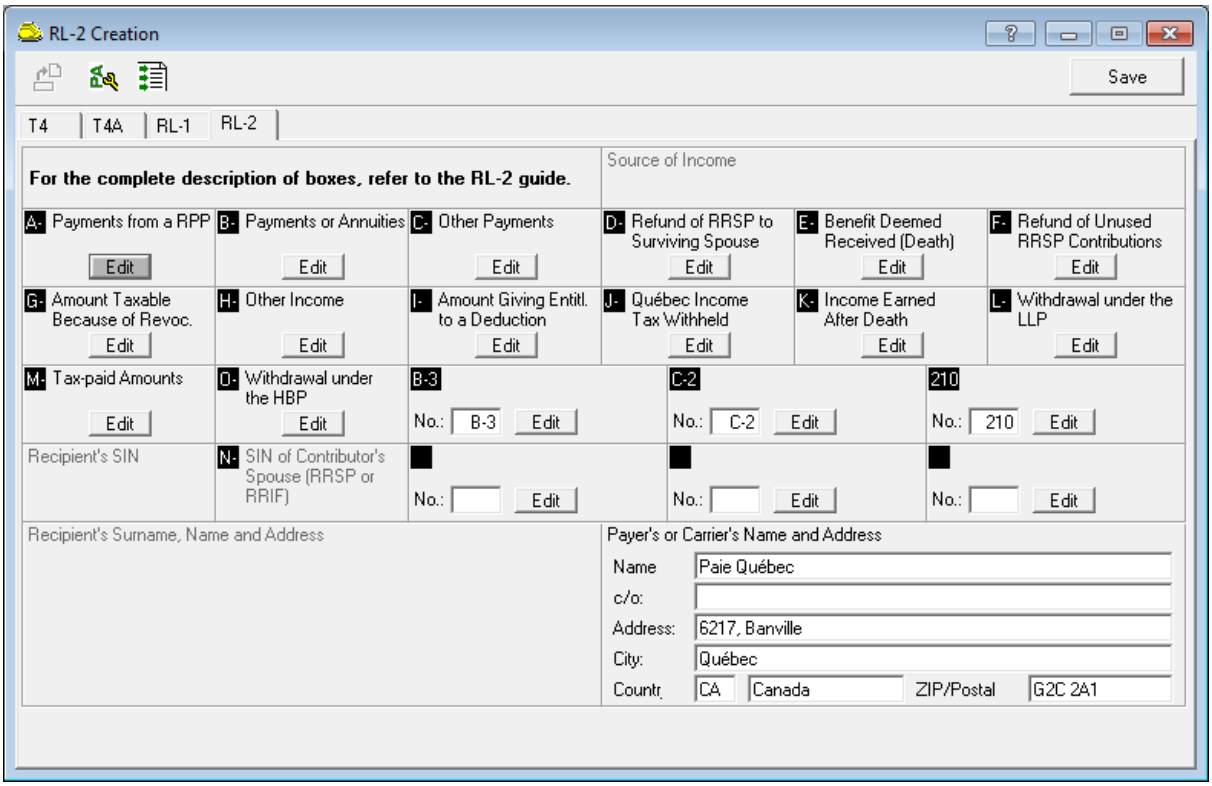
In the **Employer File** window, **External Employees and Other ear-End Forms** group box, check the boxes corresponding to the functions you want to activate:

- External Employees
- T4A
- RL-2

If you are producing T4 (Normal Rate) and T4 (Reduced Rate) slips, two payroll account numbers have been assigned to you. In the **Payroll Account** dropdown list, select the number to be used to produce T4A slips.

3. Create Form - Step 1

Report menu, **Payroll**, **ear-End Tax Forms** or



To produce T4A and/or RL-2 slips for employees with an "Active status in the payroll, you can, from the slip creation window, define the lines to be used by clicking on the Edit button of the appropriate boxes.

This allows you to automatically initiali e values in the corresponding boxes of the form.

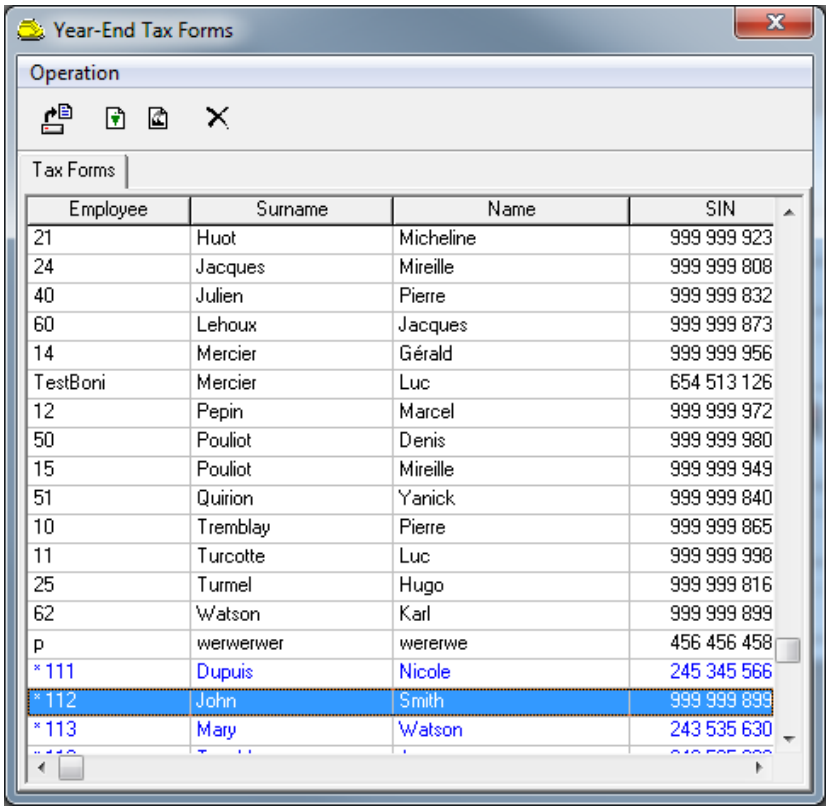
4. Employee Files - Step 2

Report menu, **Payroll**, **ear-End Tax Forms** or

External Employees

To produce T4A and/or RL-2 slips for external employees, you must first create an "External Employee file for each of them by clicking on one of these buttons:

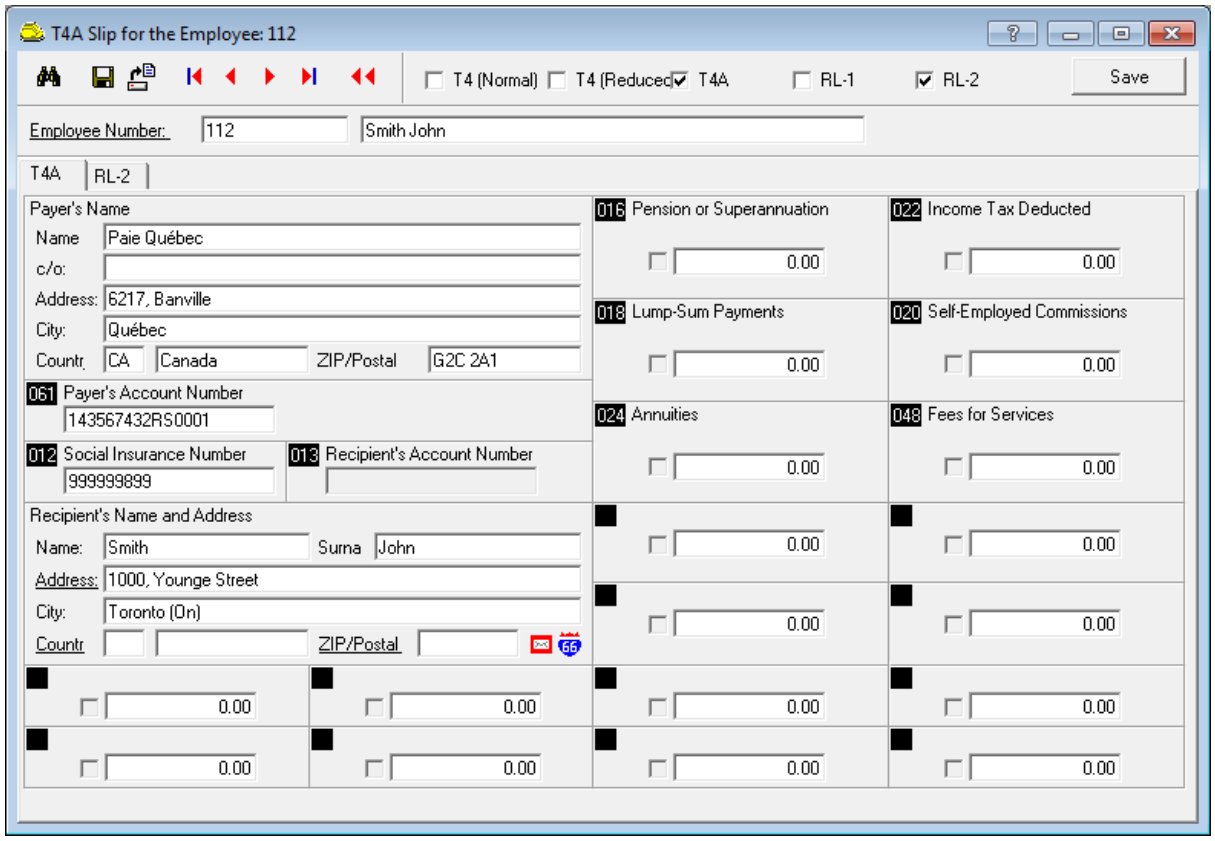
- : Add an external employee (individual) who is not on the payroll.
- : Add an external employee (business) who is not on the payroll.



Employee	Surname	Name	SIN
21	Huot	Micheline	999 999 923
24	Jacques	Mireille	999 999 808
40	Julien	Pierre	999 999 832
60	Lehoux	Jacques	999 999 873
14	Mercier	Gérald	999 999 956
TestBoni	Mercier	Luc	654 513 126
12	Pepin	Marcel	999 999 972
50	Pouliot	Denis	999 999 980
15	Pouliot	Mireille	999 999 949
51	Quirion	Yanick	999 999 840
10	Tremblay	Pierre	999 999 865
11	Turcotte	Luc	999 999 998
25	Turmel	Hugo	999 999 816
62	Watson	Karl	999 999 899
p	werwerwer	wererwe	456 456 458
* 111	Dupuis	Nicole	245 345 566
* 112	John	Smith	999 999 899
* 113	Mary	Watson	243 535 630

In the **ear-End Tax Forms** list, an asterisk on the left of the employee number allows you to differentiate external employees from active employees.

To open an external employee file, double-click on the employee's name in the list.



In the upper right section of the window, check the boxes corresponding to the types of form you want to produce for this external employee: **T4 (Normal)**, **T4 (Reduced)**, **T4A**, **RL-1** or **RL-2**. The tabs corresponding to the checked boxes are displayed in the left section of the window.

Afterwards, for each type of form selected, enter amounts in the appropriate boxes.

Active Employees

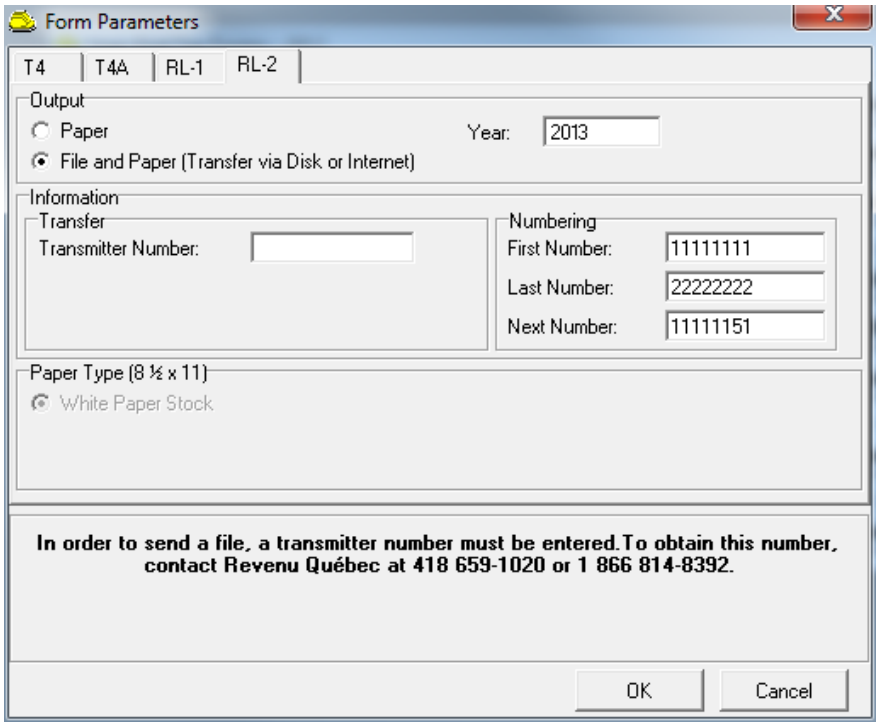
To open an active employee file, double-click on the employee's name in the **ear-End Tax Forms** list.

In the upper right section of the window, the **T4** and **RL-1** boxes are already selected. Check the **T4A** and **RL-2** boxes, if necessary. The tabs corresponding to the checked boxes are displayed in the left section of the window.

Afterwards, for each type of form selected, validate the amounts automatically entered, based on the data entered in **Step 1** **Create Form**, or enter the amounts in the appropriate boxes.

5. Form Parameters - Step 3

Report menu, **Payroll**, **ear-End Tax Forms** or



Under the **T4A** and **RL-2** tabs, select the appropriate type of output: **Paper** or **File and Paper (Transfer via Disk or Internet)**.

- If you select **File and Paper**:
  - For the T4A slip, you must enter the transmitter number (same as for T4 slips).
  - For the RL-2 slip, you must enter the transmitter number (same as for RL-1 slips). Then, in the **Numbering** group box, enter the numbers specific to your RL-2 slips.
- In the **Paper Type** group box, **hite Paper Stock** (approved by governments) is the only available format for T4A and RL-2 slips. Printing on government forms is not supported.

The other production steps are similar to those of T4 and RL-1 slips. For more information, particularly for steps 4, 5 and 6, refer to the preceding sections in this guide.