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		
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
STANDARD PACKAGE* (*required*)	**Y**
Option 1: Individual recipient slips; PDF (*req. Std.*)	
Option 2: Email recipient slips; secure PDF (*req. Std.*)	
Option 3: Printed Recipient Slips (*req. Std.*)	
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. # 3,4 and/or 5*)	

SLIP TYPES / QUANTITIES							
Type	**Qty.**	**Type**	**Qty.**	**Type**	**Qty.**	**Type**	**Qty.**

* Our **Standard Package** includes:

- Data import
- Data validation
- Edit lists(for client review)
- PDF file of all slips
- PDF file of summary
- XML validation, submission & confirmation

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

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