ELM Computer Systems Inc.
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North York ON M2H 3B4
Tel: 416 495 1624 (ext. 116)
Toll: 800 268 3211 (ext. 116)
Fax: 416 495 0044
Email: support@avantax.ca

CLIENT CONTACT INFORMATION		
Contact Name:		
Email:		Position:
Company Name:		
Address:		
Phone:	Fax:	Client Number:

COMPANY/FILER IDENTIFICATION INFORMATION	
Company Name; line 1:	
Company Name; line 2:	
Care Of:	Business Number (RP):
Address; line 1:	T5013 Account # (RZ):
Address; line 2:	T5018 Account # (RZ):
City / Province:	TFSA Account # (RZ):
Postal Code:	T5/T5007/T5008/RRSP Acc't # (RZ):
Accounting Contact:	Non-resident tax acct # (NR):
Accounting Phone:	QC Enterprise # (NEQ):
Accounting Email:	QC ID # & File # (RS/TQ):

STANDARD PACKAGE / OPTIONS	Y/N
Required: Standard Package * Indicate if you **do not require** XML submission [ ]	Y
Option 1: Individual recipient PDFs (*req. Standard*)	
Option 2: Email secure recipient PDFs (*req. # 1*)	
Option 3: Printed Recipient Slips (*req. Standard*)	
Option 4: Fold slips & insert into envelopes (*req. # 3*)	
Option 5: Apply postage to envelopes (*req. # 4*)	
Option 6: Deliver to postal gateway (*req. # 5*)	
Option 7: Ship printing to client (*req. # 3*)	
Notes / Special Instructions:	

SLIP TYPE / QUANTITY							
Type	**Qty.**	**Type**	**Qty.**	**Type**	**Qty.**	**Type**	**Qty.**

* Features Included in our **Standard Package**:

- Private access to our secure client portal
- Data import from CSV, XSL/X and XML
- Data validation against CRA & RQ schemas
- Preliminary reports for client review
- XML submission & confirmation report
- PDF files containing all slips & summaries
- Moderate number of amended & canceled slips
- All PDF & XML output approved by CRA & RQ

PAYMENT OPTIONS		
- 50% deposit due before processing; remainder due before submission. - 3% surcharge will be added to all credit card payments	Cheque [ ] Direct Deposit / Wire Transfer [ ] Visa [ ] MasterCard [ ] Amex [ ]	
	Card Number:	Exp. (mm/yy): /
	Cardholder's Name:	

ELM COMPUTER SYSTEMS (AVANTAX FILING SERVICES) USE ONLY															
	Quote Services	Receive data	Invoice	50% Deposit	Import data	Process data	Review		Paid	Submit XML		Reports to client	Print	Mail	Comp.
							Internal	Client		CRA	RQ				
Initials															
Date															