AvanTax eForms 2015

Help & User's Guide

AvanTax eForms 2015

12/9/2015

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Foreword

We at ELM Computer Systems Inc. would like to thank you for using AvanTax eForms.

It is thanks to suggestions from our clients, both new and returning, that eForms has become the quality product that it is today.

Thank you!

Part I

Introduction

1 Introduction

1.1 About AvanTax eForms

Since its introduction as T4 TimeSaver in 1988, AvanTax eForms has been used by thousands of Canadian businesses each year to reliably produce CRA and Revenu Québec information returns. eForms enables its users to easily enter or import data, process data for specific errors and submit paper and/or electronic returns.

Originally written for MS-DOS in 1988, T4 TimeSaver was rewritten for Windows in 1997 and subsequently updated to use the .NET framework (v. 2) in 2007. In 2011 T4 TimeSaver was rebranded to AvanTax eForms to better reflect its multiple forms capability. If you have need of one of our older versions, all eForms/T4 TimeSaver releases from 1997 onward are **available from the downloads page** on our website: **www.AvanTax.ca/eForms**

The AvanTax eForms development team is committed to providing software for producing Canadian information returns that is superior to any other system. With that in mind, eForms has been designed from the ground up to provide a solid foundation for ongoing product development and simplify the addition of new product features.

New features in the 2015 version of eForms include:

- Current database highlighted on Start Page
- Indicate required transmitter information on data entry screen
- Link to training video added to XML filing screen
- Streamline adjustment warnings when printing T4 or RL-1 slips
- Warning if no database is currently open
- Warning if no company is currently open
- Warn if printing RL slips without having created XML
- Warn if creating amended RQ XML submission and no original sequence numbers exist
- Various client-reported bugs resolved
- Call attention to existing feature - F6/Shift F6 copies and pastes company address data
- Call attention to existing feature - F7/Shift F7 copies and pastes recipient & address data

eForms can be used to prepare returns for the following information slips:

Canada Revenue Agency (CRA): NR4, RRSP, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200 & T2202A, TFSA
Revenu Québec (RQ): RL-1, RL-2, RL-3, RL-8, RL-11, RL-15, RL-16, RL-17, RL-18, RL-22, RL-24, RL-25, RL-27, RL-30, RL-31 & TP-64.3-V

The selection of forms that are available depends on the version of AvanTax eForms installed:

eForms Lite: T4, T4A, T5, RL-1 & RL-3
eForms Basic: NR4, RRSP, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5018, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-11, RL-17, RL-18, RL-22, RL-24, RL-25, RL-27, RL-30, RL-31 & TP-64.3-V
eForms Standard (formerly eForms Plus): NR4, RRSP, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-11, RL-15, RL-17, RL-18, RL-22, RL-24, RL-25, RL-27, RL-30, RL-31 & TP-64.3-V
eForms Enterprise: NR4, RRSP, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4A-NR, T4A-RCA, T5, T5007, T5008, T5013, T5018, T2200, T2202A, TFSA, RL-1, RL-2, RL-3, RL-8, RL-11, RL-15, RL-16, RL-17, RL-18, RL-22, RL-24, RL-25, RL-27, RL-30, RL-31 & TP-64.3-V

1.1.1 Requesting System Enhancements

We highly value your suggestions; in fact, many of the forms and features now available in eForms are the result of suggestions made by our clients. For over 25 years your comments, suggestions and requests have helped us to continually improve eForms/T4 TimeSaver; **THANK YOU!** You have helped to make eForms what it is today.

No matter how long you've been using eForms, if you have an idea that you think should be added to eForms please call or **send us an email** (or **send us an email** in Quebec) and tell us about it; we'd love to hear from you. While we do not guarantee that we will include all suggested improvements into the eForms, we promise you that we will give each suggestion our careful consideration.

To all of you who have provided suggestions over the years: Thank you for helping us to make eForms the finest information slip preparation software available in Canada!

1.1.2 System Requirements

Operating System Requirements

Windows
eForms will run on any current Windows version (32 bit or 64 bit) with .NET Framework 4.0 installed. For users of older versions of Windows that are no longer supported by Microsoft, we cannot guarantee all features of eForms will work and we may be unable to resolve any problems you encounter while using them.

Apple
eForms will run on current Windows versions on Mac computers using Boot Camp (or similar dual-boot systems) or Parallels (or similar virtualization systems). See **File Locations** 125 for further details.

Terminal Server
eForms will run on Terminal Servers that support Windows applications. Refer to the documentation for your Terminal Server for recommended installation procedures.

Novell
We do not guarantee eForms to work on Novell networks, although some clients report success. If you do try to use eForms on Novell, ensure that file and path names are no longer than eight characters each as Novell does not always correctly resolve long file names.

Hardware Requirements

Workstation (required for all installations)
The workstation on which eForms will be used (either as a stand-alone application or in a client-server environment) must be capable of supporting a current version of Windows and meet the hardware requirements of the Windows version installed on it.

Print and Electronic Output
eForms creates much of its printed output as Adobe Portable Document Format (PDF) files which can be printed using any Windows compatible printer. Adobe Reader is not required for the generation of these reports but is required to view them on-screen. Returns can be filed on paper (requires a printer) or as an XML file submitted via the Internet (requires an Internet connection).

Data Import from Excel
Microsoft Excel must be installed in order to import data from XLS or XLSX files.

1.1.3 AvanTax eForms Versions

AvanTax eForms is available in four Windows versions (Lite, Basic, Standard and Enterprise), providing a range of features that will satisfy the requirements of any firm; regardless of its size. Throughout this manual, features that are available only on specific versions of eForms will be appropriately noted. Forms available are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

Refer to the **eForms Comparison Chart** 14 for a full list of features present in each version of AvanTax eForms.

AvanTax eForms Lite
eForms Lite is our entry level package and has been designed for firms with smaller data processing requirements. Returns can be prepared for up to 5 companies, with a maximum of 25 slips of each type (T4, T4A, T5, RL-1 & RL-3) for each company.

AvanTax eForms Basic
A step up from eForms Lite, eForms Basic is a good solution for the information return preparation needs of larger firms; whether you produce returns for your own organization or for multiple client organizations. Unlimited in the number of returns that can be manually entered and processed, eForms Basic can be used to prepare returns for even the largest organizations with a minimum of fuss and bother.

AvanTax eForms Standard
Our most popular package, eForms Standard includes all the features of eForms Basic and offers greater flexibility by adding: batch electronic filing; multi-user networking; data import and partnership forms. eForms Standard is used by more firms across North America than any other eForms version.

AvanTax eForms Enterprise
eForms Enterprise is an enhanced version of eForms Standard and has been designed to meet the data entry, reporting and management needs of even the largest organizations. With enhanced reporting and forensic analysis capabilities, eForms Enterprise is THE tool of choice for professionals across Canada.

At any time during the 2015 tax season you can upgrade or downgrade to a eForms version that better meets your needs; you will be invoiced or refunded for any difference in cost; excluding shipping charges. Databases are fully interchangeable between eForms Basic, Standard and Enterprise. If you are moving to or from eForms Lite, ELM's technicians can import the databases for you for a modest fee (if necessary).

1.1.3.1 AvanTax eForms Version Comparison

AvanTax eForms Version Comparison Chart (2015)					
Features (may change without notice)		eForms LITE	eForms BASIC	eForms STANDARD	eForms ENTERPRISE
Platform (See note 1)		Windows	Windows	Windows	Windows
Max. number of companies		5	Unlimited	Unlimited	Unlimited
Max. number of slips per return		25	Unlimited	Unlimited	Unlimited
User friendly data entry		o	o	o	o
Identify and adjust over/under paid CPP/QPP, EI & QPIP		o	o	o	o
Roll data forward to next version (See note 2)		o	o	o	o
Free	Fully functional trial version	**Download**			
	Technical Support Email: 9am - 8pm EST, Mon - Fri Tel: 9am - 5pm EST, Mon - Fri	o	o	o	o
Forms	T4, T4A &T5	o	o	o	o
	RL-1 & RL-3	o	o	o	o
	NR4, RRSP, T4PS, T4RIF, T4RSP, T4A-NR, T4A-RCA, T5007, T5008, T5018, T2200, T2202A, T1204, TFSA, RL-2, RL-8, RL-11, RL-17, RL-18, RL-22, RL-24, RL-25, RL-27, RL-30, RL-31 & TP-64.3-V		o	o	o
	T5013 & RL-15 partnership returns			o	o
	T3 & TP-646 Trust Income tax returns (See note 3)				o
Electronic & Internet filing in XML format (CRA & RQ approved)		o	o	o	o
Print facsimile returns on plain paper (CRA & RQ approved)		o	o	o	o
Print returns on CRA & RQ forms		o	o	o	o
On screen preview of all reports		o	o	o	o
Save reports in CSV, HTML, PDF, RTF, XLS, TXT or image formats		o	o	o	o
Simultaneous live display of multiple related forms		o	o	o	o
Batch return printing		o	o	o	o
Batch Internet filing				o	o
Import CSV, Excel & XML data and 3rd party payroll data in XML format (See note 4)				o	o
Export slip information to CSV format				o	o
Multi-user access to database				o	o
System event viewer					o
Email password protected PDF slips to recipients					o
Enhanced data import					o
Enhanced company filing status					o
Price - Annual Site License		$105.00	$295.00	$485.00	$695.00

NOTES (features may change without notice):
(1) - eForms requires a current version of Windows; eForms can be used on Apply hardware, either in Windows installations with Boot Camp or with Parallels
(2) - Databases created with eForms Basic, Standard or Enterprise are interchangeable. Databases created by eForms Lite can be transferred to any other version by our staff for a fee
(3) - T3 Slip & Summary and RL-16 Slip will be included initially and additional T3 & RL-16 forms will be included as the season progresses.
(4) - Import from Excel requires Microsoft Excel

1.2 About ELM Computer Systems Inc.

ELM Computer Systems Inc. was established in 1978 to provide comprehensive Information Technology services to businesses in the Greater Toronto Area. Although concentrating on the GTA, ELM provides reliable remote support and management solutions to businesses anywhere in Canada. Our clients include members of the accounting, health, legal and transportation industries as well as many others. Over the years and through continual training we have acquired expertise in all aspects of business computing & networking and are experts in custom software design on systems from handheld to desktop computers. Because each of our staff members has over 20 years experience we are also able to support older technologies such as MS-DOS, Novell and other obsolete software.

Please visit our website to learn more about ELM Computer Systems: www.elmcomputers.com Software and IT resources available from ELM Computer Systems include:

- Onsite and remote support & computer maintenance; from stand-alone systems to entire networks
- Consulting services
- QuickBooks ProAdvisor services
- Custom software development
  - AvanTax eForms: The software described in this user guide (www.AvanTax.ca/eForms)
  - AvanTax Auto: Automobile taxable benefits calculator (www.AvanTax.ca/Auto)
  - Handheld data collection: Used to tabulate and upload data from industrial heating / cooling plants

If you have any questions about how ELM can help you get the best use out of your computers please use the contact information provided below.

ELM Computer Systems Inc.
502 Gordon Baker Road
North York, Ontario
M2H 3B4

Toronto:	416 495 1624
Toll Free:	800 268 3211
Fax:	416 495 0044
Email:	info@elmcomputers.com
Website:	www.elmcomputers.com

1.3 Technical Support

As a registered user you may contact us with any questions concerning 2015 AvanTax eForms. Although we can resolve most problems over the phone or by email, we may occasionally need to connect to your system or obtain a copy of your database to resolve your problem. We may not be able to resolve a problem if we are not able to work on a copy of the database in question.

To send us a copy of your database, select **Send E-mail to Technical Support** from the **Help** 37 menu; your default email program will start and the database can be added to your email message as an attachment. The current eForms database is displayed on the **Start Page** and can also be displayed using the **About eForms** or **Diagnostics and File Locations** options of the **Help** 37 menu.

Confidentiality Statement
Under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered during the client's use of eForms. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Send Error Log
You can also send ELM an error log by selecting **Send Error Log to Technical Support** from the **Help** 37. A log containing the details of any problems encountered during the use of eForms will be sent to our Technical Support staff for evaluation.

Contact English Language Technical Support
English technical support is available by telephone Monday to Friday from 9am to 5pm ET and by email Monday to Friday from 9am to 8pm ET. We also regularly check email on evenings and weekends and will attempt to respond to emergency situations as we become aware of them.

English Language Technical Support Hot Line (GTA)	416 495 1624
Toll Free	800 268 3211
Fax	416 495 0044
Email	support@AvanTax.ca
eForms Website	www.AvanTax.ca/eForms

Coordonnées du soutien technique en français
ELM Computer Systems offre un soutien technique en français depuis ses bureaux de Montréal, du lundi au vendredi, de 9 h à 17 h (heure de l'Est) et par courriel du lundi au vendredi, de 9 h à 17 h.

Ligne de soutien technique en français	514 499 9669
Télécopieur	514 499 9669
Courriel	SoutienTechnique@AvanTax.ca
Site Web	www.AvanTax.ca/eForms/index-FR.html

1.4 License Agreement

AvanTax eForms ("program") is owned by ELM Computer Systems Inc. ELM Computer Systems grants you, the registered user, a nonexclusive, non-transferable license to use the program. You are expressly prohibited from distributing the program with its authorization code to any third party, regardless of whether such distribution is for profit. All rights, title and interest in and to the program, and all documentation, code and logic which describes and/or comprises the program are vested in ELM Computer Systems. Your right to use the program is conditional upon and limited by the terms and conditions of this license. You may not: (a) modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the program; or (b) loan, rent, lease or sublicense the program or any copy, without the prior written consent of ELM Computer Systems. Any violation of these provisions will constitute an automatic revocation of your license to use the program and will subject you to substantial liability under the applicable legislation of the jurisdiction in which the program is being used. All other trademarks are the property of their respective owners.

You are permitted to use the program on any or all computers at or associated with a single location (a unique street address) with no restriction on the number of users. Use of the program at affiliates, branch offices or other locations (a secondary street address) is prohibited unless a separate license has been purchased for each location in question.

1.5 Warranty Information

We warrant to you for ninety (90) days from the date you received the software package that the package contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate package or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

Disclaimer

The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms, or other files or information, generated by the Package for submission to Canada Revenue Agency or Revenu Québec. It is the users' responsibility to ensure that data processed using the Package is correct and complete; that the proper forms are used and, with respect to the Relevé slips, that the sequence numbers on the forms are unique and within the range assigned to the user by Revenu Québec (paper forms) and ELM Computer Systems, Inc. (electronic forms)

We specifically state that our comments in any communication that may occur between you and ELM Computer Systems regarding filing or submission requirements, tax law and the like are not to be considered as professional advice. All such questions must be directed to representatives of the appropriate agency.

Program features described in this document (and screenshots of program features) are of the latest eForms release installed on a fully patched Windows 7 computer and may not exactly reflect what is shown while using older program releases or other versions of Windows.

Part II

Installing AvanTax eForms

2 Installing AvanTax eForms

eForms may be installed on any storage media accessible to your computer. The program can be installed without affecting any existing 2014 or 2015 eForms databases. Despite this we strongly recommend that you have a reliable backup of your data prior to installing 2015 eForms or any updates.

Before beginning the installation note the following security issues:

1. The logon account used for the installation must have local administrator privileges on the computer where the installation will take place.
2. The logon account used for the installation must have read/write access to all network resource involved in the installation.
3. The logon account for any eForms user must have read/write/modify access to any folder containing eForms databases.
4. The logon account for any eForms user must have read/write/modify access to any folder used by eForms; including the program installation folder.
5. In a Network Administrator installation, the logon account for any eForms user must have read/write/modify access to the eForms Network Administration installation folder.

Installing eForms from CD

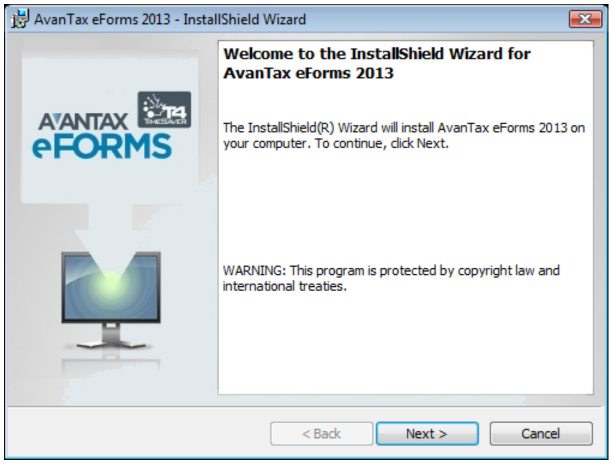
To install eForms from the CD follow these steps:

1. Make a copy of the original CD media and store the original in a safe place.
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, remember to restart them once eForms has been installed.
3. Insert the copied installation CD in an appropriate drive.
4. The installation program should start automatically, please follow the steps below if it does not:
    a. Click on the Windows **Start** button, usually in the lower left corner of your display.
    b. Start the Windows **Run** dialogue by one of the following methods:
        i. In Windows XP - select **Run** from the **Start Menu**.
        ii. In Windows Vista/7 - type **Run** in the Search box.
        iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) and press the letter "R."
    c. Type ***drive*****:eForms2015Setup.exe** (where "*drive*" designates the drive containing the installation CD) in the Run dialogue.
    d. Click **OK** to begin installing eForms.

Installing eForms from the Internet

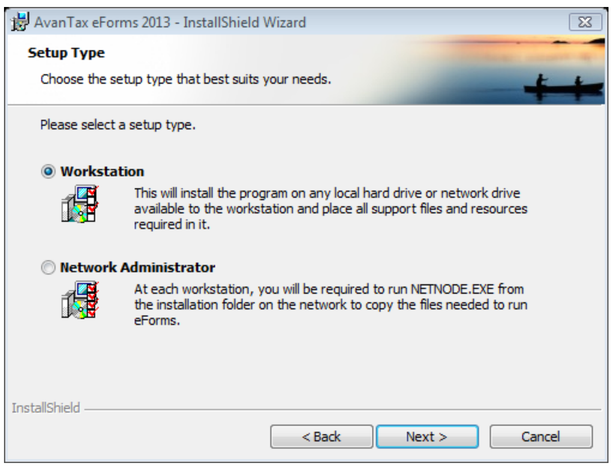
To install eForms from the Internet follow these steps:

1. Download the installation package from our website: eForms Downloads*;* if your Internet browser gives you the choice to save or run the installation package, save it to a location you can remember for the next step.
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, remember to restart them once eForms has been installed.
3. Start the Windows **Run** dialogue:
    a. Click on the Windows **Start** button, usually in the lower left corner of your display.
    b. Start the Windows **Run** dialogue by one of the following:
        i. In Windows XP - select **Run** from the **Start Menu**.
        ii. In Windows Vista/7 - type **Run** in the Search box.
        iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) and press the letter "R."
    c. Type ***location*****\eForms2015Setup.exe** (where “*location*” designates the folder where you saved the downloaded installation package) in the Run dialogue.
    d. Click **OK** to begin installing eForms.



Select Install Type

When the setup program begins, follow the directions as they appear on your display. Unless you have special installation requirements or are installing to a network location you can generally accept the default settings. You will be given the option to install eForms as either a Workstation or Network Administrator installation; see notes below and at the end of this section.



Workstation Installation

Select Workstation from the **Select Install Type** window if you will install eForms individually on each workstation. This will install the program on any local hard drive or network drive available to the workstation and place all support files and resources required by the program on the workstation's hard drive. This is the best option to choose if you do not have a network or will be using eForms on a small number of workstations. **NOTE**: Do not use the Workstation Installation to install AvanTax eForms to a Terminal Server environment. See below for details 22.

Network Administrator Installation

Select **Network Administrator** from the **Select Install Type** window if you will install eForms on a network drive for subsequent distribution to each workstation. At each workstation, you will be required to run **NETNODE.EXE** from the installation folder on the network to copy the files needed to run eForms on the workstation. This is the best option to choose if many people will be using eForms on computers connected by a network. **NOTE**: Use the Network Administrator Installation to install AvanTax eForms to a Terminal Server environment. See below for details 22.

Important Note for Network Administrator Installation

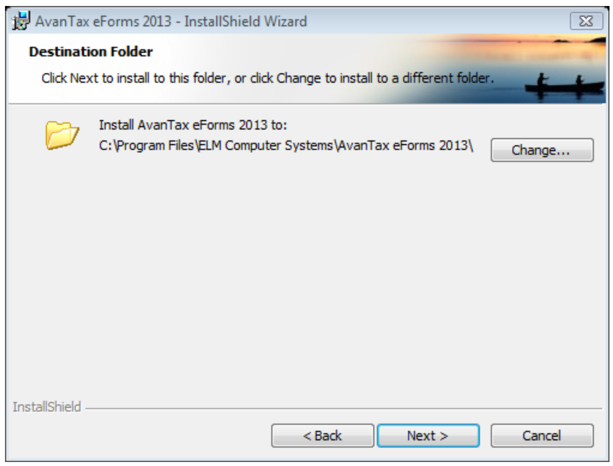
To prevent User Account Control (UAC), a security feature of Windows Vista and Windows 7, from preventing the

NETNODE.EXE installation you may need to follow these steps:

1. Right-click on **NETNODE.EXE** (do not double-left-click).
2. From the menu, choose the option to "Run as administrator."
2. Click on "Yes" if a UAC prompt is displayed.
3. **NETNODE** installation will begin.

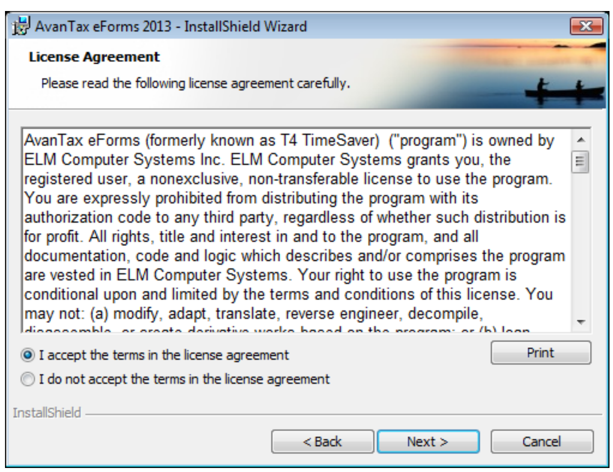
Select Installation Folder

Enter the destination folder in the **Folder** field; this is the folder to which eForms will be installed, it should be a location that is always available. It is recommended that you not install eForms to removable storage of any type. Click **Next** to proceed with the installation of eForms.



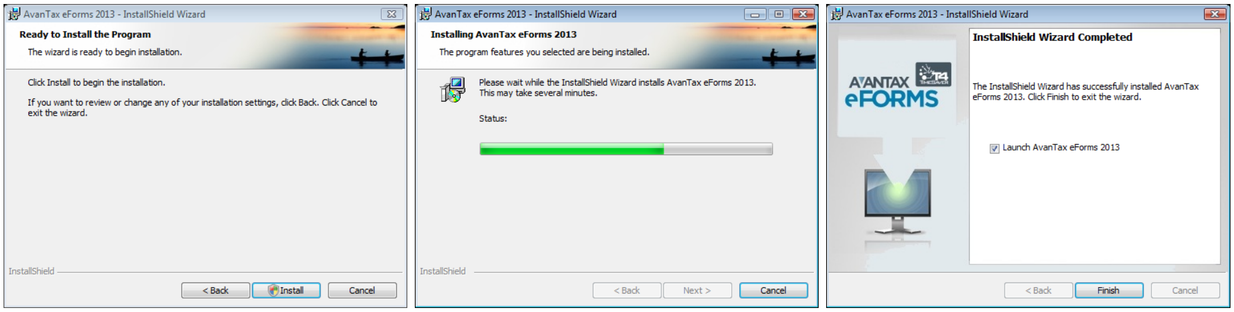
License Agreement

The eForms license agreement will be displayed. Review the license agreement and click **I Agree** to continue the installation or **I Do Not Agree** to cancel the installation.



Confirm & Complete the Installation

Confirm the installation by clicking **Next**, at which point the installation will complete. Click **Cancel** to cancel the installation or click **Back** to modify installation parameters.



NOTES:
1 - Workstation Installation - A Workstation installation enables each workstation to access data files stored on a network resource but eForms updates must be installed individually for each workstation installation.

2 - Network Administrator Installation - After a Network Administrator installation you must run **NETNODE.EXE** (located in the Network Administrator installation folder) on each workstation that will have eForms installed. This can be done manually, using Active Directory or through any of a variety of scripting tools. An eForms icon will appear on the workstation's desktop which must be double clicked to complete the installation. (If the workstation is disconnected from the network, eForms will still operate but will not be able to access the **User Profile** 28 and any data files located on the network.) In most cases, program updates need only be installed on the server to have the update propagate to each workstation. Refer to **Important Note for Network Administrator Installation** 20 (above) for NETNODE.EXE installation instructions.

3 - Terminal Server Installation - Follow the steps below to install eForms in a Terminal Server environment:

1. Logon to the Terminal Server using an account with administrator credentials
2. Place the Terminal Server in the appropriate mode to perform a shared program installation
3. Install eForms to the Terminal Server using the Network Administrator installation
4. Run the NETNODE.EXE application (NETNODE.EXE will be located in the program directory where eForms has been installed); after completion, an icon for eForms will be placed on the desktop
5. Take the Terminal Server out of program installation mode
6. Use a Terminal Server account with administrator credentials to run eForms for the first time
7. Each user can now start eForms by double-clicking on the eForms icon on their own desktop; some initialization will take place the first time eForms is run for each user

4 - Databases - Whether your computers have a Workstation Installation, a Network Administrator Installation or both; any eForms databases created by one installation can be opened by the other. The only caveat to this is that all eForms installations accessing a given database must be at the same revision level; you can see the revision of any eForms installation by selecting **About** from the **Help** menu.

2.1 Installing Program Updates

Updated versions of eForms may be released in response to user requests, program enhancements or bug fixes. Your software license entitles you to download and install these updates at no additional cost. Refer to the section **Receiving Updates** 23 for details on how to obtain updates to eForms.

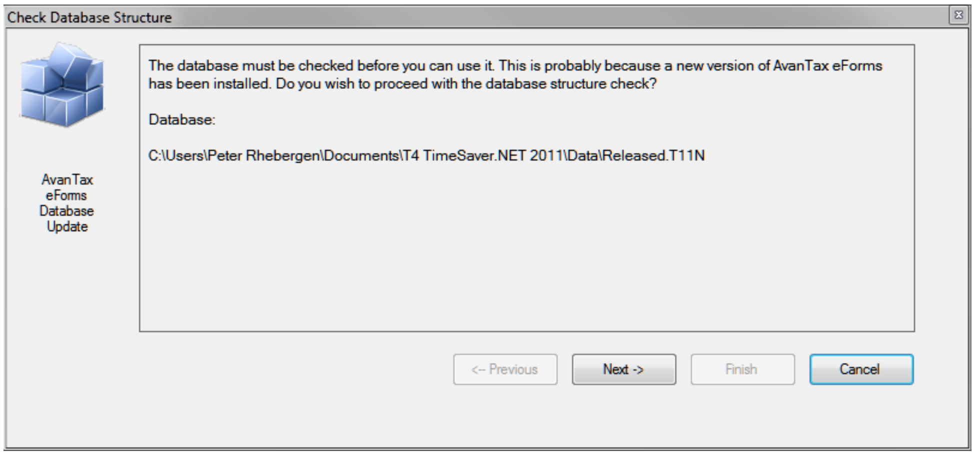
Each update contains the full eForms installation package and is installed per the **installation instructions** 19. Existing data will not be overwritten (we encourage you to have a reliable backup prior to installing updates) and all user settings and authorization codes will be retained. **We strongly recommend that all users exit eForms prior to installing updates. Failure to do so will almost certainly result in data corruption or loss.**

NOTE: If the existing installation is a Network Administrator Installation you will install the update to the server as a Network Administrator installation and all **NETNODE** installations will be automatically updated the next time they are started. In some cases where significant program changes have been made it will be necessary to run

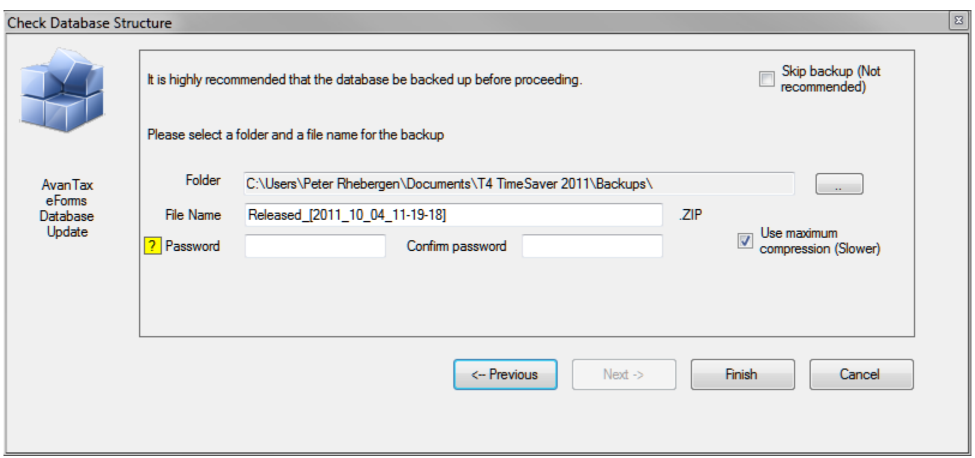
NETNODE on all workstations; you will be informed if this is required.

To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information displayed should indicate the most recent installation.

After the update is completed you may be notified that the current database must be updated before it can be used.



Ensure that no other users have this database open before proceeding. Once you click "Next" you will be encouraged to make a backup of your database before continuing; a backup is optional but recommended. Backups can be secured by a password; if you use a password make note of it; we cannot recover a lost password.



2.1.1 Receiving Updates

If you provided a valid email address with your order you will receive email notifications whenever a significant update to eForms is released. Clients who purchased the Update Mailout Service (option 4 on the order form) will receive updates by Canada Post. Clients who have opted for Internet distribution can download the updates from our website (**eForms**) at no cost. Because of its size, typically 70Mb or more, downloading updates is not recommended for those with dial-up Internet connections.

The **Downloads section** of the **eForms** website gives details about all updates to the current release of eForms as well as links to final releases for all versions of eForms from 1997 onward.

Part III

Getting Started

3 Getting Started

3.1 AvanTax eForms Start to Finish

Here is a quick list of the steps to follow to get you started in using eForms to prepare your return:

1. Obtain eForms by:
   - ordering through the online store: **https://www.avantax.ca/store/store.aspx?st=T4** (a credit card will be required)
   - faxing a completed **order form** to us at 416 495 0044,
   - contacting **ELM Computer Systems Inc.** 15
     Tel (GTA): 416 495 1624
     Toll Free: 800 268 3211
     Email: support@elmcomputers.com
   - downloading the eForms installation file from the eForms download page:eForms Downloads
2. Follow the **installation instructions** 19 to install eForms
3. **Create a database** 44 if no 2014 database will be rolled forward to the 2015 eForms. (Once you create a database you must **create a company** 53 before you can begin to **enter slip information** 64; summaries will be calculated as slips are entered.)
4. Enter data into the database by either:
   - **rolling data forward** 45 from the 2014 eForms,
   - **importing** 107 data from a CSV, XLS, XLSX or XML file,
   - or **entering the data** 41 manually.
5. Print an **Edit List** 79 to check data for errors and correct as necessary.
6. Run the **Adjustment Report** 82**,** if desired, to calculate CPP/QPP/PPIP & EI for T4 and RL-1 slips.
7. **Prepare the XML** 92 file (required for submissions of 50 slips or more).
8. Prepare any necessary **paper slips** 77 and **paper summaries** 81 (for the recipients, submissions of fewer than 50 slips and/or records keeping).
9. Submit the return(s) to the CRA or RQ as appropriate and record any submission confirmation information.
10. Archive your data for re-issuing lost slips or (gasp!) subsequent audits.

3.2 Starting the Program

An eForms icon, like the one below, will be automatically created on your desktop. Additionally, a program group named "2015 AvanTax eForms" will be added to the **Start** menu, and will contain entries for the eForms 2015 program and its documentation.

2015 eForms

Double click the eForms icon to start the software; the Start Page will be displayed each time that eForms is started. The Start Page provides immediate access to the primary features of eForms and to various sections of the help system.

Getting Started

Provides quick access to the major components of eForms to prepare and file returns.

- **Create a new database** 44 - Create a database to hold company and employee information
- **Configure current database** 46 - Add (or remove) return types to (from) the current database
- **Edit user settings** 128 - Edit settings for the current user
- **Add a company to the database** 53 - Add a new company to the current database
- **Enter** 41 or **Import** 107 **data**
- Create and file returns

Check for Program Updates

Displays current status of Automatic Update Checking as well as links to check for and download the latest eForms release. Update checking requires that your computer can access the Internet using FTP.

- **Check for program update now** - Check for updates and display update status
- **Update checking is ON/OFF -** Click to toggle automatic checking for eForms updates ON or OFF
- **View version history notes** - Display current release notes
- **Go to downloads page** - Open Internet browser to the eForms download page: http://www.AvanTax.ca/eForms/eForms_Downloads.html

Database Activities

The name and location of the last few database opened is shown here.

- **Current database information** - Displays information about the database including name, location, number of companies and active/inactive slips
- **Configure current database** 46 - Add (or remove) return types to (from) the current database
- **Create a new database** 44 - Create a database to hold company and employee information
- **Find database** 115 - Locate a database when its location has been "forgotten"

- **Convert a 2014 database** 102 - convert a 2014 database to the 2015 database format
- **Convert multiple databases** 102 - Allows you to convert multiple 2014 databases at the same time

Open/Recent Databases
Displays the most recently used databases; the currently open database will appear in bold text.

If you do not have a database currently open, the heading "NO OPEN DATABASE" will appear in red text. Program functions and menus will be inaccessible until a database is opened.

My Purchase History
Used to look up purchase history and authorization codes for past eForms or T4 TimeSaver versions purchased by your business.

Importing Data Files
Import data into eForms from Excel, CSV or XML source files

- **Excel - Import** - Opens the Import from Excel dialogue
- **Excel - Open Import Template** - Opens the Excel import templates included with the eForms installation
- **Excel - User guide** - Opens the **Import from Excel** 107 section of the eForms user guide

- **CSV - Import** - Opens the Import from CSV dialogue
- **CSV - User guide** - Opens the **Import from CSV** 110 section of the eForms user guide

- **XML - Import (CRA)** - Import data from a CRA XML file
- **XML - Import (RQ)** - Import data from an RQ XML file
- **XML - User guide** - Opens the **Import from XML** 112 section of the eForms user guide

How Can We Help You
A selection of help options and resources.

- **Instructional Videos -** Accesses training videos available from the eForms website (English only): http://www.avantax.ca/eForms/Videos/Video.html
- **User Guide -** Opens the AvanTax eForms User Guide that was installed with eForms
- **Technical support** 15 **-** Provides quick access to Technical Support resources
- **Diagnostics** 125 **-** Displays file locations; noting folders with insufficient access rights to allow eForms to operate properly

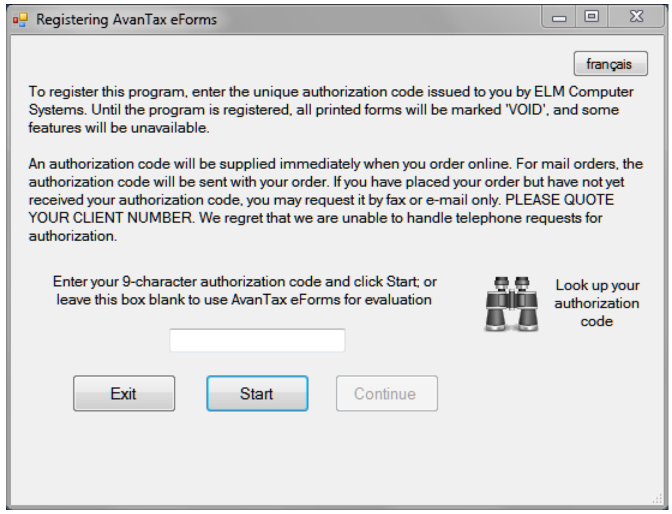
3.3 Registration

The registration screen will be displayed each time you start eForms until an authorization code is entered. Without an authorization code, eForms will operate as a demo; all data entered into the demo will be retained upon authorization. An authorization code must be entered before full functionality is activated.

Enter the authorization code issued to you by **ELM Computer Systems** 15 to register your copy of the program. You can receive your authorization code by one of the following methods:

1. The authorization code will be displayed in your Internet browser after successful completion of your order at the **AvanTax eForms Online Store**
2. The authorization code will be emailed as part of your order confirmation, after successful completion of your order at the **AvanTax eForms Online Store**
3. The authorization code will be emailed for orders emailed, faxed or telephoned to us that do not require shipping
4. The authorization code will be included in the product packaging if shipment has been requested

Once you have entered your authorization code you can then click on the **OK** button on the registration screen to begin using eForms.



eForms can be used as a demo by clicking on the **Start** button without entering an authorization code. You will not be able to produce a return, import data or perform other advanced options until an authorization code has been entered, but all other aspect of eForms will function normally.

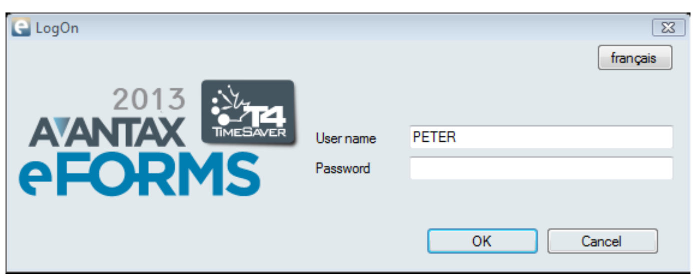
Registered users can see all authorization codes issued to their client number for the current and previous program releases by clicking the "*Look up your authorization code*" button on this screen or by viewing their **Client Profile** at our online store.

eForms is copyright (c) 1987-2015 by ELM Computer Systems Inc. Please refer to the **License Agreement** 16 for full details of the agreement between ELM Computer Systems Inc. and the purchaser/users of the package.

3.4 User Names and Passwords

eForms Standard & Enterprise Only

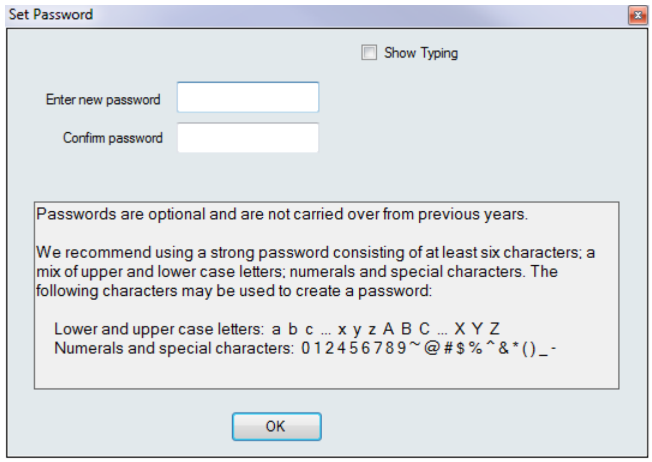
If you use either eForms Standard or Enterprise you will be prompted for a user name and password upon starting the software. You can enter any name you wish to use for a username, not necessarily your computer or network user name. A unique user ID should be assigned to each user as simultaneous logins by the same user name could result in data access problems.



Each time a new user name is entered, you will be prompted to create an account and password for the user. You are not required to create a password but it is recommended that you do so in environments where greater data privacy is required. You can change the password at any time by selecting the **Change Your Password** 127 option from the **Setup** 37 menu. Please keep track of your password as it is difficult to recover if misplaced.

Note: Passwords are optional and are not carried over from previous years; a new password must be created every year. Passwords are stored on the local workstation or network location where the program was installed, not on ELM servers.

Users can use the language button at the top right of the logon screen to toggle between the English or French user interface. (The language can also be changed using the **Language** 128 item of the **Setup** menu.)

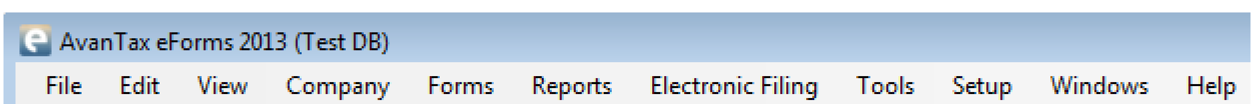


Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.) associated with that user. Each user can establish their own preferences and default values by selecting **User Settings** 123 from the **Setup** 37 menu.

Upon installation, eForms Standard and Enterprise will create the ADMIN user account. The ADMIN user account has access to high level maintenance and administrative functions, we recommend you configure a password for this account to prevent unauthorized use of this account. As we may not be able to recover a lost password for you, please store the ADMIN password in a secure location.

3.5 Main Menu

The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name.



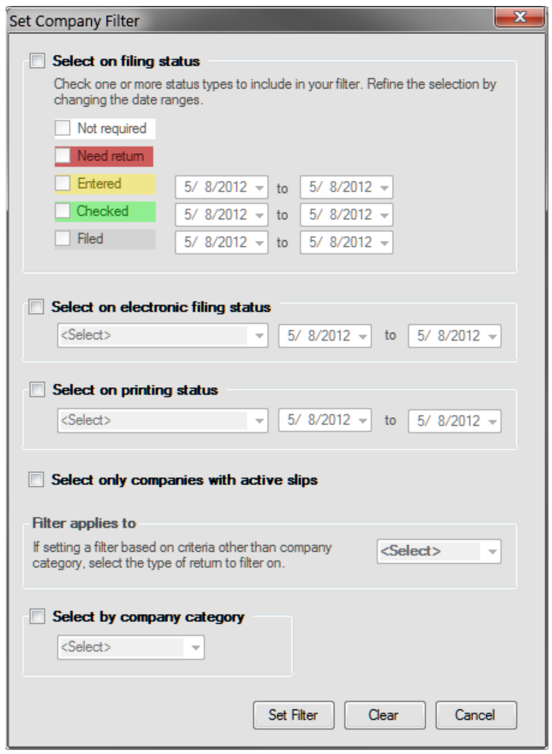
Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.1 Common Features

Many menus and reports share a common data selection panel. This panel enables the user to specify a range of data that will be included in the selected report.

Filter

The Filter button displays the "Set Company Filter" window which is used to filter the companies included in the selected report to those of interest to the user. The Filter button also appears in the Filing Status window.



Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit each selection to a specific date range
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into eForms
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the Revenu Québec
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed

- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

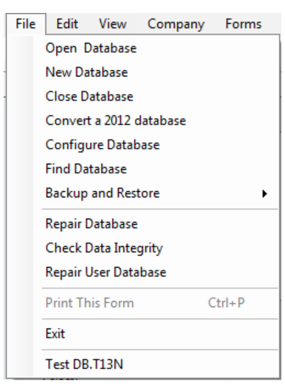
Clear All
Clears all flags set through the **Filter** button.

Select
Used to choose between
- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

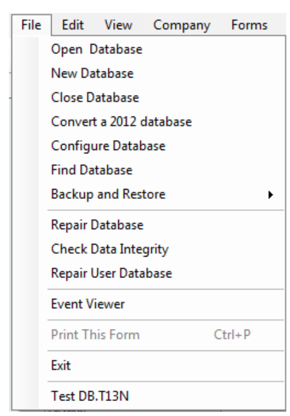
User Defined Groups
Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future reports. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- Save As - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

3.5.2 File Menu



File Menu (Lite, Basic & Standard)



File Menu (Enterprise)

Open Database - Opens an existing 2014 or 2015 eForms database (if you are opening a 2014 eForms database the **Convert Databases** 102 dialogue will be displayed)

New Database - Creates a new eForms database

Close Database - Closes the currently open database

Convert a 2014 Database - Opens the database conversion tool to convert a 2014 database

Configure Database - Opens the **Configure Database** 46 dialogue and allows the user to select the returns to be included in the current database; deselecting unused returns can speed up various file operations

Find Database - Locate a database when its location has been "forgotten"

Backup and Restore - Opens a sub-menu by which you can backup or restore a database

Repair Database - Checks currently open (or a selected) database and repairs any damage

Check Data Integrity - Checks integrity of data in currently open database (does not validate the accuracy of entered data)

Repair User Database - Checks database storing user information (user name, session status & etc.) and repairs any damage

Event Viewer (*Enterprise*) - Allows the system administrator to view data events of the system

Print This Form / CTRL + P - Sends currently open form to the default printer

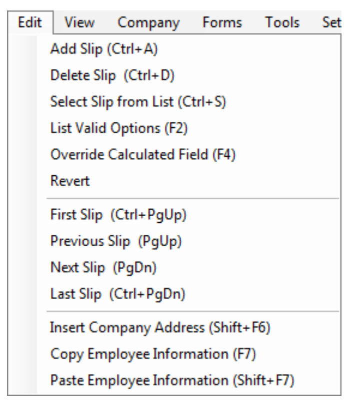
Exit - Closes all open forms and dialogues and exits eForms

The names of the most recently used databases are shown below the **Exit** item of the File menu; the name of the current database is shown beside "eForms 2015" in the program's title bar.

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.3 Edit Menu

The Edit Menu will not be activated until a company has been created (using the **Company** 33 menu).



Add Slip / CTRL + A - Adds one slip of the current type to the current return

Delete Slip / CTRL + D - Deletes the currently open slip

Select Slip from List / CTRL + S - Displays a list of all slips of the current type from which one may be selected for display

List Valid Options / F2 - Lists valid inputs for any selected field flagged with the icon

Override Calculated Field / F4 - Allows the entry of custom data into a calculated field.

Revert - Removes changes made to the current slip after the most recent save

First Slip / CTRL + PgUp - Displays the first slip in the current sort order

Previous Slip / PgUp - Displays the previous slip in the current sort order

Next Slip / PgDn - Displays the next slip in the current sort order

Last Slip / CTRL + PgDn - Displays the last slip in the current sort order

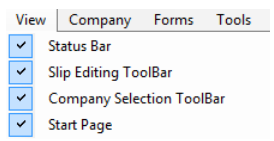
Insert Company Address / Shift + F6 - Pastes the address of the current company into the displayed slip

Copy Employee Information / F7 - Copies employee name and address data from the displayed slip

Paste Employee Information / Shift + F7 - Pastes copied employee name and address data into the displayed slip

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.4 View Menu



Status Bar - Toggles display of the status bar at the bottom of the eForms window.

Slip Editing ToolBar - Toggles display of the slip editing Toolbar -

(Refer to **Toolbar** 39 for button descriptions)

Company Selection ToolBar - Toggles display of the company selection toolbar -

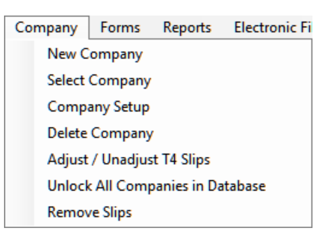
(Refer to **Toolbar** 39 for button descriptions)

Start Page - Toggles display of the **Start Page** 25

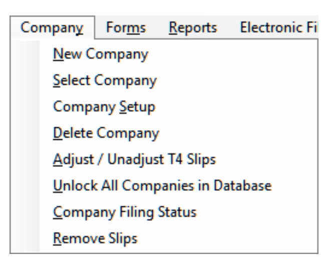
Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.5 Company Menu

The Company Menu will not be activated until a database is opened (using the **File** 31 menu).



Company Menu (Lite, Basic & Standard)



Company Menu (Enterprise)

New Company - Creates a new company

Select Company - Selects from a list of existing companies

Company Setup - Used to change general **Company Information** 54, **Adjustment Options** 55 and **Net Pay** 59 calculation settings

Delete Company - Deletes the current company after confirmation

Adjust/Unadjust T4 Slips - Opens the **Adjustment Report** 82 to adjust the T4/RL-1 slips for the current or selected companies

Unlock All Companies in Database - Closes all companies locked open (generally by improper program termination)

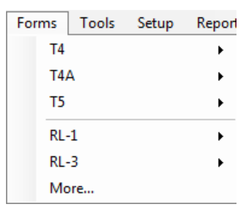
Company Filing Status (*Enterprise*) **-** Opens the **Filing Status** 89 window in which the filing status of information returns for any company can be reported

Remove Slips - Opens the **Remove Slips** 107 window in which all slips of any type can be permanently removed from any or all companies

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.6 Forms Menu

The Forms Menu will not be activated until a company has been entered (using the **Company** 33 menu).



Forms Menu

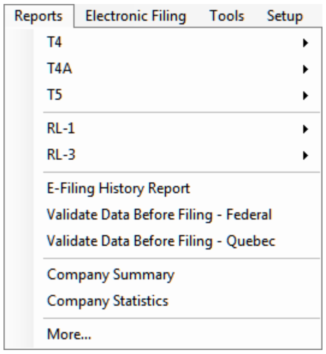
The Forms Menu is used to access the various data entry screens for each slip. Forms that have not been enabled or are not available in your eForms version will not appear in the Forms Menu. Clicking on a form will display all data entry screens for that form.

More - Select this item to display the **Configure Database** 46 dialogue which will enable you to enable & disable forms within the current database

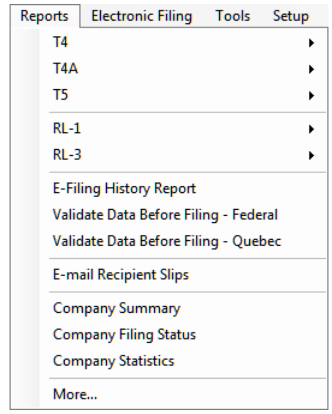
Forms available from the Forms Menu are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

3.5.7 Reports Menu

The Reports Menu will not be activated until a company has been entered (using the **Company** 33 menu).



Reports Menu (Lite, Basic & Standard)



Reports Menu (Enterprise)

(NOTE: Forms have been removed to show only functions unique to each eForms version)

The Reports Menu is used to prepare the various information slips for printing. Clicking on a form will display all reports available for that form.

E-Filing History Report - Opens the **Electronic Filing History Report** 83 to show return types that have been electronically filed

Validate Data Before Filing - Federal - Opens the **Validation Report** 84 to check CRA form data for errors

Validate Data Before Filing - Quebec - Opens the **Validation Report** 84 to check RQ form data for errors

E-mail Recipient Slips (*Enterprise*) **-** Email recipient copies to recipient's email address

Company Summary (*Basic, Standard & Enterprise*) **-** Validates data against the CRA schema prior to electronic filing

Company Filing Status (*Enterprise*) **-** Opens the Filing Status window by which the filing status of information returns for any company can be reported

Company Statistics - Reports the number of companies, slips of each type per company and the average number of slips per company

More - Select this item to display the **Configure Database** 46 dialogue which will allow you to enable & disable forms within the current database

Forms available from the Reports Menu are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

3.5.8 Electronic Filing Menu

The Electronic Filing Menu will not be activated until a company has been entered (using the **Company** 33 menu).

The Electronic Filing Menu is used to prepare information slips for **electronic filing** 92 to CRA or RQ.

Canada Revenue Agency - Opens the electronic filing dialogue to process CRA forms

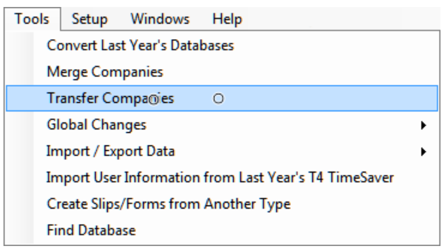
Revenu Québec - Opens the electronic filing dialogue to process RQ forms

E-Filing History Report - Opens the **Electronic Filing History Report** 83 to show return types that have been electronically filed

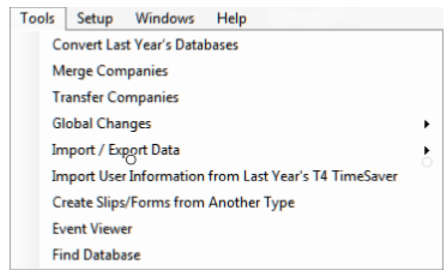
Transmitter Setup - Opens the **Electronic Filing** 92 page to modify the Transmitter information

Instructional Video - Opens the **Electronic Filing Training Video** page on our website; this item becomes visible when eForms discovers an available Internet connection

3.5.9 Tools Menu



Tools Menu (Lite, Basic & Standard)



Tools Menu (Enterprise)

Convert Databases - Used to **Convert databases** 45 from 2014 into the 2015 eForms format

Merge Companies - Opens the **Merge Companies** 102 dialogue

Transfer Companies - Opens the **Transfer Companies** 102 dialogue

Global Changes - Make global changes to **Adjustment Options** 55, **Contact Information** 104, **Slip Information** 105 or **Removes slips** 107 of any type from any or all companies

Import/Export Data - Allows you to import or export data to and from eForms. Data may be imported from Excel and XML format files (you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file). Data can be exported from any form into a CSV format file

Import User Information from Last Year's eForms - Imports user setup information from 2014 eForms into 2015 eForms installation

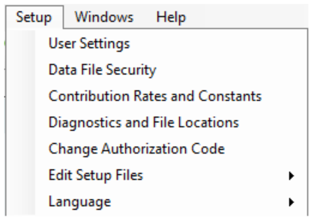
Create Slips from Another Type (*under development*) - Use **Create Slips from Another Type** 114 to create slips of one type from already existing slips of another type

Event Viewer (*Enterprise*) **-** Opens the **Event Viewer** 115 window in which significant events occurring during use of eForms can be reported

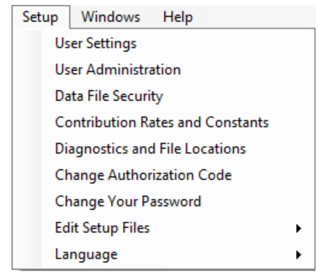
Find Database - Use the **Find Database** 115 tool to locate a database when its location has been "forgotten"

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.10 Setup Menu



Setup Menu (Lite & Basic)



Setup Menu (Stamdard & Enterprise)

User Settings - Configures per-user settings for **New Company Defaults** 118, **T4 Adjustment Defaults** 118, **Data Entry** 119, **Electronic Filing** 92 and other **Options** 122

User Administration (*Standard & Enterprise*) **-** Opens **User Administration** 123 dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

Contribution Rates and Constants - Edit **Contribution Rates and Constants** 124 used in CPP, QPP, PPIP & EI calculations & adjustments

Diagnostics and File Locations - Displays the **folders** 125 used by eForms for data, output & settings

Change Authorization Code - Used to enter a new or replacement **Authorization Code** 127

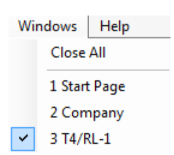
Change Your Password (*Standard & Enterprise*) **-** Changes the current user's **password** 127

Edit Setup Files - Use only when directed to do so by eForms technical support to edit **System Settings** 128, **Paths** 128 and **User Settings** 128

Language - Used to select either English or French as the language of choice

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.5.11 Windows Menu



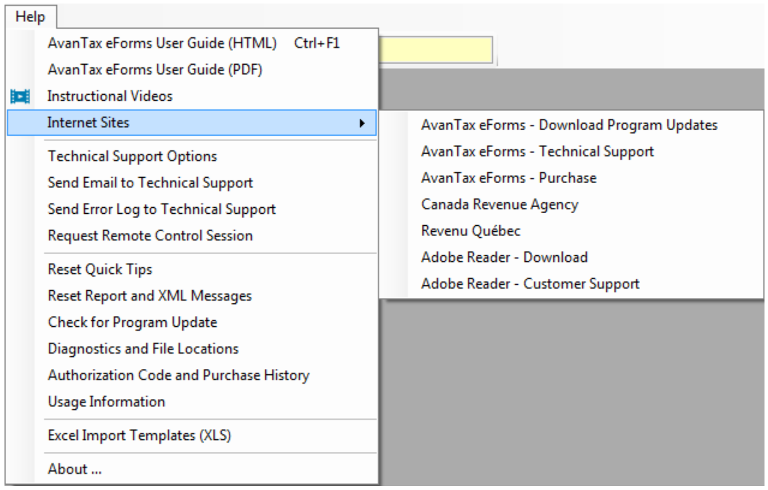
From the Windows Menu the user can see all windows currently open in eForms and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

Close All - Closes all currently open windows in eForms, leaving eForms running. Used when functions, such as database repair, ask to close all open windows

3.5.12 Help Menu

The internal help system can be accessed from the **Help** menu or by pressing the [F1] key. Selecting **Contents** or **Search** opens the help system to the Contents or Search tabs respectively. As a registered user of the 2015 version of eForms, you are entitled to contact us for technical assistance at no additional cost. Since we are also highly qualified IT specialists, we will be able to help you resolve any problem you may have. Please refer to the

Technical Support 15 section for our contact information.



AvanTax eForms User Guide (HTML) - Displays a searchable list of all help topics

AvanTax eForms User Guide (PDF) - Displays the PDF User Guide that was installed at the same time as eForms

Instructional Videos - Opens your Internet browser to view the training videos on our website

Internet Sites - Lists a selection of product and tax related websites

- AvanTax eForms - Download Program Updates: Download eForms updates from the eForms website (www.AvanTax.ca/eForms)
- AvanTax eForms - Technical Support: Displays eForms technical support 15 contact information
- AvanTax eForms - Purchase: Opens your Internet browser to our online store (for those using the demo eForms)
- Canada Revenue Agency: Open the Canada Revenue Agency website
- Revenu Québec: Open the Revenu Québec website
- Adobe Reader - Download: Download Adobe Reader from the Adobe website (Adobe Reader is the software through with most eForms reports are displayed/printed)
- Adobe Reader - Customer Support: Displays Adobe Reader technical support contact information

Technical Support Options - Opens the Technical Support page on our website to display technical support 15 and contact information

Send Email to Technical Support - Creates a new email to send to eForms technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

Send Error Log to Technical Support - Sends an error log to eForms technical support

Request Remote Control Session - Request that one of our technical support specialists view/control your computer to resolve a problem

Reset Quick Tips - Restores pop-up help settings to the default value of displaying pop-up help where applicable

Reset Report and XML Messages - Resets all messages to their default display options, all confirmation messages will again be displayed

Check For Program Update - Checks the eForms website (www.AvanTax.ca/eForms) if an update has been posted and prompts for download & installation if one is found

Diagnostics and File Locations 125 **-** Displays the locations of data, import, output, settings and system files; noting folders where users have access rights insufficient to allow eForms to operate properly

Authorization Code and Purchase History - Opens your account at our secure web store to view your authorization code version for each purchase of eForms / T4 TimeSaver.

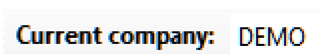
Usage Information - Provides the option to send program usage information to the development team to help improve eForms

Excel Import Templates (XLS) - Opens the included templates for data import (*Standard & Enterprise*)

About - Displays current status of eForms (including: Program version and release date, Authorization Code, Program Installation Path and Current Database)

3.6 Toolbar

The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.



- Company Name - Displays the current company name; use the drop down arrow to select from the list of companies

 - **Select a different company** - Opens the list of companies; highlight the desired company and click Select

 - **Add a new company** - Opens the Add new company dialog window

 - **Edit company information** - Opens the Edit company information dialog window

 - **Print current form** - Opens the Print dialog window for the currently open form

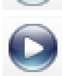
 - **Revert** - Restores data entry fields to their original values

 - **New** - Adds a new slip of the type currently in focus

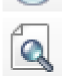
 - **Delete** - Deletes the current slip. You will be asked to confirm the deletion

 - **Go to first form** - Jumps to the first slip for the company in the current sort order

 - **Go to previous form** - Jumps to the previous slip for the company in the current sort order

 - **Go to next form** - Jumps to the next slip for the company in the current sort order

 - **Go to last form** - Jumps to the last slip for the company in the current sort order

 - **Find specific slip** - Opens the list of recipients to locate a specific slip

Data entry sequence - **Sort Order -** Displays the current slip sort order; use the drop down box to select whether slips will be sorted by Data Entry Sequence, Employee Name, Employee Number or Social Insurance Number (the available sort options will vary by return type)

1 of 2 - **Slip number** - Displays the number of the current slip and total number of slips

Items that are greyed out are not available because: (i) The function is not supported by the installed eForms version; (ii) The function is not required by the current form; (iii) A database has not been opened or (iv) No data has been entered.

3.7 Use of Special Keys

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1	Opens the internal help system
F2	Lists the selection list for a data entry field (indicated by an icon where applicable)
F4	Overrides a calculated field (indicated by an icon where applicable)
Ctrl + A	Adds a slip to the current company
Ctrl + D	Deletes the current slip from the current company
Ctrl + P	Opens the print window (with the current employee selected, if applicable)
Ctrl + S	Allows you to select from the list of slips for the current company and return type
Ctrl + PgUp	Moves to the first slip (of the current sort order) for the current company
PgUp	Moves to the previous slip (of the current sort order) for the current company
PgDn	Moves to the next slip (of the current sort order) for the current company and adds a new slip if the current slip is the last slip
Ctrl + PgDn	Moves to the last slip (of the current sort order) for the current company
Shift +F6	Pastes the address of the current company into the displayed information slip
F7	Copies employee name and address data from the displayed information slip
Shift + F7	Pastes copied employee name and address data into the displayed information slip

3.8 Special Icons

A variety of special icons are used throughout eForms to indicate additional features, information or options. These are listed below:

- A small triangle in the lower right of a data entry field indicates a selection list of valid data for that field; double-click or press the F2 key to display the list of valid entries

- Indicates that a **training video** is available for the indicated feature

- A small triangle in the lower left of a calculated data field indicates that you can **Override the Calculated Field** 42; when you press F4 the field will change colour, indicating that you can edit the calculated value

? - Indicates that further information is available for a data entry field

** - Indicates that the **Adjustment Report** 82 has adjusted the original data

... - Indicates that the full text of a truncated label is visible on mouse-over

- Indicates that you can browse your computer for the required information

 - Indicates that the designated folder can be opened for viewing

 - Indicates that T5 slips are linked to their associated RL-3 slips

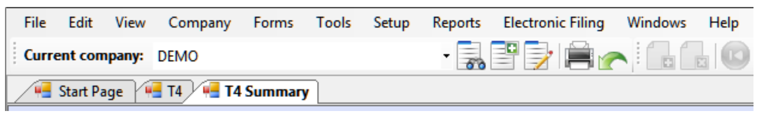
 - Indicates that T5 slips are not linked to their associated RL-3 slips

 - Used to clear data from a specific field

 - Indicates that the indicated field is linked to, or takes its data from, a field on another form

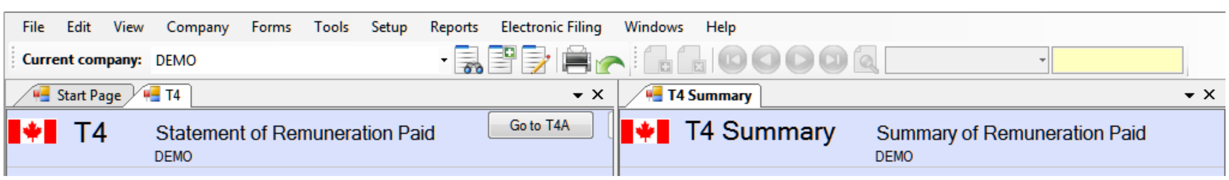
3.9 Split Screen Options

Multiple forms can be displayed at the same time by using the split screen option. Open the forms you wish to view (open as many as you wish); note that each form is identified by an identifying tab.



You can switch between forms by clicking on the tab of the desired form. To view multiple forms side-by-side click-and-drag the tab of one form towards the centre of the eForms window. The following image will appear:

Continue dragging the form to the arrows, as the tab is dragged to any one of the arrows the portion of the screen where the form will be displayed will be highlighted. Release the mouse to display the form in that area. The following image shows the result of dragging the T4 summary to the right side of the screen.



Forms can be moved as desired once the screen has been split by clicking on the tab for the form and dragging it to the desired location. The screen can be split further to accommodate additional forms as needed. Multiple forms can be opened within any split (see example above where tabs for the Start Page and a T4 slip are displayed on the left while a T4 summary is displayed on the right). Closing the last tab in any split will return eForms to full screen mode.

3.10 Entering Data

The data entry screen for each form in eForms will have a data entry field for each box on the respective printed forms (as well as control fields used by eForms). Refer to the guides provided by CRA or RQ for information and regulations concerning the completion of any form. In many cases a warning will be provided if the entered data is invalid.

Below are a number of features to make data entry as quick and easy as possible:

- Data on any form is automatically saved as the cursor is moved between fields and when the form is closed
- The decimal point must be used when entering cents or a dollar amount with zero cents will be assumed
- The current company's address can be copied to the current employee's address by pressing **SHIFT** + **F6**
- The employee's address can be copied to additional slips by pressing **F7** on the first slip then by pressing **Shift** + **F7** on the additional slip
- The cursor can be moved to the next field by pressing either **ENTER** or **TAB**
- Move the cursor to the previous field by pressing **SHIFT** + **TAB**.
- Fields at which the cursor stops can be configured for T4, T4A, T5, RL-1 & RL-3 slips using the **Data Entry** 119 tab of the **User Settings** screen; accessed from the **Setup** menu; deselected fields will be skipped as the cursor is moved through the form

3.11 Overriding Calculated Fields

Many slip and summary fields contain calculated values which can be overridden by positioning the cursor at the field in question and pressing the **F4** key or double clicking any field indicated by . The background colour of the field will change to indicate the calculated value has been overridden.

To revert to the calculated value press **F4** or double click in the field. To revert all fields on the form to their calculated values, click on the **Recalculate** button. In either case you will be asked to confirm the return to the calculated value.

Part IV

Working with Databases

4 Working with Databases

4.1 Special Instructions for eForms Lite

eForms Lite is restricted to a single database named LITE.T15N which can contain a maximum of 5 companies and up to 25 of each type of slip (T4, T4A, T5, RL-1 & RL-3) per company.

To convert a 2014 eForms Lite database, use the **Open Database** option of the **File** menu to browse to the location of the 2014 database (LITE.T14N) to convert and open it. The **Database Conversion** 102 window will open to complete the conversion.

To determine the location of your 2014 eForms Lite database open the 2014 eForms Lite program and use the **File Locations** option of the **Setup** menu.

4.2 Opening a Database

MENU: FILE > OPEN DATABASE

Before you can use eForms you will need to open a database. Choose **Open Database** from the **File** menu and browse to the path and folder that contains the desired database. Select or type the name of the database to be opened in the *File name* field. You can open databases with the following filename extensions:

T14N: Previous year's (2014) eForms database
T15N: Current year's (2015) eForms database

When you open a 2014 eForms database you will be asked if you wish to convert the selected database to a 2015 eForms database. If you do so, a new 2015 database will be created with the same name as the source database and will contain all of the company and employee information of the source database. The source database will not be modified.

If no database exists you will not be able to use eForms until you create a database by selecting **New Database** from the **File** menu.

NOTE: If you cannot access most items under the "Company" Menu, the likely cause is that no database has been opened. You can only create a company or enter company information when a database is open. Likewise, you will only be able to enter forms once a company has been created.

4.3 Creating a Database

MENU: FILE > NEW DATABASE

AvanTax eForms Basic, Standard & Enterprise Only

An eForms database is a collection of the data for one or more companies in a single file on your computer. Each database can contain the data for numerous companies and you can create as many databases as you wish. To create a database select **New Database** from the **File** menu.

First, select the folder in which you want to store the database. You can select any local or network folder available to your computer. If a multi-user network version of eForms is being used, the database is normally stored on a network drive so that it can be accessed by other users. For best performance, we recommend that data files be stored on local or network storage. **Do not store data on floppy disks as this <u>WILL</u> result in computer instability, crashes and data loss.**

Next, enter a valid Windows filename. If you enter the extension, it must be "T15N" and this will be the default if no extension is entered. **NOTE:** We suggest that you do not use the year in the database name. Since the

conversion process 102 creates a 2015 database with the same name as the 2014 database, using the year in the name could cause confusion when trying to locate a database in subsequent years.

Click **Save** to create the database and exit the *Create New Database* dialog box. The new database will be automatically opened and its name will appear in the title bar of your eForms window.

If you already have a database open when you choose **New Database** the current database is automatically closed before the new database is created.

Once the database has been created you must **create a company** 53 in order to begin entering data.

4.4 Closing a Database

MENU: FILE > CLOSE DATABASE

Close the current database by selecting **Close Database** from the **File** menu.

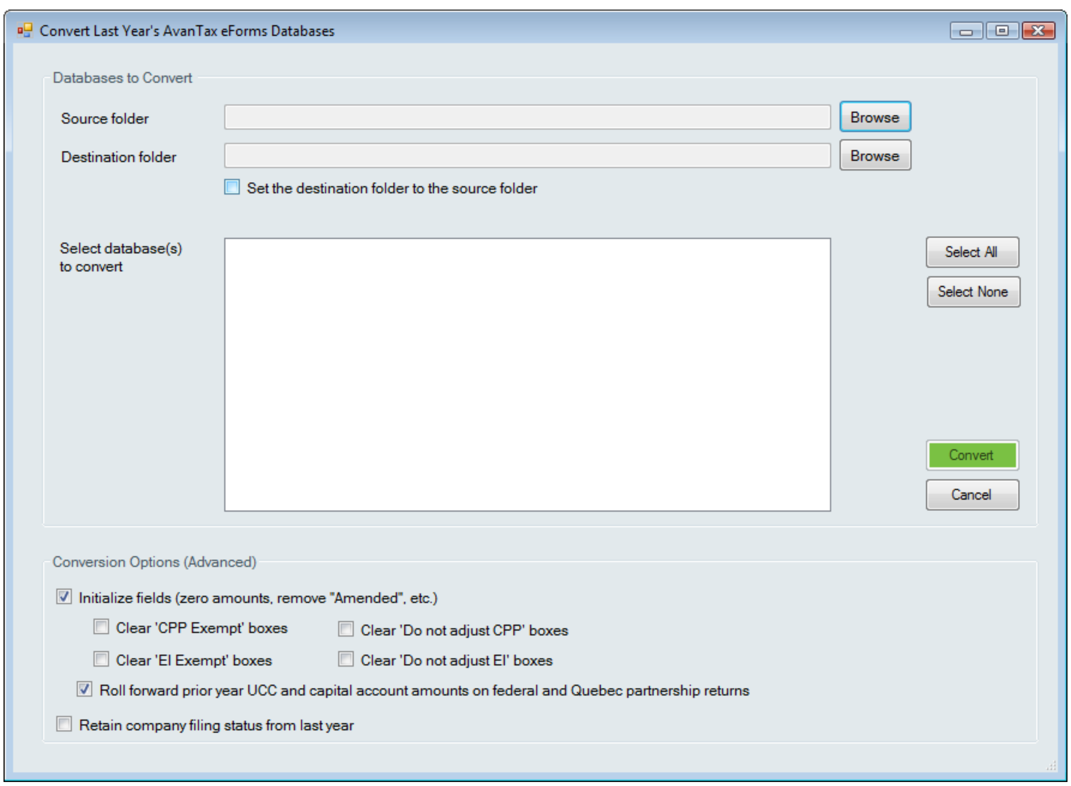
The database (or eForms) must be closed if you wish to access the file through your operating system for any reason.

4.5 Converting a Database

MENU: FILE > CONVERT A 2014 DATABASE

AvanTax eForms Basic, Standard & Enterprise Only

When you open a "T14N" eForms database you will asked if you wish to convert the database into the 2015 eForms database format.



Source Folder

Location of the database to be converted, if you are unsure of its location you can either use the **Browse** button or open the 2014 eForms and use its **Setup > File Locations** menu to display the database location. Once the source has been specified, all 2014 databases in the source folder will be displayed in the **Select which file(s) to convert** section. Any or all databases may be selected for conversion. Data in the source database(s) will be copied into a new database in the 2015 format; no changes will be made to the 2014 database(s).

Destination Folder
Location of the converted database. The conversion process will save the original database into the 2015 format and save it to this folder.

Set the destination folder to be the source folder
Checking this box will force eForms to use the Source Folder as the Destination Folder. 2014 databases will not be overwritten; a new database in the 2015 format will be created from the 2014 database. Databases for multiple years can safely coexist in a single folder.

Select Data file(s) to be Converted
Select the file(s) you wish to convert by checking the box beside the database name. eForms will create a new file with the same name but with a “T15N" extension in the destination folder. Only the selected file(s) will be converted when you click the **Convert** button.

Initialize fields (zero amounts, remove "Amended" etc.)
You can choose to set all dollar values to zero or remove any “amended” markers by checking the boxes in this section; data for any unchecked element will be brought forward into the 2015 database. Check in the appropriate box(es) to clear the CPP exemption fields, the EI exempt fields or initialize the partnership forms.

- **Clear 'CPP Exempt' boxes** - Removes the 'CPP Exempt' flag from all slips, making them non-exempt
- **Clear 'EI Exempt' boxes** - Removes the 'EI Exempt' flag from all slips, making them non-exempt
- **Clear 'Do not adjust CPP' boxes** - Removes the 'Do not adjust CPP' flag from all slips, allowing them to be adjusted
- **Clear 'Do not adjust EI' boxes** - Removes the 'Do not adjust EI' flag from all slips, allowing them to be adjusted
- **Roll forward prior year UCC and capital account amounts on federal and Quebec partnership returns** (*Standard and Enterprise*) - Copies contents of federal and Quebec partnership into the 2015 database

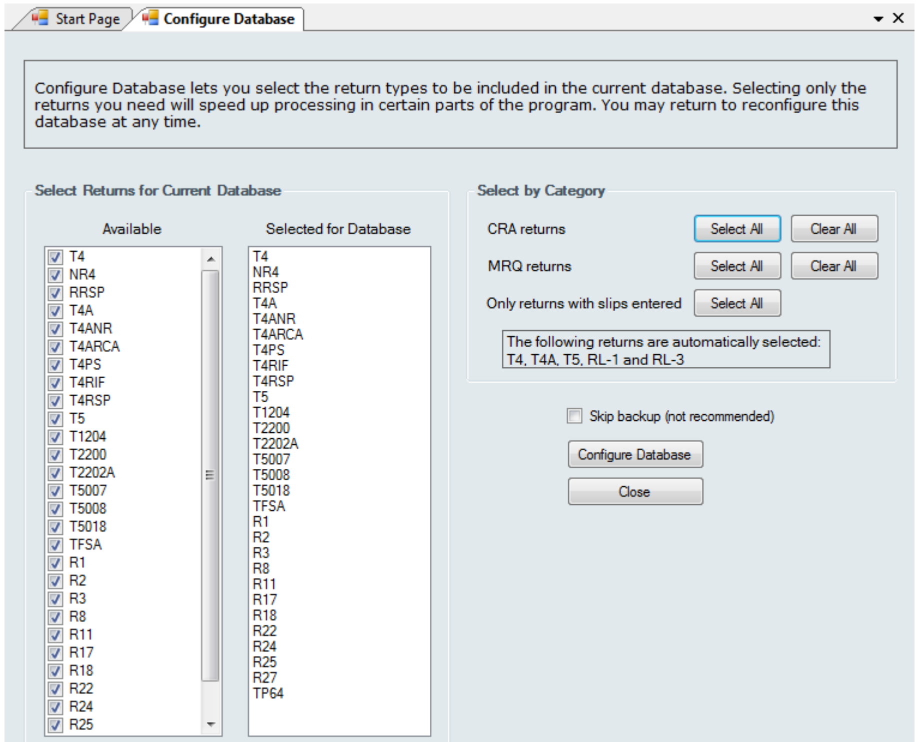
Retain company filing status from last year - Imports the company filing status information (Entered, Filed, etc.) for all returns

4.6 Configure Databases

MENU: FILE > CONFIGURE DATABASE

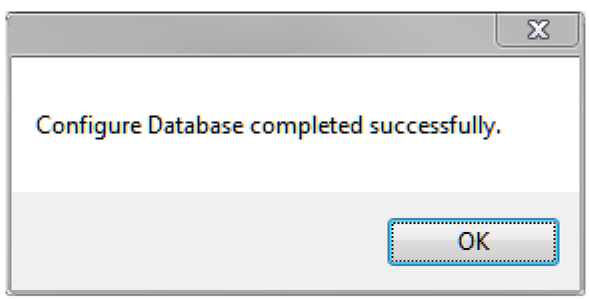
AvanTax eForms Basic, Standard & Enterprise Only

You can use the **Configure Database** option to reduce the size of eForms databases by de-selecting returns you do not intend to prepare submissions for. Doing this will considerably improve the performance of various database operations within eForms and may also have a beneficial impact on overall program performance.



Check or uncheck the appropriate box to select or deselect any return. You can also select or deselect return types by category for both the CRA and the Revenu Québec or select all return types for which slips have been entered.

Click the "Configure Database" button to apply your changes to the database; progress of the database configuration will be indicated on the status bar at the bottom of the eForms window, the message below will be displayed when the process has completed:

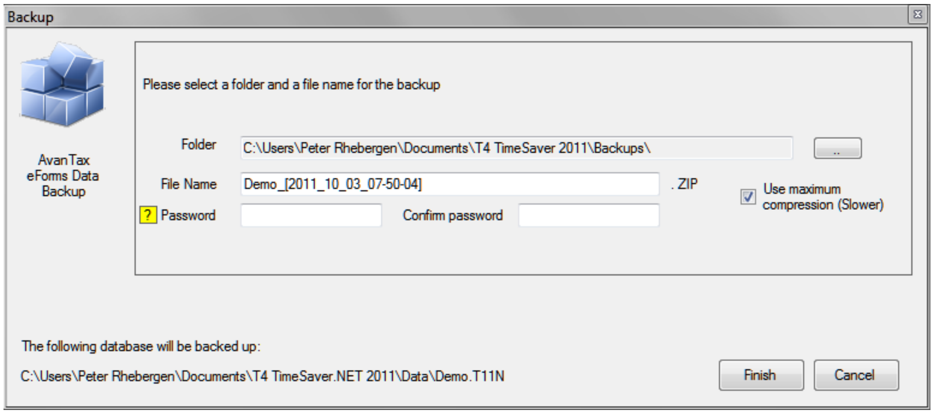


4.7 Backup and Restore a Database

MENU: FILE > BACKUP AND RESTORE

The Backup and Restore function allows you to make backups of your database for archiving, security or as a precaution prior to installing eForms updates.

The Backup Dialogue



Folder
Enter the name of the folder where you wish to save the backup file. This folder can be on any storage media accessible to the computer running eForms including external and removable storage devices.

File Name
Enter the name you wish to use for the backup file. This name does not need to have any association with the name of your database or company; it is simply a name that will allow you to quickly sort through backup files and pick the appropriate file to restore (see below). We do recommend including the date in the file name so it will be easier to select a backup file from a specific point in time when performing a restore.

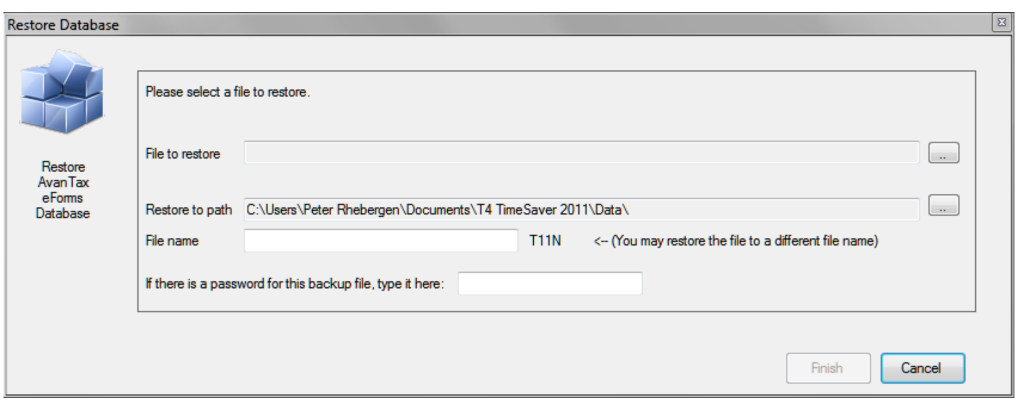
The combination of your selected folder and file name is displayed in the lower left corner of the backup dialogue.

Password / Confirm Password
You may optionally secure the backup file by creating a password. Enter the password, if desired, in the Password field and confirm the password in the Confirm Password field. Passwords can be a combination of any letter, number or symbol; to a maximum length of 30 characters. Passwords are case sensitive **NOTE**: Record your password and store it in a secure location as the backup file will no longer be accessible if the password has been lost we will not be able to recover the password for you.

Use Maximum Compression
While all backup files are compressed, if this box is checked the backup file will be created with maximum compression. This will cause the backup(s) to take up less storage space. While this will slow down the backup and restore process somewhat, it is useful if you need to create the smallest backup file possible.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to create your backup. If any users have the database open at their workstation the backup will not be successful.

The Restore Dialogue



Restore this file
Enter the folder and filename you used when creating the backup (see above). You can use the button at the end of the field to browse folders for backup files.

Restore to path
Enter the folder to which you will restore the backup. This can be either an existing folder containing eForms data or a new folder created specifically for the restore. If you are restoring data to an existing folder please be aware that any database in that folder with the same name as one contained in the backup file will be overwritten. If other users have the file open at their workstations the restore will fail.

If there is a password for the Backup...
Enter the password, if any, that was used to create the backup. Please note that passwords are case sensitive.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to restore your data. Once the data has been restored you can access it through eForms' Open Database 44 function.

4.8 Repairing a Database

MENU: FILE > REPAIR DATABASE

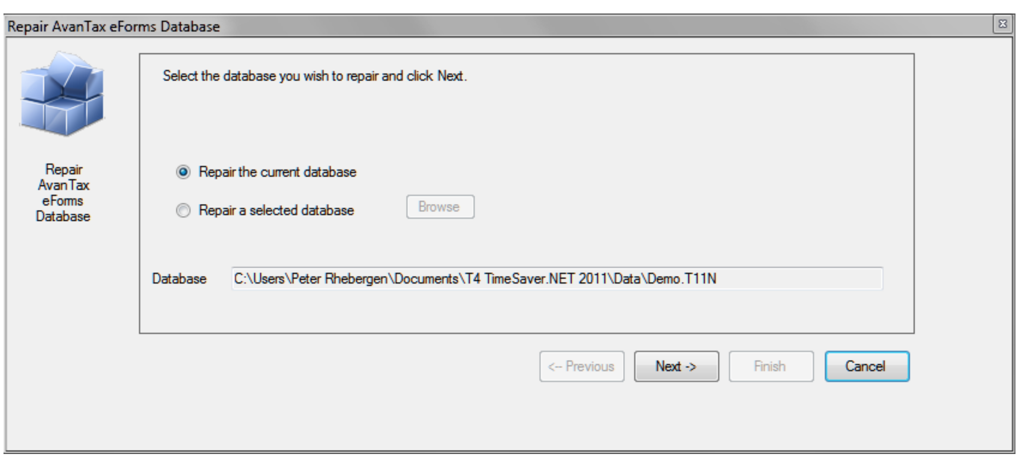
The database repair routine in eForms performs two functions. It compacts databases to save space and it recovers from certain types of file corruption. However, situations such as physical damage to the data storage media (hard drive or disks) or inadvertent erasure of files cannot be rectified by database repair routine.

WARNING: IN NO CASE SHOULD YOU RELY SOLELY ON EFORMS' DATABASE REPAIR ROUTINE TO PROTECT YOUR DATA FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF YOUR DATA ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

When to repair a database
eForms constantly checks the validity of its files and will report any corruption found. This could occur if you had turned off the computer (or re-booted) without exiting eForms or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should increase disk space before proceeding with the database repair.

If you get an error message about a corrupted database, you should use the **Repair Database** to attempt to correct the damage. Before using this tool we recommend that you make a backup copy of your database and ensure that no other users have that database in use.

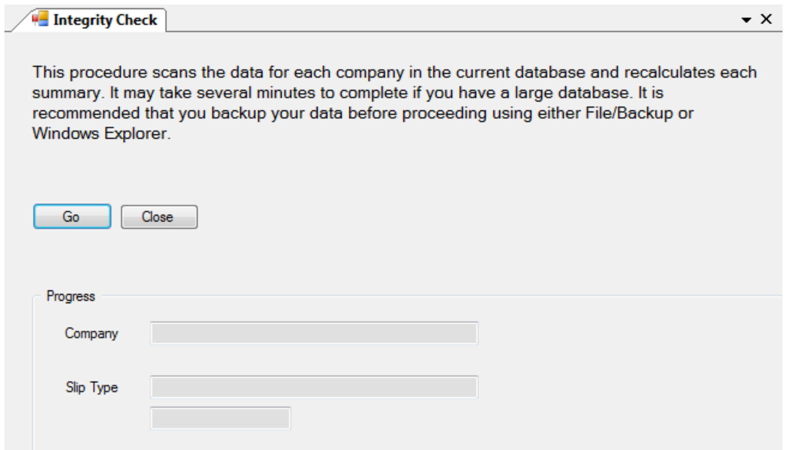
Select the **Repair Database** option from the **File** menu. Choose **Yes** to select the current database or **No** to select another. If you have chosen to select a database, highlight the correct database directory and name from the list of available databases and click **Open**. Confirm the name of database to be repaired. You will be prompted to make a backup of the database to be repaired; the backup is optional but highly recommended. You will be informed when the repair is complete (any data that cannot be fixed will be discarded), you can then open the database again and continue as usual.



4.9 Check Data Integrity

MENU: FILE > CHECK DATA INTEGRITY

The Check Data Integrity function will recalculate all summaries in the current database. In most cases data in **overridden** 42 fields will be left unchanged. Once all summaries have been recalculated the words "**Processing Complete**" will be displayed beside the **Close** button. In databases with large amounts of data the Check Data Integrity procedure could take considerable time.



4.10 Repair User Database

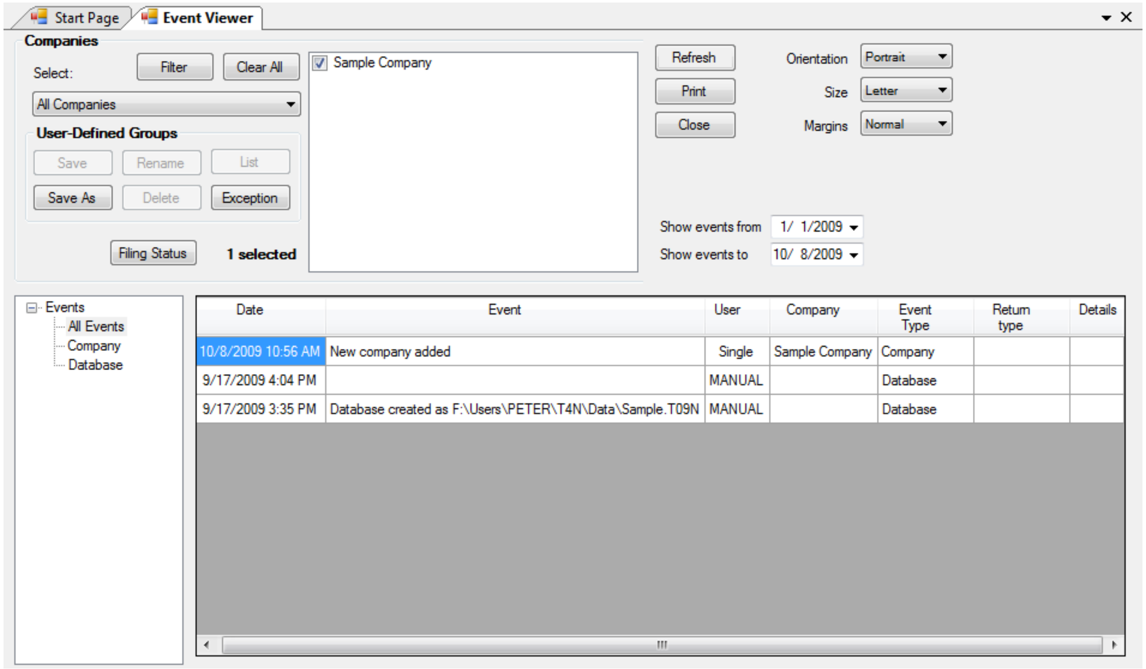
MENU: FILE > REPAIR USER DATABASE

All user settings for a eForms Lite or Basic session and for individual eForms Standard or Enterprise user sessions are stored in a dedicated user database. The **Repair User Database** function checks the user database for damage and makes any necessary repairs.

4.11 Event Viewer

MENU: TOOLS > EVENT VIEWER

AvanTax eForms Enterprise Only



The Event Viewer provides an administrator with the tools necessary to prepare detailed reports on significant events occurring during the use of eForms Enterprise. It is intended to serve as an aid to data entry analysis and can also assist in forensic analysis of system performance and usage.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Note: In situations where both English and French are (or have been) used as the default language of the eForms you may notice that English and French events could be interspersed with each other. This is normal and is dependant on the language in use at the time the entry was made.

Part V

Entering Company/Payer Information

5 Entering Company/Payer Information

5.1 New Company

MENU: COMPANY > NEW COMPANY

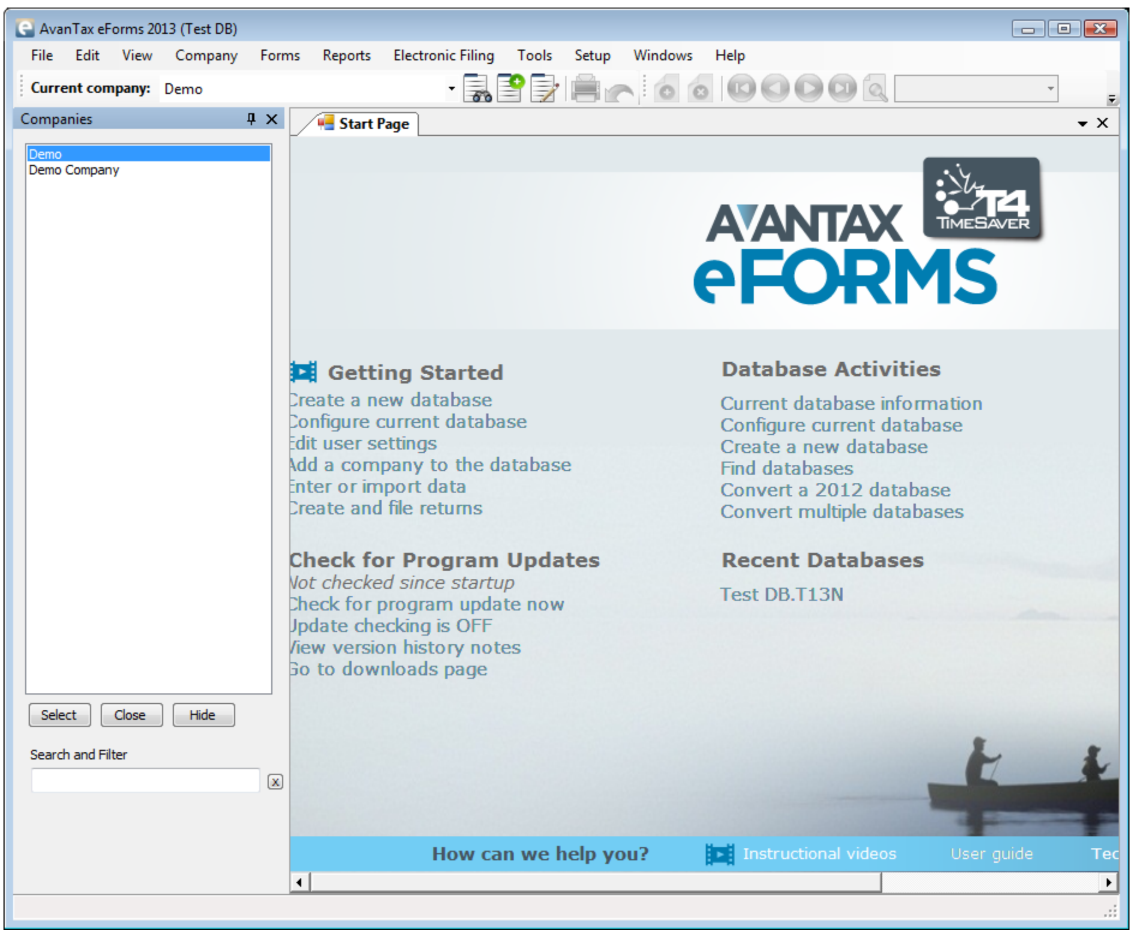
You can enter as many companies as necessary in each eForms Basic, Standard or Enterprise database (eForms Lite is limited to 5 companies).

To create a company select **New Company** from the **Company** menu. Enter the company name in the space provided and press the **OK** button. If the company name already exists in the current database you will be asked to confirm the new company name. Once you have entered a name for the company you will be taken to the **Company Setup** 54 screen to enter the remainder of the company data; you can use the Company Tag field on this screen to differentiate between companies with the same name.

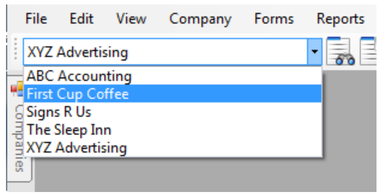
5.2 Select Company

MENU: COMPANY > SELECT COMPANY

To select or switch to another company, choose **Select Company** from the **Company** menu. A list of all the companies in the current database will appear. Highlight the desired company and press **Select** or double click on the company name. Click on the thumbtack to keep the company list open for ease of switching between companies.



You can also select a company by clicking on the company name displayed in the toolbar. A list of companies in the current database will appear, click on the desired company to select it.



5.3 Company Setup

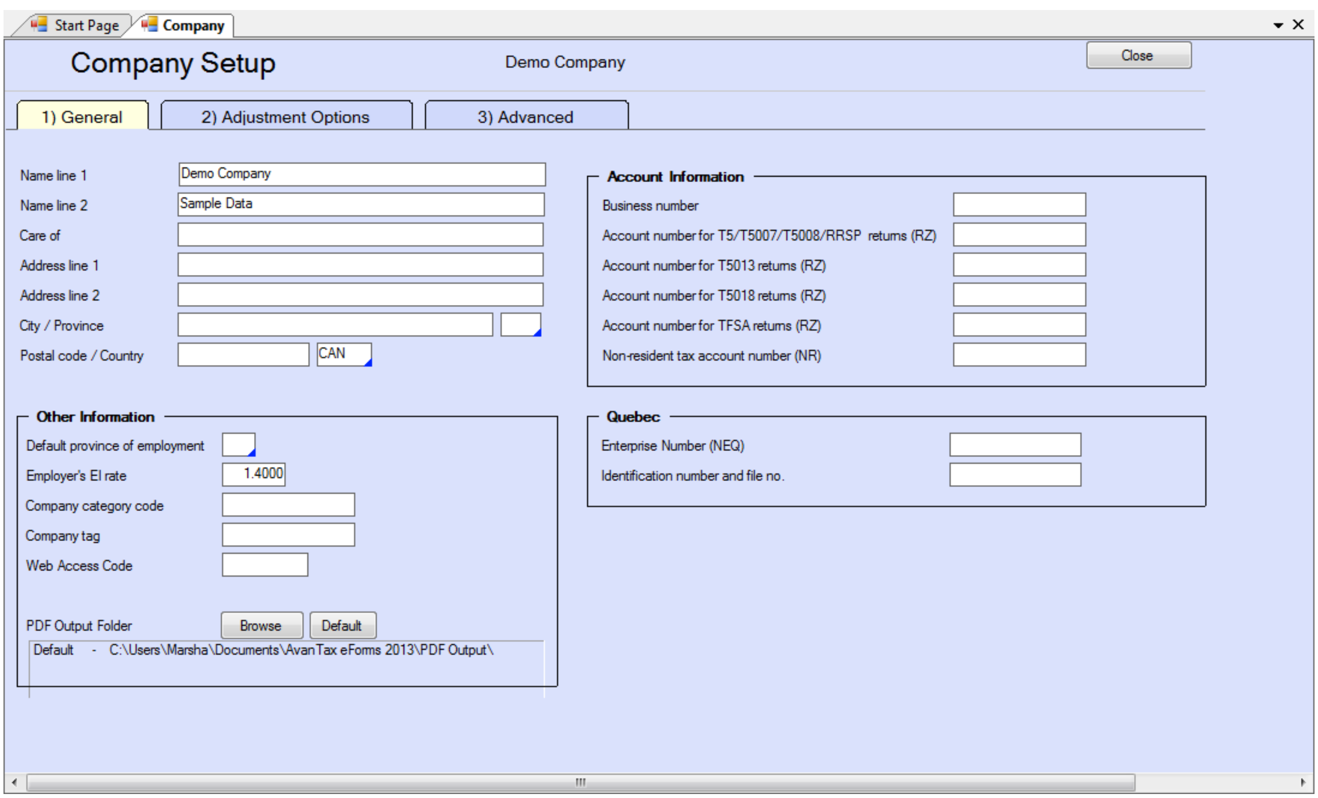
MENU: COMPANY > COMPANY SETUP

Company information is entered in three sections: **General** 54, **Adjustment Options** 55 and **Advanced** 67.

5.3.1 General

MENU: COMPANY > COMPANY SETUP > Tab 1

Enter the full name and address of the company in the space provided.



Other Information

Default Province of Employment
This province will be entered as appropriate on any new slips for this company. eForms will automatically use the *Default Province of Employment* from the **New Company Defaults** page in the **Setup** menu but you can enter any province of employment.

Employer's EI rate
By default the Employer's EI Rate is 1.4000; a modified rate can be entered here, if applicable.

Company category code
The company category field is used to group a selection of companies into categories by any criteria you choose. The category code can be used when **Producing Reports** 34 to distinguish between groups of payers.

Company tag
The company tag is used to internally distinguish between companies with the same name. In the program this tag will be displayed in <angle brackets>. The tag will never be printed, included in the XML or any official printouts or documents to be submitted to CRA, RQ or the recipients.

Web Access Code
Enter the web access code for the company. This is for records keeping only and is not used by eForms when submitting returns over the Internet.

PDF Output Folder
Set the desired location of PDF copies of printed slips and summaries for this company; use the folder structure that works best for your environment. Click the **Browse** button to set a custom location or click the **Default** button to use eForms' default location.

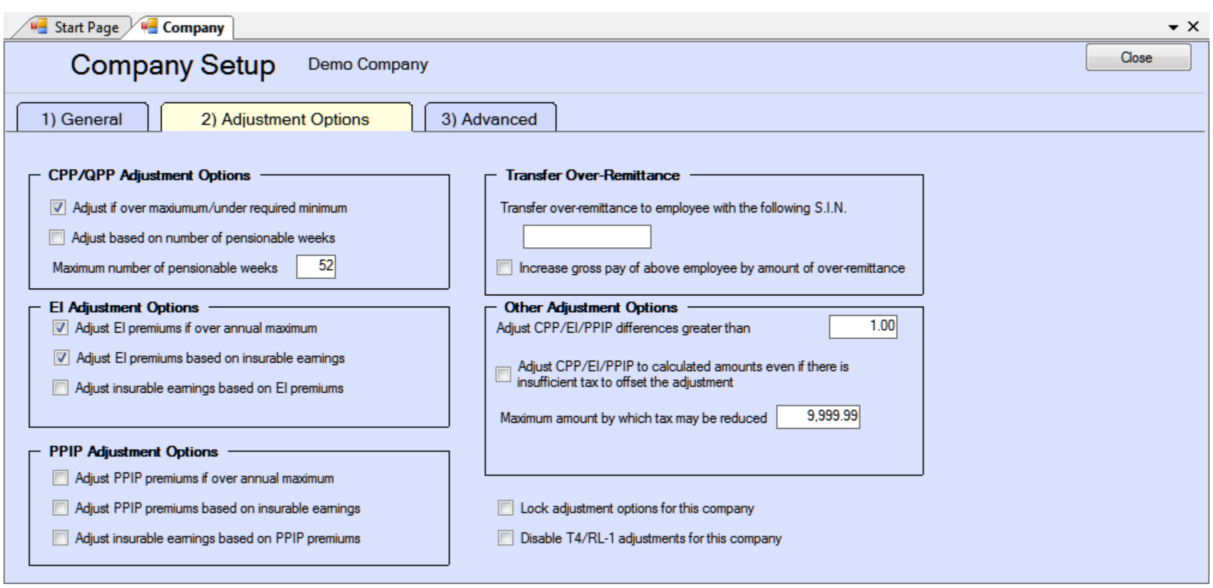
Account Information
Use the fields in this section to hold the Account Numbers and Business Numbers for various return types.

Quebec
Enter the Quebec Enterprise Number (NEQ) and the Identification and File number for the company if they will be submitting any Quebec forms.

5.3.2 Adjustment Options

MENU: COMPANY > COMPANY SETUP > Tab 2

eForms allows you to customize adjustment of CPP/QPP, EI and PPIP/QPIP discrepancies for individual companies. When you add a new company, eForms inserts the default values from the **T4 Adjustment Defaults** 118 page in the **Setup** menu. See **Contribution Rates and Constants** 124 for the 2015 deduction rates. Adjustment options for the current company can be modified as necessary.



AvanTax eForms Standard & Enterprise Only
eForms Standard and Enterprise versions use an enhanced Adjustment Options screen which adds the following adjustment options:

Lock adjustment options for the current company
When selected, this option locks the adjustment options for the current company. Adjustment options that have been locked for any company will not be modified when using the **Global Changes > Adjustment Options** 103 tool from the **Tools** 36 menu to change adjustment options for any companies in the database.

Disable T4/RL-1 adjustments for the current company
Disables T4 and RL-1 adjustments for the current company. CPP/QPP, EI and PPIP/QPIP values will not be adjusted for any company with this option selected when the **Adjustment Report** 82 is run.

5.3.2.1 Setting Adjustment Options

The adjustment options for each company are stored with the company profile. To change the adjustment options for the current company select **Company Setup** from the **Company** menu and then click the **Adjustment Options** page. You can make changes to any of the options and also enter the SIN of the individual designated to receive the transfer of over remittance of CPP and EI.

Use the **T4 Adjustment Defaults** 118 page in the **Setup** 37 menu if you want to change the default adjustment options for all new companies. The global default adjustment options are applied to each new company added to the eForms database. To change the adjustment options for selected existing companies use the **Adjustment Options** 103 option of the **Global Changes** 103 sub-menu of the **Tools** 36 menu.

5.3.2.2 CPP/QPP Adjustment Options

Canada & Quebec Pension Plan Rates

CPP Contribution Rate	4.95%
QPP Contribution Rate	5.25%
CPP Maximum Employee Contribution	$2,479.00
QPP Maximum Employee Contribution	$2,630.25
CPP/QPP Basic Exemption	$3,500.00
CPP/QPP Maximum Pensionable Earnings	$53,600.00

NOTE: CPP/QPP discrepancies are adjusted to and from tax deducted as necessary. Option A is the default CPP/QPP adjustment option.

Option A - Adjust CPP/QPP if over maximum/under minimum (select only one of options A and B)
If this option is selected CPP/QPP adjustments will be made as shown below.

CPP will be calculated within the range where the maximum CPP is the lesser of:

(CPP Pensionable Earnings x 4.95%) ***OR*** the max.employee contribution of $2,479.00

and the minimum CPP is the lesser of:

((CPP Pensionable Earnings - $3,500.00) x 4.95%) ***OR*** the max.employee contribution of $2,479.00

QPP will be calculated within the range where the maximum QPP is the lesser of:

(QPP Pensionable Earnings x 5.25%) ***OR*** the max.employee contribution of $2,630.25

and the minimum QPP is the lesser of:

((QPP Pensionable Earnings - $3,500.00) x 5.25%) ***OR*** the max.employee contribution of $2,630.25

CPP/QPP deducted will not be adjusted if it falls between the upper and lower limits; otherwise CPP/QPP deducted will be reduced to the upper limit or increased to the lower limit as necessary. **NOTE**: This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption of $3,500.00 and is used in situations where it is not desirable or possible to enter the number of pensionable weeks on each T4 slip. CPP/QPP can be prorated by using the pensionable weeks option as outlined in sections **B** and **C** below.

Option B - Adjust CPP/QPP based on number of pensionable weeks (select only one of options A and B)
If this option is selected CPP/QPP adjustments will be made as shown below.

CPP will be calculated as:

(CPP Pensionable Earnings - Prorated Deduction) x 4.95%

QPP will be calculated as:

(QPP Pensionable Earnings - Prorated Deduction) x 5.25%

The prorated deduction will be calculated as:

(number of pensionable weeks / maximum number of pensionable weeks) x $3,500.00

C - Maximum number of pensionable weeks
This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default is 52 weeks.

5.3.2.3 EI Adjustment Options

Employment Insurance Rates

EI Maximum Insurable Earnings	$49,500.00
EI Maximum Employee Premium	$930.60
EI Maximum Employee Premium (QC)	$762.30
EI Premium	1.88%
EI Premium (QC)	1.54%

NOTE: EI discrepancies are adjusted to and from tax deducted. Options D and E are the defaults.

Option D - Adjust EI premiums if over annual maximum (select alone or with option E or F)
If this option is selected, the EI will only be adjusted if it is greater than:

(EI Insurable Earnings x 1.88% (1.54% in Québec)) ***...OR...*** ($930.60 ($762.30 in Québec))

Option E - Adjust EI premiums based on Insurable Earnings (select only one of options E and F)
If this option is selected, the EI will be calculated as:

EI Insurable Earnings x 1.88% (1.54% in Québec)

Option F - Adjust insurable earnings based on EI premiums (select only one of options E and F)
This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

(EI Deducted / 1.88% (1.54% in Québec)) ***...OR...*** ($49,500.00) ***...OR...*** (Employment income)

5.3.2.4 PPIP/QPIP Adjustment Options

Quebec/Provincial Parental Insurance Plan Rates

QPIP/PPIP Maximum Insurable Earnings	$70,000.00
QPIP/PPIP Maximum Employee Premium	$391.30
QPIP/PPIP Employee Premium Rate	0.559%

QPIP/PPIP Employer Premium Rate 0.782%

NOTE: PPIP/QPIP discrepancies are adjusted to and from tax deducted.

Option G - Adjust QPIP/PPIP premiums if over annual maximum (select alone or with option H or I)
If this option is selected, the QPIP/PPIP will only be adjusted if it is greater than:

$391.30, calculated as ($70,000.00 x 0.559%)

Option H - Adjust QPIP/PPIP premiums based on Insurable Earnings (select only one of options H and I)
If this option is selected, the EI will be calculated as:

QPIP/PPIP Insurable Earnings x 0.559%
(Gross Pay will be used If QPIP/PPIP Insurable Earnings have not been entered)

Option I - Adjust insurable earnings based on QPIP/PPIP deducted (select only one of options H and I)
This option assumes the entered amount for QPIP/PPIP deducted is correct. When this option is selected, QPIP/PPIP insurable earnings will be calculated as the minimum of:

(QPIP/PPIP deducted / 0.559%) ***...OR...*** ($70,000.00) ***...OR...*** (Employment income)

5.3.2.5 Transfer Over-Remittance

Transfer employer's over remittance to employee with the following S.I.N.
When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

When a SIN is entered in this field, any net overpayment of CPP/QPP, EI and PPIP/QPIP resulting from adjustments calculated by the program will be credited to the tax deducted on the T4 of the recipient with this SIN. This adjustment will be reflected in the adjusted tax on the adjustment reports for the particular recipient.

Increase the gross pay of above employee by the amount of over-remittance
If an over remittance is created by the adjustments and the over remittance is being transferred to a specific recipient, you may also increase the gross pay for the recipient in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

5.3.2.6 Other Adjustment Options

Adjust CPP/EI/PPIP differences greater than...
Adjustments to CPP/QPP, EI or PPIP/QPIP will be made only if they exceed the value entered here. No adjustments will be made if the difference between the calculated amount and the entered amount for CPP/QPP, EI or PPIP/QPIP is less than or equal to this value and the unadjusted values will be reported. The default is $1.00.

Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment
Adjustments increasing the amount entered for CPP/QPP, EI or PPIP/QPIP will be taken from income tax deducted. When this option is selected, entered values will be adjusted to the calculated amounts even if insufficient tax exists to make up the difference. If there is insufficient tax to cover the adjustment to CPP/QPP, EI and PPIP/QPIP, the difference will be posted to the T4 Summary. The shortfall is made up of the increase in the employer's contribution and the increase in the employee's contribution which was not offset by tax. The employer must make up the difference when filing the Summary and collect the under-contributed employee's portion from the employee.

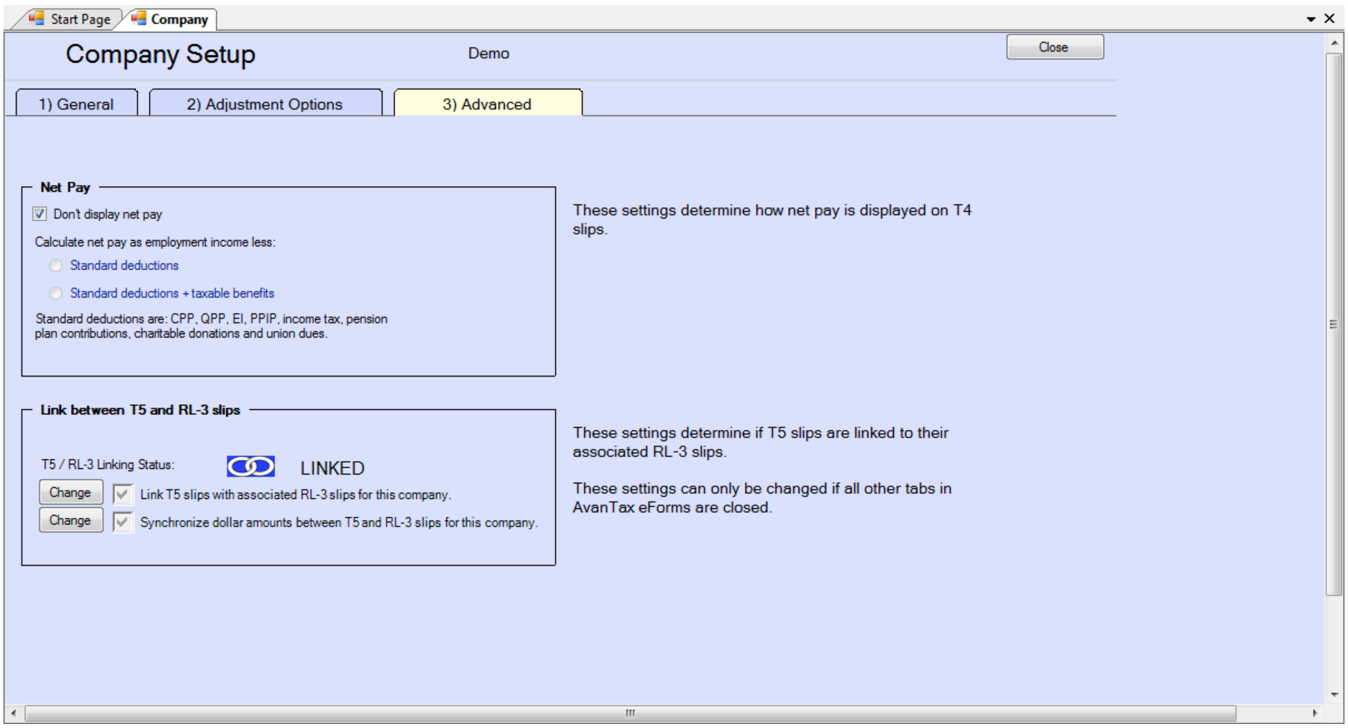
Maximum amount by which tax may be reduced
Enter the maximum amount by which tax may be reduced. For example: Enter $100.00 to limit tax decreases to no more than $100.00. The default is $9,999.99.

5.3.3 Advanced

MENU: COMPANY > COMPANY SETUP > Tab 3

These settings determine how net pay is displayed on T4 slips
Uncheck the "**Don't display net pay**" option to display net pay; the default option is for Net Pay to **not** be displayed. Net pay is calculated as one of the following:

- Employment Income - Standard Deductions
- Employment Income - Standard Deductions - Taxable Benefits



Standard deductions include: CPP/QPP, EI, PPIP/QPIP; federal and provincial income tax; pension plan contributions; charitable donations and union dues. Taxable benefits are calculated as the total of all boxes containing taxable benefits. Other deductions (if any) are entered manually on the Net Pay form (when Net Pay is being displayed).

Link between T5 and RL-3 slips
The first option, "Link T5 slips with associated RL-3 slips for this company," allows you to link or unlink T5 slips to their associated RL-3 slips. By default, they will be linked to each other.

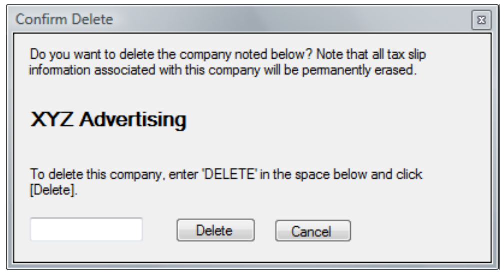
With the second option, "Synchronize dollar amounts between T5 and RL-3 slips for this company," checked (the default), the numeric data is synchronized between T5 & RL-3 pairs; if a dollar value is changed on a T5 slip, its corresponding value on the associated RL-3 slip will also be changed. If this box is unchecked, synchronization of numeric data will no longer take place; numeric data changed on a T5 slip will not cause changes on the associated RL-3 slip. Non-numeric data will always be synchronized. **NOTE**: All T5 and RL-3 windows must be closed before applying this option.

5.4 Delete Company

MENU: COMPANY > DELETE COMPANY

Delete the current company, and all slips and summary forms associated with the company, by selecting **Delete**

Company from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE."



5.5 Adjust / Unadjust T4 Slips

MENU: COMPANY > ADJUST / UNADJUST T4 SLIPS

Select this option to open the **Adjustment Report** 82 window and adjust all T4 and/or RL-1 slips for a company based on the current **Adjustment Options** 55 for the company.

Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 56
- EI Adjustment Options 57
- PPIP/QPIP Adjustment Options 57
- Transfer Over Remittance 58

5.6 Unlock all Companies in Database

MENU: COMPANY > UNLOCK ALL COMPANIES IN DATABASE

Select **Unlock all Companies in Database** from the **Company** menu. Use this function when an error message is displayed stating that a particular company is locked by a user who is not currently using the company; such an error could occur if a computer crashed while running eForms. You will be asked to confirm the unlock.

5.7 Company Filing Status

MENU: REPORTS > COMPANY FILING STATUS

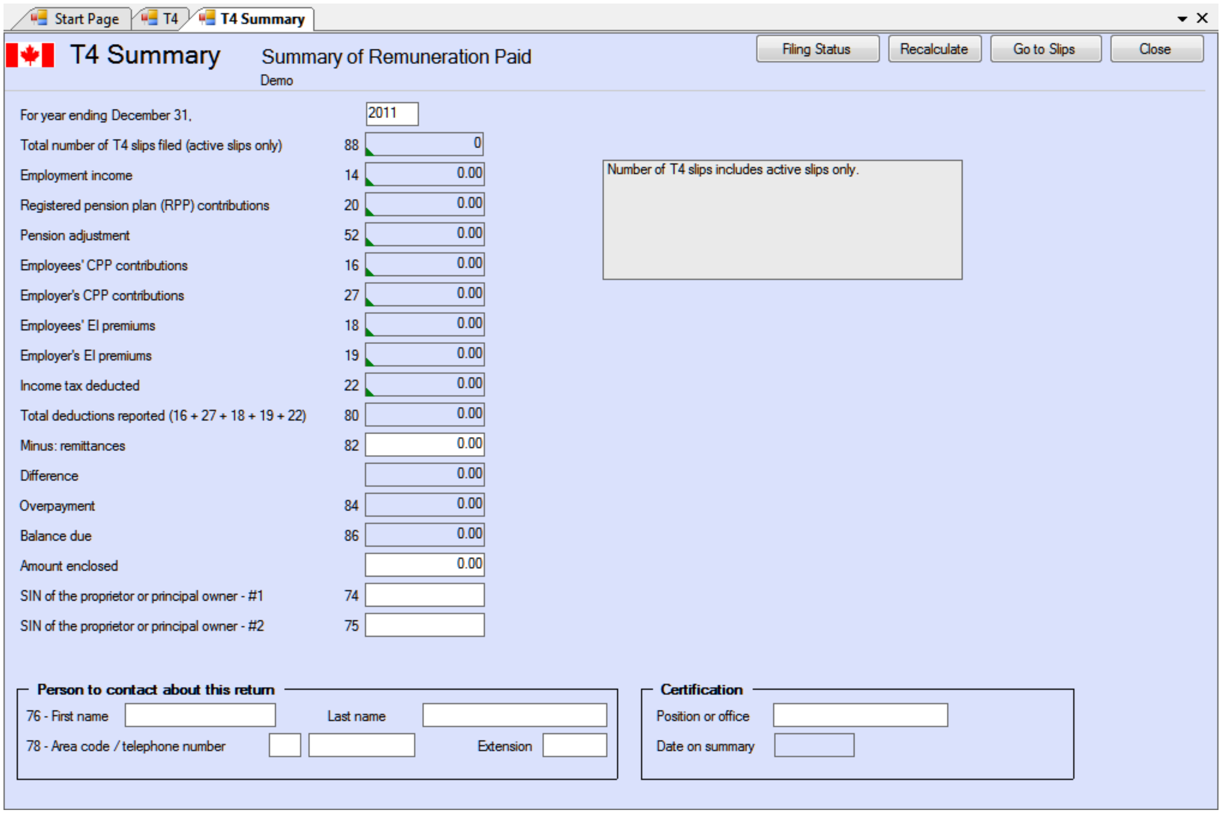
AvanTax eForms Enterprise Only

Refer to the **Company Filing Status** 89 section for information on this topic.

5.8 Viewing / Editing Company Summary Information

MENU: FORMS > *form type* > *form type* SUMMARY

You can view and edit the summary information for any return type by clicking on the appropriate return type in the **Forms** 34 menu and selecting the return's summary from the sub-menu. The T4 Summary data entry screen is shown as an example.



Remittances
Enter the amount of money already remitted to CRA.

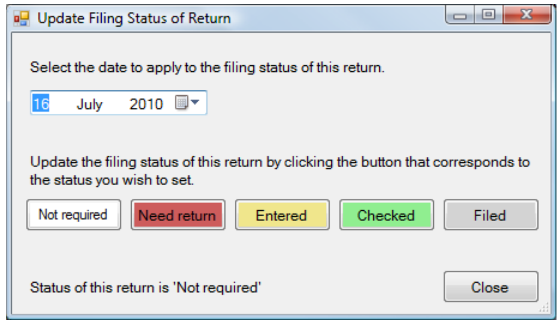
Amount Enclosed
Enter the amount that will be enclosed with the submission.

Adjustment Status
The T4 Summary will reflect the adjusted values if **ALL** slips for the company have been adjusted. If only some slips have been adjusted, the summary will reflect the unadjusted values for all employees. This information will appear in the box on the upper right corner of the T4 Summary data entry window. Refer to **Applying Adjustments to T4 and RI-1 Slips** 71 for more detail.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 118 page of the **User Settings** 118 submenu of **Setup** 37 menu will appear in this area. If no default information was entered, these fields will be blank..

Certification
The default certification information entered on the **New Company Defaults** 118 tab of the **User Settings** 118 submenu of **Setup** 37 menu will appear in this area. If no default information was entered, these fields will be blank. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 81 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company.



Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or Revenu Québec

Recalculate Button
Click this button to recalculate all calculated values; this will also return all **overridden** 42 values to their calculated value.

Go to Slips Button
Click on this button to display slips related to the currently displayed summary. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

Close Button
This button closes the currently displayed summary. Data will be saved to the database before closing.

Part VI

Entering Recipient/Payee Information

6 Entering Recipient/Payee Information

Choose the type of information slip for which to enter data by selecting it from the **Forms** menu. The following sections describe the various functions used while entering and manipulating slips.

Forms available are dependant on the version of eForms that has been installed; refer to **About eForms** 11 for a list of forms available in each version.

6.1 Add Slips

MENU: FORMS > *form type* > *form type* Slip

You can enter as many slips for each company as necessary in an eForms Basic, Standard or Enterprise database; eForms Lite is limited to 25 slips of each type (T4, T4A, T5, RL-1 & RL-3) per company. Use the Add Slips function to create a new information slip of the type currently being viewed for the active company. Once a slip is displayed, new slips can be added by one of the following methods:

- click on the **Add Slip** icon in the icon toolbar 
- select **Add Slip** from the **Edit** menu
- press **[Ctrl] + [A]**
- press **PgDn**

6.2 Deleting Slips

MENU: TOOLS > GLOBAL CHANGES > REMOVE SLIPS

Individual slips may be deleted by using any one of the following:

- click on the **Delete Slip** icon in the icon toolbar 
- select **Add Slip** from the **Edit** menu
- press **[Ctrl] + [D]**

Refer to the **Remove Slips** 107 section for more information on this topic.

6.3 Sorting Slips

During data entry or review of slip information you can modify the sequence of the slips by selecting the desired field from the drop down list at the right end of the icon toolbar. The fields available for sorting will vary by the type of slip. The slip currently displayed will remain on the screen.

6.4 Selecting Slips

Use the Select Slips function to select a specific information slip from those entered for the current company. Slips can be selected by one of the following methods:

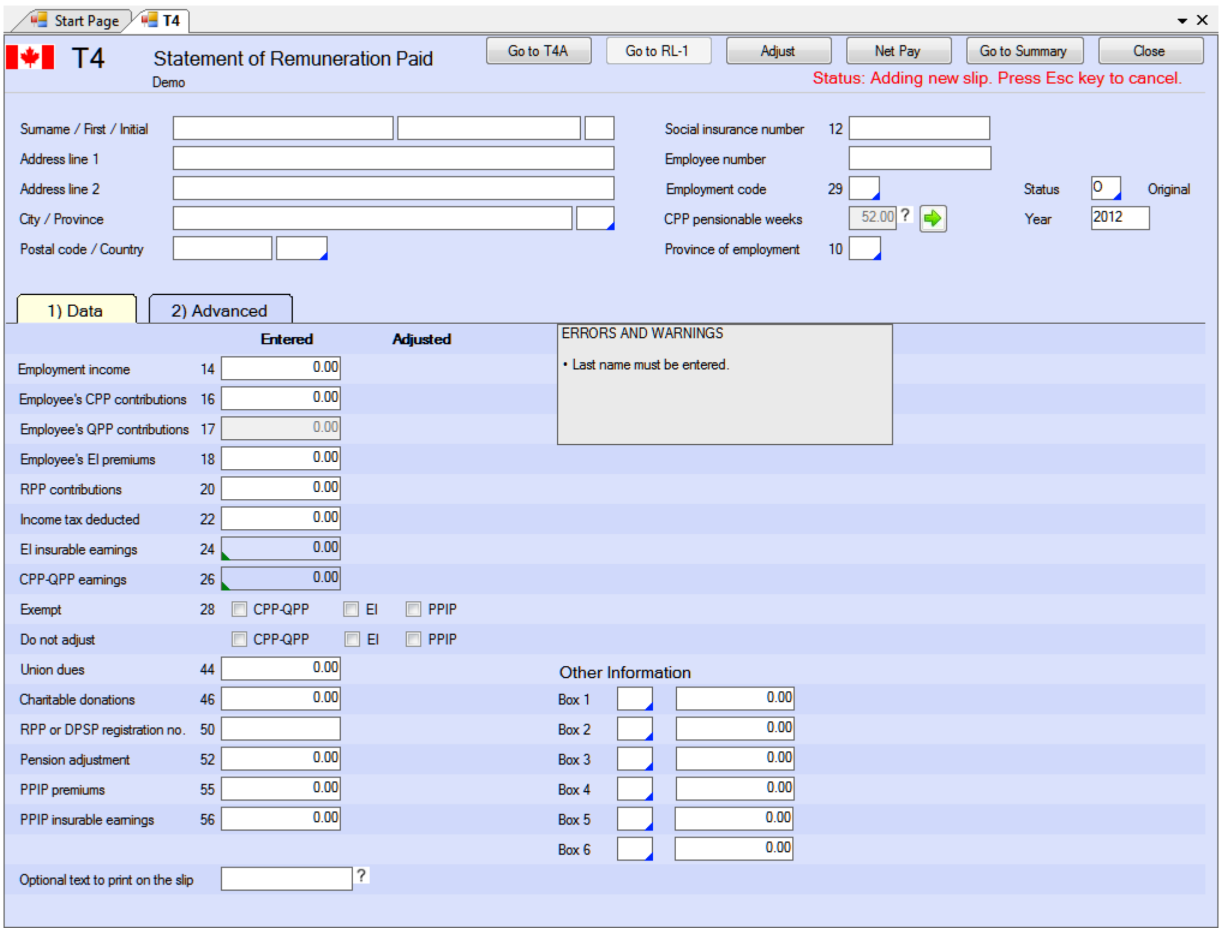
- click on the **Find Slip** icon in the icon toolbar 

- select **Select slip from list** from the **Edit** menu
- press **[CTRL] + [S]**

In each case, a list of all recipients for the current company will be displayed to the left of the data entry screen; any slip can be displayed by selecting the desired recipient from this list. Slips are listed in the current sort order.

6.5 Common Data Fields & Buttons

The T4 data entry screen below is shown as an example; fields displayed will not appear on all data entry screens.



Surname / First name / Initial

Enter the recipient's surname, first name and initial in the appropriate field. Due to electronic filing requirements, these fields may be limited to a specific length. Some forms, such as the T5 and the RL3, will display different recipient name entry fields depending upon whether the recipient is an individual, a corporation or otherwise.

Address line 1

Enter the first line of the recipient's address. Due to electronic filing requirements, this field may be limited in length.

Address line 2

Enter the second line of the recipient's address, if applicable. Due to electronic filing requirements, this field may be limited in length.

City / Province

Enter the city and province of the recipient's address. Due to electronic filing requirements, these fields may be limited in length. Valid province names are selectable from the list displayed by double clicking the province field.

Postal code / Country
Enter the postal code and country of the recipient's address. Due to electronic filing requirements, the postal code field is limited to 10 characters (to allow for both Canadian postal codes and USA zip codes) and the country field is limited to 3 characters. Valid country names are selectable from the list displayed by double clicking the country field.

Tax Year
Enter the taxation year to which the slip applies. Due to electronic filing requirements, the tax year field is limited to 4 characters.

Social Insurance Number
Enter the recipient's SIN. Due to electronic filing requirements, the SIN field is limited to 17 characters. On some forms where the recipient has been identified as a corporation you may be required to enter the recipient's business number instead.

Status of Slip / Relevé Code
Enter the appropriate code to designate whether the slip is an original, cancelled or amended slip. For federal information slips and the RL1 & RL3 provincial (Québec) information slips, the options are:

- **O** - Original designation on CRA information slips ("**R**" on RQ information slips)
- **A** - Amended designation on CRA & RQ information slips
- **C** - Cancelled designation on CRA information slips ("**D**" on RQ information slips)

Errors and Warnings
Messages regarding incomplete or missing data will be displayed in this area.

Optional text to print on the slip
Enter optional text that you wish to have printed at the top of the slip.

6.6 Unique Data Fields & Buttons

Other Income
Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

SIN Validation (Most forms)
eForms will check the validity of the SIN entered and will display the contents of the SIN box in red if the SIN is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the SIN is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid SIN values.

Status of Slip (Most Forms)
Select "O" ("R" on RQ information slips) for original, "A" for amended or "C" ("D" on RQ information slips) for cancelled. This will also permit the slip to be included or excluded appropriately when the "Original slips only," “Amended slips only” or “Cancelled slips only” options are chosen when creating reports.

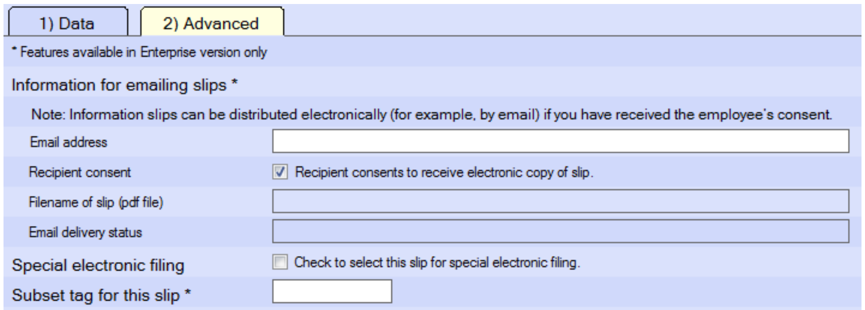
Optional Text to Print on the Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip. This is for internal information you may wish to record on the slip and is not required by either CRA or RQ.

Go To Summary Button

Click on this button to display the summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

6.6.1 Advanced Tab

AvanTax eForms Enterprise Only



In eForms Enterprise you will see an **Advanced** tab on most information slip data entry screens. The fields on this screen are used to enter the email and selection criteria of the slip's recipient; which can then be used to email an electronic copy to the recipient rather than collating and mailing paper slips. The slip will be sent as a PDF file.

Email address

Enter the recipient's email address; a PDF copy of the slip will be sent to this address. The checkbox **Recipient consents to receive electronic copy of slip** is selected by default for all recipients of all slip types to indicate that the recipient has approved the use of their email address in this way. You are required to obtain the employee's consent before you can distribute slips in electronic format.

Filename of slip (PDF file)

The "Filename of slip (PDF file)" field indicates the filename used when the individual recipients PDF file is saved. To change the filename settings, you must use the *More* option under **PDF File Options** 76 on the reports screen. Enter the filename you want to give the PDF slip as it will be stored in your system.

Email delivery status

The delivery status field indicates whether or not a PDF slip has been emailed to the recipient.

Special electronic filing

Check the box marked "*Check to select this slip for special electronic filing*" to select the current slip to be included in an electronic submission (XML file) containing only selected slips. You must also check the box marked "*Only process slips that are selected on the Advanced tab*" on the **Electronic Filing** 92 page for the appropriate slip type.

Subset tag for this slip

The subset tag field is used to distinguish one batch of slips from another for internal purposes, slips can then be printed and filed in these subset batches. For example, you can use the subset tag "May" to distinguish a batch of T5s entered in May from T5s entered in June with the subset tag "June".

6.6.2 T4 & RL-1

Province of Employment

eForms will automatically insert the code for the province of employment that has been entered in the General section of the Company Information. You may, of course, override it for any employee.

Report Code / Relevé Code

eForms handles T4 & RL-1 pairs as a unit; consequently, the RL-1 is the only Revenu Québec form for which the

Relevé Code uses the CRA codes ("**O**" = Original, "**A**" = Amended and "**C**" = Cancelled) instead of the Revenu Québec codes ("**R**" = Original, "**A**" = Amended and "**D**" = Cancelled).

CPP Pensionable Weeks

Enter the number of CPP/QPP pensionable weeks worked by the recipient in this field; by default, this will be the value entered under Maximum Number of Pensionable Weeks on the **Company Information** 104 screen. This number will be used to accurately calculate CPP/QPP deducted for the recipient. Data must be entered into this field if you have selected "Adjust based on number of pensionable weeks" as the CPP/QPP Adjustment Option on the **Adjustment Options** 55 section of the **Company Information** 104.

CPP/QPP Pensionable Earnings & EI Insurable Earnings

As of January 1, 2012 (for the 2011 taxation year and following) data must be entered for CPP/QPP Pensionable Earnings and EI Insurable Earnings. Values entered for Gross Pay will automatically be entered as CPP/QPP and EI Earnings (or the annual maximum if Gross Pay is larger). You can override the calculated CPP/QPP and EI Earnings by using the override icon, , within each field. When overridden, the CPP/QPP and EI Earnings fields will not be changed when Gross Pay is changed.

CPP/QPP, EI and PPIP/QPIP Exempt Boxes

Check any combination of the CPP/QPP, EI and PPIP/QPIP Exempt boxes as appropriate for the current employee.

- Do not check the CPP/QPP exempt box if you entered an amount in T4 box 16 (CPP), T4 box 17 (QPP: RL-1 box B) or T4 box 26 (RL-1 box G). Check CPP/QPP exempt only if the earnings were exempt or ineligible for the entire period of employment.
- Do not check the EI Exempt box if you entered an amount in T4 box 18 (RL-1 box C) or T4 box 24. Check EI exempt only if the earnings were exempt or ineligible for the entire reporting period of employment.
- Do not check the PPIP/QPIP Exempt box if you entered an amount in T4 box 55 (RL-1 box G) or T4 box 56 (RL-1 box I). Check PPIP/QPIP exempt only if the earnings were exempt or ineligible for the entire reporting period of employment.

CPP/QPP, EI and PPIP/QPIP Do Not Adjust Boxes

Check one, two or all of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered. Note that this will impact the display of slip totals on the summary; refer to **Adjustment Status** 61 for details.

Go to T4, T4A or RL-1 Buttons

Clicking on either of these button will display either the T4A slip or RL-1 slip associated with the displayed slip if it exists.

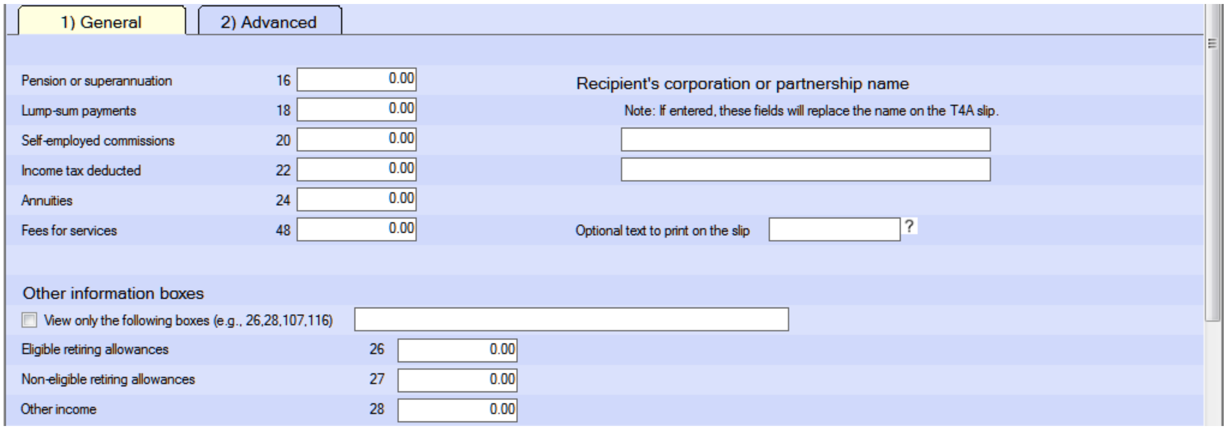
Adjust Button

Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 summary, unless all recipient slips have been adjusted using by **Printing Adjustment Reports** 82.

Net Pay Button

The employee's net pay can be calculated and displayed on the screen as you enter data into the T4 and may prove useful as an audit check. Click the **Net Pay** 59 button to choose whether or not to display Net Pay and to determine how Net Pay will be calculated.

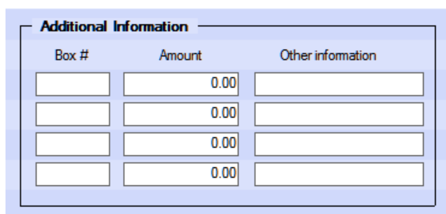
6.6.3 T4A



Check the box **View only the following boxes (e.g. 26,28,107,116)** to display only the selected **Other Information Boxes**. To select which Other Information boxes are displayed, enter the appropriate number (or numbers, separated by a comma) in the View Only the Following Boxes field.

6.6.4 Relevé Forms

Many of the Relevé forms now include a series of boxes to report additional information. AvanTax eForms has implemented these boxes as follows:



The **Box #** field contains the designation of the additional information to be entered and the **Amount** and **Other Information** fields contain the value of the additional information. The **Amount** and **Additional Information** fields are mutually exclusive; you should not enter data in both fields as the contents of both boxes will print on the Relevé form to which they apply and over-type each other.

Part VII

Adjusting CPP/QPP, EI & PPIP

7 Adjusting CPP/QPP, EI & PPIP

7.1 Applying Adjustments to T4 and RL-1 Slips

MENU: REPORTS > T4 *or* RL-1 > ADJUSTMENT REPORT

There are two methods of adjusting T4 and RL-1 slips. All adjustments are made based on the **Adjustment Options** 55 settings for the current company.

- Adjust only the currently displayed T4 or RL-1 by using the **Adjust** button on the slip's data entry form. Because only the current slip is being adjusted, adjustments made using this method ***will not*** be included in the corresponding T4 or RL-1 summary, or on any submission to CRA or RQ.
- Adjust all slips for the company by using the **Adjust/Unadjust T4 Slips** from the **Company** menu. You can exempt individual slips that should not be adjusted by checking the **Do not adjust CPP-QPP** and/or **EI** boxes. Adjustments made using this method ***will be*** included in the corresponding T4 or RL-1 summary, and on any submission to CRA or RQ.

The adjustment report can be produced by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking **Adjust Slips + Report,** or you can select **Adjustments** from the **T4** submenu of the **Reports** menu. In either case an **Adjustment Report** window will open. See **Printing Adjustment Reports** 82 for further details.

Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 56
- EI Adjustment Options 57
- PPIP/QPIP Adjustment Options 57
- Transfer Over Remittance 58

7.2 Reversing Adjustments

MENU: REPORTS > T4 or RL-1 > ADJUSTMENT REPORT > UNDO ADJUSTMENTS (button)

There are two methods of reversing the adjustments that have been made to T4 and RL-1 slips. Once complete, all adjusted values will have been returned to their original values.

- Reverse the adjustment on an individual adjusted T4 by clicking the **Unadjust** button on the T4 data entry form. The adjusted CPP, QPP, EI and tax values will be hidden.
- The adjustments on all of the slips for the company can be reversed by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking the **Undo adjustments** button.

Part VIII

Producing Returns & Reports

8 Producing Returns & Reports

8.1 Print Performance & Quality

Optimizing Printing Speed

You may find that printing speed sometimes leaves something to be desired. Unfortunately, there is nothing you can do to improve printing speed when using the **Quick Print** option as this process uses a PDF printer built into eForms that cannot be adjusted by the end-user. If you use the **Preview and Print** option instead, you may be able to improve print speeds slightly as this process previews all print jobs in **Adobe Reader** and uses the print routines in Adobe Reader to send the data to the printer. The print settings for Adobe Reader can be modified by the end-user and, depending on the Reader version you are using, the following tips might help improve printing speed when using Adobe Reader:

1. Print the document as an image. To do this:
   a. Click on *File* in Adobe Reader
   b. Click on *Print*
   c. Click on the *Advanced* button beside the printer name in Adobe Reader's print dialogue
   d. Select the option to *Print as image* and click OK.

2. Reduce the print resolution (dpi, or dots per inch). To do this:
   a. Click on *File* in Adobe Reader
   b. Click on *Print*
   c. Click on the *Properties* button beside the printer name in Adobe Reader's print dialogue
   d. The actual location will vary from printer to printer but there should be a setting to change print quality or resolution; 300dpi is a good working minimum. Many printers default to 1200dpi or higher; the amount of data that the printer must process is reduced by 75% each time dpi is halved.

Data Prints Outside of Fields on Pre-Printed Forms

When using Preview and Print **Adobe Reader** will be used to print PDF reports. To ensure accurate data placement, you must first turn off all scaling options within Adobe Reader. This will allow the printed reports to meet the requirements of CRA and RQ. Failure to do so may result in data printing outside of many fields and cause your submission to be unacceptable. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this will use eForms' internal printing functions rather than Adobe Reader.

Follow these steps to turn off scaling in Adobe Reader (setting description and location will vary be Adobe Reader version):

1. Click on the *File* menu in Adobe Reader
2. Click on the *Print* option
3. About 1/2 of the way down there is an option referring to *Page Sizing & Handling*, ensure that this option is set to *Actual size*.
4. Data should now fit in the appropriate fields throughout the form

8.2 Paper Requirements

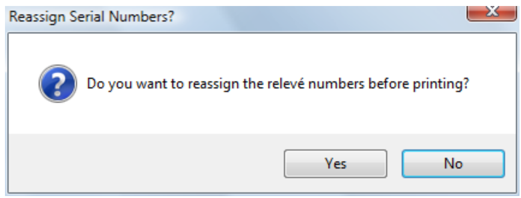
The table below lists the papers that are available for purchase, and the slips for which they are to be used.

Paper Description	Usage in eForms
White 3 part perforated letter	All CRA slips except NR4,T4A-NR and T5013; all RQ slips except RL-15
White 2 part perforated letter	CRA slips - T4, T4A, T4A-NR, NR4 & T2202A
Pink 3 part perforated letter	Optional for 3-part slips
Blue 3 part perforated letter	Optional for 3-part slips

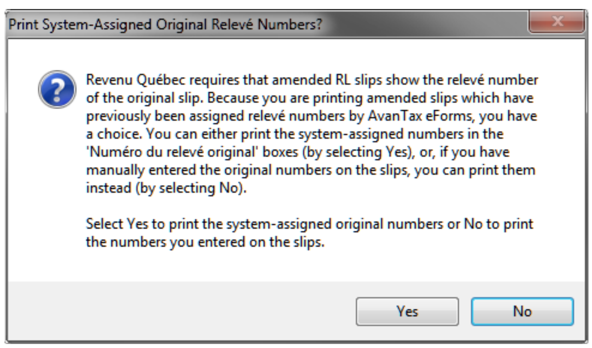
Yellow 3 part perforated letter	Optional for 3-part slips
Plain blue letter	Optional for summaries
Plain pink letter	Optional for summaries
5 ¾" X 9" window envelopes	CRA slips - T4, T4A, NR4, T4A-NR & T2202A

8.3 Using Sequence (Relevé) Numbers on RL Slips

Sequence numbers printed on Relevé slips are assigned by eForms, from a range supplied to ELM Computer Systems by Revenu Québec, as each slip is printed. Depending on the slip to be printed, its status and the answers you provide, you will see one or more of the following dialogues:

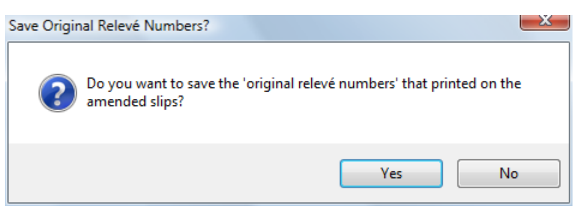


The screen above will be displayed when you are re-printing slips (whether original or amended), Clicking on "Yes" will cause eForms to calculate new sequence numbers for the slips being printed. Clicking on "No" will cause eForms to print the slips using the sequence number already assigned. In the case where no sequence number exists, eForms will assign the next number in sequence.



The dialogue above will be displayed when one or more amended slips are included in the slips to be printed. If you answer "Yes" at this dialogue, ***all*** amended slips printed will be assigned new sequence numbers (as well as any original slip ***not*** already assigned a number).

The dialogue below will be displayed ***if*** amended slips have been printed ***and*** you have chosen to re-assign sequence numbers to amended slips only:



Answering "Yes" at this dialogue will save the sequence number for amended slips in the "Previous relevé number" field of the slip's data entry screen.

Most Relevé slips display two sequence numbers:

- The top number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting sequence number in eForms does not assign these numbers to the slips.
- The bottom number is associated with the paper copy and is assigned when the forms are printed

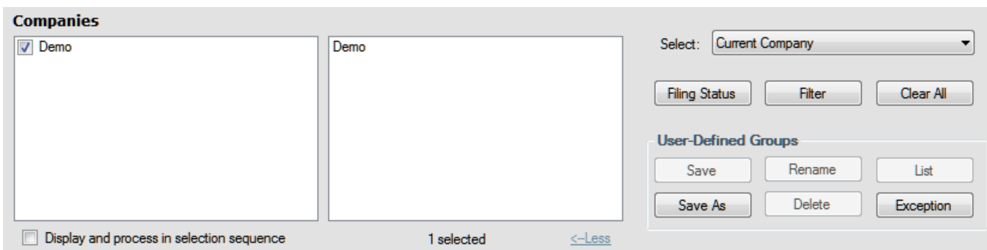
The procedure to ensure that both sequence number print correctly on any paper Relevé slips would be to:

- Enter the slips into eForms
- Check for errors in data entry
- Process the electronic filing submission file, this will assign the top sequence number
- Print the slips – this will assign the bottom sequence number. Since the XML processing was done first, both numbers will print

8.4 Common Features

8.4.1 Company Selection

The company selection screen shown below is common to many of the reports generated by eForms.



Display and Process in Selection Sequence
If this option is checked, companies will be displayed in the selection list and process in the order in which they were selected; otherwise companies will be displayed and processed in alphabetical order.

More > / < Less
Click on **More >** to display the company selection dialogue and click on **< Less** to hide the company selection dialogue.

Select
You can select the companies to adjust by selecting from the items in the drop-down list. Companies to be included in the adjustment report will be shown in the box to the right of the selection list.

- **All Companies -** Produce an adjustment report for all companies in the database
- **Current Company -** Produce an adjustment report for the current company only
- **Most Recently Used -** Produce an adjustment report for the companies included in the most recent of any other report in eForms
- **Selected Companies -** Produce an adjustment report for the selected companies

Filing Status (*Enterprise only*)
Clicking on the **Filing Status** 89 button allows you to select companies to include in the adjustment report based on their Filing Status.

Filter
Clicking on the **Filter** button allows you to select companies to include in the adjustment report based on any combination of: Filing Status, Electronic Filing Status, Printing Status, Company Category or Active Slips.

Clear All
Use **Clear All** to clear the current company selection.

User Defined Groups
You can create a user-defined group of companies by selecting companies as noted above and saving the selection list by clicking the **Save As** button. You will be asked to enter a name for the selection. The name you use will be added to the companies drop down list.

If you subsequently make changes to the list, use the **Save** button to save your changes. Use **Rename** to change the group name, or **Delete** to delete the group altogether. **List** will create a report listing the companies included in the group. **Exception** will create a report listing any companies that are not included in any groups.

The user-defined groups defined here will be available from any report or form printing menu.

8.4.2 Layout Options

Sort slips by
Choose the order in which you wish the slips to print:

- Name
- Data Entry Sequence
- SIN
- Employee Number
- Postal Code
- Province of Employment

Layout
Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

8.4.3 PDF File Options

Save PDF files
eForms always creates PDF files when printing forms. The PDF file is deleted when the Print window is closed unless the **Save PDF file** option is selected, in which case the PDF file will be saved. This is a system wide setting; the settings selected will be used by all users and for all reports. For eForms Standard or Enterprise, only the ADMIN user can change this option.

Note: When using **Adobe Reader** to print PDF reports for submission, you must turn off Adobe Reader's scaling options to ensure that the printed reports will meet CRA and RQ requirements. Failure to do so may result in your submission being unacceptable. Scaling is not a concern when using the Quick Print button.

Save in client folders

This option is only available when the **Group output by** option has been set to Company. Select this option if you wish PDF files to be saved in client folders. The folder path is set in the company record. If no folder has been configured for a company included in the print job, or if the folder is not accessible, you will be asked to provide a name for the folder location even if the **Prompt for output folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have eForms prompt you for the location where PDF files will be saved. The folder will be saved when printing slips for a single company; the next time you print slips for this company, the prompt will display this location. You will be prompted for the output folder whether or not a folder has been entered in the company record.

Separate PDF file for each recipient (Copy 2-3) (*Enterprise*)
When **E-Mailing Recipient Slips** 86 you can use this option to create a separate PDF file for each recipient. If this option is not selected then all recipient slips will be saved to a single PDF document.

8.4.4 Printing Options

Quick Print
Prints the selected slips directly to your default printer, bypassing print preview. See **A Note on Printing Reports** 73 for additional information.

Preview / Print
Previews the print job in Adobe Reader. Use Adobe Reader's print functions to send the slips to the printer. See **A Note on Printing Reports** 73 for additional information.

Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms for placement within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

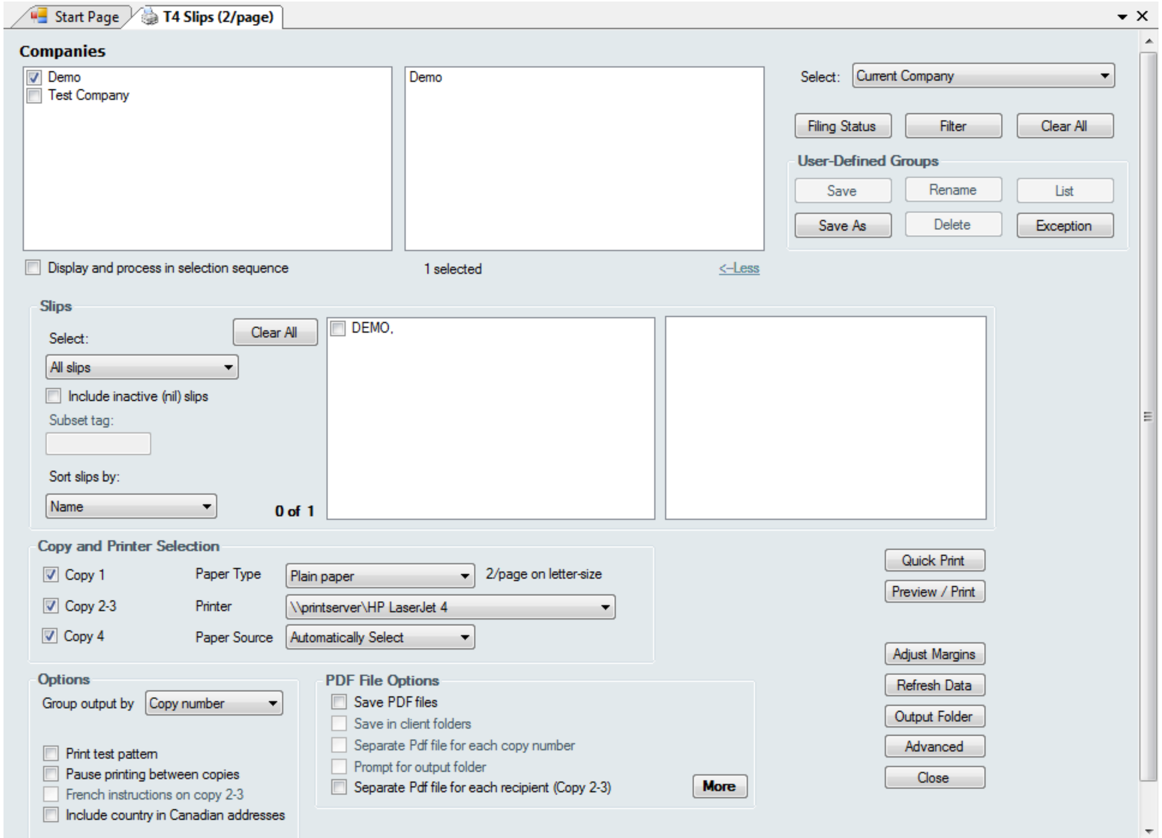
Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

8.5 Slip & Return Types

When you select the **Reports** menu you will be presented with a list of all currently active forms (see **Configure Database** 46 for details on activating forms); additional reports will appear at the bottom of the list. Selecting any slip or return type will display all valid reports for that slip type in a sub-menu; from which you can choose the desired report.



Note: T4 & RL-1 slips will report the unadjusted values for any adjusted slips unless all slips for a given company have been adjusted. A warning will be shown if some slips are adjusted and others are not.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Slips

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies
- Selected Slips - print only the selected slips for one selected company
- No email consent - print only the slips that do not have the email consent checkbox checked in the Advanced tab *(Enterprise Only)*
- Subset tag - print only slips with the entered subset tag *(Enterprise Only)*

When only one company is selected, the slips that match the selection you have made will be listed in the box on the left; this box will be empty if multiple companies are selected. If you chose to print **Selected Slips**, click on the box beside each name you wish to select to put a check mark in the box and to have the name appear on the list on the right.

Include inactive (nil) slips - Check this box if you want slips to print for recipients who have no dollar values on the slip.

Sort slips by - Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Copies
Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the form selected.

Options
Group output by - Choose to group the slips by copy number or by company.

Print test pattern - Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3 - Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

Include country in Canadian addresses - Enables printing "CAN" as part of the address. Used in jurisdictions (such as USA) where this is the required address format and is not used within Canada.

Suppress calculation of totals (*summary only*) **-** Prevents eForms from calculating slip totals to the summary when producing a summary.

Refer to the following topics for detailed information on additional report options:

- Layout Options 76
- PDF File Options 76
- Printing Options 77

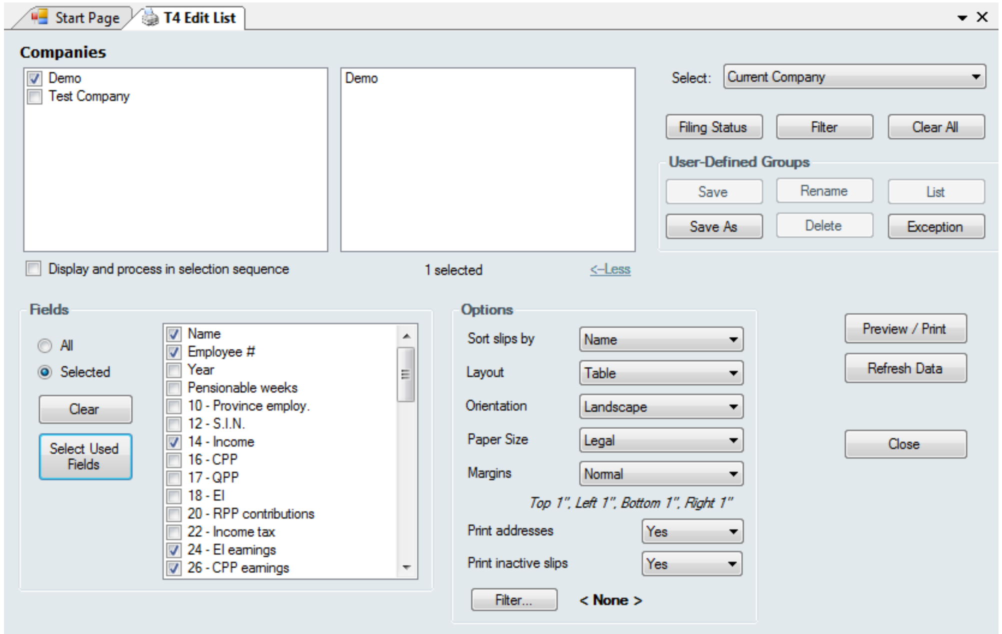
Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

8.5.1 Edit List

MENU: REPORTS > *form type* > *form type* EDIT LIST

A complete edit listing of all the slips can be produced for all types of slips. To generate this report, choose the type of slip from the **Reports** menu, and then select the corresponding **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Fields
Select one of the two options listed below:

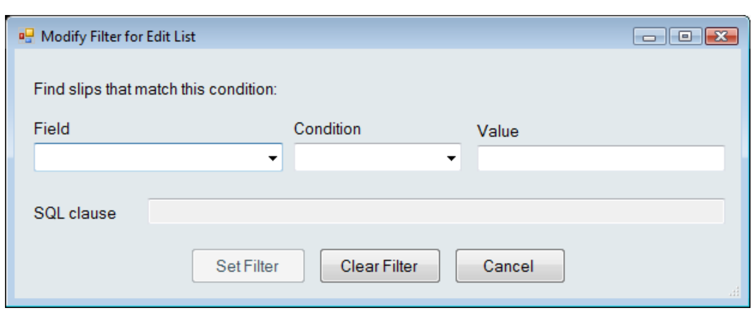
- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select
- Clear - clears the current field selection
- Select Used Fields - selects only the fields that contain data

If you chose **Selected**, click on the box beside each field you wish to include in the report.

Print Addresses
Select whether or not to include recipient addresses in the report

Print Inactive Slips
Select whether or not to include inactive slips in the report. eForms considers any slip having a $0.00 value as inactive.

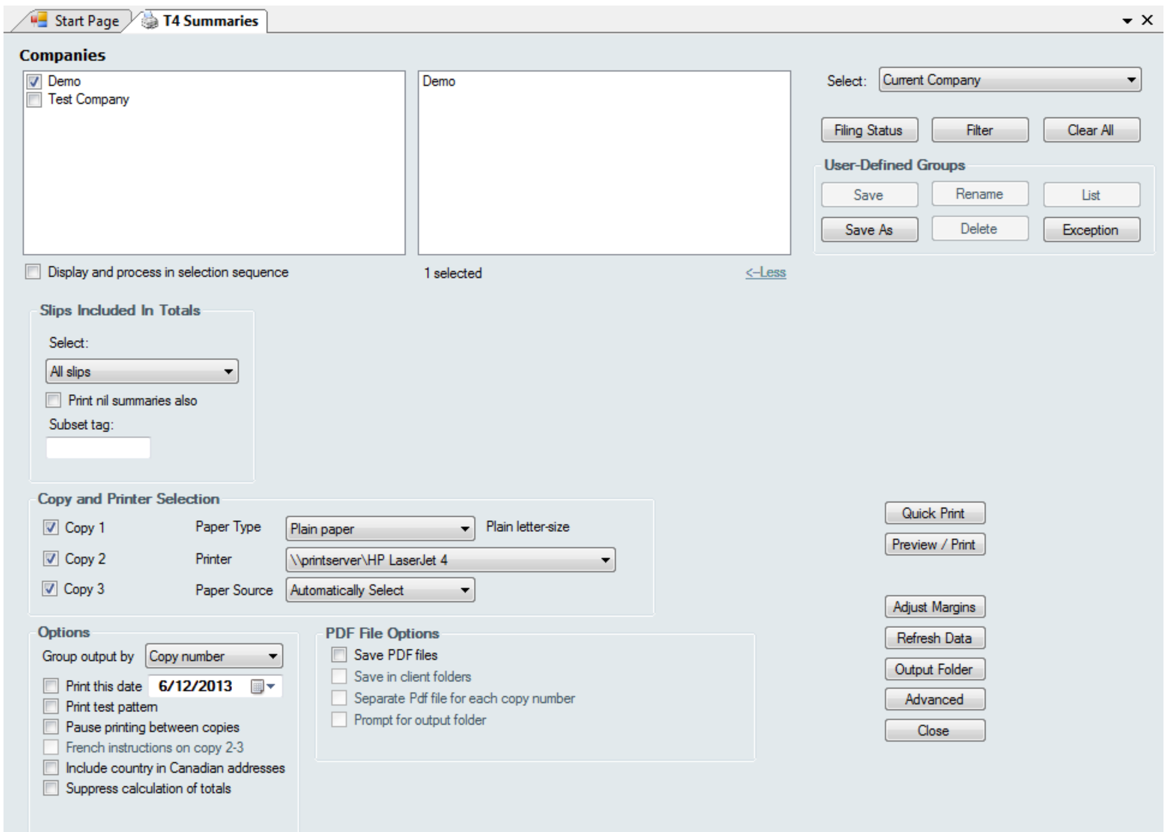
Filter
Select whether or not to filter the edit list to print only those slips that meet the filter conditions.



8.5.2 Summary

MENU: REPORTS > *form type* > *form type* SUMMARIES

To print the Summary Form to be sent with the slips to CRA, select the appropriate type of summary from the list in the **Reports** menu, and then choose the report from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print and the number of copies you wish to print.



Note: The T4 summary will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **PDF File Options** 76 for details on how to set the PDF output options for this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Slips Included in Totals
Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies
- Subset tag - print only slips with the entered subset tag *(Enterprise Only)*

Options
Group output by
Choose to group the slips by copy number or by company.

Print this date
Check this box and enter the date to be printed on the summary.

Print nil summaries also
Check this option to print inactive (nil) forms. These are summaries where all dollar values are equal to zero, which will not print unless this option is checked.

Print test pattern
Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3
Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

8.5.3 Instructions

MENU: REPORTS > *form type* > *form type* INSTRUCTIONS

Under some cases, such as with two-part forms, the instructions on the recipient copy will not be printed due to space limitations. Selecting this menu item will print the instructions for inclucion, if desired, with the slip sent to the recipient.

8.5.4 Electronic Filing

MENU: REPORTS > *form type* > ELECTRONIC FILING

or

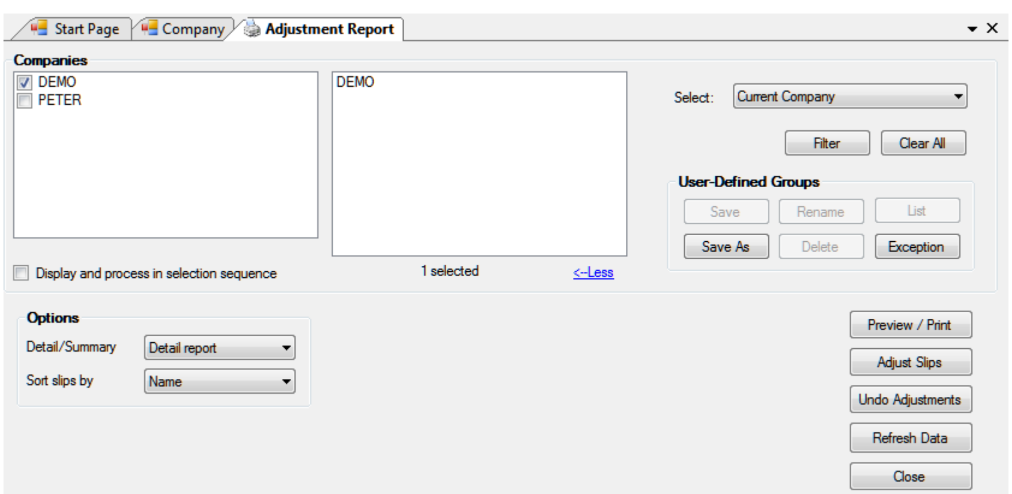
MENU: ELECTRONIC FILING > CANADA REVENUE AGENCY or REVENU QUÉBEC

Returns that can be filed electronically will have Electronic Filing as an option in the sub-menu. Clicking on this menu item will take you to the **Electronic Filing** 92 report dialogue where you can configure the electronic submission as required.

8.5.5 Adjustment Report

MENU: REPORTS > T4 or RL-1 > ADJUSTMENT REPORT

This option opens the Print Adjustment Report window to adjust T4 and RL-1 slips for a company.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Options
Select whether you require a detailed or summary report and whether you wish the results to be displayed in Name, S.I.N. or Employee Number order.

Preview / Print
Perform the adjustment calculations and create the adjustment report. The adjustments will be made according to the adjustment options you have entered for the company. See **Setting Adjustment Options** 56 for further information about the adjustment options. The report will appear as a PDF file on your monitor. The report can be saved to file, printed, exported or emailed from the preview window.

Adjust Slips
Adjusts the CPP/QPP and EI for all of the employees in the selected companies without producing the Adjustment Report. The adjustments will be made according to the adjustment options you have entered for the company. See **Setting Adjustment Options** 56 for further information about the adjustment options. The adjusted values will appear in the "Adjusted" column on the T4 and/or RL-1 slips when you view them and be printed on the T4 and/or RL-1 slips when they are printed.

Undo Adjustments
Select **Undo Adjustments** to remove the adjustment information from the T4 and/or RL-1 slips and revert them back to the originally entered values.

Refresh Data
Use this button to update any company data that may have changed since the Print Adjustment Report window was opened.

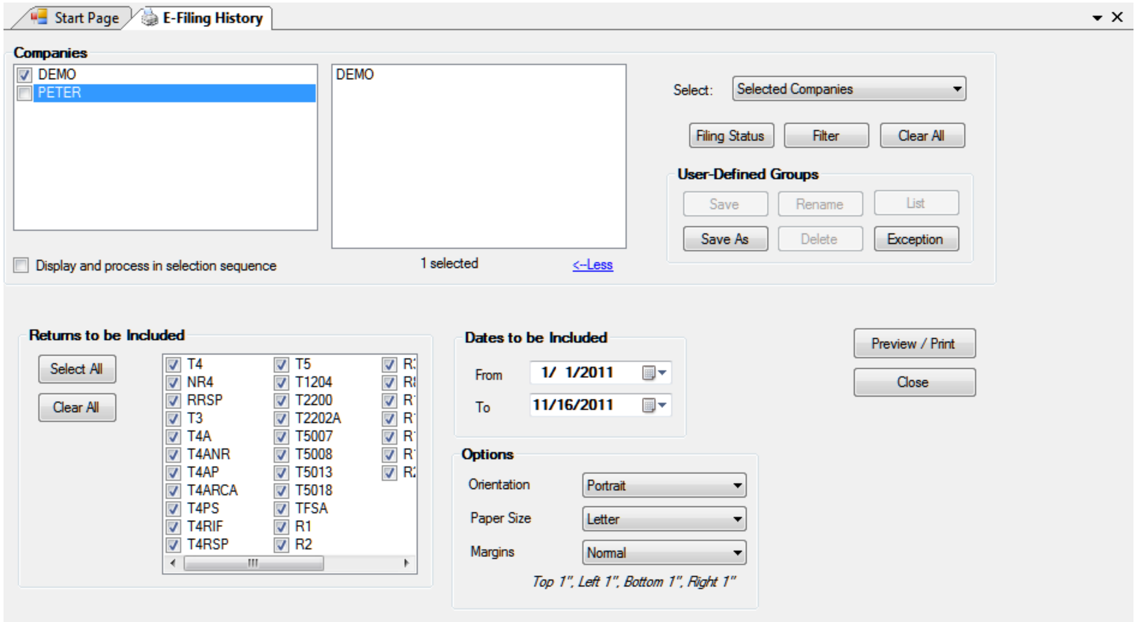
Refer to the following topics for detailed information on how each adjustment option affects entered data:

- CPP/QPP Adjustment Options 56
- EI Adjustment Options 57
- PPIP/QPIP Adjustment Options 57
- Transfer Over Remittance 58

8.6 E-Filing History Report

MENU: REPORTS > E-FILING HISTORY REPORT

The Electronic Filing History Report enables you to produce reports indicating slip types that have been submitted to CRA or RQ electronically and submission dates.



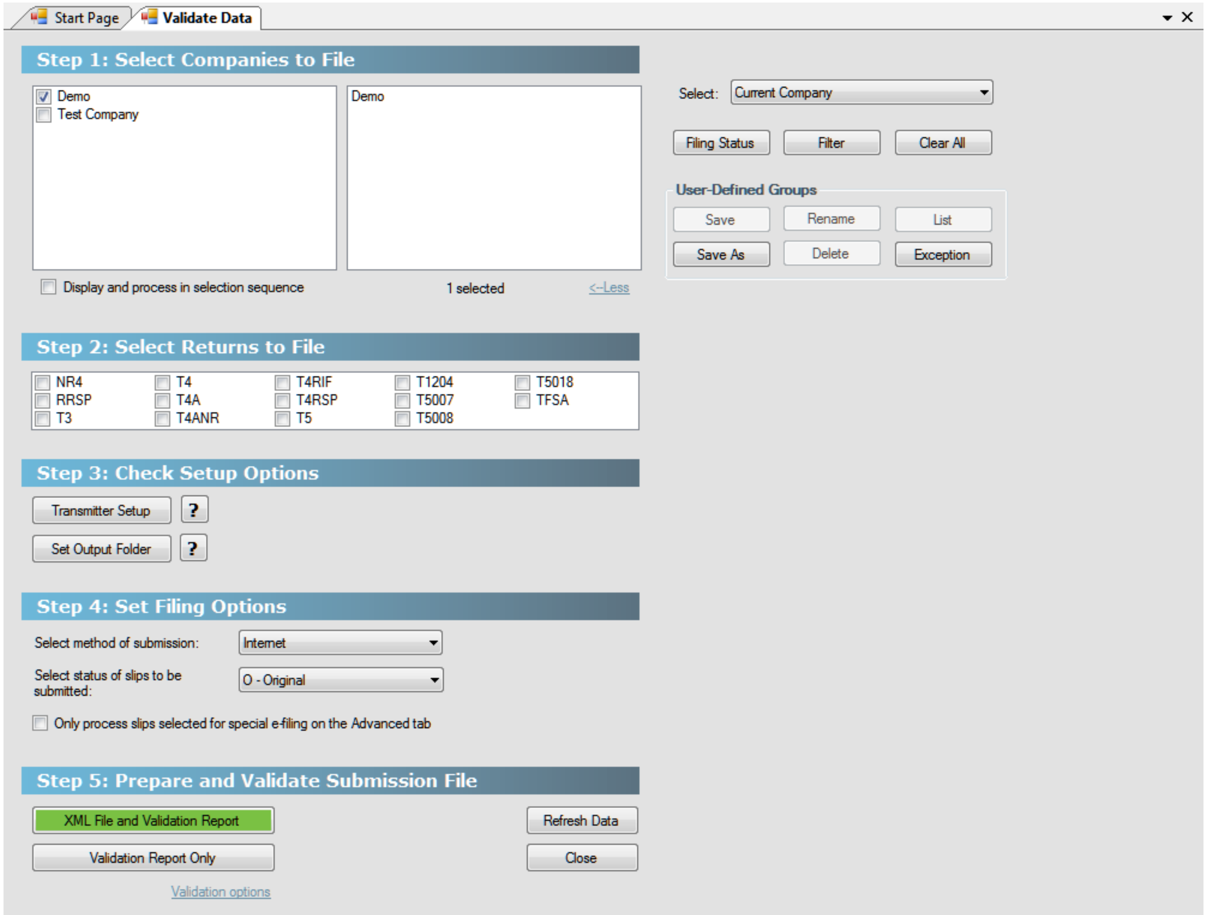
Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Layout Options** 76 for details on configuring the layout of the report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Returns to be Included
Select the return(s) to include in the report. Use "Select All" to select all returns or "Clear All" to deselect all returns.

Dates to be Included
Select the date range to be included in the report.

8.7 Validating Data Before Filing

MENU: REPORTS > VALIDATE DATA BEFORE FILING - FEDERAL or QUEBEC



The Validation Report (Federal shown as an example) will be run automatically when you process returns for electronic filing, or it can be run at any time by selecting **Validate Data Before Filing** from the **Reports** menu. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it. Select either the Federal or Quebec validation report as required; the only difference being the forms referenced.

Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Select the company or companies and the type of return(s) to be validated. Select "Validation report only" to run the validation report on its own, or select a filing method to both validate and create the electronic filing submission at the same time. If the data fails the validation procedure, the filing will be aborted. See **Electronic Filing Preparation** 92 for further information regarding the settings in this window.

Once you click on **Process** the Validation Report will be generated. The **Critical Errors** list shows missing or invalid data that will cause the data submission to be rejected by CRA or RQ. The **Warnings** list shows data that should be corrected but which will not cause rejection of the submission by CRA or RQ. Either report can be printed by clicking the **Print** button.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Validating Data window was opened.

Set Output Folder

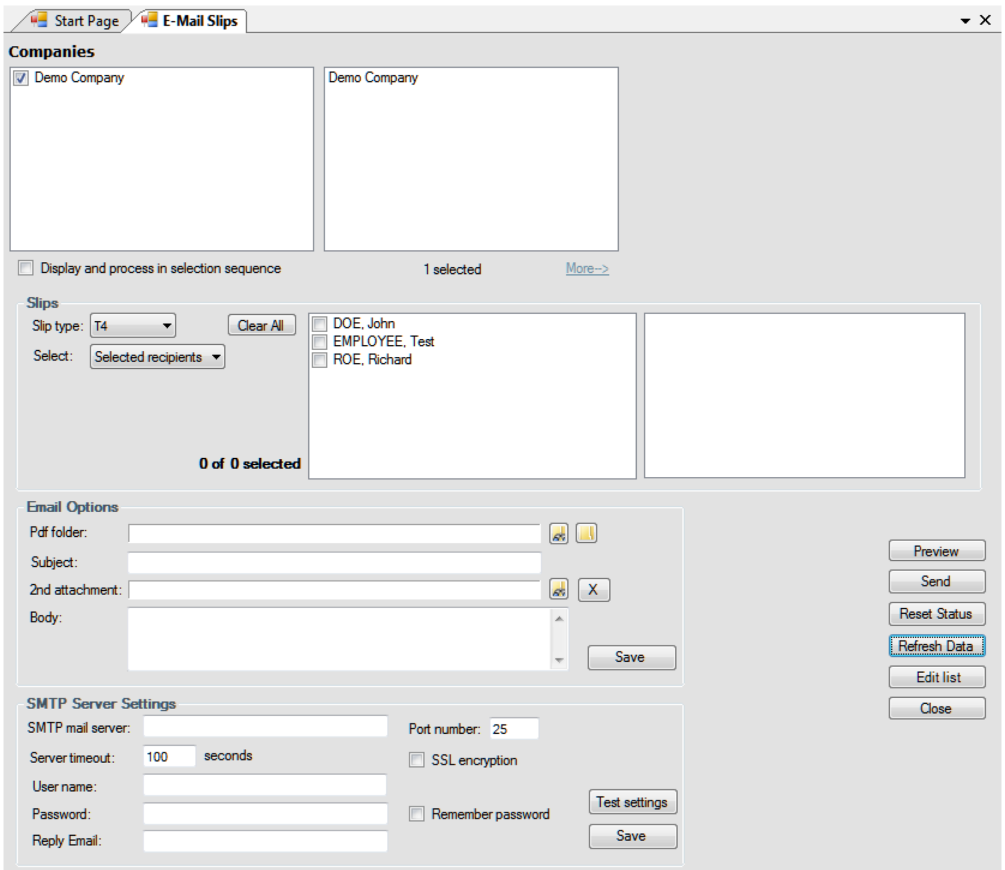
Allows the user to change the location of the XML submission files. See **File Locations** 125 for further information.

8.8 E-Mail Recipient Slips

MENU: REPORTS > E-MAIL RECIPIENT SLIPS

AvanTax eForms Enterprise Only

You will use the E-Mail Recipient Slips screen to configure eForms to send PDF versions of the recipient copies (copy 2 & 3) to their respective recipients.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Slips

Slip Type
Select the type of slip you will be emailing from the drop-down list. All slip types currently active in the database will be listed.

Select
This button allows you to select the recipients to whom slips will be emailed. The options are:

- All Recipients - email will be sent to all recipients
- Selected Recipients - email will be sent to selected recipients only (inactive when multiple companies have been selected)
- Email Not Sent - email will be sent to recipients who have not already been sent an email

Email Options

PDF Folder

Enter the name of the folder where the PDF files will be saved. Use the icon to browse your computer for the desired folder.

Subject

Text entered here will appear will be the subject of the email message

2nd Attachment

By default, a recipient's PDF slip is attached to the email for that recipient. This option allows you to attach a second file to the email. The second attachment will be sent to all recipients. Use the icon to browse your computer for the attachment. The X icon can be used to clear the attachment field.

Body

Enter the body of the message in this area.

Save

Saves the settings for use by eForms.

SMTP Server Settings

You may need to obtain the following information from your IT department or your Internet Service Provider (ISP)

SMTP Mail Server

Enter the name of your SMTP (outgoing) mail server.

Port Number

This is the port that your computer uses for outgoing email. Typically it will be "25" but your IT department or ISP may have configured outgoing email differently.

Server Timeout

The number of seconds that will pass before eForms stops trying to connect with the SMTP server.

SSL Encryption

This toggles SSL encryption of the logon information on or off. Using this option will not encrypt your email; only the account name and password will be encrypted. This option can only be used if your SMTP server requires SSL encryption.

User Name

The logon name for your SMTP mail server. In most cases this will not be your email address.

Password

The password for your SMTP mail server. This is case sensitive.

Remember Password

Checking this box allows eForms to remember the SMTP account password and lets you avoid re-entering it each time you email slips. If eForms is running on an insecure system or in a publicly accessible area we recommend that you do not set eForms to remember the password.

Reply Email

Enter the name of the email address to which delivery notifications or any recipient response will be sent.

Test Settings

Use the Test Settings button to test the email configuration you've entered. A test email will be sent to the reply address entered above. If the test fails you should confirm that the information entered is correct and that your network allows outgoing email from an email client in an installed application. You may have to ask your IT department or ISP to grant eForms an exception to any applicable firewall or email delivery protocols.

Save
Saves the settings for use by eForms.

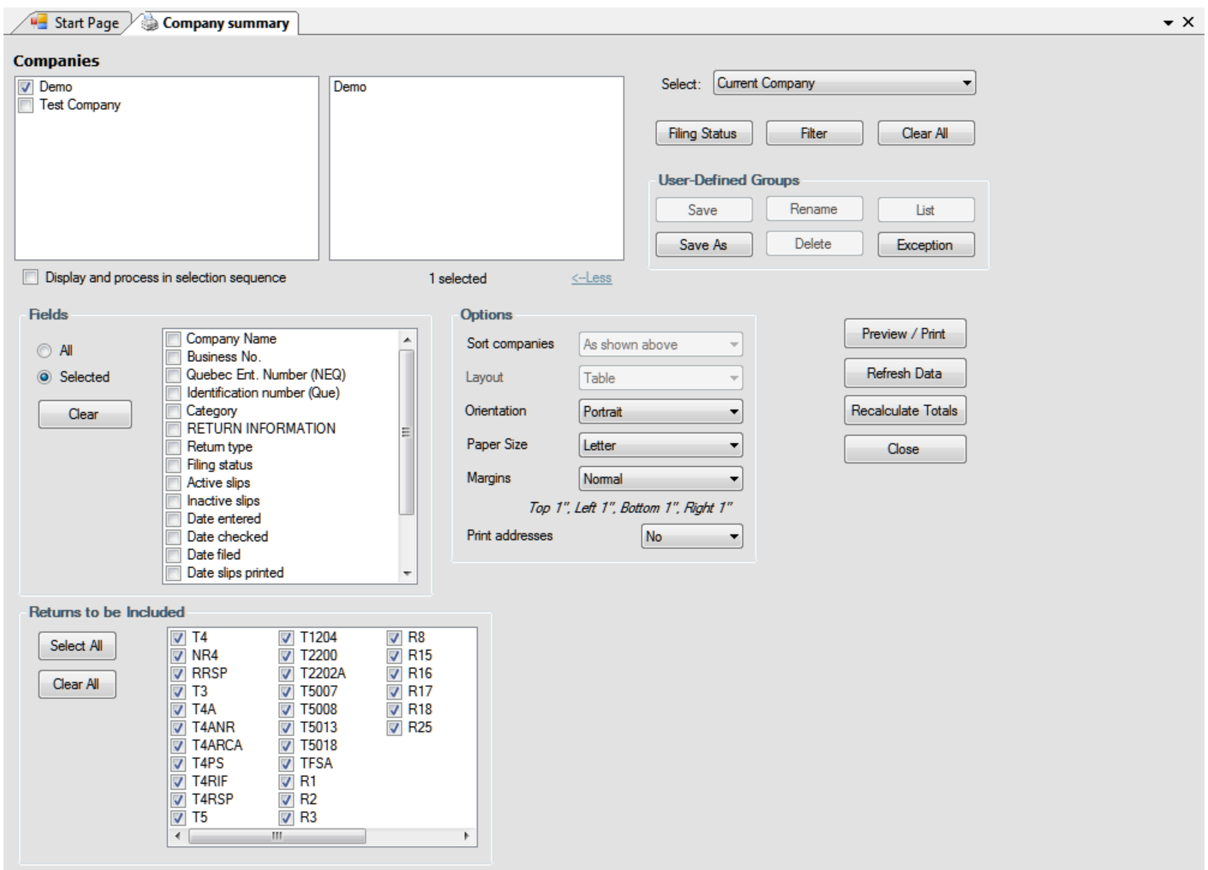
Preview
Use the Preview button to review the email before sending.

Send
Use the Send button to send the email. Depending on the number of recipients included and the size of the attachments, the mailing process could take some time.

8.9 Company Summary

MENU: REPORTS > COMPANY SUMMARY

The Company Summary is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include and other options.



Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.
Refer to the section **Options** 76 for details on configuring the layout of the report.
Refer to the section **Printing Options** 77 for details on Quick Print, Preview & Print and other options.

Fields
Select one of the two options listed below:

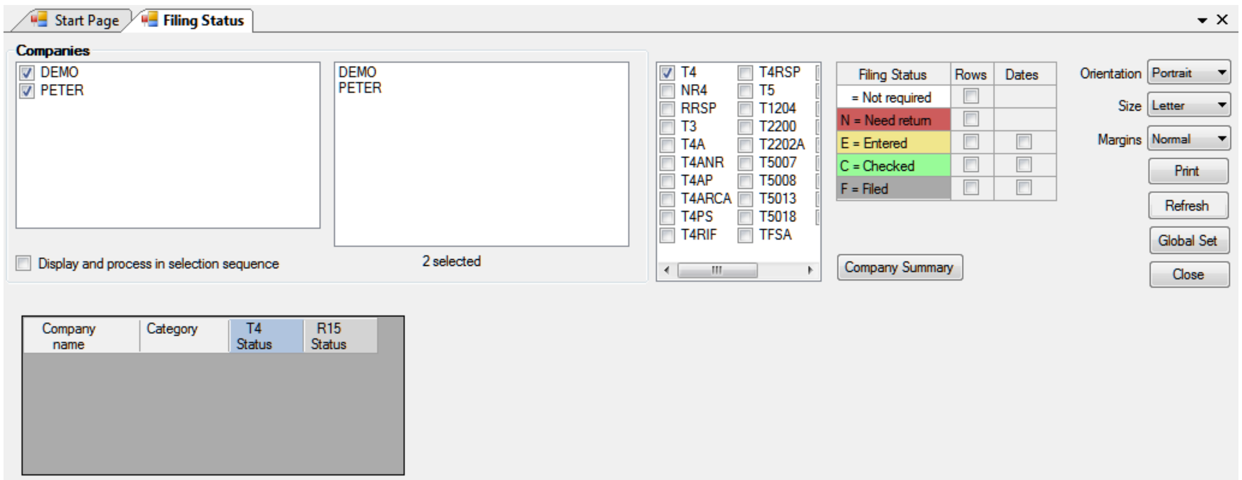
- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report. Clicking on **Clear** will remove all selections.

8.10 Company Filing Status

MENU: REPORTS > COMPANY FILING STATUS

AvanTax eForms Enterprise Only



The Filing Status report displays the "Filing Status" selection window which is used to filter data by filing status. Only selected data will be acted upon by the tool. Any combination of return types or companies can be selected. Filing status options are:

- **Not Required** - No return is required
- **Need Return** - A return is required
- **Entered** - A return has been entered into eForms
- **Checked** - Data entered has been checked
- **Filed** - The return has been filed with the CRA and/or the Revenu Québec

Once you have made the desired selections you can click on the "Refresh" button to display the filing status for the selected employers in the lower half of the screen and the "Print" button will become active; allowing you to print the report.

8.11 Company Statistics

MENU: REPORTS > COMPANY STATISTICS

The **Company Statistics** report shows in tabular form the total number of companies entered; the number of returns for each company; the total number of slips entered for each return and the average number of slips per return.

8.12 More

MENU: REPORTS > MORE...

Selecting this option opens the **Configure Database** 46 dialogue where you can configure the current database to include / exclude specific forms.

8.13 Filing Amended, Cancelled or Additional Information

You may occasionally need to file a return containing Amended, Cancelled or Additional data; please follow the steps below to ensure correct processing of the return. **Note:** Please backup your original data as changes made to prepare returns containing amended, cancelled or additional information are permanent and cannot be undone.

Amended Data - Do the following if data already submitted to CRA or RQ needs to be updated:

- Change the status of the slip to "Amended." If you are importing data into eForms, ensure that the REPORTCODE or SLIPSTATUS field contains "A" (for CRA and Revenu Québec returns)
- Make the necessary changes to the original data
- Process the return; select "Amended" as the status of slips to include only amended slips in the submission

Cancelled Data - Do the following if data already submitted to CRA or RQ needs to be deleted:

- Change the status of the slip to "Cancelled." If you are importing data into eForms, ensure that the REPORTCODE or SLIPSTATUS field contains "C" (for CRA and RL-1 returns) or "D" (for Revenu Québec returns other than the RL-1)
- Make no changes to the original data
- Process the return; select "Cancelled" as the status of slips to include only cancelled slips in the submission

Additional Data - Do the following if data already submitted to CRA or RQ is found to be incomplete:

- Create a new company to contain the additional data. The name of the new company can be the same as it was on the original submission as long as you enter a unique company tag on the **Company Setup** 54 page to allow eForms to distinguish between them
- Add or import the additional slips as required, the status of the additional slips must be "Original." If you are importing data into eForms, ensure that the REPORTCODE or SLIPSTATUS field contains "O" (for CRA and RL-1 returns) or "R" (for Revenu Québec returns other than the RL-1)
- Make no changes to the original data
- Process the return for the new company; select "Original" as the status of slips to include only original slips in the submission

Part IX

Electronic Filing

9 Electronic Filing

9.1 Electronic Filing Preparation

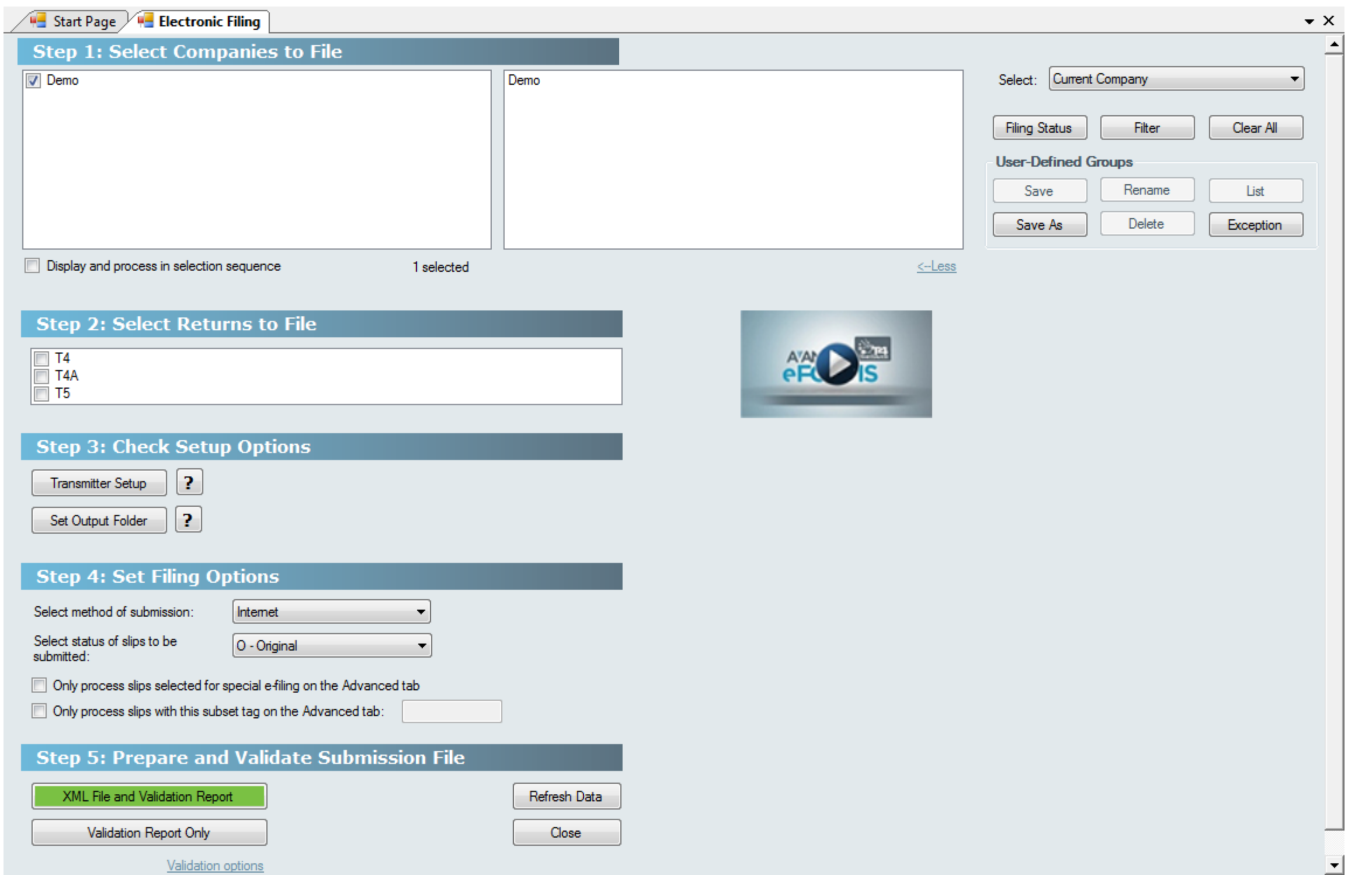
MENU: REPORTS > *form type* > ELECTRONIC FILING

or

MENU: ELECTRONIC FILING > CANADA REVENUE AGENCY or REVENU QUÉBEC

NOTE: During setup you should complete the **Electronic Filing Page** 120 of the **User Setup Options** submenu of the **Setup** menu if you plan to submit returns electronically. Much of the information required by eForms for electronic file processing is contained there.

To access electronic filing you can either select the Electronic Filing menu; or choose Electronic Filing from the appropriate slip listed under the Reports menu. **Note**: The screen shots and instructions below describe the process for CRA returns only; the process is identical for filing Revenu Québec returns.



Click on the video thumbnail on the electronic filing page to be take to our training video regarding electronic filing.

Step 1: Select Companies to File
Refer to the section **Company Selection** 75 for details on selecting companies to include in this report.

Note: eForms Lite and Basic can select one Company at a time to file electronically; eForms Standard and Enterprise can select multiple companies.

Step 2: Select Returns to File
You can select any number of return types to include by clicking on the checkbox beside each return type to be included in the electronic submission.

Step 3: Check Setup Options
Transmitter Setup
Pressing this button will allow you access to the information stored on the **Electronic Filing** 92 page of the **User Settings** 128 submenu of **Setup** 37 menu where you can add or edit as required. Clicking on the **OK** button will return you to the electronic filing dialog box.

Set Output Folder
Use this option to customize the destination where eForms will save the XML output for this report.

Step 4: Set Filing Options
Select the Method of Submission
Choose the media by which the return(s) will be submitted to CRA. **Note:** eForms Basic allows only the Internet as a destination for electronic filing.

- **Internet** - data will be validated for consistency with CRA requirements and, if no errors are found, an XML file will be created in the output folder specified above

Select Status of Slips to be Submitted
Each submission must contain original, amended or cancelled returns. Select "*Original*," "*Amended*" or "*Cancelled* " to include all original, amended or cancelled returns (respectively) of the types selected for the companies included in your submission. **Note**: eForms does not include amended slips having a zero dollar value in an electronic submission; if you need to submit a slip that has been amended and has a zero dollar value you should leave the original dollar values unchanged and set the slip status to Cancelled.

Only process slips that are selected on the Advanced tab (*Enterprise only*)
Check the box marked "*Only process slips that are selected on the Advanced tab*" to create an electronic submission (XML file) containing only selected slips. You must also check the box marked "*Check to select this slip for special electronic filing*" on the **Advanced Tab** 67 on the data entry screen for the slip(s) to be included.

Only process slips with this subset tag on the Advanced tab (*Enterprise only)*
Check the box marked "*Only process slips with this subset tag on the Advanced tab"* to create an electronic submission (XML file) containing only slips with a particular subset tag. You must also enter the subset tag on the **Advanced Tab** 67 on the data entry screen for the slip(s) to be included.

Step 5: Prepare and Validate Submission File
Validation Report Only
Click this button to validate the selected data and correct any critical or warning errors. This option only validates the selected data, it will not create an XML file.

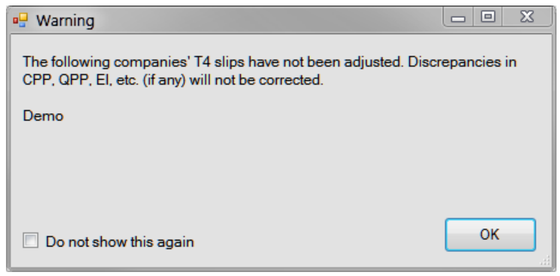
Note: Data validation errors found using **XML File and Validation Report** and **Validation Report Only** that would result in a rejection of your submission will be listed in a **Critical Error** report and **must** be corrected before eForms will generate an XML file. Errors that should be corrected, but will not invalidate the submission if they are ignored, are displayed in a **Data Validation Warnings** report.

Validation Options
This section is hidden by default but can be displayed by clicking on "**Validation Options**" at the bottom of the screen. In this section you can

- adjust the number of Critical and Warning messages displayed, the default is 20
- set whether or not to show errors in the XML schema, this option is often useful when diagnosing Critical errors
- determine whether or not to display Warning messages, since they do not materially impact on the

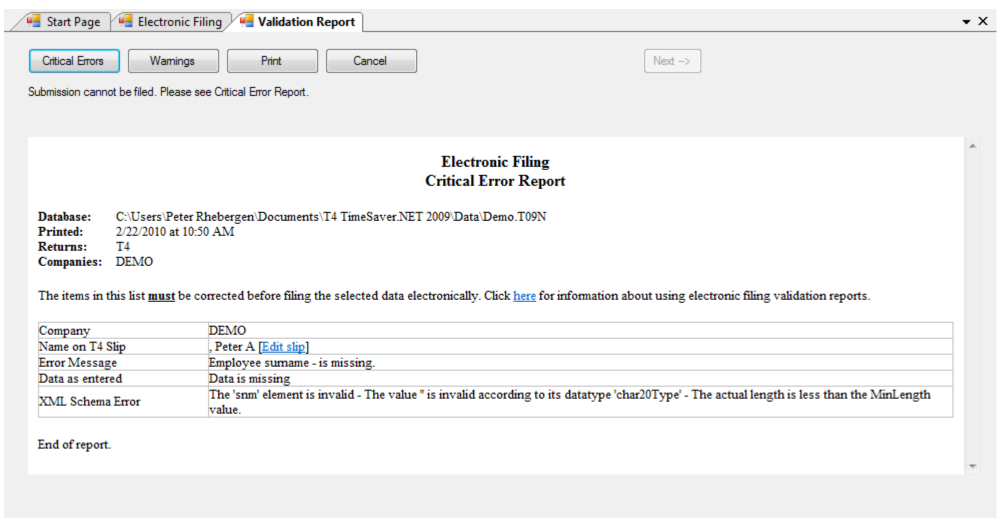
acceptability of a submission

XML File and Validation Report
Clicking this button will cause eForms to validate the selected data, display any applicable critical or warning messages and create the XML file (if no critical errors were found). **Note**: If you are preparing an electronic file including unadjusted T4 and/or RL-1 data the following message will be displayed:

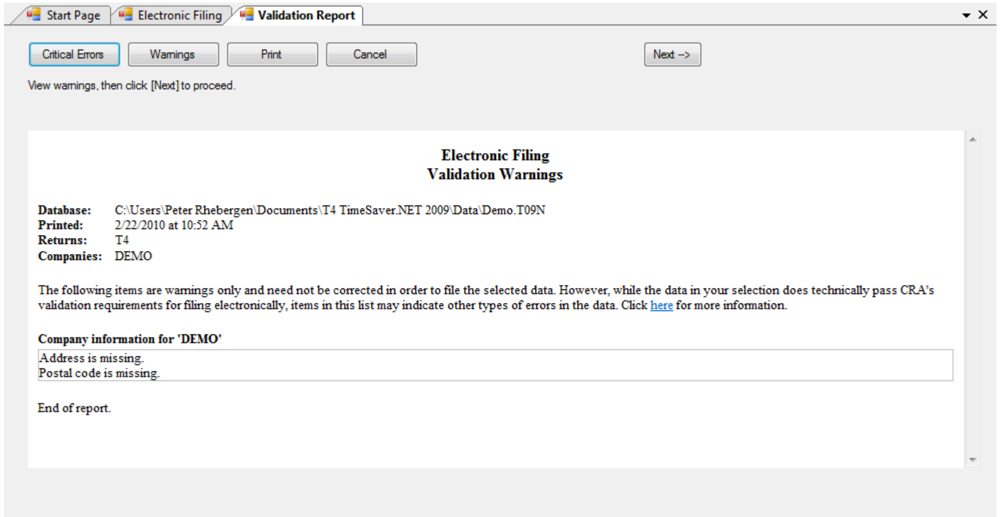


This message can be ignored if you do not intend to use the **Adjustment Report** 55 option of eForms on the data being submitted.

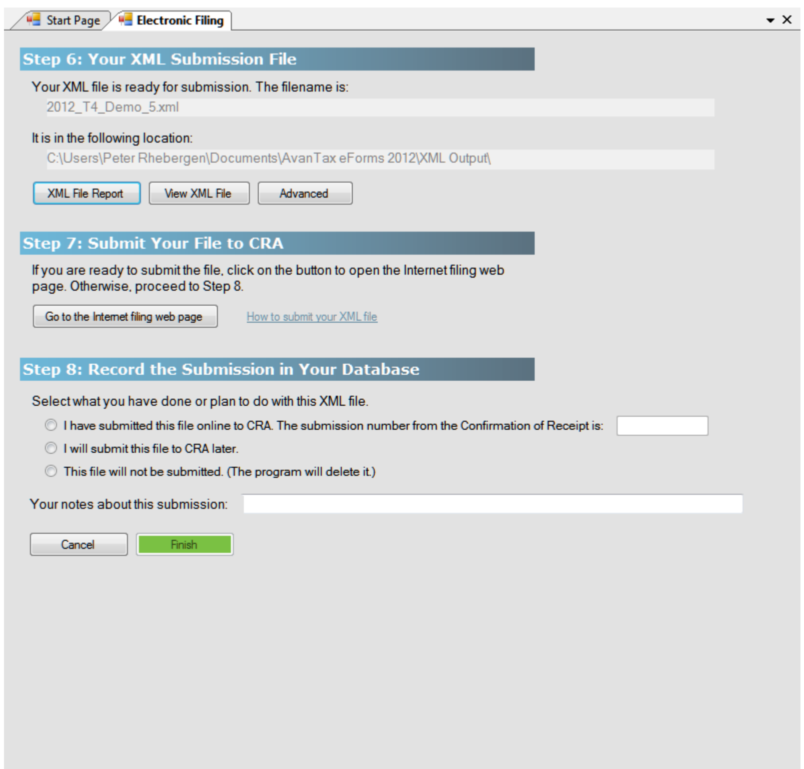
A validation report will be generated and displayed; it can be printed if desired.



Processing of an electronic return will be halted if any Critical Errors are found. Critical Errors are those that would cause CRA or RQ to reject the electronic return. Processing of the electronic return can only continue if all Critical Errors have been repaired.



Pressing the Next button on the Validation Report (available only if no Critical Errors have been found) will create the XML file. Once the XML file has been successfully created the Internet Filing dialogue will be displayed:



Step 6: Your XML Submission File

The message "*Your XML file is ready for submission. The filename is*" is displayed at the top of this screen followed by the name of the XML file and its location on your computer. Make note of this information as it will be required by the CRA Internet File Transfer webpage to denote the file to be uploaded.

Print ED-400-V

If you are preparing an XML submission for Revenu Québec you will see this additional button which allows you to print the ED-400 form.

Print Company List
Prints a list of all companies included in the submission, we recommend that you print this report and retain it for your records.

View XML File
Opens the XML file for your review in your default XML viewer, typically your default Internet browser. We recommend that you be extremely cautious if you open the XML file in an editor due to the risk of invalidating the submission.

Advanced
Toggles the display of three additional buttons by which the XML file may be acted upon:

- **Rename XML File -** Allows you to change the name of the XML file
- **Move XML File -** Allows you to move the XML file from its default location to a location of your choice
- **Go to File Location -** Opens your default computer browser at the location where the XML file has been saved

Step 7: Submit Your File to CRA
Your XML file has been created but you must go to the **CRA** 99 Internet File Transfer site and follow the instructions there to submit the XML file. The submission is NOT automatic as the CRA does not permit any software to communicate directly with the Internet File Transfer site. Once you have submitted the XML file, you will receive a Confirmation of Receipt which you should enter in Step 8 for your records.

Click on **Go to the Internet filing web page** to begin the process of submitting your XML file to CRA. To log in to the CRA Internet filing web page you will need the Account Number and Web Access Code for the company for which you are filing an Internet return. To log on to the Revenu Québec Internet filing web page you will need the username and password assigned to you by Revenu Québec.

Notes on the Account Number and the Web Access Code

- The Account Number and the Web Access Code are not interchangeable; they are two different numbers of two different formats used in two different capacities. Contact the CRA if you need an Account Number or Web Access Code.

- The Account Number and Web Access Code do not serve to identify the entity submitting the XML file. Filer identification is contained within the XML file and is taken from the **Electronic Filing Page** 120 (accessed through **User Settings** 128 under the **Setup** 37 menu).

Once you have logged in to the filing site, you will be prompted to upload the XML file created by eForms in Step 6. By default, eForms saves the XML file in the **XML Output** folder; which can be located by using the DIAGNOSTICS AND FILE LOCATIONS option under the HELP menu in eForms. eForms saves all XML files in the following format:

COMPANY_NAME_*xxx*.XML

Where: “COMPANY_NAME” is the name of the company for which the file has been created with all space characters replace by an underscore character; “xxx’ is a sequential number applied by eForms to ensure that older files are not overwritten, and “XML” is the file type designator required by CRA. If the submission is for multiple companies, "COMPANY_NAME" will be replaced by "MULTIPLE_COMPANIES."

Filing Multiple Returns
eForms Standard and Enterprise are able to batch submit returns for multiple companies and multiple return types into a single file which can be no larger than 150Mb (contact the CRA if your file exceeds 150Mb). Since you are acting as an agent for multiple companies, to submit a batch XML file, you must use your company's Account Number and Web Access Code to access the CRA website.

eForms Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these eForms versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the eForms Standard or Enterprise.

Making a Payment
If you must make a payment with your submission you can visit CRA's **My Payment website**; if your financial institution is supported you can setup your payment options as necessary.

Step 8: Record the Submission in Your Database
Select what you will do with this XML file
Choose what action you will take with the XML that was created in Step 6:

- **I have submitted this file online to CRA. The submission number from the Confirmation of Receipt is...** - Click this radio button if you have submitted the XML file to CRA and have received a confirmation number (once CRA has received the XML file you will receive a confirmation number) record the confirmation number here for your records.
- **I will submit this file to CRA later** - Click this radio button if you will not immediately be submitting the XML file to CRA but wish to retain the file for submission at a later date.
- **This file will not be submitted (The program will delete it) -** Click this radio button if you will not be submitting the XML file to CRA; eForms will delete the XML file when you click NEXT button.

Your notes about this submission
Here you can enter any information you wish to record about this XML file.

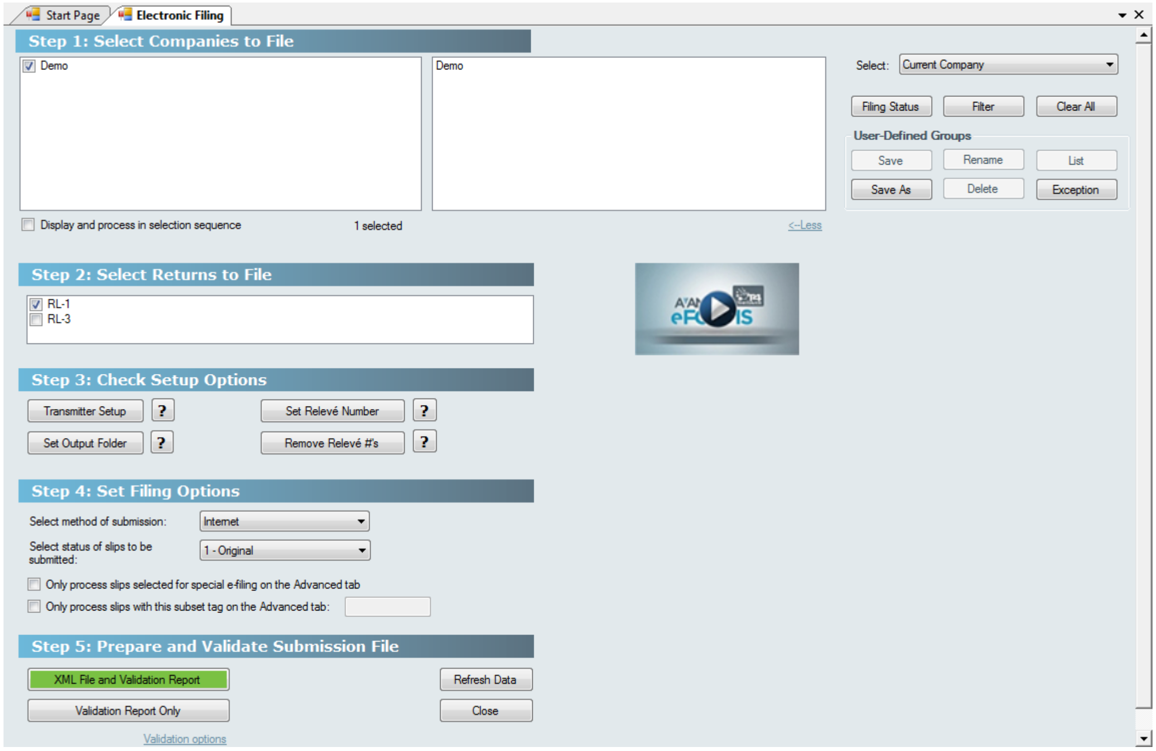
Cancel
Cancels the submission process, deletes the XML file and returns you to eForms.

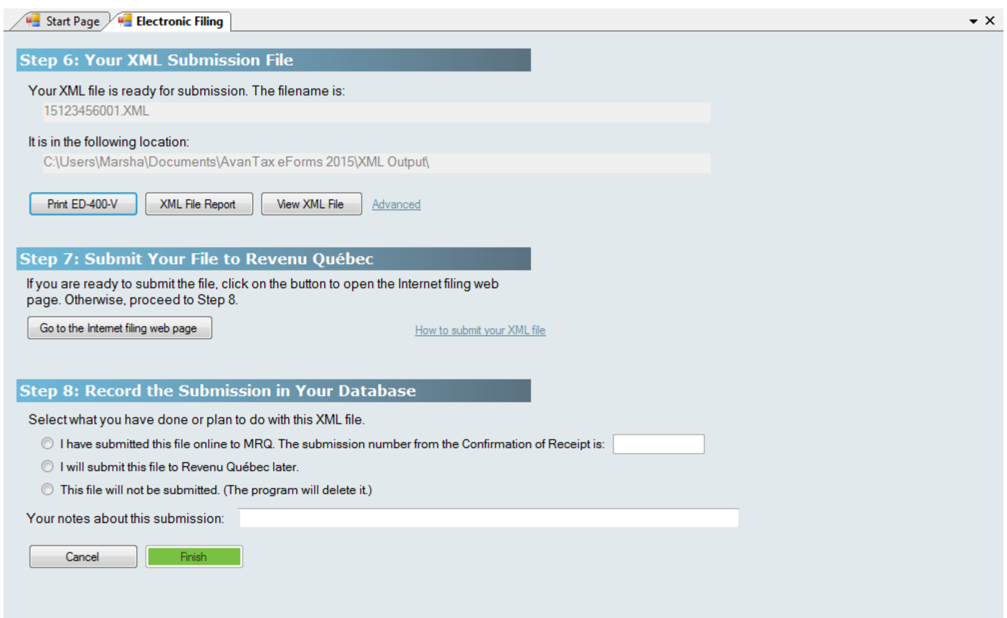
Finish
Only available when one of the three radio buttons in Step 8 has been chosen; when clicked it will return you to eForms after confirming whether or not you wish to update the filing status for the company(ies) included in the XML submission.

There is no need to submit a transmittal report (T619 form) with electronic returns.

Electronic Filing for Revenu Québec

Steps 1 through 7 are identical to electronic filing for Canada Revenue Agency.





Step 7: Submit your File to RQ

Click on **Go to the Internet filing web page** to begin the process of submitting your XML file to RQ. To log on to the Revenu Québec Internet filing web page you will need the username and password assigned to you by Revenu Québec. In order to submit your XML file to RQ, you will need your Québec Enterprise Number (NEQ) and Identification File Number. The Québec Enterprise Number and Identification File Number are entered on the Company Setup screen.

Step 8: Record the Submission in Your Database

Select what you will do with this XML file

Choose what action you will take with the XML that was created in Step 6:

- **I have submitted this file online to RQ. The submission number from the Confirmation of Receipt is... -** Click this radio button if you have submitted the XML file to RQ and have received a confirmation number (once RQ has received the XML file you will receive a confirmation number) record the confirmation number here for your records.
- **I will submit this file to RQ later** - Click this radio button if you will not immediately be submitting the XML file to RQ but wish to retain the file for submission at a later date.
- **This file will not be submitted (The program will delete it) -** Click this radio button if you will not be submitting the XML file to RQ; eForms will delete the XML file when you click NEXT button.

Your notes about this submission
Here you can enter any information you wish to record about this XML file.

Cancel
Cancels the submission process, deletes the XML file and returns you to eForms.

Finish
Only available when one of the three radio buttons in Step 8 has been chosen; when clicked it will return you to eForms after confirming whether or not you wish to update the filing status for the company(ies) included in the XML submission.

9.2 Instructions for CRA Returns

The following instructions are provided here for a convenient reference. For complete details see the CRA website.

1. Electronic filing submissions may be made by Internet. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one. If you cannot obtain a Transmitter Number, use the default Transmitter Number of MM555555.

3. Filers of any combination of returns totalling over 50 slips are required by CRA to file their submission over the Internet. Internet submissions may not exceed 150Mb. If your submissions is larger than 150Mb it must either be compressed or split into separate submissions to fall below the 150Mb limit. The CRA encourages all employers who use computerized methods to generate returns to submit them to the CRA electronically.

4. Do not send CRA paper copies of any returns that have been filed electronically.

5. If corrections need to be made to a submission that has already been sent to CRA, create an electronic filing submission of the amended and/or cancelled returns and submit it to the Electronic Media Processing Unit. Do not send any original returns in the same submission as amended returns.

9.3 Instructions for MRQ Returns

The following instructions are provided here for convenient reference. For complete details see the Revenu Québec website.

1. Electronic filing submissions may be made by Internet. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one.

3. Returns for employers filing over 50 returns are required by Revenu Québec to be filed electronically. Internet submissions may not exceed 150Mb. If the transmission exceeds 150Mb, contact the Division de l'acquisition des données électroniques (866-814-8392) for information on how to proceed.

4. Do not send Revenu Québec paper copies of any returns that have been filed electronically.

5. You must send Revenu Québec a paper copy of the summaries by mail. Form RLZ-1.S-V can be transmitted using a Clic Revenu online service.

6. If corrections need to be made to a submission that has already been sent to Revenu Québec, contact the department above for further information.

9.3.1 Using Sequence (Relevé) Numbers in Electronic Returns

The Revenu Québec assigns sequence numbers to filers of electronic returns, as opposed to paper returns where sequence numbers are assigned to ELM Computer Systems and re-distributed among eForms users. You have the option to set the electronic sequence number by using the Set Serial Number button on the Electronic Filing screen for the Relevé in question; simply click on this button and you will be able to enter the appropriate sequence number from the range assigned to you by the Revenu Québec.

Refer to **Using Sequence Numbers (Relevé) Numbers on RL Slips** 74 for further information

Part X

Using Tools to Manipulate Data

10 Using Tools to Manipulate Data

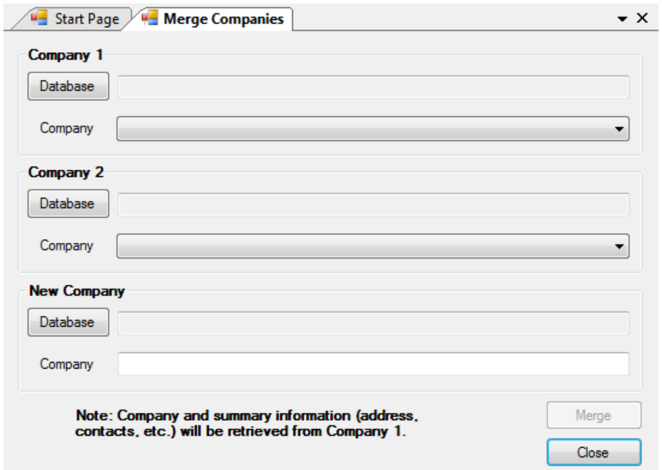
10.1 Convert Databases

MENU: TOOLS > CONVERT LAST YEAR'S DATABASES

Refer to the **Converting a Database** 45 section for information on this topic.

10.2 Merge Companies

MENU: TOOLS > MERGE COMPANIES



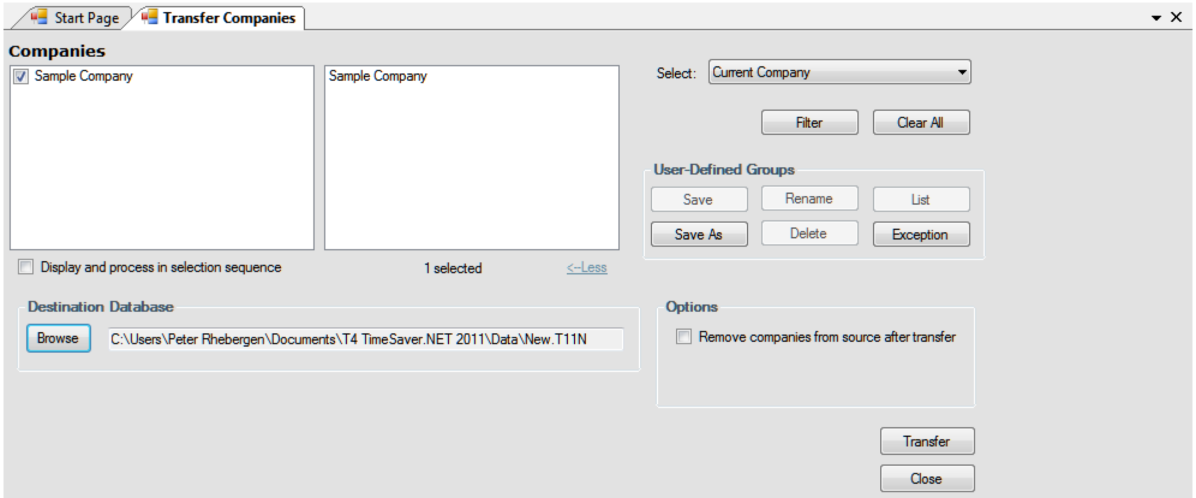
Merge Companies merges two companies into a third company. Each company can be stored in any existing database accessible to eForms; the company containing the merged data must not already exist in the database where it will be stored.

Company 1 / Company 2
Click the **Database** button to select the database containing the company to be merged, then select the company from the **Company** drop-down box below.

New Company
Click the **Database** button to select a database where merged company will be stored and type a name of the company in the **Company** line. If the merged company already exists in the database the merge will not take place; enter a unique company name or create a **new database** 44 to store the merged company.

10.3 Transfer Companies

MENU: TOOLS > TRANSFER COMPANIES



Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

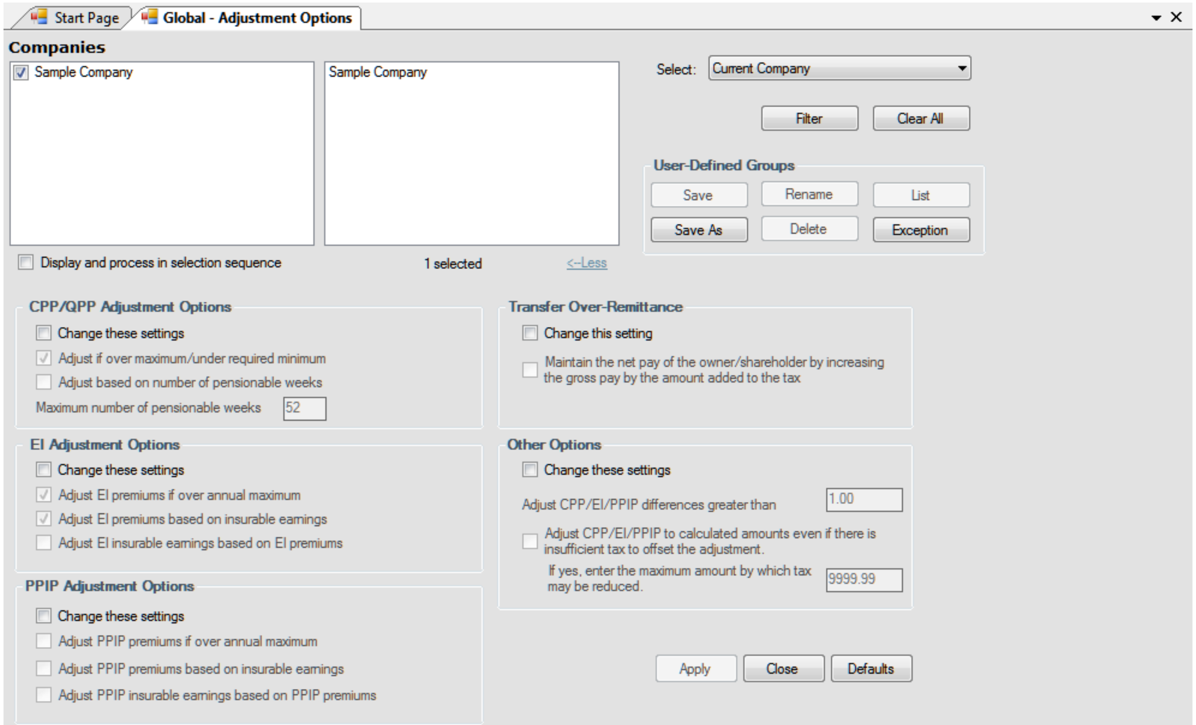
Use **Transfer Companies** to transfer companies from the current database to any other 2015 eForms database. Use the **Browse** button to select any existing database as the destination Select the companies to be transferred from the list on the left; as companies are selected, they will be displayed on the right.

Options
Remove companies from source after transfer
If this option is checked, the selected companies will be permanently deleted from the source database; otherwise, the selected companies will remain in the source database and the destination database.

10.4 Global Changes

10.4.1 Adjustment Options

MENU: TOOLS > GLOBAL CHANGES > ADJUSTMENT OPTIONS



Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use the **Global Changes - Adjustment Options** tool to change the adjustment options for companies in the current database. Click **Apply** to apply settings in sections with the **Change these settings** box checked to the selected companies. Changes made here will not apply new adjustments to existing slips and are not retroactive to any adjustments already made. To adjust slips using the new adjustment options you must run the **Adjustment Report** 82.

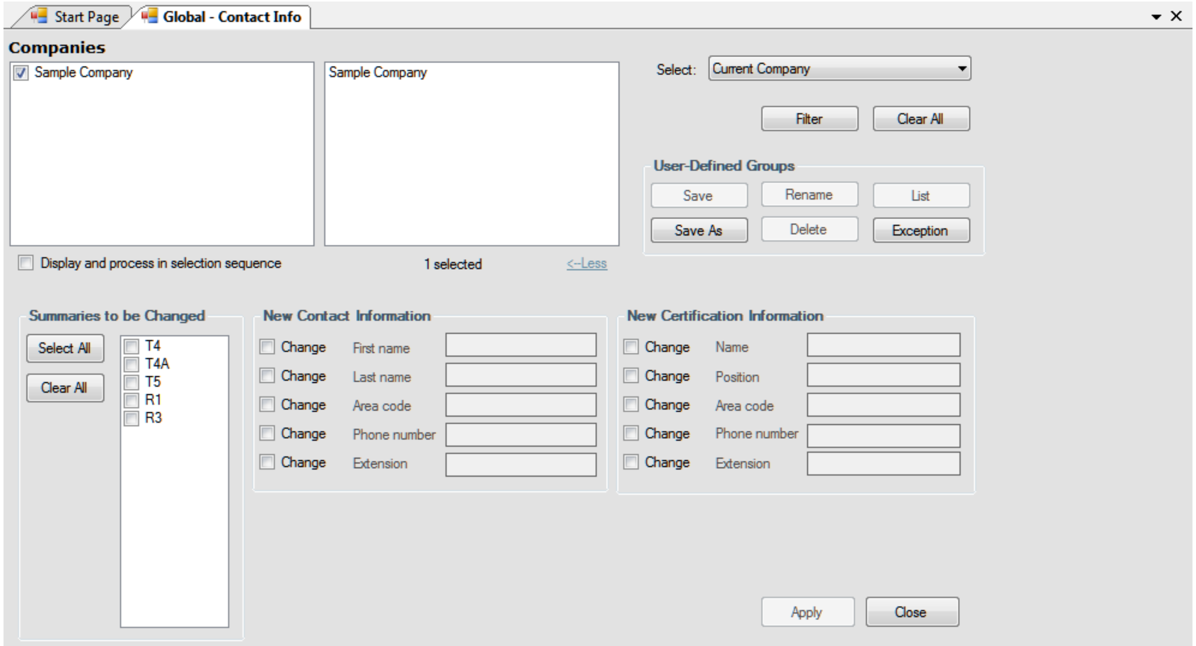
See the following sections of this guide for detailed descriptions of how each adjustment type is calculated:

- **CPP/QPP Adjustment Options** 56
- **EI Adjustment Options** 57
- **PPIP Adjustment Options** 57
- **Transfer of Over-Remittance** 58
- **Other Options** 58

Changes made using this tool can not be undone.

10.4.2 Contact Information

MENU: TOOLS > GLOBAL CHANGES > CONTACT INFORMATION



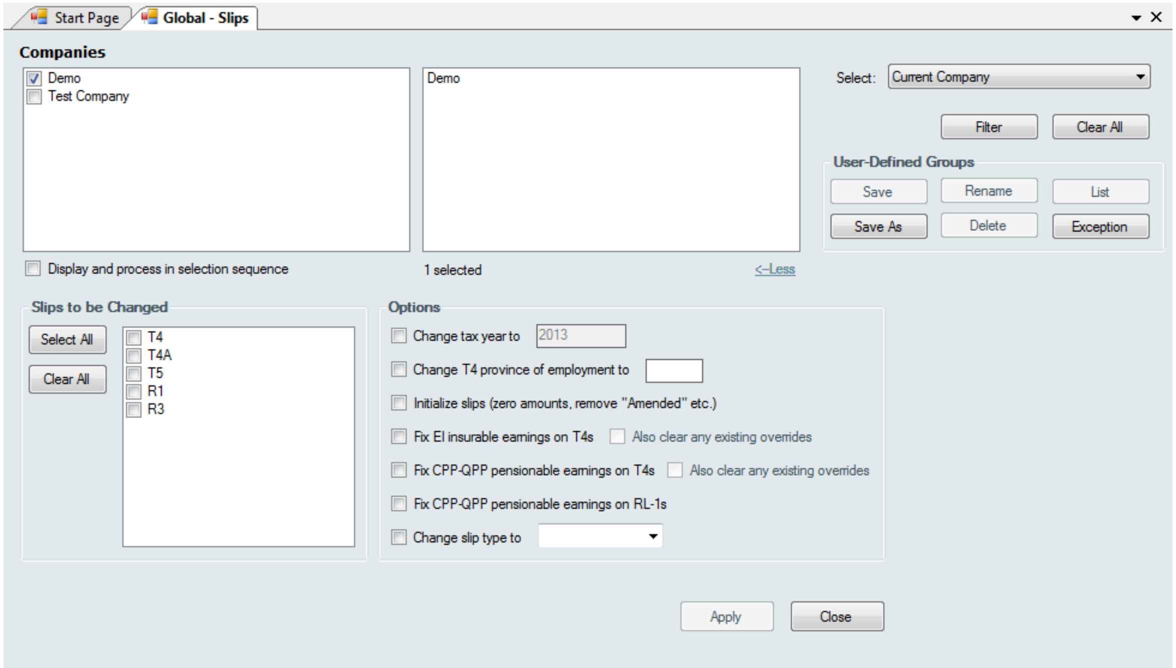
Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use the Global Changes - Contact Information tool to modify the contact information on the summaries of any return types that exist for any companies in the current database. The return types to which the changes will be applied can be selected from **Summaries to be Changed**. Updated contact and certification information is entered as appropriate in the fields under the headings **New Contact Information** and **New Certification Information**. Clicking on **Apply** will apply the changes to all selected companies and return types.

Changes made using this tool can not be undone.

10.4.3 Slip Information

MENU: TOOLS > GLOBAL CHANGES > SLIP INFORMATION



Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Use the **Global Changes - Slip Information** tool to modify the taxation year and province of employment and/or initialize data on slips of any return types that exist for any companies in the current database. The return types to which the changes will be applied can be selected from **Slips to be Changed**. The desired changes are entered as appropriate under **Options**. Clicking on **Apply** will apply the changes to all selected companies.

Changes made using this tool can not be undone.

Options (only a single option can be selected at a time)
Change tax year to...
The year on all selected slips will be changed to the indicated year when this box is checked.

Change T4 province of employment to...
The province of employment on all selected slips will be changed to the indicated province of employment when this box is checked.

Initialize slips (zero amounts, remove "Amended" etc.)
Check this box to initialize all selected slips to contain only name and address information.

Fix EI insurable earnings on T4s
Set EI insurable earnings to the lesser of Employment Income (Box 14) and Maximum EI Earnings ($930.60) on all selected T4s.
NOTE: EI insurable earnings will be overwritten on all selected T4s that are not EI exempt.

Fix CPP-QPP pensionable earnings on T4s
Set CPP pensionable earnings the lesser of Employment Income (Box 14) and Maximum CPP Earnings ($2,479.00) on all selected T4s.
NOTE: CPP pensionable earnings will be overwritten on all selected T4s that are not CPP exempt.

Fix CPP-QPP pensionable earnings on RL-1s
Set QPP pensionable earnings to the lesser of Employment Income (Box A) and Maximum QPP Earnings ($2,630.25) on all selected RL-1s.

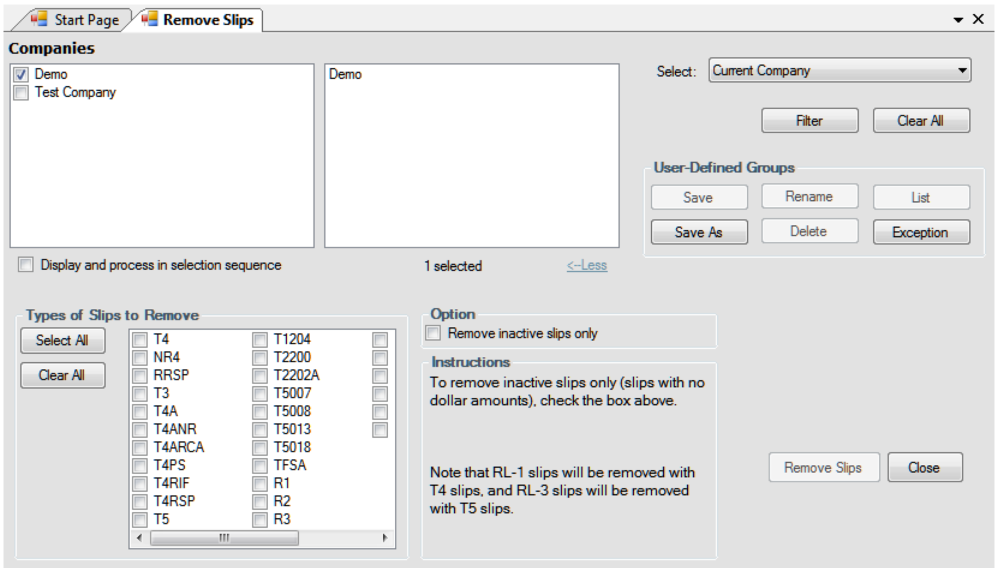
NOTE: QPP pensionable earnings will be overwritten on all selected RL-1s that are not QPP exempt.

Change slip type to...
The slip type on all selected slips will be changed to the indicated type (Original, Amended or Cancelled) when this box is checked.

10.4.4 Remove Slips

MENU: TOOLS > GLOBAL CHANGES > REMOVE SLIPS

The Remove Slips function allows you to remove all slips of any type for any company in the database.



Refer to the section **Company Selection** 75 for details on selecting companies to be included in this process.

Option
When "Remove inactive slips only" is checked only inactive (zero value) slips will be removed.

Changes made using this tool cannot be reversed.

10.5 Import / Export Data

MENU: TOOLS > IMPORT / EXPORT DATA

eForms Standard & Enterprise Only

If you have information in a payroll package or another tax slip preparation software product and the software allows you to export data into a CSV, Excel or XML file, you can use the **Import from Excel File**, **Import from CSV File** or **Import from XML File** functions to import the data into eForms.

10.5.1 Import from Excel File

MENU: TOOLS > IMPORT / EXPORT DATA > IMPORT FROM EXCEL FILE

eForms Standard & Enterprise Only
(For evaluation purposes, demo installations and eForms Basic can import the first three records of an Excel file)

NOTE: Microsoft Excel must be installed on your computer to use the Import form Excel File function.

Instructions

1. When importing using eForms Standard, each sheet in the spreadsheet must contain data for one company and one slip type only. When importing using eForms Enterprise, each sheet in the spreadsheet can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column (and, optionally, a company tag in the COMPANY.COMPANYTAG column) to distinguish between the companies that each slip will be imported into. Each sheet will be imported separately.

2. Insert a new column, as column A, at the left of the sheet.

3. Insert a new row, as row 1, at the top of the sheet.

4. Enter the appropriate key in cell A1 to designate the type of data being imported (use of the same key in the other cells in column A is not required). Refer to the appropriate section under **Headings for Import Files** 139 for the keys for each type of form.

5. Complete the first row by adding the headings that eForms expects for the type of data being imported. See the section **Headings for Import Files** 139 for the headings for each slip type. Errors will result if headings are used that are not recognized by eForms. Sample Excel import file templates and a sheet containing sample data can be found using the menu path: TOOLS > IMPORT DATA > OPEN EXCEL TEMPLATES. There is no need to include columns for every heading (nor need they be in any specific order); only include columns for which data exists that will be imported. Additionally, if you have a column or row of data in your spreadsheet that you do not wish to import, you can force eForms to ignore it by entering "NULL" in the top cell of a column (to ignore the column) or in the first cell of a row (to ignore the row).

6. Make sure that the data in each column matches the headings. For example, if the city and province were exported to a single column in the Excel sheet, you will need to move the province to the PROV column and the city to the CITY column. A typical spread sheet could look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1	INCOME
2		Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company	1234567.89
3		Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company	2345678.91
4		Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company	3456789.12
5		Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company	4567891.23
6		Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company	5678912.34
7		French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation	6789123.45
8		Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation	7891234.56
9		Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation	8912345.67
10															

A common problem when creating an import file is the presence of empty cells beyond the data cells; this will cause the import process to report an error condition. To correct this problem, simply copy and paste your data cells into a new sheet and import from the new sheet.

COMPANY.NAME1 (*eForms Enterprise Only*)

The COMPANY.NAME1 is used exclusively by eForms Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the eForms database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

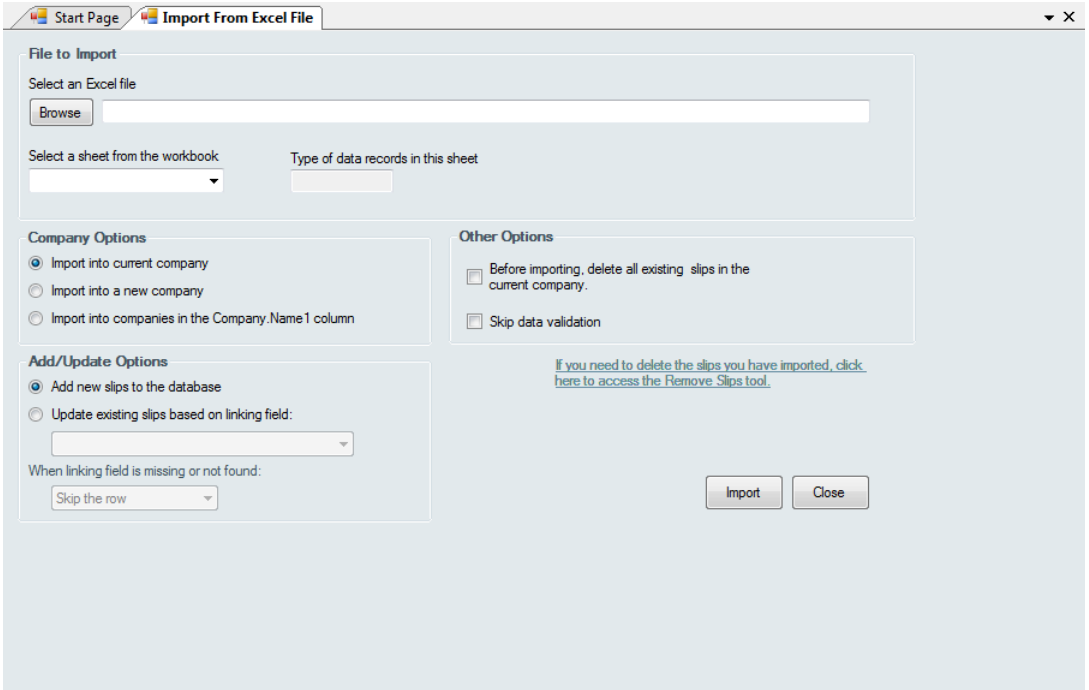
COMPANY.COMPANYTAG (*eForms Enterprise Only)*

The COMPANY.COMPANYTAG heading is used to exclusively by eForms Enterprise to enable importing data for multiple payers/employer/companies with the same name. To use this field simply enter the tag you wish to use to distinguish one company from another with the same name. The COMPANY.COMPANYTAG heading MUST be used in conjunction with the COMPANY.NAME1 heading, otherwise data will not be imported. COMPANY.COMPANYTAG is a text field that can contain up to 30 characters.

7. Save and close the Excel spreadsheet. **NOTE**: All instances of the import file must be closed before continuing

to the next step.

8. Start eForms. From the **Tools** menu, choose **Import** and then **Import from Excel File**.



9. Browse to the location of the Excel file you just created.

10. Indicate which sheet in the spreadsheet you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

11. **eForms Enterprise Only -** Indicate whether you wish to **Import into current company, Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

12. Click **Import**. eForms will add the slip data to the indicated company. If there are already slips of the selected type in the company, the imported data will be appended as additional slips. A summary for the return will be created or updated as required. If you have a company with 10 T4 slips and you import 15 more T4 slips, eForms updates the T4 summary with the totals of all 25 slips.

Add/Update Options (*eForms Enterprise Only*)
eForms Enterprise enables a far more granular data import than other versions. Using eForms Enterprise it is possible to import data into an existing company without overwriting data already existing within that company.

Add new slips to the database
Data for the slip in question will be added to the data existing in eForms Enterprise as a new slip. If the slip already exists in the eForms database it will be overwritten

Update existing slips based on linking field (*eForms Enterprise Only*)
This option will update existing data in the eForms Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated

by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is missing or not found** option to either stop processing the import data or skip the record for which no linking field is found.

10.5.2 Open Excel Templates

MENU: TOOLS > IMPORT / EXPORT DATA > OPEN EXCEL TEMPLATES

eForms Standard & Enterprise Only

This menu item opens the Excel import templates using your default spreadsheet editor. The templates were installed with eForms in a subfolder named DB in the same folder where eForms was installed. Use the Excel import templates as a guide in creating an import file that can be used to import data from third party applications into eForms. The Excel import templates also contain a sheet with sample data as an example of how data on the sheets should be entered.

NOTE: Use your spreadsheet editor's "Save As" function to save the spreadsheet containing your data under a different filename. Failure to do this will cause the Excel import template to be overwritten by the file containing your data; making your import data available to all other users of eForms (as well as permanently deleting the Excel templates).

10.5.3 Import from CSV File

MENU: TOOLS > IMPORT / EXPORT DATA > IMPORT FROM CSV FILE

eForms Standard & Enterprise Only
(For evaluation purposes, eForms demo installations and eForms Basic can import the first three records of a CSV file)

NOTE: Microsoft Excel does not need to be installed on your computer to use the Import form CSV File function.

Instructions
1. When importing using eForms Standard, the CSV file must contain data for one company and one slip type only. When importing using eForms Enterprise, the CSV file can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column to distinguish between the companies that each slip will be imported into.

2. Enter the appropriate key in the first data element to designate the type of data being imported. Refer to the appropriate section under **Headings for Import Files** 139 for the keys for each type of form.

3. Complete the first row by adding the headings that eForms expects for the type of data being imported. See the section **Headings for Import Files** 139 for the headings for each slip type. Errors will result if headings are used that are not recognized by eForms. There is no need to include every heading (nor need they be in any specific order); only include headings for which data exists that will be imported. Additionally, if you have a column or row of data in your file that you do not wish to import, you can force eForms to ignore it by entering "NULL" in the top cell of a column (to ignore the column) or in the first cell of a row (to ignore the row).

4. Make sure that the data types in each row of data matches the headings. For example, if the city and province were exported to a single data element in the CSV file, you will need to move the province under the PROV header and the city under the CITY header. A typical CSV file could look something like this:

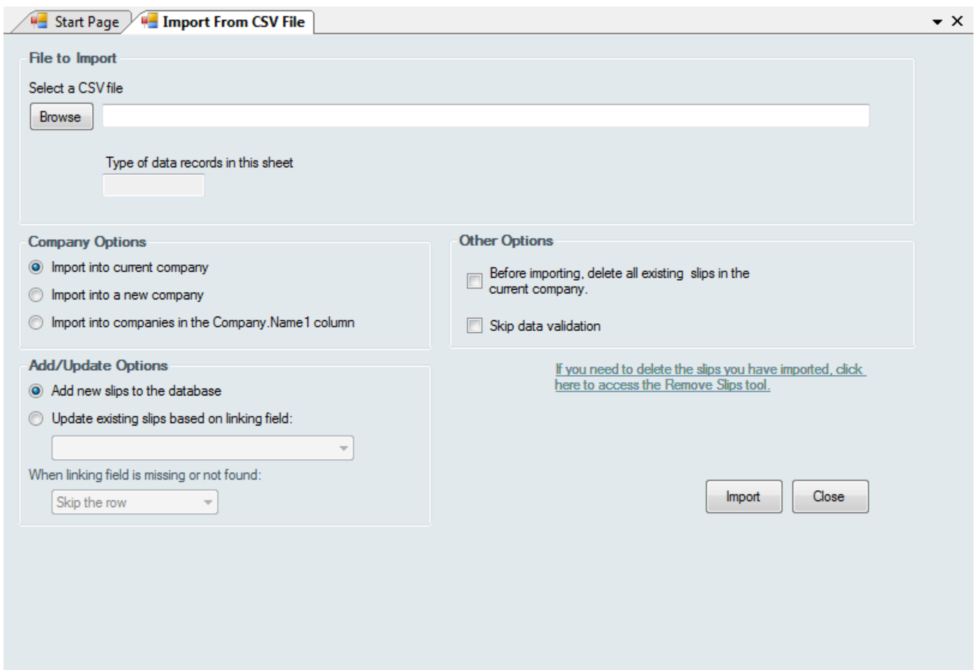
```
T4,LASTNAME,FIRSTNAME,INITIAL,ADDRESS1,ADDRESS2,CITY,PROV,POSTAL,COUNTRY,SIN,TAXYEAR,INCOME,COMPANY.NAME1,INCOME
,Aarons,Aldo,A,1 Apple Court,Apt. 1,Acton,ON,A1A1A1,CAN,123456789,2009,"10,000.00",ABCDE Company,1234567.89
,Brown,Bob,,2 Birch Street,,Barrie,ON,B2B2B2,CAN,234567890,2009,"20,00.20",ABCDE Company,2345678.91
,Clark,Carl,C,3 Cedar St.,,Collingwood,ON,C3C3C3,CAN,345678901,2009,"33,333.33",ABCDE Company,3456789.12
,Dickson,Daryl,D,4 Delaware Dr.,Suite 4,Durham,ON,D4D4D4,CAN,456789012,2009,"4,000.00",ABCDE Company,4567891.23
,Emery,Ellen,E,5 Everett Ct.,,Ewing,ON,E5E5E5,CAN,567890123,2009,55.05,ABCDE Company,5678912.34
,French,Fred,,6 Fir Drive,,Fergus,ON,F6F6F6,CAN,678901234,2009,"6,000.60",FGH Corporation,6789123.45
,Gundeson,George,G,7 Gray Road,Unit 7,Grimsby,ON,G7G7G7,CAN,789012345,2009,777.00,FGH Corporation,7891234.56
,Henstock,Hazel,H,8 Hettersley Circle,,Hamilton,ON,H8H8H8,CAN,890123456,2009,"88,008.80",FGH Corporation,8912345.67
```

COMPANY.NAME1 (*eForms Enterprise Only*)
The COMPANY.NAME1 is used exclusively by eForms Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the eForms database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

COMPANY.COMPANYTAG (*eForms Enterprise Only)*
The COMPANY.COMPANYTAG is used to exclusively by eForms Enterprise to enable importing data for multiple payers/employer/companies with the same name. To use this field simply enter the tag you wish to use to distinguish one company from another with the same name. The COMPANY.COMPANYTAG heading MUST be used in conjunction with the COMPANY.NAME1 heading, otherwise it will not import. COMPANY.COMPANYTAG is a text field that can contain up to 30 characters.

5. Save and close the CSV file. **NOTE**: All instances of the import file must be closed before continuing to the next step.

6. Start eForms. From the **Tools** menu, choose **Import** and then **Import from CSV File**.



7. Browse to the location of the CSV file you just created.

8. Indicate which sheet in the CSV file you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

9. **eForms Enterprise Only -** Indicate whether you wish to **Import into current company, Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

10. Click **Import**. eForms will add the slip data to the indicated company. If there are already slips of the selected type in the company, the imported data will be appended as additional slips. A summary for the return will be created or updated as required. If you have a company with 10 T4 slips and you import 15 more T4 slips, eForms

updates the T4 summary with the totals of all 25 slips.

Add/Update Options (***eForms Enterprise Only***)
eForms Enterprise enables a far more granular data import than other versions. Using eForms Enterprise it is possible to import data into an existing company without overwriting data already existing for that company.

Add new slips to the database
Data for the slip in question will be added to the data existing in eForms Enterprise as a new slip. If the slip already exists in the eForms database it will be overwritten

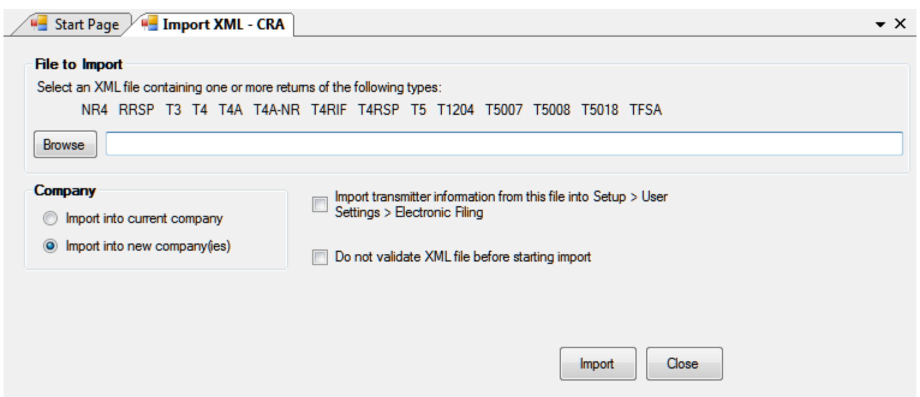
Update existing slips based on linking field (*eForms Enterprise Only*)
This option will update existing data in the eForms Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is missing or not found** option to either stop processing the import data or skip the record for which no linking field is found.

10.5.4 Import from XML File

MENU: TOOLS > IMPORT / EXPORT DATA > IMPORT FROM XML FILE

eForms Standard & Enterprise Only

You can use the XML Import tool to import data from an XML file. From the **Tools** menu, choose **Import / Export Data**, then **Import from XML File** and finally whether you wish to import CRA (shown) or RQ data.



Use the **Browse** button to open the location of the XML file you wish to import data from. Any XML file meeting the electronic data submission requirements of the CRA or RQ may be imported. In rare cases the import from XML may fail due to inconsistencies between the source data and CRA or RQ requirements.

Import into current company
Imports data into a company already existing in the current database.

Import into a new company.
Imports data into new companies in the current database. You will be prompted to enter company names into which to import the data; once the import has completed you must edit the company to complete the data entry of the company information.

Import transmitter information from this file into Setup > User Settings > Electronic Filing
If selected, imports transmitter information included in the source XML file into the current database.

Do not validate XML file before starting import
If selected, validation of the source XML data will be skipped; otherwise imported data will be checked for errors.

This may allow some error conditions to be bypassed.

Import
Begins importing data using the settings provided.

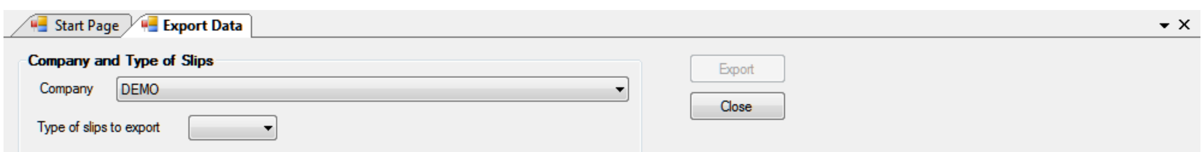
What happens
eForms adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, eForms updates the T4 summary to show the totals of all 25 slips.

10.5.5 Export Data

MENU: TOOLS > IMPORT / EXPORT DATA > EXPORT DATA

eForms Standard & Enterprise Only

The **Export Data** tool lets you export data from any slip type for any company in the current database to a CSV format file. To make the most efficient use of this feature, Microsoft Excel must be installed on your computer. If Microsoft Excel is not installed the Export file will contain all data fields; regardless of whether or not they contain data.



Company and Type of Slips
Company
Select the company containing the slips to be exported. The **Export Data** tool exports data for a single company at a time.

Type of slips to export
Select the type of slip to be exported from the drop-down list. Only one type of slip can be exported at a time; all data for that type will be exported.

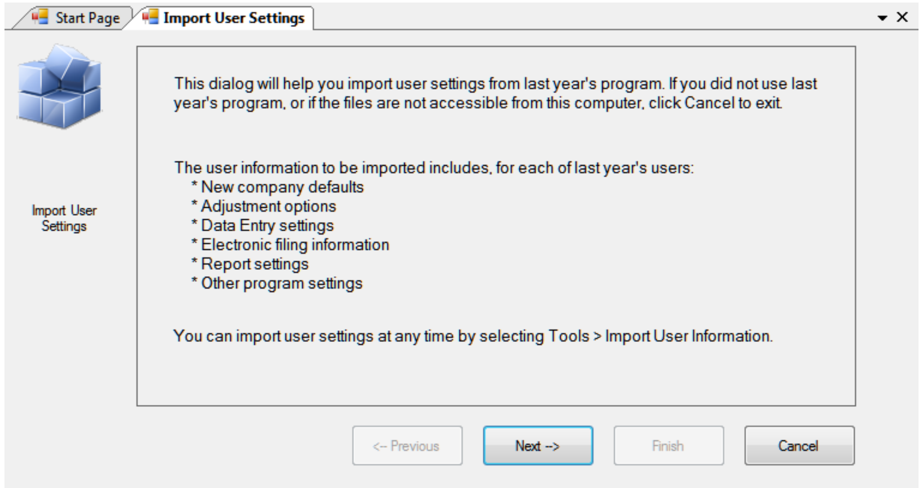
Once both the above selections have been made, the **Export** button will be activated. Click on this button to provide a name for the output file and begin the export. If you specify a filename that already exists it will be overwritten. Data in the eForms database will not be altered. The export file can then be opened in your preferred spreadsheet program for further manipulation.

10.6 Import User Information from Last Year's eForms

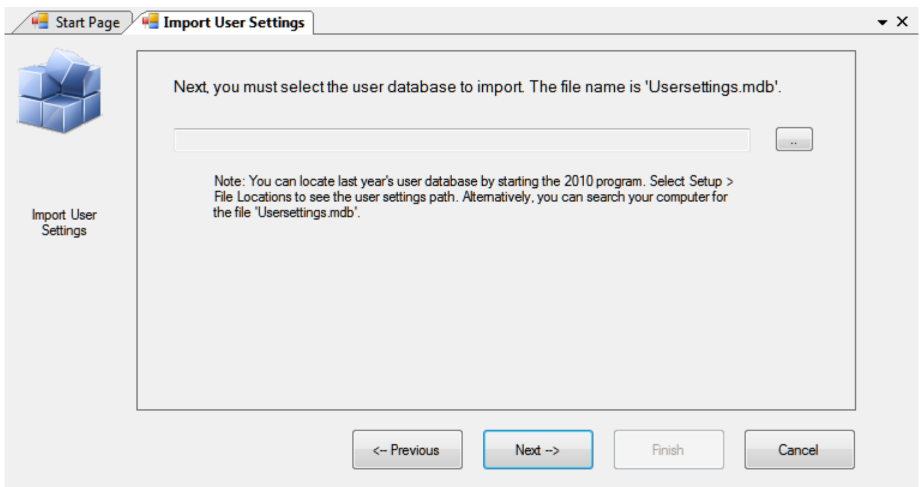
MENU: TOOLS > IMPORT USER INFORMATION FROM LAST YEAR'S eFORMS

eForms Standard & Enterprise Only

Available only to the System Administrator. The Import User Information from Last Year's eForms function allows the system administrator to import 2014 eForms user settings into the 2015 eForms.



The first screen describes the user settings data that will be imported from 2014 eForms.

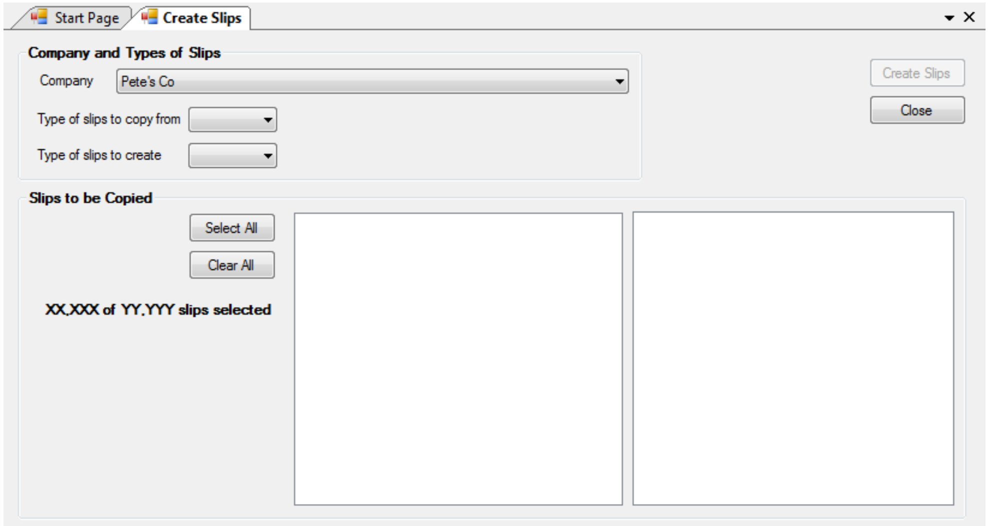


The second screen lets you specify the location of the file containing the 2014 eForms user settings; as well as giving instructions on how to locate this file. Once a valid user settings file has been selected you can click on the "Next" button to complete the import.

10.7 Create Slips from Another Type

MENU: TOOLS > CREATE SLIPS FROM ANOTHER TYPE

Currently under development



The Create Slips from Another Type function is used to create slips of one type (ie: T5) from already existing slips of another type (ie: T4). Use this function to rapidly create slips in situation where various slip types share an identical or nearly identical set of recipients. Slips of another type can only be created within a single company; you cannot copy slip information from one company into another company.

Company
Specify the company within which to create the new slips from slips already existing within that company.

Type of slips to copy from
Use the drop-down box to select the type of already existing slip containing the data to be copied.

Type of slips to create
Use the drop-down box to select the type of slip to create from the existing data.

Slips to be Copied
Use the **Select All** button to select all slips of the type to be copied or select slips individually. You can use the **Clear All** button to clear your selection and start over.

Once the correct slips have been selected you can use the **Create Slips** button to create the new slips from the selected slips.

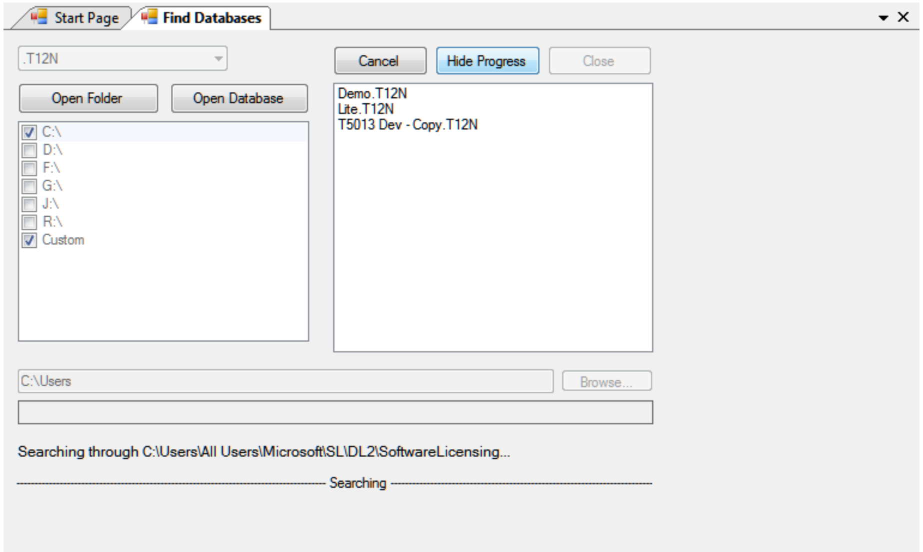
10.8 Event Viewer

MENU: TOOLS > EVENT VIEWER

Refer to the **Event Viewer** 50 section for information on this topic.

10.9 Find Database

MENU: TOOLS > FIND DATABASE



The Find Database tool is used to find an eForms database from the current or previous years when its definite location is no longer known. The year of the database being located is displayed as ."T##" at the top left of the Find Database screen. eForms databases are in the format *User Specified Name.*T##N where ## indicates the final two digits of the year to which the database applies. The Find Database tool will search all selected drives and storage locations to find databases for the specified year.

If "Custom" is selected as a search location, the "Browse" button at the bottom of the screen becomes active. This will allow you to indicate a specific folder where the Find Database tool will begin to search and letting you avoid searching entire hard disks when some idea of the database's location is known.

Open Folder
When one or more databases are displayed, this button can be used to open the folder containing the currently highlighted database

Open Database
When one or more databases are displayed, this button can be used to open the currently highlighted database

Cancel
Ends searching for databases in the specified locations

Hide Progress
Displays "Searching" as a moving progress indicator at the bottom of the screen

Close
Closes the Find Database screen

Part XI

Using Setup to Configure eForms

11 Using Setup to Configure eForms

11.1 User Settings

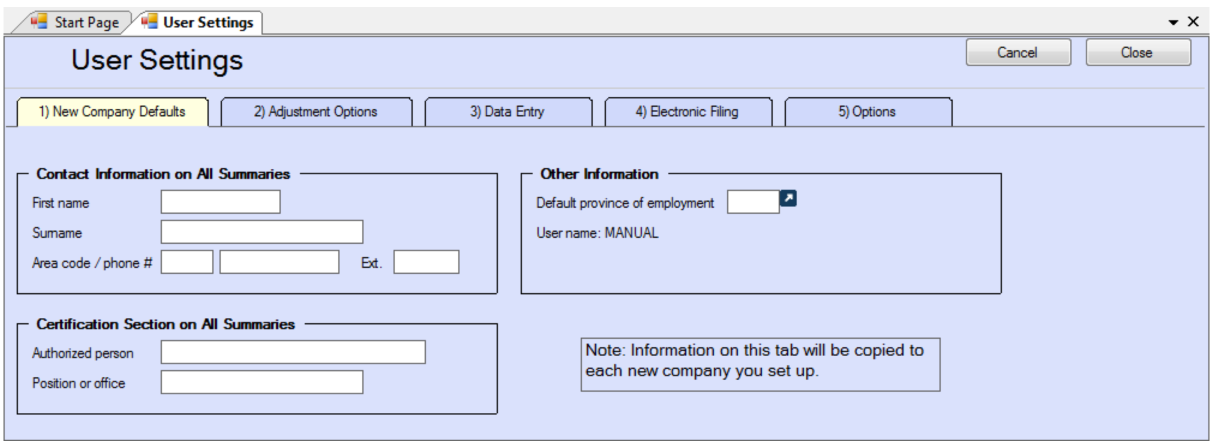
MENU: SETUP > USER SETTINGS

eForms Lite and Basic retain a single set of user preferences for all users of the system. In eForms Standard and Enterprise, each user may set their own default preferences which are linked to the user name and retrieved when that user logs in to eForms.

11.1.1 New Company Defaults Page

MENU: SETUP > USER SETTINGS > Tab 1

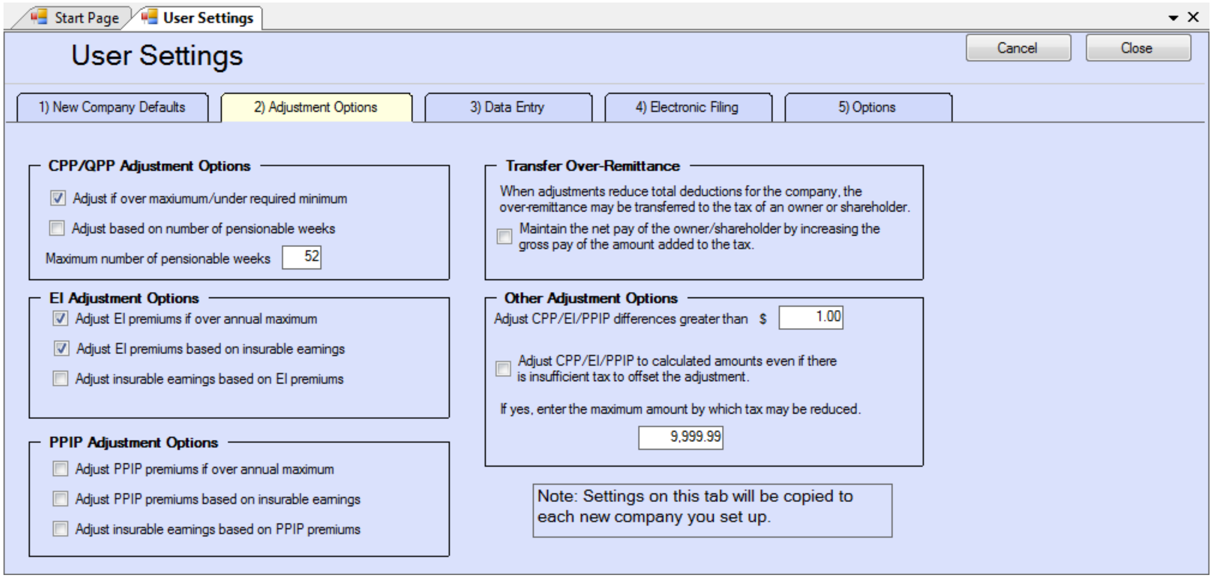
Complete the **New Company Defaults** page. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.



11.1.2 T4 Adjustment Defaults Page

MENU: SETUP > USER SETTINGS > Tab 2

Complete the **T4 Adjustment Defaults** page. The information on this page will be copied to the **T4 Adjustment Options** page of the **Company Information** window for each new company. See further information in **Adjustment Options** 55 regarding how to set the adjustments options to best suit your needs.



Refer to the following topics for detailed information on how each adjustment option affects entered data:

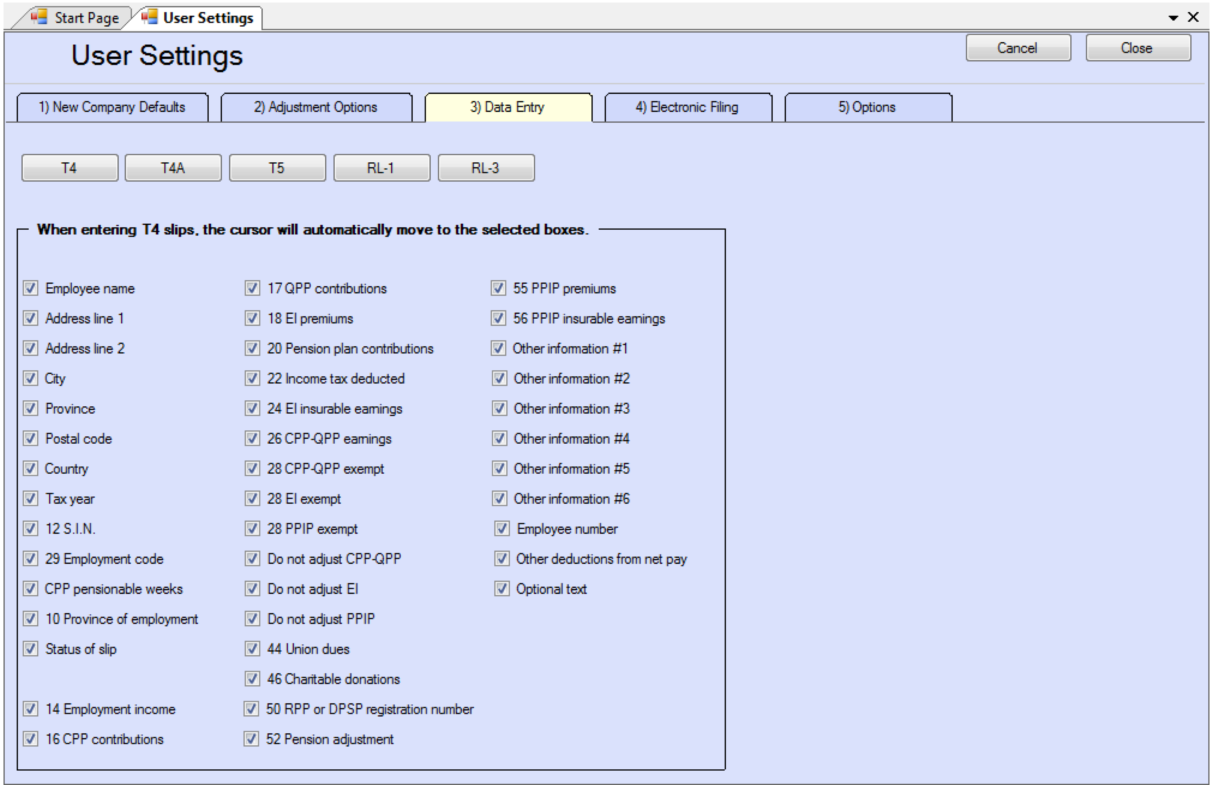
- CPP/QPP Adjustment Options 56
- EI Adjustment Options 57
- PPIP/QPIP Adjustment Options 57
- Transfer Over Remittance 58

11.1.3 Data Entry Pages

MENU: SETUP > USER SETTINGS > Tab 3

Each of the data entry pages contains check boxes corresponding to the boxes on the data entry form. As you enter slip information, it may not be necessary for you to enter information into each box as some may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop.

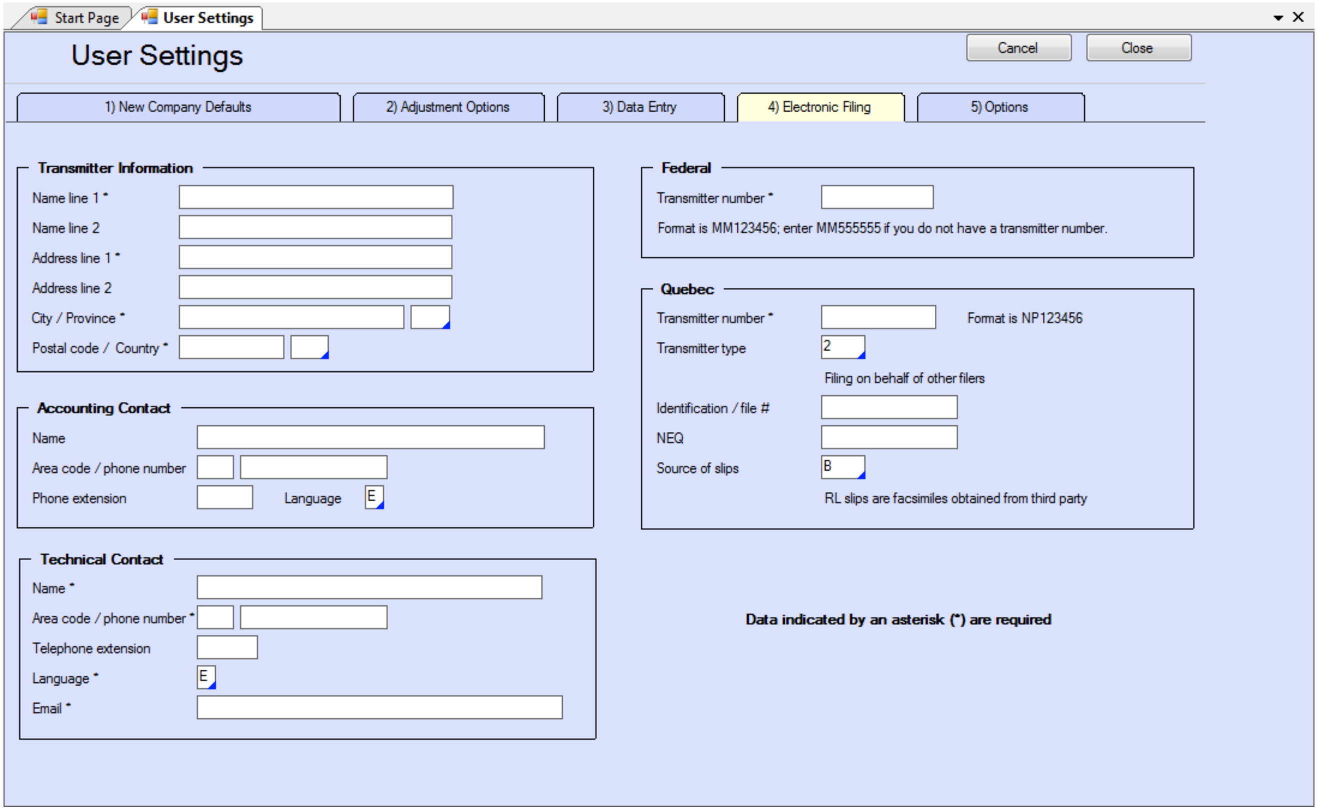
The following is a sample of the T4 Data Entry page:



11.1.4 Electronic Filing Page

MENU: SETUP > USER SETTINGS > Tab 4

The **Electronic Filing** page contains information required by eForms to submit electronic returns. See **Electronic Filing Preparation** 92 for further information regarding electronic filing.



You are not required to submit a test file to CRA or RQ before submitting an electronic return as ELM Computer Systems has already obtained approval for the electronic return on your behalf.

NOTE: All data fields indicated by an asterisk (*) are required in order to submit an XML file to the government.

Transmitter Information

Enter the information for the company that will be submitting the electronic return; not the company for whom the electronic return has been prepared (unless they are the same company). **Note**: Do not enter any information pertaining to ELM Computer Systems in this section as we cannot help the CRA or RQ with any questions regarding the return.

Accounting Contact

Enter name and contact information for the person answering accounting inquiries for electronic returns. Do not use ELM Computer Systems as the Accounting Contact.

Technical Contact

Enter name and contact information for the person answering technical inquiries for electronic returns. Do not use ELM Computer Systems as the Technical Contact.

Transmitter Number

The Transmitter Number is supplied by the CRA and is in the format:

MM*nnnnnn* ("MM" followed by six numeric characters)

The default transmitter number "MM555555" can be entered in this field only if you have not yet been assigned a Transmitter Number by the CRA.

If you have filed electronically in the past, the CRA will have issued you a Transmitter Number for use in subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2014 eForms) you must contact the CRA 99.

Quebec Transmitter Number
The Quebec Transmitter Number is supplied by the RQ and is in the format:

NP*nnnnnn* ("NP" followed by six numeric characters)

There is no default transmitter that can be used if you have not yet been assigned a Transmitter Number by the RQ.

If you have filed electronically in the past the RQ will have issued you a Transmitter Number for use in subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2014 eForms) you must contact the RQ 99.

Test
This button allows you to test the connection for submitting XML directly to RQ.

Quebec Transmitter Type
Enter the type of transmitter you are in this field; the acceptable options are:

1 - You will be transmitting an electronic file to the RQ on behalf of yourself
2 - You will be transmitting an electronic file to the RQ on behalf of other filers (this is the default value)
3 - You will be transmitting an electronic file to the RQ on behalf of yourself and on behalf of other filers

Identification / File #
Enter the identification number given to you by the RQ.

NEQ
Enter the NEQ number issued to you by the RQ.

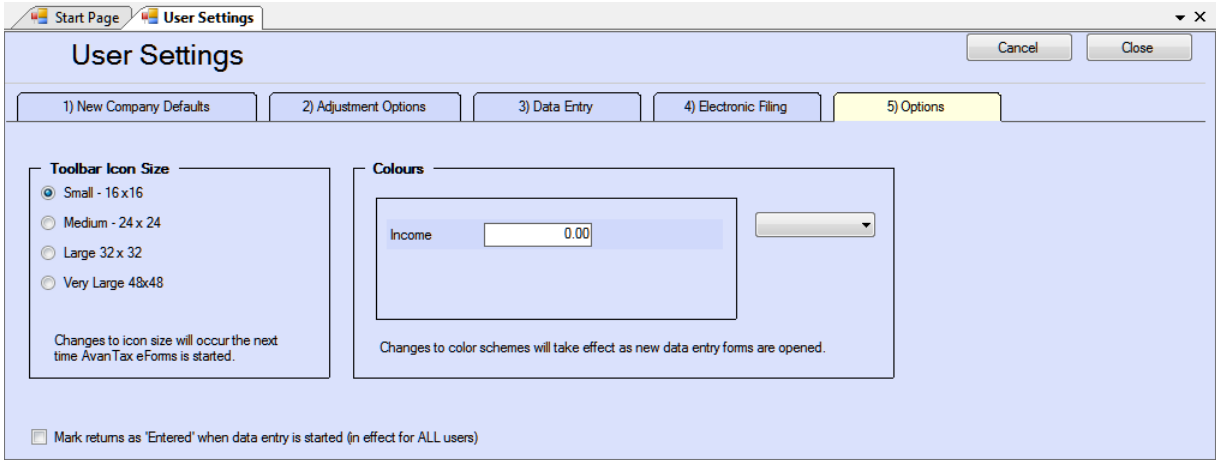
Source of Slips
Enter the appropriate code identifying the source of the slip data included in the submission to the RQ. Valid codes are:

A - RL slips were obtained from Revenu Québec
B - RL slips are facsimiles obtained from a third party (this is the default value)
C - RL slips are facsimiles produced by the transmitter
D - RL slips are any combination of types A, B or C

11.1.5 Options

MENU: SETUP > USER SETTINGS > Tab 5

This feature allows you to personalize your display.



<u>Toolbar Icon Size</u> (in pixels)
Set to small, medium, large, or very large as desired.

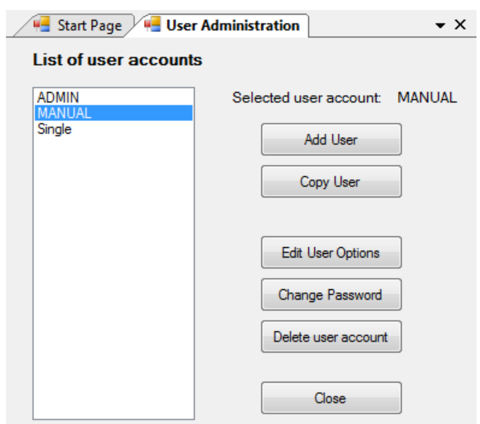
<u>Colours</u>
Select a predefined colour scheme from the list, a preview of the colour scheme will be displayed for your review. Selecting CUSTOM allows you to select background and band colours by clicking on the appropriate boxes and selecting from the colours displayed.

11.2 User Administration

MENU: SETUP > USER ADMINISTRATION

eForms Standard & Enterprise Only

This feature is only available to the administrator logged in with the user name "ADMIN." The administrator is able to change the password for any user, as well as deleting a user account altogether.



<u>Add User</u>
Create an entry in the user database for a new user account. The new user can log on to eForms; their personal settings will be saved to the user database when they exit eForms. The ADMIN user account is automatically created upon installation of eForms Standard or Enterprise; it can neither be created nor deleted.

<u>Copy User</u>
Copies all personal settings of an existing user to a new user account. This is handy for network administrators to setup multiple user accounts with similar settings.

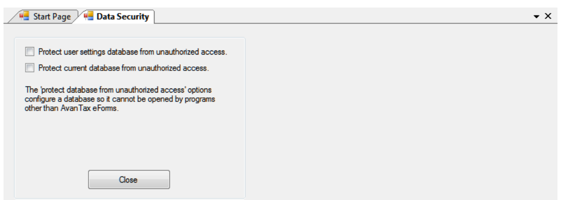
Edit User Options
Turns on user settings mode for the selected user account. In this mode the user's personal settings can be configured at will. To commit them to the user database you can either exit eForms or return to the **User Administration** dialogue and click on "Done."

Change Password
Changes the password for the selected user account.

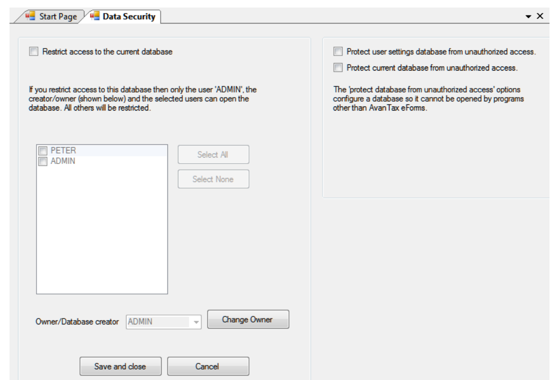
Delete User Account
Deletes the selected user account.

11.3 Data File Security

MENU: SETUP > DATA FILE SECURITY



Data Security (Lite & Basic)



Data Security (Standard & Enterprise)

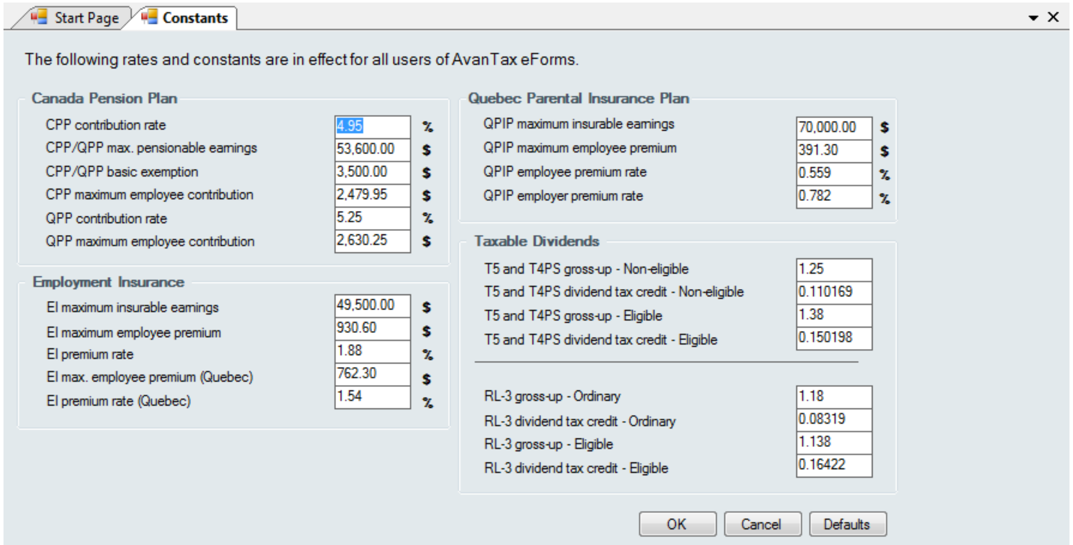
Security in eForms Lite and Basic is limited to locking the current and user databases so that they can be accessed only from within eForms.

The **Data File Security** option in eForms Standard and Enterprise can restrict access to any database to selected users. When the "Restrict access to the current database" option has been selected, only users with a check beside their name will be able to access the current open database.

Use the "ADMIN" user account to set access restrictions for any database, regardless of ownership. The owner of a database, typically its creator, has the ability to set access restrictions for that database. The ownership of any database can be changed to enable any other user the ability to set access restrictions.

11.4 Contribution Rates and Constants

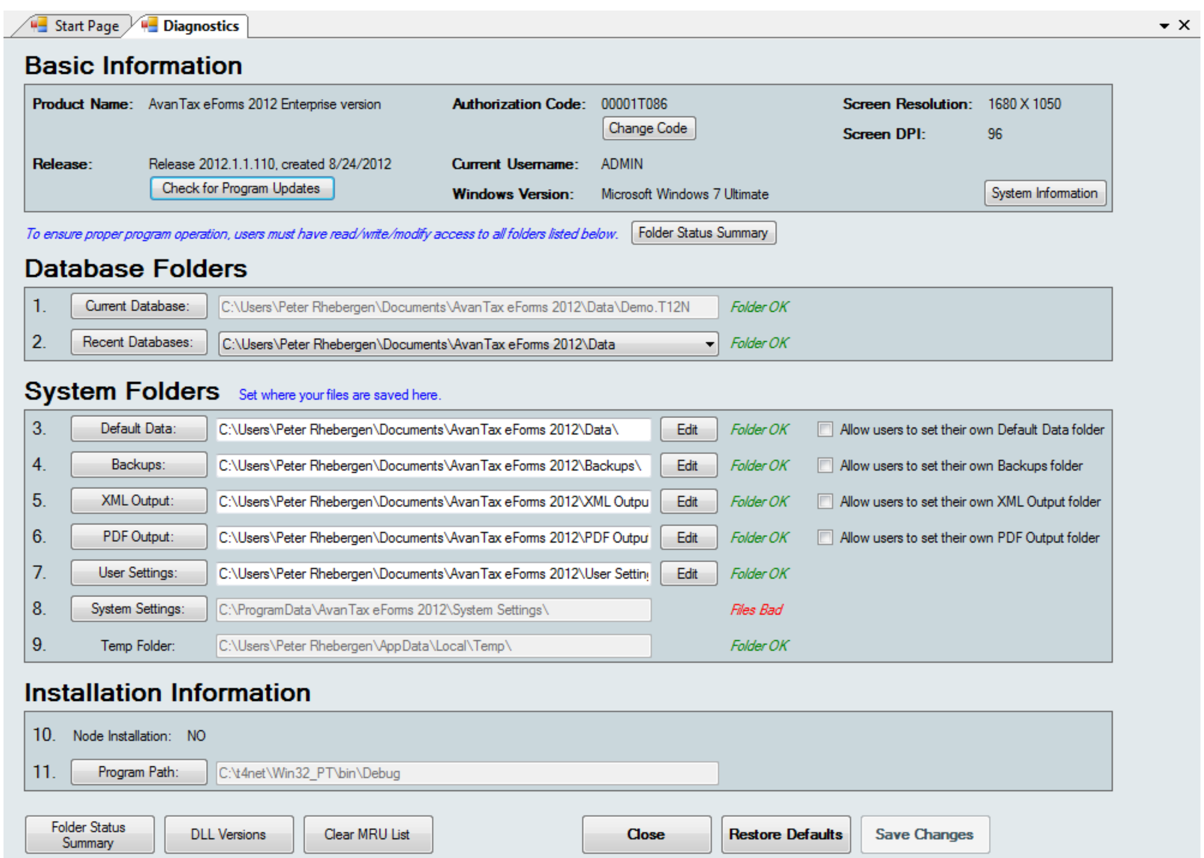
MENU: SETUP > CONTRIBUTION RATES AND CONSTANTS



eForms comes preconfigured with the rates and constants set by legislation for 2015. Using this utility the rates and constants as required to enable preparation of returns using 2016 rates and constants when eForms 2016 is not yet available (ie: To submit returns after a business closing midway through 2016). Click the **Defaults** button to return all rates and constants to their 2015 legislated values.

11.5 Diagnostics and File Locations

MENU: HELP > DIAGNOSTICS AND FILE LOCATIONS



The Diagnostics and File Locations screen allows you to quickly view critical information relating to your eForms installation. Most often, you will use this screen with our technical support team to diagnose system problems; though your own IT staff can use it to quickly see if a user has appropriate access to all system folders. Each eForms user must have Read / Write / Modify access rights to each folder listed on this screen (including "Program Path") in order for eForms to function properly. Folder names are accompanied by one of the following, colour-coded messages, depending on the user's access rights to the folder:

- Files Bad - User does not have complete Read / Write / Modify access to files in this folder
- Folder OK - There are no problems accessing data in this folder
- Folder Bad - User does not have complete Read / Write / Modify access to this folder
- New Folder - A new folder will be created upon clicking the "Save Changes" button
- No Folder - There is no folder specified

In any situation other than "Folder OK" or "New Folder" users will have problems using eForms, including (among others): Inability to enter data; loss of session preferences; printing errors and program failure while preparing XML submissions.

Basic Information
Various information about your computer and eForms will be displayed in this section.

- Product Name - Name of eForms version installed
- Release - Version number and release date of current eForms installation
- Check for Program Updates - Clicking this button will check the eForms website to see if a newer eForms release is available. Your license allows you to download and install any 2015 eForms release
- Authorization Code - Your current authorization code
- Change Code - Clicking this button clears your current authorization code and exits eForms; you will be prompted to enter an authorization code upon restarting eForms
- Current Username - eForms logon name of current user
- Windows Version - Version of Windows currently installed
- Screen Resolution - The size of your computer's display, in pixels, Horizontal X Vertical
- Screen DPI - Dots (or pixels) Per Inch resolution of your display
- System Information - Clicking this button opens the System Information utility (installed with all versions of Windows) to display advanced system information

Database Folders
Your current and recent databases, and their location, are displayed in this section.

- Current Database - Name and location of the database currently open in eForms
- Recent Databases - Names and locations of previously opened databases; clicking on the arrow at the end of this line displays the full list of databases

System Folders
This section lists each of the folders used by eForms and lets the user open any folder in Windows Explorer by clicking on the button labeled with the folder name. In the Standard and Enterprise versions, the user logged in as "ADMIN" can use the "Edit" button to change the location of any folder from its current value. Other users can use the "Edit" button only for folders where the "ADMIN" user has checked the box "Allow users to set their own ... folder." In eForms Basic, all users can use the "Edit" button. We do not recommend changing system folder locations unless you have been directed to do so by one of our technical support team.

System folders are:

- Default Data - While eForms can open data files from any location accessible to the user's computer, new data files will be saved to this folder
- Backups - Backup files created by eForms are saved in this folder
- XML Output - XML files created by eForms are saved in this folder

- PDF Output - PDF files created by eForms are saved in this folder
- User Settings - User's session preference files are saved in this folder
- System Settings - eForms' system settings are saved in this folder
- Temp Folder - Temporary files created by eForms are saved in this folder

Installation Information
This section lists information specific to your installation of eForms, namely:

- Node Installation - Indicates (with "Yes" or "No" whether eForms is a network node installation (installed running **NETNODE.EXE** from the folder created during a **Network Administrator** 20 installation)
- Program Path - Location where eForms is installed

Buttons
Along the bottom of the Diagnostics screen are the following buttons:

- Folder Status Summary - Performs a live test on each folder for appropriate user access rights, possible results are:
  - Status OK - User has Read / Write / Modify access rights for the folder
  - You cannot write to this folder - User does not have Read / Write / Modify access rights to the folder
  - Folder does not exist or you do not have rights to see it - The folder is either non-existent or the user has insufficient access rights to see or access the folder
- DLL Versions - Reports the names and versions of the Dynamic Link Libraries (DLL) installed with eForms
- Clear MRU List - Clears the list of recently used databases
- Close - Closes the Diagnostics screen without saving changes
- Restore Defaults - Restores the default settings
- Save Changes - Saves changes

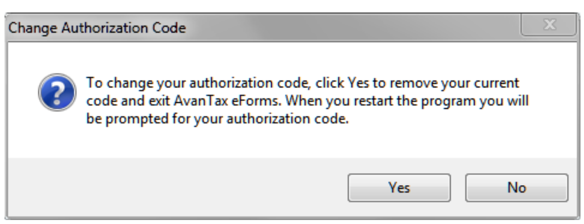
11.6 Change Authorization Code

MENU: SETUP > CHANGE AUTHORIZATION CODE

This feature is available to all users in the Basic version and to the user logged in as "ADMIN" in the Standard or Enterprise version. Use this feature to remove the current authorization code, allowing you to enter a new one. This would be used, for example, to upgrade from one version of eForms to another.

Use of this function does not affect the database containing any form data already entered.

Click **Yes** to delete the existing authorization code and exit the program. The next time eForms is started you will be asked to enter your authorization code. Click **No** to cancel the function and return to eForms.

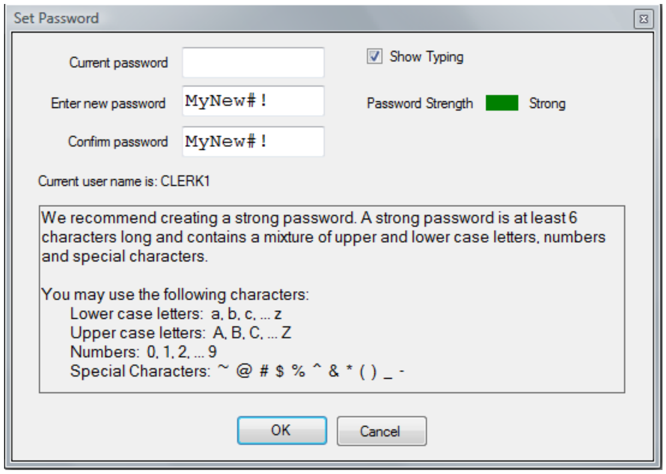


11.7 Change Your Password

MENU: SETUP > CHANGE YOUR PASSWORD

eForms Standard & Enterprise Only

This feature allows a user of the Standard or Enterprise version to change their own password. Type in the current password, the new password and then confirm the new password by typing it again. Check the **Show Typing** box to display the password, leave it unchecked to display asterisks instead. Follow the instructions given for selecting a strong password. Press **OK** to implement the new password. Press **Cancel** to cancel the change and revert back to your current password. You will receive a confirming message.



If the current password has been forgotten, the administrator, logged in as "ADMIN", will need to use the **User Administration** 123 function of the **Setup** 37 menu to change the password for the user.

11.8 Edit Setup Files

11.8.1 System Settings

MENU: SETUP > EDIT SETUP FILES > SYSTEM SETTINGS

This feature allows the direct editing of the global system settings found in the **T4NET 2015.INI** file. The System Settings option should only be used under the supervision of ELM Technical Support.

11.8.2 Paths

MENU: SETUP > EDIT SETUP FILES > PATHS

This feature allows the direct editing of the file location settings found in the **T4NET Paths.INI** file. The Paths setup option should only be used under the supervision of ELM Technical Support.

11.8.3 User Settings

MENU: SETUP > EDIT SETUP FILES > USER SETTINGS

This feature allows the direct editing of the session settings for the current user found in the ***username*.INI** file (where ***username*** designates the logon name of the current user). The User Settings option should only be used under the supervision of ELM Technical Support.

11.9 Language

MENU: SETUP > LANGUAGE > ENGLISH / FRENCH

The Language option allows you to switch the eForms user interface between English and French.

Part XII

Appendices

12 Appendices

12.1 Common Problems

1. "I get the message 'Company is locked by user ??????', but there are no other stations using the eForms." or "The user named is not currently using the program."

This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using eForms already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select Unlock all companies from the Company menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"

This is one of the most common problems encountered by users of the eForms. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting Edit company information from the Company menu. Then select the T4 Adjustment Options tab. There are two adjustment options involving CPP:

Adjust CPP if over maximum or under minimum
Adjust over/under paid CPP to tax based on number of pensionable weeks.

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

3. "EI insurable earnings is not printing even when I have entered a value in Box 24."
If the EI insurable earnings is equal to gross pay or if it is equal to zero, CRA Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with eForms and we have checked with CRA Taxation to ensure that the system is functioning properly.

4. “I have installed an update but the new features do not appear to be available or functioning”
Check the version number of the eForms you are running by selecting About AvanTax eForms from the Help menu. Make sure that the revision number and date correspond to the update you have installed. If it is not, the most likely problem is that you have installed the new version of the program into a different directory than you did the first time. Run the update program again and select the appropriate installation directory. Also, if you are starting the program from an icon on your desktop, make sure that this shortcut is pointing to the correct location. Alternatively, in a network environment, you may have some workstations where the program was installed to a local hard disk. In this case, the update program will have to be installed on the workstation’s local hard disk as well. If none of the previous suggestions resolve the problem please ensure that all users have exited the eForms and try installing the update once again.

5. “I get the message, ‘Cannot execute external program regedit.exe’ when installing the program.”
The installation program needs to be able to find the Windows program REGEDIT.EXT. It is normally in your Windows directory. The solution is to make sure that REGEDIT.EXE is in the Windows directory and that there is a path set to that directory. See your systems administrator for help if needed.

6. “My computer hangs when I start up eForms” or “My computer hangs when I start up the program and enter the user name.”
This indicates that the user database file is likely damaged. You can delete the files USERSETTINGS.MDB and USERSETTINGS.BK#* (where # represents a number from 1 to 9); you will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USERSETTINGS.MDB database. To do this:

1. Rename USERSETTINGS.MDB
2. Start eForms
3. Select Repair Database from the Tools menu
4. Select the renamed file
5. Once it has been repaired, rename it to USERSETTINGS.MDB.

7. “I get the message, ‘The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.’ when installing the program.”
This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

8. Network Administrator Installation and/or NETNODE installation don't appear to be working properly
After a Network Administrator Installation you may encounter unexpected errors or erratic performance on

Windows XP (dependant upon the logon credentials were used for installation) and on Windows Vista and Windows 7 (because of UAC - User Account Control). To prevent either user credentials or UAC from interfering with the NETNODE installation follow these steps:

1. Open the folder containing the eForms Network Administrator installation and right-click on **NETNODE.EXE**
2. From the menu, choose the option to "Run as administrator" (and supply the administrator password, if requested)
3. **NETNODE** installation will begin

9. “eForms says that the database is the wrong type or format.”

This indicates that eForms is attempting to open a file other than a eForms database; use the steps below to resolve the problem:

1. Open Windows Explorer by holding down the Windows Key while also pressing the letter 'E'
2. Browse to the location of your eForms database, 2015 database names will end with "T15N"
3. Double click on the database to start eForms and open the database

10. “When importing from Excel I get a message indicating that some data is invalid or some cells contain data in the wrong format.”

There are typically two causes for this error:

1. The data is actually invalid - Review the data at the location indicated by the import for errors and correct as necessary.
2. The Excel sheet being imported contains empty cells - To determine whether or not this is the case do the following:
   - Open the Excel sheet
   - Select cell A1
   - Press CTRL + END
   - If the cursor goes to any cell other than the final data cell there are empty row or columns that will be imported. This can be resolved simply by selecting only the cells containing data, copying them into a new Excel sheet and importing from the new sheet.

11. "When I run NETNODE.EXE I get a 2869 error."

This generally occurs on newer versions of Windows (such as Vista and 7) and is a result of the enhanced security features of these versions. To bypass these security restrictions you must:

1. Right-Click on the NETNODE.EXE file
2. Select "Run as Administrator" from the pop out menu
3. Proceed with the installation as usual

12. "When I install or update eForms I get a 2229 error."

This error message appears when the installation file is corrupt and is usually the result of an incomplete download being stored in your Internet browser's cache. You can bypass this by downloading the eForms installation file from the alternate download link on our **downloads page**.

13. "When I install or update eForms I get a 2755 error."

This error message could appear when the installation file is located on a network drive and you are installing eForms either locally or to any network resource accessible to your computer. To resolve this error copy the installation file to your local hard drive and install eForms from this copy.

14. "When I enter the Business Number the Social Insurance Number (or any other fixed length number) I cannot enter all the digits."

This is usually caused by including the special formatting characters (such as a space or hyphen) as part of the number. Excluding all characters but the actual numbers or letters should resolve the problem.

Other Problems

a) Miscellaneous data problems: Run the **Repair Database** function found in the **File** menu on your data.
b) Miscellaneous printing problems:
· turn both the computer and the printer off, wait a minute, and turn them both on again.
· check to see that a printer is connected to your computer and that the cables are snug.

. ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer’s website.
c) Miscellaneous installation problems
. ensure that no other software is running during installation of eForms such as anti-virus software or programs that start with Windows
. restart your computer to eliminate any potential memory corruption issues.

12.2 Reporting CPP/QPP & EI Earnings Before 2011

Beginning January 1, 2012, for the 2011 tax season, the CRA has mandated that CPP/QPP and EI earnings must always be reported. Prior to that time (and for reference when preparing returns for 2010 and earlier) the following rules were in effect:

CPP/QPP Pensionable Earnings
A value should only be entered in the CPP/QPP Pensionable Earnings box if any of the following types of remuneration have been included in T4 box 14 (RL-1 box A):

- remuneration paid to the employee before/during the month the employee turned 18
- remuneration paid to the employee after the month the employee turned 70
- remuneration paid to the employee during the months the employee was considered to be disabled under the CPP/QPP guidelines
- remuneration paid to the employee after a CPP/QPP retirement pension became payable (refer to Guide TP-1015.G-V)
- remuneration paid to the employee while the employee worked in "excluded employment" (refer to Chapter 2 of Guide T4001)
- amounts for a clergy member's residence from which CPP/QPP contributions have not been deducted
- any excluded income, benefits or payments (refer to Chapter 2 of Guide T4001)

EI Insurable Earnings
A value should only be entered in the EI Insurable Earnings box when EI insurable earnings are:

- not equal to zero
- not equal to the amount entered in T4 box 14 (RL-1 box A)
- not equal to the maximum EI insurable earnings

12.3 Codes

12.3.1 Country Codes

The following abbreviations apply to commonly used countries (use "OMC" where none of the following apply):

ARG - Argentina
AUS - Australia
AUT - Austria
BHS - Bahamas,The
BHR - Bahrain
BGD - Bangladesh
BRB - Barbados
BEL - Belgium
BMU - Bermuda
BRA - Brazil
VGB - British Virgin Islands
CMR - Cameroon
CAN - Canada
CYM - Cayman Islands
CHL - Chile
CHN - China, People's Republic of
COLA - Columbia
SUN - Commonwealth of Ind. States
CIV - Ivory Coast
CYP - Cyprus
DANK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GBR - United Kingdom incl N.Ireland
GRC - Greece
GRD - Grenada
GUY - Guyana
HKG - Hong Kong
ISL - Iceland
IND - India
IDN - Indonesia
IRL - Ireland
ISR - Israel
ITA - Italy
JAM - Jamaica
JPN - Japan
KEN - Kenya
KOR - Korea, Republic of (South)
LBN - Lebanon
BLZ - Leeward & Windward Is & Belize
LBR - Liberia
LIE - Liechtenstein
LUX - Luxembourg
MYS - Malaysia
MLT - Malta
MEX - Mexico
MAR - Morocco
NLD - Netherlands
ANT - Netherlands Antilles
NZL - New Zealand
NGA - Nigeria
NOR - Norway
PAK - Pakistan
PAN - Panama
PNG - Papua New Guinea
PHL - Philippines
POL - Poland
PRT - Portugal
PRI - Puerto Rico
ROM - Romania
SAU - Saudi Arabia
SEN - Senegal
SYC - Seychelles
SLE - Sierra Leone
SGP - Singapore
ZAF - South Africa
ESP - Spain
LKA - Sri Lanka
SWE - Sweden
CHE - Switzerland
TWN - Taiwan (Republic of China)
THA - Thailand
TTO - Trinidad and Tobago
TUN - Tunisia
TUR - Turkey
ARE - United Arab Emirates
GBR - United Kingdom
USA - United States
URY - Uruguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB - Zambia

12.3.2 Currency Codes

The following abbreviations apply to commonly used currencies (use "OTH" where none of the following apply.):

Country Name	Currency	Code	Country Name	Currency	Code
Afghanistan	*Afghani*	AFN	Libyan Arab Jamahiriya	*Libyan Dinar*	LYD
Åland Islands	*Euro*	EUR	Liechtenstein	*Swiss Franc*	CHF
Albania	*Lek*	ALL	Lithuania	*Lithuanian Litas*	LTL
Algeria	*Algerian Dinar*	DZD	Luxembourg	*Euro*	EUR
American Samoa	*U.S. Dollar*	USD	Macao	*Pataca*	MOP
Andorra	*Euro*	EUR	Macedonia, former Yugoslav Rep. of	*Denar*	MKD
Angola	*Kwanza*	AOA	Madagascar	*Malagasy Ariary*	MGA
Anguilla	*East Caribbean Dollar*	XCD	Malawi	*Kwacha*	MWK
Antigua & Barbuda	*East Caribbean Dollar*	XCD	Malaysia	*Malaysian Ringgit*	MYR
Argentina	*Argentine Peso*	ARS	Maldives	*Rufiyaa*	MVR
Armenia	*Armenian Dram*	AMD	Mali	*CFA Franc BCEAO*	XOF
Aruba	*Aruban Guilder*	AWG	Malta	*Euro*	EUR

Australia	*Australian Dollar*	AUD
Austira	*Euro*	EUR
Azerbaijan	*Azerbaijanian Manat*	AZN
Bahamas	*Bahamian Dollar*	BSD
Bahrain	*Bahraini Dinar*	BHD
Bangladesh	*Taka*	BDT
Barbados	*Barbados Dollar*	BBD
Belarus	*Belarussian Ruble*	BYR
Belgium	*Euro*	EUR
Belize	*Belize Dollar*	BZD
Benin	*CFA Franc BCEAO*	XOF
Bermuda	*Bermudian Dollar*	BMD
Bhutan	*Ngultrum*	BTN
Bolivia	*Boliviano*	BOB
Bosnia & Herzegovina	*Convertible Marks*	BAM
Botswana	*Pula*	BWP
Bouvet Island	*Norwegian Krone*	NOK
Brazil	*Brazilian Real*	BRL
British Ocean Terr.	*U.S Dollar*	USD
Brunei Darussalam	*Brunei Dollar*	BND
Bulgaria	*Bulgarian Lev*	BGN
Burkina Faso	*CFA Franc BCEAO*	XOF
Burundi	*Burundi Franc*	BIF
Cambodia	*Riel*	KHR
Cameroon	*CFA Franc BEAC*	XAF
Canada	*Canadian Dollar*	CAD
Cape Verde	*Cape Verde Escudo*	CVE
Cayman Islands	*Cayman Is. Dollar*	KYD
Chile	*Chilean Peso*	CLP
China	*Yuan Renminbi*	CNY
Christmas Island	*Australian Dollar*	AUD
Cocos (Keeling) Is.	*Australian Dollar*	AUD
Colombia	*Colombian Peso*	COP
Comoros	*Comoro Franc*	KMF
Congo	*CFA Franc BEAC*	XAF
Congo, DRC of	*Congolese Franc*	CDF
Cook Islands	*New Zealand Dollar*	NZD
Costa Rica	*Costa Rican Colon*	CRC
Côte D'Ivoire	*CFA Franc BCEAO*	XOF
Croatia	*Croatian Kuna*	HRK
Cuba	*Cuban Peso*	CUP
Cyprus	*Euro*	EUR
Czech Republic	*Czech Koruna*	CZK
Denmark	*Danish Krone*	DKK
Djibouti	*Djibouti Franc*	DJF
Dominica	*East Caribbean Dollar*	XCD
Dominican Republic	*Dominican Peso*	DOP
Ecuador	*U.S. Dollar*	USD
Marshall Islands	*U.S. Dollar*	USD
Martinique	*Euro*	EUR
Mauritania	*Ouguiya*	MRO
Mauritius	*Mauritius Rupee*	MUR
Mayotte	*Euro*	EUR
Mexico	*Mexican Peso*	MXN
Micronesia, Fed. St. of	*U.S. Dollar*	USD
Moldova, Rep. of	*Moldovan Leu*	MDL
Monaco	*Euro*	EUR
Mongolia	*Tugrik*	MNT
Montenegro	*Euro*	EUR
Montserrat	*East Caribbean Dollar*	XCD
Morocco	*Moroccan Dirham*	MAD
Mozambique	*Metical*	MZN
Myanmar	*Kyat*	MMK
Namibia	*Rand*	ZAR
Nauru	*Australian Dollar*	AUD
Nepal	*Nepalese Rupee*	NPR
Netherlands	*Euro*	EUR
Netherlands Antilles	*Neth. Antillian Guilder*	ANG
New Caledonia	*CFP Franc*	XPF
New Zealand	*New Zealand Dollar*	NZD
Nicaragua	*Cordoba Oro*	NIO
Niger	*CFA Franc BCEAO*	XOF
Nigeria	*Naira*	NGN
Niue	*New Zealand Dollar*	NZD
Norfolk Island	*Australian Dollar*	AUD
Northern Mariana Is.	*U.S. Dollar*	USD
Norway	*Norwegian Krone*	NOK
Oman	*Rial Omani*	OMR
Pakistan	*Pakistan Rupee*	PKR
Palau	*U.S. Dollar*	USD
Panama	*Balboa*	PAB
Papua New Guinea	*Kina*	PGK
Paraguay	*Guarani*	PYG
Peru	*Nuevo Sol*	PEN
Philippines	*Philippine Peso*	PHP
Pitcairn	*New Zealand Dollar*	NZD
Poland	*Zloty*	PLN
Portugal	*Euro*	EUR
Puerto Rico	*U.S. Dollar*	USD
Qatar	*Qatari Rial*	QAR
Réunion	*Euro*	EUR
Romania	*New Leu*	RON
Russian Federation	*Russian Ruble*	RUB
Rwanda	*Rwanda Franc*	RWF
Saint-Barthélemy	*Euro*	EUR
Saint Helena, Ascension & Tristan da Cunha	*Saint Helena Pound*	SHP

Egypt	*Egyptian Pound*	EGP	Saint Kitts & Nevis	*East Caribbean Dollar*	XCD
El Salvador	*El Salvador Colon*	SVC	Saint Lucia	*East Caribbean Dollar*	XCD
Equatorial Guinea	*CFA Franc BEAC*	XAF	Saint Martin	*Euro*	EUR
Eritrea	*Nakfa*	ERN	Saint Pierre & Miquelon	*Euro*	EUR
Estonia	*Kroon*	EEK	Saint Vincent & the Grenadines	*East Caribbean Dollar*	XCD
Ethiopia	*Ethiopian Birr*	ETB	Samoa	*Tala*	WST
Falkland Is. (Malvinas)	*Falkland Is. Pound*	FKP	San Marino	*Euro*	EUR
Faroe Islands	*Danish Krone*	DKK	Säo Tome & Pincipe	*Dobra*	STD
Fiji	*Fiji Dollar*	FJD	Saudi Arabia	*Saudi Riyal*	SAR
Finland	*Euro*	EUR	Senegal	*CFA Franc BCEAO*	XOF
France	*Euro*	EUR	Serbia	*Serbian Dinar*	RSD
French Guiana	*Euro*	EUR	Seychelles	*Seychelles Rupee*	SCR
French Polynesia	*CFP Franc*	XPF	Sierra Leone	*Leone*	SLL
French Southern Terr.	*Euro*	EUR	Singapore	*Singapore Dollar*	SGD
Gabon	*CFA Franc BEAC*	XAF	Slovakia	*Euro*	EUR
Gambia	*Dalasi*	GMD	Slovenia	*Euro*	EUR
Georgia	*Lari*	GEL	Solomon Islands	*Solomon Is. Dollar*	SBD
Germany	*Euro*	EUR	Somalia	*Somali Shilling*	SOS
Ghana	*Cedi*	GHS	South Africa	*Rand*	ZAR
Gibraltar	*Gibraltar Pound*	GIP	Spain	*Euro*	EUR
Greece	*Euro*	EUR	Sri Lanka	*Sri Lanka Rupee*	LKR
Greenland	*Danish Krone*	DKK	Sudan	*Sudanese Pound*	SDG
Grenada	*East Caribbean Dollar*	XCD	Suriname	*Surinam Dollar*	SRD
Guadaloupe	*Euro*	EUR	Svalbard & Jan Mayen	*Norwegian Krone*	NOK
Guam	*U.S. Dollar*	USD	Swaziland	*Lilangeni*	SZL
Guatemala	*Quetzal*	GTQ	Seden	*Swedish Krona*	SEK
Guernsey	*Pound Sterling*	GBP	Switzerland	*Swiss Franc*	CHF
Guinea	*Guinea Franc*	GNF	Syrian Arab Rep.	*Syrian Pound*	SYP
Guinea-Bissau	*CFA Franc BCEAO*	XOF	Taiwan, Prov. China	*New Taiwan Dollar*	TWD
Guyana	*Guyana Dollar*	GYD	Tajikistan	*Somoni*	TJS
Haiti	*Gourde*	HTG	Tanzania, Un. Rep. of	*Tanzanian Shilling*	TZS
Heard & McDonald Is.	*Australian Dollar*	AUD	Thailand	*Baht*	THB
Holy See	*Euro*	EUR	Timor-Leste	*U.S. Dollar*	USD
Honduras	*Lempira*	HNL	Togo	*CFA Franc BCEAO*	XOF
Hong Kong	*Hong Kong Dollar*	HKD	Tokelau	*New Zealand Dollar*	NZD
Hungary	*Forint*	HUF	Tonga	*Pa'anga*	TOP
Iceland	*Iceland Krona*	ISK	Trinidad & Tobago	*Trinidad & Tobago Dollar*	TTD
India	*Indian Rupee*	INR	Tunisia	*Tunisian Dinar*	TND
Indonesia	*Rupiah*	IDR	Turkey	*Turkish Lira*	TRY
Iran, Islamic Rep. of	*Iranian Rial*	IRR	Turkmenistan	*Manat*	TMT
Iraq	*Iraqi Dinar*	IQD	Turks & Caicos Is.	*U.S. Dollar*	USD
Ireland	*Euro*	EUR	Tuvalu	*Australian Dollar*	AUD
Isle of Man	*Pound Sterling*	GBP	Uganda	*Uganda Shilling*	UGX
Israel	*New Israeli Sheqel*	ILS	Ukraine	*Hryvnia*	UAH
Italy	*Euro*	EUR	United Arab Emirates	*UAE Dirham*	AED
Jamaica	*Jamaican Dollar*	JMD	United Kingdom	*Pound Sterling*	GBP

Japan	*Yen*	JPY	United States	*U.S. Dollar*	USD
Jersey	*Pound Sterling*	GBP	U.S. Minor Outlying Is.	*U.S. Dollar*	USD
Jordan	*Jordanian Dinar*	JOD	Uruguay	*Peso Uruguayo*	UYU
Kazakhstan	*Tenge*	KZT	Uzbekistan	*Uzbekistan Sum*	UZS
Kenya	*Kenyan Shilling*	KES	Vanuatu	*Vatu*	VUV
Kiribati	*Australian Dollar*	AUD	Vatican City State	*Euro*	EUR
Korea, Dem. People's Rep. of	*North Korean Won*	KPW	Venezuela	*Bolivar Fuerte*	VEF
Korea, Rep. of	*Won*	KRW	Viet Nam	*Dong*	VND
Kuwait	*Kuwaiti Dinar*	KWD	Virgin Islands (British)	*U.S. Dollar*	USD
Kyrgyzstan	*Som*	KGS	Virgin Islands (U.S.)	*U.S. Dollar*	USD
Lao People's Dem. Rep.	*Kip*	LAK	Wallis & Futuna	*CFP Franc*	XPF
Latvia	*Latvian Lats*	LVL	Western Sahara	*Moroccan Dirham*	MAD
Lebanon	*Lebanese Pound*	LBP	Yemen	*Yemeni Rial*	YER
Lesotho	*Rand*	ZAR	Zambia	*Zambian Kwacha*	ZMK
Liberia	*Liberian Dollar*	LRD	Zimbabwe	*Zimbabwe Dollar*	ZWL

12.3.3 Province/Sate Codes

The following abbreviations apply to the provinces of Canada (use "ZZ" where none of the following apply):

AB - Alberta
BC - British Columbia
LB - Labrador
MB - Manitoba
NB - New Brunswick
NL - Newfoundland
NS - Nova Scotia
NT - Northwest Territories
NU - Nunavut
ON - Ontario
PE - Prince Edward Island
QC - Québec
SK - Saskatchewan
YT - Yukon Territories

The following abbreviations apply to the states of the USA (use "ZZ" where none of the following apply):

AL - Alabama
AK - Alaska
AR - Arizona
AR - Arkansas
CA - California
CO - Colorado
CT - Connecticut
DE - Delaware
DC - District of Columbia
FL - Florida
GA - Georgia
HI - Hawaii
ID - Idaho
IL - Illinois
IN - Indiana
IA - Iowa
KS - Kansas
KY - Kentucky
LA - Louisiana
ME - Maine
MD - Maryland
MA - Massachusetts
MI - Michigan
MN - Minnesota
MS - Mississippi
MO - Missouri
MT - Montana
NE - Nebraska
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NY - New York
NV - Nevada
NC - North Carolina
ND - North Dakota
OH - Ohio
OK - Oklahoma
OR - Oregon
PA - Pennsylvania
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VT - Vermont
VA - Virginia
WA - Washington
WV - West Virginia
WI - Wisconsin
WY - Wyoming

12.4 Headings for Import Files

eForms Standard & Enterprise Only

Column headings are used by the import function to identify the information in the column; the keyword "NULL" can be used as the heading of any column you wish the import to ignore. You may also enter "NULL" into the first cell of any row (column A) if you wish the import to ignore that entire row. If data exceeds the maximum size of a field, an error message will be given and the import process will be halted. Where applicable, default data that will be used if a field is empty (or not represented in the import file); these values are listed in the Comments & Examples column in **bold** print. The various formats used are described below:

- **Text** - Text fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as Province, Postal and Country codes); otherwise, mixed case is acceptable.
- **Yes/No** - Yes/No fields contain logical data and consist of "Y", "1", "Yes" or "X" for "Yes"; "N", "0", "No" or leave the field blank for "No."
- **Currency** - Currency fields contain dollar amounts and are formatted either in dollars and cents or in dollars only. If no decimal value is entered a whole dollar amount will be assumed.
- **Numeric** - Numeric fields may only contain numbers; either integer or decimal. The number of decimal places will be specified if applicable.

See **Import from Excel File** 107 and **Import from CSV File** 110 for sample import file layouts. Excel templates have been installed with eForms and can be accessed via the **TOOLS** > **IMPORT / EXPORT DATA** > **OPEN EXCEL TEMPLATES** menu. The Excel import templates also contain a sheet with sample data as an example of how data on the sheets should be entered.

Cell A1 (import from Excel) or the first data element (import from CSV) must contain a heading defining the type of data to import. The table below shows the appropriate heading for each from included with eForms (click on any form for detailed heading information):

Form	Contents:
COMPANY 140	Company data
NR4 142	NR4 data
RRSP 144	RRSP data
T1204 145	T1204 data
T2200 146	T2200 data
T2202A 150	T2202A data
T3 152	T3 data
T4 154	T4 data
T4A 157	T4A slip data
T4ANR 160	T4ANR data
T4ARCA 162	T4ARCA data
T4PS 163	T4PS data
T4RIF 165	T4RIF data
T4RSP 166	T4RSP data
T5 168	T5 data
T5 & R3 169	T5 & R3 data
T5007 172	T5007 slip data
T5008 173	T5008 data
T5013 175	T5013 data

Form	Contents
T5018 177	T5018 data
TFSA 178	TFSA data
TP64 180	TP64 data
R1 (T4) 155	R1 data (imports into T4 record)
R2 183	R2 data
R3 185	R3 data
R8 187	R8 data
R11 188	R11 data
R15 190	R15 data
R16 194	R16 data
R17 196	R17 data
R18 198	R18 data
R22 200	R22 data
R24 202	R24 data
R25 204	R25 data
R27 206	R27 data
R30 208	R30 data
R31 210	R31 data

12.4.1 Company Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain the word "COMPANY"

Heading	Description	Type, Size	Comments & Examples
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text,30	
CAREOF	Care of line of address	Text,30	
ADDRESS1	Line 1 of address	Text,30	
ADDRESS2	Line 2 of address	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	ON, QC, BC…
POSTAL	Postal code (including space)	Text,10	
COUNTRY	Country code	Text,3	**CAN**, USA...
DEFPROVEMP	Usual province of employment	Text,2	
ACCOUNTNO	Business number	Text,15	
EIFACTOR	Employer's EI rate	Numeric, 8	4 digits + 4 decimals
CATEGORY	Company category code, used to group companies for printing & etc.	Text 10	
WEBCODE	Web Access Code; recorded here for reference	Text, 6	
ACCOUNTNO	Business number (RP)	Text,15	123456789RP0001
ACCOUNTNORZ	Account number for T5, T5007, T5008 & RRSP returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_T5013	Account number for T5013 returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_T5018	Account number for T5018 returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNORZ_TFSA	Account number for TFSA returns (RZ)	Text, 15	123456789RZ0001
ACCOUNTNONR	Non-resident tax account number (NR)	Text, 15	NR?123456
NEQ	Québec Enterprise number	Text,10	
IDNOQ	Québec Identification number and file number (RS)	Text,16	1234567890RS0001
ADJCPPOU	Adjust CPP/QPP if over max. or under min.	Yes/No	Mutually exclusive with ADJCPPWKS
ADJCPPWKS	Adjust CPP/QPP based on number of pensionable weeks	Yes/No	Mutually exclusive with ADJCPPOU
ADJMAXPENWKS	Maximum number of pensionable weeks	Numeric, 2	2 digits
ADJEIOVERMAX	Adjust EI if over annual maximum	Yes/No	
ADJEIONEARN	Adjust EI premiums based on EI earnings	Yes/No	Mutually exclusive with ADJEIEARN
ADJEIEARN	Adjust EI earnings based on EI premiums	Yes/No	Mutually exclusive with ADJEIONEARN
ADJPPIPOVERMAX	Adjust PPIP if over annual maximum	Yes/No	

Heading	Description	Type, Size	Comments & Examples
ADJPPIPONEARN	Adjust PPIP premiums based on PPIP earnings		Mutually exclusive with ADJPPIPEARN
ADJPPIPEARN	Adjust PPIP earnings based on PPIP premiums	Yes/No	Mutually exclusive with ADJPPIPONEARN
ADJXFRSIN	SIN of individual to whom over-remittances will be transferred	Text, 9	
ADJXFRINCR	Increase gross pay of individual indicated by ADJXFRSIN by amount of over-remittance	Yes/No	
ADJMIN	Only differences greater than the amount indicated will be adjusted	Currency	1.00
ADJBDO	Adjust CPP/QPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment	Yes/No	
ADJBDOMAX	Maximum amount by which tax may be reduced	Currency	9,999.99
UNLINKT5RL3	Disable numeric data synchronization between T5 and RL-3 slips ("No" is default; maintaining sync.)	Yes/**No**	"Yes" disables synchronization, "**No**" maintains synchronization See Company Setup 59 for details

12.4.2 NR4 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "NR4"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 12	
INITIAL2	Second recipient initial (type 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Year (10)	Numeric, 4	**2015**
RECTYPE	Recipient Type (11)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Gov't or int'l org.
COUNTRYCODE	Country code (12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (14)	Text, 2	02, 03, etc.
CURRENCYCODE1	Currency code (15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (16)	Currency	
TAX1	Non-resident tax withheld (17)	Currency	
EXEMPTIONCODE1	Exemption code (18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (24)	Text, 2	02, 03, etc.
CURRENCYCODE2	Currency code (25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (26)	Currency	
TAX2	Non-resident tax withheld (27)	Currency	

Heading	Description	Type, Size	Comments & Examples
EXEMPTIONCODE2	Exemption code (28)	Text, 1	I, C, etc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.3 RRSP Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "RRSP"

Heading	Description	Type, Size	Comments & Examples
LASTNAME1	Contributor last name	Text, 20	Required
FIRSTNAME1	Contributor first name	Text, 12	
INITIAL1	Contributor initial	Text, 1	
LASTNAME2	Annuitant last name	Text, 20	
FIRSTNAME2	Annuitant first name	Text, 12	
INITIAL2	Annuitant initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN1	Contributor Social Insurance Number	Text, 9	
SIN2	Annuitant Social Insurance Number	Text, 9	
SAMEINDIVIDUAL	Select if contributor and annuitant are same individual	Yes/No	**No**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year of contribution (	Numeric, 4	**2015**
PLANNUMBER	RRSP specimen plan number	Text, 20	
CONTRACTNUMBER	Contract number	Text, 12	
CONTRIBUTORID	Contributor indicator	Numeric, 1	1 - Partner has never contributed 2 - Partner has contributed
PRIORAMOUNT	Amount from prior year	Currency	
CURRENTAMOUNT	Amount from current year	Currency	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.4 T1204 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T1204"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1	Text, 30	Required
NAME2	Recipient name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
POSTAL	Postal code (including space)	Text, 10	
PROV	Province code	Text, 2	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Numeric, 4	**2015**
RECTYPE	Recipient type (23)	Text, 1	**1 - Sole prop.** 3 - Corporation 4 - Partnership
SERVICEPAYMENTS	Service payments (82)	Currency	
MIXEDPAYMENTS	Mixed services payments (84)	Currency	
SIN	Social insurance number (12)	Text, 9	
BN	Business number (61)	Text, 15	
PARTNERSHIPID	Partnership’s filer ID (86)	Text, 9	
LASTNAME	Sole proprietor’s last name	Text, 20	
FIRSTNAME	Sole proprietor’s first name	Text, 12	
INITIAL	Sole proprietor’s initial	Text, 1	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.5 T2200 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T2200"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1 (Home address)	Text, 30	
ADDRESS2	Address line 2 (Business address)	Text, 30	
CITY	City	Text, 6	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Social insurance number	Text, 9	
TAXYEAR	Taxation year	Numeric, 4	**2015**
EMPNUM	Employee number	Text, 20	
JOBTITLE	Job title & brief description of duties	Text, 100	
Q1YES	Q. 1, "Expense," Yes	Yes/No	"Yes" selects option
Q1NO	Q. 1, "Expense," No	Yes/No	
Q2YES	Q. 2, "Area of travel," Yes	Yes/No	"Yes" selects option
Q2NO	Q. 2, "Area of travel," No	Yes/No	
Q2AREA	Q. 2, "Area of travel"	Text, 60	
Q3YES	Q. 3, "Consecutive hours," Yes	Yes/No	"Yes" selects option
Q3NO	Q. 3, "Consecutive hours," No	Yes/No	
Q3HOWFREQUENTLY	Q. 3, "How Frequently"	Text, 50	
Q4FROM	Q. 4, "From date"	Date	Mmm. dd, yyyy (Apr. 1, 2015)
Q4TO	Q. 4, "To date"	Date	Mmm. dd, yyyy (Apr. 1, 2015)
Q4BREAK	Q. 4, "Break in employment"	Text, 60	
Q5AYES	Q. 5, "Vehicle allowance," Yes	Yes/No	"Yes" selects option
Q5ANO	Q. 5, "Vehicle allowance," No	Yes/No	"No" de-selects option
Q5AMTFIXED	Q. 5, "Fixed allowance amount"	Currency	
Q5PERKMRATE	Q. 5, "Per km rate"	Currency	
Q5AAMTFORKM	Q. 5, "km amount received"	Currency	
Q5AMTONT4	Q. 5, "Amount reported on T4"	Currency	
Q5BYES	Q. 5, "Company vehicle," Yes	Yes/No	"Yes" selects option
Q5BNO	Q. 5, "Company vehicle," No	Yes/No	"No" de-selects option
Q5CYES	Q. 5, "Expense," Yes	Yes/No	"Yes" selects option

Heading	Description	Type, Size	Comments & Examples
Q5CNO	Q. 5, "Expense," No	Yes/No	"No" de-selects option
Q5AMT1	Q. 5, "Expense Amount," Line 1	Currency	
Q5TYPE1	Q. 5, "Expense Type," Line 1	Text, 50	
Q5AMT2	Q. 5, "Expense Amount," Line 2	Currency	
Q5TYPE2	Q. 5, "Expense Type," Line 2	Text, 50	
Q5AMT3	Q. 5, "Expense Amount," Line 3	Currency	
Q5TYPE3	Q. 5, "Expense Type," Line 3	Text, 50	
Q6YES	Q. 6, "Repayment received," Yes	Yes/No	"Yes" selects option
Q6NO	Q. 6, "Repayment received," No	Yes/No	"No" de-selects option
Q6AMTPROOF	Q. 6, "Received on proof of payment"	Currency	
Q6AMTCHARGED	Q. 6, "Amount charged to employer"	Currency	
Q6TYPEPROOF	Q. 6, "Expense type, Proof"	Text, 50	
Q6TYPECHARGED	Q. 6, "Expense type, Charged"	Text, 50	
Q6PROOFYES	Q. 6, "Expense, Proof, T4," Yes	Yes/No	"Yes" selects option
Q6PROOFNO	Q. 6, "Expense, Proof, T4" No	Yes/No	"No" de-selects option
Q6CHARGEDYES	Q. 6, "Expense, Charged, T4" Yes	Yes/No	"Yes" selects option
Q6CHARGEDNO	Q. 6, "Expense, Charged, T4" Yes	Yes/No	"Yes" selects option
Q7YES	Q. 7, "Other expenses," Yes	Yes/No	"Yes" selects option
Q7NO	Q. 7, "Other expenses," No	Yes/No	"No" de-selects option
Q7TYPEOTHER	Q. 7, "Other expense description"	Text, 50	
Q8AYES	Q. 7, "Commission," Yes	Yes/No	"Yes" selects option
Q8ANO	Q. 7, "Commission," No	Yes/No	"No" de-selects option
Q8COMMISSION	Q. 7, "Commissions"	Currency	
Q8TYPEOFSALES	Q. 7, "Type of goods or contracts"	Text, 50	
Q8BYES	Q. 7, "Bus. development acc't," Yes	Yes/No	"Yes" selects option
Q8BNO	Q. 7, "Bus. development acc't," No	Yes/No	"No" de-selects option
Q8CYES	Q. 7, "Commission incl. T4," Yes	Yes/No	"Yes" selects option
Q8CNO	Q. 7, "Commission incl. T4," No	Yes/No	"No" de-selects option
Q9AYES	Q. 9, "Rent office, Yes"	Yes/No	"Yes" selects option
Q9ANO	Q. 9, "Rent office, No"	Yes/No	"No" de-selects option
Q9BYES	Q. 9, "Pay substitute, Yes"	Yes/No	"Yes" selects option
Q9BNO	Q. 9, "Pay substitute, No"	Yes/No	"No" de-selects option
Q9CYES	Q. 9, "Pay supplies, Yes"	Yes/No	"Yes" selects option
Q9CNO	Q. 9, "Pay supplies, No"	Yes/No	"No" de-selects option
Q9DYES	Q. 9, "Pay cell phone, Yes"	Yes/No	"Yes" selects option
Q9DNO	Q. 9, "Pay cell phone, No"	Yes/No	"No" de-selects option
Q9EYES	Q. 9, "Repay, Yes"	Yes/No	"Yes" selects option
Q9ENO	Q. 9, "Repay, No"	Yes/No	"No" de-selects option

Heading	Description	Type, Size	Comments & Examples
Q9AMT1	Q. 9, "Expense Amount," Line 1	Currency	
Q9TYPE1	Q. 9, "Expense Type," Line 1	Text, 50	
Q9INCLUDED1YES	Q. 9, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q9INCLUDED1NO	Q. 9, "Expense, Incl. T4," Line 1, No	Yes/No	"Yes" selects option
Q9AMT2	Q. 9, "Expense Amount," Line 2	Currency	
Q9TYPE2	Q. 9, "Expense Type," Line 2	Text, 50	
Q9INCLUDED2YES	Q. 9, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q9INCLUDED2NO	Q. 9, "Expense, Incl. T4," Line 2, No	Yes/No	"No" de-selects option
Q9AMT3	Q. 9, "Expense Amount," Line 3	Currency	
Q9TYPE3	Q. 9, "Expense Type," Line 3	Text, 50	
Q9INCLUDED3YES	Q. 9, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q9INCLUDED3NO	Q. 9, "Expense, Incl. T4," Line 3, No	Yes/No	"No" de-selects option
Q10AYES	Q. 10, "Use Portion," Yes	Yes/No	"Yes" selects option
Q10ANO	Q. 10, "Use Portion," No	Yes/No	"No" de-selects option
Q10PERCENTAGE	Q. 10, "Percentage of Workday"	Text, 50	
Q10BYES	Q. 10, "Exclusive, "Yes	Yes/No	"Yes" selects option
Q10BNO	Q. 10, "Exclusive," No	Yes/No	"No" de-selects option
Q10CYES	Q. 10, "Repay," Yes	Yes/No	"Yes" selects option
Q10CNO	Q. 10, "Repay," No	Yes/No	"No" de-selects option
Q10AMT1	Q. 10, "Expense Amount," Line 1	Currency	
Q10TYPE1	Q. 10, "Expense Type," Line 1	Text, 50	
Q10INCLUDED1YES	Q. 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q10INCLUDED1NO	Q. 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" selects option
Q10AMT2	Q. 10, "Expense Amount," Line 2	Currency	
Q10TYPE2	Q. 10, "Expense Type," Line 2	Text, 50	
Q10INCLUDED2YES	Q. 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q10INCLUDED2NO	Q. 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" selects option
Q10AMT3	Q. 10, "Expense Amount," Line 3	Currency	
Q10TYPE3	Q. 10, "Expense Type," Line 3	Text, 50	
Q10INCLUDED3YES	Q. 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q10INCLUDED3NO	Q. 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" selects option
Q11AYES	Q. 11, "Tradesperson," Yes	Yes/No	"Yes" selects option
Q11ANO	Q. 11, "Tradesperson," No	Yes/No	"No" de-selects option
Q11BYES	Q. 11, "Purchase tools," Yes	Yes/No	"Yes" selects option
Q11BNO	Q. 11, "Purchase tools," No	Yes/No	"No" de-selects option
Q11CYES	Q. 11, "Satisfy," Yes	Yes/No	"Yes" selects option
Q11CNO	Q. 11, "Satisfy," No	Yes/No	"No" de-selects option
Q12AYES	Q. 12, "Apprentice," Yes	Yes/No	"Yes" selects option

Heading	Description	Type, Size	Comments & Examples
Q12ANO	Q. 12, "Apprentice," No	Yes/No	"No" de-selects option
Q12BYES	Q. 12, "Designation," Yes	Yes/No	"Yes" selects option
Q12BNO	Q. 12, "Designation," No	Yes/No	"No" de-selects option
Q12CYES	Q. 12, "Purchase Tools," Yes	Yes/No	"Yes" selects option
Q12CNO	Q. 12, "Purchase Tools," No	Yes/No	"No" de-selects option
Q12DYES	Q. 12, "Used for work," Yes	Yes/No	"Yes" selects option
Q12DNO	Q. 12, "Used for work," Yes	Yes/No	"Yes" selects option
Q13AYES	Q. 13, "Forestry," Yes	Yes/No	"Yes" selects option
Q13ANO	Q. 13, "Forestry," No	Yes/No	"No" de-selects option
Q13BYES	Q. 13, "Provide Saw," Yes	Yes/No	"Yes" selects option
Q13BNO	Q. 13, "Provide Saw," No	Yes/No	"No" de-selects option
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.6 T2202A Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T2202A"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
PROGRAMNAME	Name of program of study	Text, 50	
STUDENTNUMBER	Student number	Text, 15	
FROMYEAR1	From: Year, line 1	Numeric, 4	
FROMMONTH1	From: Month, line 1	Numeric, 2	1 to 12
TOYEAR1	To: Year, line 1	Numeric, 4	2015
TOMONTH1	To: Month, line 1	Numeric, 2	1 to 12
TUITIONFEES1	Eligible tuition fees, line 1	Currency	
PARTTIMEMONTHS1	Number of months for: Part-time, line 1	Numeric, 2	1 to 12
FULLTIMEMONTHS1	Number of months for: Full-time, line 1	Numeric, 2	1 to 12
FROMYEAR2	From: Year, line 2	Numeric, 4	2015
FROMMONTH2	From: Month, line 2	Numeric, 2	1 to 12
TOYEAR2	To: Year, line 2	Numeric, 4	2015
TOMONTH2	To: Month, line 2	Numeric, 2	1 to 12
TUITIONFEES2	Eligible tuition fees, line 2	Currency	
PARTTIMEMONTHS2	Number of months for: Part-time, line 2	Numeric, 2	1 to 12
FULLTIMEMONTHS2	Number of months for: Full-time, line 2	Numeric, 2	1 to 12
FROMYEAR3	From: Year, line 3	Numeric, 4	2015
FROMMONTH3	From: Month, line 3	Numeric, 2	1 to 12
TOYEAR3	To: Year, line 3	Numeric, 4	2015
TOMONTH3	To: Month, line 3	Numeric, 2	1 to 12
TUITIONFEES3	Eligible tuition fees, line 3	Currency	
PARTTIMEMONTHS3	Number of months for: Part-time, line 3	Numeric, 2	1 to 12

Heading	Description	Type, Size	Comments & Examples
FULLTIMEMONTHS3	Number of months for: Full-time, line 3	Numeric, 2	1 to 12
FROMYEAR4	From: Year, line 4	Numeric, 4	2015
FROMMONTH4	From: Month, line 4	Numeric, 2	1 to 12
TOYEAR4	To: Year, line 4	Numeric, 4	2015
TOMONTH4	To: Month, line 4	Numeric, 2	1 to 12
TUITIONFEES4	Eligible tuition fees, line 4	Currency	
PARTTIMEMONTHS4	Number of months for: Part-time, line 4	Numeric, 2	1 to 12
FULLTIMEMONTHS4	Number of months for: Full-time, line 4	Numeric, 2	1 to 12
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.7 T3 Headings

eForms Enterprise only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T3"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 12	
INITIAL2	Second recipient initial (type 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text,30	
ADDRESS2	Address line 2	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	
POSTAL	Postal code	Text, 10	
COUNTRY	Country	Text ,3	CAN, USA, etc.
SLIPSTATUS	Status of Slip	Text,1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Beneficiary code	Text,1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international organization
SIN	Recipient's SIN, Business number or Trust account number	Text,15	000000000 000000000RP0000 T00000000
TEXTATTOP	Optional text to print at top of slip	Text,15	
ACTUAL_E	Actual amount of eligible dividends	Currency	
TAXABLE_E	Taxable amount of eligible dividends	Currency	
CREDIT_E	Dividend tax credit for eligible dividends	Currency	
CAPITALGAINS	Total capital gains	Currency	
CAPITALGAINS_E	Total capital gains eligible for deduction	Currency	
ACTUAL	Actual amount of dividends other than eligible dividends	Currency	
TAXABLE	Tax able amount of dividends other than eligible dividends	Currency	
CREDIT	Dividend tax credit for dividends other	Currency	

Heading	Description	Type, Size	Comments & Examples
	than eligible dividends		
OTHERINCOME	Other income	Currency	
FOOTNOTE1	FOOTNOTE1	Text,30	
FOOTNOTE2	FOOTNOTE2	Text,30	
FOOTNOTE3	FOOTNOTE3	Text,30	
Other boxes where # is one numeral (1 to 6):			
OTHERCODE#	Other code #		
OTHERAMOUNT#	Other amount for code #	Currency	
ITCCODE	Investment tax credit code	Text, 1	1,2,3,4,5,6,7
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.8 T4 & RL-1 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4"

RL-1 data is imported with T4 data, see bottom of this table 155 for RL-1 specific fields

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN	Social insurance number (12)	Text, 9	
PROVEMP	Province of employment (10)	Text, 2	"QC" forces creation of RL-1
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	2 digits + 2 decimals: **52.00**, 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled (**R**, A or D will be shown on filed RL-1s)
TAXYEAR	Taxation year	Numeric, 4	**2015**
INCOME	Employment income (14)	Currency	
CPP	CPP contributions (16)	Currency	
QPP	QPP contributions (17, B)	Currency	
EI	EI premiums (18, C)	Currency	
RPP	Reg. Pension plan contr. (20)	Currency	
TAX	Federal income tax deducted (22)	Currency	
EIEARN	EI insurable earnings (24)	Currency	**EIEARN** & **CPPEARN** will default to 0.00 if no data is imported; marked as overridden fields on the T4 and **will not** be recalculated as Box 14 is modified.
CPPEARN	CPP pensionable earnings (26)	Currency	
CPPEXEMPT	CPP exempt (28)	Yes/No	

Heading	Description	Type, Size	Comments & Examples
EIEXEMPT	EI exempt (28)	Yes/No	
PPIPEXEMPT	PPIP exempt (28)	Yes/No	
NOCPPADJUST	Do not adjust CPP	Yes/No	**No**
NOEIADJUST	Do not adjust EI	Yes/No	**No**
NOPPIPADJUST	Do not adjust PPIP	Yes/No	**No**
UNION	Union dues (44)	Currency	
CHARITABLE	Charitable donations (46)	Currency	
PENSIONNO	RPP/DPSP number (50)	Text, 7	
PENSION	Pension adjustment (52)	Currency	
PPIP	PPIP premiums (55, H)	Currency	
PPIPEARN	PPIP earnings (56, I)	Currency	
Generic boxes where # is one numeral (1 to 6):			
OTHERCODE#	Other information - Box # code	Text, 2	
OTHERAMT#	Other information - Box # amount	Currency	
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
ADDITIONAL HEADINGS FOR RL-1 FIELDS			
CODEBOXOR1	Code for Box O	Text, 2	
IDNOQ	Recipient Quebec identification number	Numeric,10	
ISBUSINESS	Recipient is business	Yes/No	**No**
INCOMER1	Employment income (A)	Currency	
	Box B: See QPP in T4 section above		
	Box C: See EI in T4 section above		
RPPR1	Reg. Pension plan contr. (D)	Currency	
TAXR1	Québec income tax deducted (E)	Currency	
UNIONR1	Union dues (F)	Currency	
QPPEARN	QPP pensionable earnings (G)	Currency	Must contain data
	Box H: See PPIP in T4 section above		
	Box I: See PPIP in T4 section above		
HEALTHR1	Private health insurance (J)	Currency	
TRAVELR1	Travel (K)	Currency	

Heading	Description	Type, Size	Comments & Examples
OTHERTBR1	Other taxable benefits (L)	Currency	
COMMISSIONS	Employment commissions (M)	Currency	
CHARITABLER1	Charitable donations (N)	Currency	
OTHERINC	Other taxable income (O)	Currency	
INSURANCE	Multi-employer insurance (P)	Currency	
DEFERRED	Deferred salary (Q)	Currency	
INDIANINC	Exempt income for an Indian (R)	Currency	
TIPS	Tips received (S)	Currency	
TIPSALLOCATED	Tips allocated (T)	Currency	
PHASEDRETIRE	Phased retirement (U)	Currency	
HOUSING	Meals and accommodation (V)	Currency	
AUTOR1	Personal use of auto (W)	Currency	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	
NETPAYOTHERR1	Other deductions from Net Pay	Currency	For net pay calc.
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XAMT##	Additional Information - Box ##: Currency data	Currency	
XTXT##	Additional Information - Box ##: Character data	Text, 20	

12.4.9 T4A Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4A"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Year	Numeric, 4	**2015**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended C - Cancelled
SIN	Social insurance number (12)	Text, 9	
RECBN	Recipient Business No. (13)	Text, 15	
RECIPIENTNO	Recipient’s number (14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
SUPER	Pension or superannuation (16)	Currency	
LUMPSUM	Lump-sum payments (18)	Currency	
SELF	Self-employed commissions (20)	Currency	
TAX	Income tax deducted (22)	Currency	
ANNUITIES	Annuities (24)	Currency	
RETIRING	Eligible retiring allowances (26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (27)	Currency	
OTHER	Other income (28)	Currency	
PATRONAGE	Patronage allocations (30)	Currency	
PAST	RPP contributions (past service)(32)	Currency	
PENSION	Pension adjustment (34)	Currency	
PENSIONNO	Pension plan reg. number (36)	Text, 7	
RESPACCUM	RESP accum. income payments (40)	Currency	
RESPED	RESP educational assist. pay’ts (42)	Currency	
CHARITABLE	Charitable donations (46)	Currency	

Heading	Description	Type, Size	Comments & Examples
FEES	Fees for services (48)	Currency	
RESPPAYMENTSOTHER	RESP accumulated income payments to other (122)	Currency	
RECIPIENTPAIDHEALTHPLANS	Recipient paid premiums for private health services plans (135)	Currency	
LABOURADJUSTMENTBENEFITS	Labour adjustment benefits act and appropriation act (150)	Currency	
SUBPQUALIFIED	SUBP qualified under the Income Tax Act (152)	Currency	
CASHAWARD	Cash award or prize from payer (154)	Currency	
BANKRUPTCY	Bankruptcy settlement (156)	Currency	
UNREGPEN	Unregistered pension plan (109)	Currency	
SIPENSION	Status Indian-pension or superannuation (146)	Currency	
LUMPSUMACC	Lump-sum pymt. accrued to 12/31/71 (110)	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments (148)	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible) (108)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible) (180)	Currency	
LUMPSUMNONRES	Lump-sum pymt. (non-resident services) (102)	Currency	
LUMPSUMUNREG	Lump-sum pymt. (unreg'd pension ben.) (190)	Currency	
LUMPSUMNOTRANS	Lump-sum pymt. (no trans.) (158)	Currency	
DPSPANNUITY	Instalment or annuity pymt. under DPSP (115)	Currency	
IAACANNUITY	IAAC annuity (111)	Currency	
RETIRINGSI	Status Indian-eligible retiring allowance (142)	Currency	
RETIRINGNONSI	Status Indian-non-elig. retiring allowance (143)	Currency	
OTHERSI	Status Indian - other income (144)	Currency	
OTHERDPSP	Instalment / annuity under revoked DPSP (115)	Currency	
BOARDSITE	Board and lodging at special work sites (124)	Currency	
MEDTRAVEL	Medical travel (116)	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2) (117)	Currency	
RESEARCH	Research Grants (104)	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries (105)	Currency	

Heading	Description	Type, Size	Comments & Examples
WAGELOSS	Income from wage loss plans (107)	Currency	
DEATHBENEFIT	Death benefits (106)	Currency	
MEDBENEFIT	Medical Premium benefit (118)	Currency	
DISABILITY	Disability benefits (125)	Currency	
GROUPTERMLIFE	Group Term Life Insurance Benefit (119)	Currency	
VETERANSBENEFIT	Veteran’s benefits (127)	Currency	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant (130)	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends (129)	Currency	
RPPPRE1990	RPP (pre-1990 past service) (126)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan (131)	Currency	
WAGEEARNERPROTECTION	Wage earner protection program (132)	Currency	
VARIABLEPENSION	Variable pension benefits (133)	Currency	
TFSATAXAMOUNT	TFSA taxable amount	Currency	
PARENTSMURDEREDCHILDREN GRANT	Federal support for parents of missing or murdered children (136)	Currency	
NONCONTRIBUTORRPPPASTSE RVICE	Non contributor RPP past service pre-19990 contributions (162)	Currency	
PRPPPAYMENTSTAXABLE	PRPP payments from taxable income (194)	Currency	
PRPPPAYMENTSEXEMPT	PRPP payments from exempt income (195)	Currency	
SASKPENSIONPLANSPOUSALCONT RIBUTORIND	Saskatchewan Pension Plan spousal contributor indicator	Text, 1	
SASKPENSIONPLANSPOUSALCONT RIBUTORSIN	Saskatchewan Pension Plan contributor SIN	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.10 T4ANR Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4ANR"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name (type 1)	Text, 30	Required; type 1
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient initial (type 1)	Text, 1	
NAME	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country	Text, 3	USA
YEAR	Taxation Year	Numeric, 4	**2015**
RECTYPE	Recipient Code (11)	Text, 1	**1 - Individual** 3 - Corporation 4- Other (eg. assoc. & trust) 5 - Gov't & etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
BN	Business Number (13)	Text, 15	
INCOME	Income (18)	Currency	
TRAVEL	Travel (20)	Currency	
TAX	Income tax deducted (22)	Currency	
REDUCTION	Reduction authorized (23)	Text, 1	1
SERVICESCITY	City where services rendered	Text, 32	
SERVICESPROV	Province where services rendered	Text, 2	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (14)	Text, 20	
SIN	Canadian social insurance number (12)	Text, 9	
PROFNAME	Professional name (16)	Text, 30	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.11 T4ARCA Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4ARCA"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Numeric, 4	**15**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
REFUNDEMPLOYER	Refund of employer contributions (12)	Currency	
REFUNDEMPLOYEE	Refund of employee contributions (14)	Currency	
DISTRIBUTIONS	Distributions (16)	Currency	
ELIGIBLEDISTRIBUTIONS	Distributions eligible for pension income splitting (17)	Currency	
SELLINGPRICE	Selling price of an interest in RCA(18)	Currency	
OTHER	Other amounts (20)	Currency	
INCOMETAX	Income tax deducted (22)	Currency	
SIN	Social insurance number (24)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.12 T4PS Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4PS"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Numeric, 4	**2015**
ACTUAL	Actual amount of non-eligible dividends (24)	Currency	
TAXABLE	Taxable amount of eligible dividends (25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (32)	Currency	
CAPGAINS	Capital gains for loses (34)	Currency	
OTHER	Other income (35)	Currency	
FORFEITED	Forfeited due to withdrawal (36)	Currency	
FOREIGNINCOME	Foreign non-business income (37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (38)	Currency	
FOREIGNTAX	Foreign non-business tax (39)	Currency	
SPECIFIEDEMP	Specified employee? "Yes"	Yes/No	"Yes" selects option
SPECIFIEDEMPNO	Specified employee? "No"	Yes/No	"No" de-selects option
SIN	Canadian social insurance number (12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.13 T4RIF Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4RIF"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Numeric, 4	**2015**
SIN	Canadian social insurance number (12)	Text, 15	
SPOUSESSIN	Spouse's Canadian social insurance number (32)	Text, 15	
TAXABLE	Taxable payments received(16)	Currency	
CONTRACT	Contract number (14)	Text, 12	
DECEASED	Amounts received at death (18)	Currency	
DEREGISTRATION	Amounts received at deregistration (20)	Currency	
OTHERINCOME	Other income or deductions (22)	Currency	
EXCESS	Excess amount (24)	Currency	
SPOUSALRRIF	"Yes" if spouse is a contributor (26)	Yes/No	
INCOMETAX	Income tax deducted (28)	Currency	
DATEDEATH	Date of annuitant's death (30)	Date	Mmm. dd, yyyy (Apr. 1, 2015)
TRANSFERS	Transfer on breakdown of marriage (35)	Currency	
TAXPAID	Tax paid amount (36)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.14 T4RSP Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T4RSP"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Numeric, 4	**2015**
SIN	Social insurance number (12)	Text, 15	
SPOUSESSIN	Spouse's social insurance number (36)	Text, 15	
CONTRIBUTORSPOUSE	"Yes" if spouse is a contributor (24)	Yes/No	
CONTRIBUTORSPOUSENO	"No" if spouse is not a contributor (24)	Yes/No	
CONTRACT	Contract number (14)	Text, 12	
ANNUITY	Annuity payments (16)	Currency	
REFUNDPREMIUMS	Refund of premiums (18)	Currency	
REFUNDEXCESS	Refund of excess contributions (20)	Currency	
COMMUTATION	Commutation payments (22)	Currency	
LLPWITHDRAWAL	LLP withdrawal (25)	Currency	
DEREGISTRATION	Amounts received at deregistration (26)	Currency	
OTHERINCOME	Other income or deductions (28)	Currency	
INCOMETAX	Income tax deducted (30)	Currency	
DEATH	Amounts received at death (34)	Currency	
HBPWITHDRAWAL	HBP withdrawal (27)	Currency	
TRANSFERS	Transfer on breakdown of marriage (35)	Currency	
TAXPAID	Tax paid amount (40)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.15 T5 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 2)	Text, 12	
INITIAL2	Second recipient initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Numeric, 4	**2015**
REPORTCODE	Report code (21)	Text, 1	**O - Original** A - Amended or C - Cancelled
RECTYPE	Recipient type (23)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Assoc'n, trust, club or partnership 5 - Gov't or int'l org.
SIN	SIN/ID # or Business # (22)	Text, 15	
ACTUAL	Am’t of non-eligible dividends (10)	Currency	
ACTUAL_E	Am’t of eligible dividends (24)	Currency	
INTEREST	Interest from Cdn sources (13)	Currency	
CAPGAINS	Capital gains dividends (18)	Currency	
OTHER	Other income from Cdn sources (14)	Currency	
FORINC	Foreign income (15)	Currency	
FORTAX	Foreign tax paid (16)	Currency	
ROYALTIES	Royalties from Cdn sources (17)	Currency	
ACCRUED	Accrued income: Annuities (19)	Currency	
RESOURCE	Resource allowance deduction (20)	Currency	

Heading	Description	Type, Size	Comments & Examples
CURRENCY	Foreign currency code (27)	Text, 3	
TRANSIT	Transit (28)	Text, 10	
ACCOUNTNO	Recipient account number (29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.16 T5 & RL-3 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5"

Use this table to import RL-3 data with T5 data, see bottom of this table 170 for RL-3 specific fields

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
FIRSTINDIVIDUAL	Indicate first entity is individual (R3)	Yes/No	
LASTNAME2	Second recipient last name (type 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 2)	Text, 12	
INITIAL2	Second recipient initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Numeric, 4	**2015**
REPORTCODE	Report code (21)	Text, 1	**O - Original** (**R**), A - Amended (A) or C - Cancelled (D) (**R**, A or D on filed RL-3s)
RECTYPE	Recipient type (23)	Text, 1	**1 - Individual**

Heading	Description	Type, Size	Comments & Examples
			2 - Joint account 3 - Corporation 4 - Assoc'n, trust, club or partnership 5 - Gov't or int'l org.
SIN	First recip. SIN/ID # or Business # (22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (10)	Currency	
ACTUAL_E	Am't of eligible dividends (24)	Currency	
INTEREST	Interest from Cdn sources (13, D)	Currency	
CAPGAINS	Capital gains dividends (18, I)	Currency	
OTHER	Other income from Cdn sources (14)	Currency	
FORINC	Foreign income (15, F)	Currency	
FORTAX	Foreign tax paid (16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (17, H)	Currency	
ACCRUED	Accrued income: Annuities (19, J)	Currency	
RESOURCE	Resource allowance deduction (20)	Currency	
CURRENCY	Foreign currency code (27)	Text, 3	
TRANSIT	Transit (28)	Text, 10	
ACCOUNTNO	Recipient account number (29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
ADDITIONAL HEADINGS FOR RL-3 FIELDS			
NEEDR3	RL-3 required for recipient	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed./Qué. savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number R3	Text, 16	
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
ACTUALR3	Am't of non-eligible dividends (B)	Currency	See Note 1 below
ACTUALR3_E	Am't of eligible dividends (C)	Currency	See Note 1 below
INTERESTR3	Interest from Cdn sources (D)	Currency	See Note 1 below
CAPGAINSR3	Capital gains dividends (I)	Currency	See Note 1 below

Heading	Description	Type, Size	Comments & Examples
OTHERR3	Other income from Cdn sources ()	Currency	See Note 1 below
FORINCR3	Foreign income (F)	Currency	See Note 1 below
FORTAXR3	Foreign tax paid (G)	Currency	See Note 1 below
ROYALTIESR3	Royalties from Cdn sources (H)	Currency	See Note 1 below
ACCRUEDR3	Accrued income: Annuities (J)	Currency	See Note 1 below
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Add'l Information box ## - Box number	Text, 7	
XAMT##	Add'l information box ## - Currency data	Currency	
XTXT##	Add'l information box ## - Character data	Text, 20	

Note 1:These fields will be ignored by the import unless the "Do not synchronize numerical information on T5/RL-3 slips associated with this company" checkbox is selected on the Advanced page of the company information screen

12.4.17 T5007 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5007"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Social insurance number (12)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Numeric, 4	**2015**
WCBENEFITS	Workers' compensation benefits (10)	Currency	
SOCIALASSISTANCE	Social assistance payments or provincial or territorial supplements (11)	Currency	
MANITOBAFRACTION	Manitoba credit fraction	Numeric	Percentage: 50 = 50%
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.18 T5008 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5008"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3 & 4)	Text, 30	Required; type 3 & 4
NAME2	Recipient name, line 2 (type 3 & 4)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required; type 1 & 2
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient initial (type 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SLIPSTATUS	Report code	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership
SIN	First recipient SIN, ID or Business #	Text, 17	
RECIPIENTACCOUNTNUMBER	Recipient account number	Text, 12	
CURRENCY	Foreign currency	Currency	
DATE	Date	Date	Mmm. dd, yyyy (Apr. 1, 2015)
SECURITYCODE	Type code of securities	Text, 3	BON, BO1, DOB, DO1, FUT, MET, MFT, MSC, OPC, PTI, RTS, SHS, UNT, WTS
SECURITYQUANTITY	Quantity of securities	Numeric, 14	10 digits + 4 decimals
SECURITYID	Identification of securities	Text, 60	
ISIN	ISIN/CUISP number	Text, 12	
ISININDICATOR	ISIN indicator	Numeric, 1	1 - The securities are not identified by a CUSIP or ISIN number 2 - The number provided is a CUSIP number 3 - The number provided is a

Heading	Description	Type, Size	Comments & Examples
			ISIN number
FACEAMOUNT	Face amount (dollars only)	Currency	Dollars only, no cents
BOOKVALUE	Cost or book value (dollars only)	Currency	Dollars only, no cents
PROCEEDSAMOUNT	Proceeds of disposition or settlement amount (dollars only)	Currency	Dollars only, no cents
SETTLEMENTSECURITYCODE	Type code of securities received on settlement	Text, 3	BON, BO1, DOB, DO1, FUT, MET, MFT, MSC, OPC, PTI, RTS, SHS, UNT, WTS
SETTLEMENTSECURITYQUANTITY	Quantity of securities received on settlement	Numeric, 14	10 digits + 4 decimals
SETTLEMENTSECURITYID	Identification of securities received on settlement	Text, 60	
SETTLEMENTISIN	ISIN/CUISP settlement number	Text, 12	
SETTLEMENTISININDICATOR	ISIN/CUSIP settlement number indicator	Numeric, 1	1 - The securities are not identified by a CUSIP or ISIN number 2 - The number provided is a CUSIP number 3 - The number provided is a ISIN number
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
TEXTATTOP	Optional text to print at top of slip	Text, 15	

12.4.19 T5013 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5013"

Heading	Description	Type, Size	Comments & Examples
Main page fields			
NAME1	Family name or first line of business name	Text, 50	Required
NAME2	Given name or second line of business name	Text, 50	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TYPEOFSLIP	Type of slip	Text, 1	**O – Original** A – Amended C – Cancelled
UNITSOWNED	Partnership units held	Numeric	8 decimals
MEMBERCODE	Partner code (box 002, Sch 50 box 008)	Text, 1	0 – Limited partner 1 – Specified member who is not a limited partner 2 – General partner 3 – Limited partner's exempt interest 4 – Nominee or agent
COUNTRYCODE	Country code (box 003)	Text, 3	CAN, USA, etc.
RECTYPE	Recipient type (box 004)	Text, 1	1 – Individual, other than a trust 3 – Corporation 4 – Association, trust, club or partnership
PARTNERSSHARE	Partner's share, in % (box 005, Sch 50 box 107)	Numeric	8 decimals
PARTNERID	Partner's ID (box 006, Sch 50 box 101)	Text, 16	
CCA	Capital cost allowance (box 040)	Currency	
Generic boxes where ## is two numerals (01 to 36):			
X##TEXT2	Generic box ##: Box Number	Text, 3	
X##TEXT1	Generic box ##: Province/Country	Text, 3	
X##AMOUNT	Generic box ##: Amount	Currency	
Generic descriptive information boxes where ## is two numerals (01 to 12):			
E##TEXT2	Generic box ##: Box number	Text, 3	
E##TEXT1	Generic box ##: Province/Country	Text, 3	

Heading	Description	Type, Size	Comments & Examples
E##TEXT3	Generic box ##: Text	Text, 25	
Additional Headings for Schedule 50 fields::			
TYPEOFPARTNER	Type of partner (Sch 50 box 105)	Text, 1	1 **–** Individual 2 **–** Corporation 3 **–** Partnerships 4 **–** Trust 5 **–** Individual (non-resident) 6 **–** Corporation (non-resident) 7 **–** Partnership (non-resident) 8 **–** Trust (non-resident) 9 **–** Non-res. discretionary trust
DISPOSEDOFINTEREST	The partner has disposed of partnership interest during the fiscal period (Sch 50 box 110)	Yes/**No**	
INCOMEALLOCATED	Partner's share of the net income (Sch 50 box 220)	Currency	
CAPITALSTART	Cost base (Sch 50 box 300)	Currency	
COSTOFUNITSACQ	Cost of units acquired during fiscal period (Sch 50 box 310)	Currency	
PREVIOUSSHARE	Partner's share of the previous fiscal period's net income or loss (Sch 50 box 320)	Currency	
CAPITALCONTRIBUTED	Capital contribution during period (Sch 50 box 330)	Currency	
DRAWINGS	Withdrawals in the fiscal period (Sch 50 box 340)	Currency	Must be a negative number
OTHERADJUSTMENTS	Other Adjustments (Sch 50 box 350)	Currency	
PARTNERSHARENETINCOME	Partner's share of the fiscal period's net income (Sch 50 box 410)	Currency	
PARTNERSHARERESOURCEEXPENSES	Partner's share of the fiscal period's resource expenses (Sch 50 box 420)	Currency	
NONARMSLENGTHDEBT	Non-arm's length debt owing and/or benefits receivable (Sch 50 box 430)	Currency	
TEXTATTOP	Optional text to print on the slip	Text, 20	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.20 T5018 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "T5018"

Heading	Description	Type, Size	Comments & Examples
NAME	First line of Corporation or Partnership name	Text, 30	Type 3 or 4 - Required
NAME2	Second line of Corporation or Partnership name	Text, 30	Type 3 or 4
LASTNAME	Recipient last name (individual)	Text, 30	Type 1 - Required
FIRSTNAME	Recipient first name (individual)	Text, 12	Type 1
INITIAL	Recipient initial	Text, 1	Type 1
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
PAYMENTS	Construction subcontractor payments (22)	Currency	
SIN	Recipient’s ID number (BN or SIN) (24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	**1 - Individual** 3 - Corporation 4 - Partnership
PARTNERSHIPID	Parnership’s Filer ID	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.21 TFSA Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "TFSA"

Heading	Description	Type, Size	Comments & Examples
CONTRACTNUMBER	Contract number	Text, 30	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
LASTNAME	Employee last name	Text, 30	Required
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN	Social insurance number (12)	Text, 9	
BIRTHDATE	TFSA holder birthdate	Date	Mmm. dd, yyyy (Apr. 1, 2015)
ACCOUNTCLOSEDTHISYEAR	Account closed this year, Yes	Yes, No	"Yes" selects option
ACCOUNTCLOSEDTHISYEARNO	Account closed this year, No	Yes, No	"No" de-selects option
CLOSEDDATE	TFSA closed date	Date	Mmm. dd, yyyy (Apr. 1, 2015)
CALENDARYEARENDFAIRMARKETVALUE	Calendar year end fair market value	Currency	
NEWACCOUNTTHSIYEAR	New TFSA account this year for holder, Yes	Yes, No	"Yes" selects option
NEWACCOUNTTHISYEARNO	New TFSA account this year for holder, No	Yes, No	"No" de-selects option
IDENTINACTIVE	No transactions for this identity	Yes, No	"Yes" selects option
TRANSACTIONDATE	Transaction date	Date	Mmm. dd, yyyy (Apr. 1, 2015)
CONTRIBUTIONAMOUNT	Contribution amount	Currency	
WITHDRAWALAMOUNT	Withdrawal amount	Currency	
FORMERSPOUSELASTNAME	Surname of former spouse	Text, 30	
FORMERSPOUSEFIRSTNAME	First name of former spouse	Text, 30	
FORMERSPOUSESIN	SIN of former spouse	Text 11	
MARRIAGEBREAKDOWNTRANSFEROUT	Marriage breakdown transfer out fair market value	Currency	
MARRIAGEBREAKDOWNTRANSFERIN	Marriage breakdown transfer in fair market value	Currency	
ACUISITIONOFNONQUALIFIED	Acquisition of non-qualified investment fair market value	Currency	

Heading	Description	Type, Size	Comments & Examples
WITHDRAWALOFNONQUALIFIED	Withdrawal of non-qualified investment fair market value	Currency	
DEATHDATE	TFSA holder date of death	Date	Mmm. dd, yyyy (Apr. 1, 2015)
SUCCESSORHOLDER	Successor holder account, Yes	Yes, No	"Yes" selects option
SUCCESSORHOLDERNO	Successor holder account, No	Yes, No	"No" de-selects option
FAIRMARKETVALUEATDEATH	TFSA holder fair market value at time of death	Currency	
DECEASEDLASTNAME	Surname of deceased holder	Text, 30	
DECEASEDFIRSTNAME	First name of deceased holder	Text, 30	
DECEASEDINITIAL	Initial of deceased holder	Text, 1	
DECEASEDSIN	SIN of deceased holder	Text, 11	
DECEASEDDATE	Date of death of deceased holder	Date	Mmm. dd, yyyy (Apr. 1, 2015)
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.22 TP64 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "TP64"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
SIN	Social insurance number	Text, 9	
TAXYEAR	Taxation year	Numeric, 4	**2015**
Q1YES	Q. 1, "Expense," Yes	Yes/No	"Yes" selects option
Q1NO	Q. 1, "Expense," No	Yes/No	"No" de-selects option
Q2FROM	Q. 2, "From date"	Date	Mmm. dd, yyyy (Apr. 1, 2015)
Q2TO	Q. 2, "To date"	Date	Mmm. dd, yyyy (Apr. 1, 2015)
Q3	Q. 3, "Title or position"	Text, 50	
Q4YES	Q. 4, "Remunerated by commissions," Yes	Yes/No	"Yes" selects option
Q4NO	Q. 4, "Remunerated by commissions," No	Yes/No	"No" de-selects option
Q4AMT	Q. 4, "Amount of remuneration"	Currency	
Q4TYPE	Q. 4, "Type of property or contract"	Text, 50	
Q5YES	Q. 5, "Kilometrage allowance," Yes	Yes/No	"Yes" selects option
Q5NO	Q. 5, "Kilometrage allowance," No	Yes/No	"No" de-selects option
Q5RATESPERKM	Q. 5, "Rates per km"	Currency	
Q5DISTANCE	Q. 5, "Distance travelled"	Numeric, 4	
Q5ALLOWANCE	Q. 5, "Total allowance"	Currency	
Q5AMTONR1	Q. 5, "Amount reported on RL-1"	Currency	
Q5TYPE	Q. 5, "Type of trips covered"	Text, 50	
Q6YES	Q. 6, "Allowance for expenses," Yes	Yes/No	"Yes" selects option
Q6NO	Q. 6, "Allowance for expenses," No	Yes/No	"No" de-selects option
Q6AALLOWANCE	Q. 6, "Motor vehicle allowance"	Currency	
Q6AREIMBURSEMENT	Q. 6, "Motor vehicle reimbursement"	Currency	
Q6AAMTONR1	Q. 6, "Motor vehicle amount on RL-1"	Currency	
Q6BALLOWANCE	Q. 6, "Travel allowance"	Currency	
Q6BREIMBURSEMENT	Q. 6, "Travel reimbursement"	Currency	
Q6BAMTONR1	Q. 6, "Travel amount on RL-1"	Currency	
Q6CALLOWANCE	Q. 6, "Other allowance"	Currency	
Q6CREIMBURSEMENT	Q. 6, "Other reimbursement"	Currency	
Q6CAMTONR1	Q. 6, "Other amount on RL-1"	Currency	
Q6INFO	Q. 6, "Other expenses" specify	Text, 20	
Q7YES	Q. 7, "Expenses on employee's behalf,"	Yes/No	"Yes" selects option

Heading	Description	Type, Size	Comments & Examples
	Yes		
Q7NO	Q. 7, "Expenses on employees behalf," No	Yes/No	"No" de-selects option
Q7TYPE	Q. 7, "Type of expenses paid"	Text, 50	
Q7AMT	Q. 7, "Amount of expenses paid"	Currency	
Q7AMTONR1	Q. 7, "Amount on RL-1"	Currency	
Q8YES	Q. 8, "Work away from office" Yes	Yes/No	"Yes" selects option
Q8NO	Q. 8, "Work away from office" No	Yes/No	"No" de-selects option
Q8A	Q. 8, "Percentage of hours at workplace"	Percentage	
Q8B	Q. 8, "Percentage of hours at clients' premises/on road"	Percentage	
Q8C	Q. 8, "Percentage of hours at employee's home"	Percentage	
Q9YES	Q. 9, "12 hours away from workplace municipality" Yes	Yes/No	"Yes" selects option
Q9NO	Q. 9, "12 hours away from workplace municipality" No	Yes/No	"No" de-selects option
Q9AREA	Q. 9, "Area where employee performed duties"	Text, 50	
Q10YES	Q. 10, "Employee supply vehicle," Yes	Yes/No	"Yes" selects option
Q10NO	Q. 10, "Employee supply vehicle" No	Yes/No	"No" de-selects option
Q11YES	Q. 11, "Travel expenses under contract," Yes	Yes/No	"Yes" selects option
Q11NO	Q. 11, "Travel expenses under contract," No	Yes/No	"Yes" selects option
Q11INFO	Q. 11, "Particulars"	Text, 50	
Q12YES	Q. 12, "Purchase supplies," Yes	Yes/No	"Yes" selects option
Q12NO	Q. 12, "Purchase supplies," No	Yes/No	"No" de-selects option
Q12INFO	Q. 12, "Particulars"	Text, 50	
Q13YES	Q. 13, "Pay substitute," Yes	Yes/No	"Yes" selects option
Q13NO	Q. 13, "Pay substitute," No	Yes/No	"No" de-selects option
Q14YES	Q. 14, "Employee office at workplace," Yes	Yes/No	"Yes" selects option
Q14NO	Q. 14, "Employee office at workplace," No	Yes/No	"No" de-selects option
Q15YES	Q. 15, "Employee office away from workplace," Yes	Yes/No	"Yes" selects option
Q15NO	Q. 15, "Employee office away from workplace," No	Yes/No	"No" de-selects option
Q15A	Q. 15, "Performed >50% duties at away office"	Yes/No	
Q15B	Q. 15, "Office exclusively used to earn employment income"	Yes/No	
Q16YES	Q. 16, "Other expenses not on form," Yes	Yes/No	"Yes" selects option

Heading	Description	Type, Size	Comments & Examples
Q16NO	Q. 16, "Other expenses not on form," No	Yes/No	"No" de-selects option
Q16INFO	Q. 16, "Particulars"	Text, 50	
Q17YES	Q. 17, "Incur shareman expenses," Yes	Yes/No	"Yes" selects option
Q17NO	Q. 17, "Incur sharement expenses," No	Yes/No	"No" de-selects option
Q17INFO	Q. 17, "Particulars"	Text, 50	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.23 RL-1 Headings

eForms Standard & Enterprise Only

RL-1 data is imported with T4 data, refer to section **Headings for T4** 154 for RL-1 import details

12.4.24 RL-2 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R2"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SOURCE1	Source of income	Text, 6	
BENEFICIARYNUM	Employer assigned number	Text, 20	
ANNUITY	Life annuity payments amount	Currency	Box A
BENEFIT	RRSP, RRIF, DPSP benefit amount	Currency	Box B
OTHERPAYMENT	Other Payment amount	Currency	Box C
REFUNDRRSPSPOUSE	Refunded RRSP amounts	Currency	Box D
DEATHBENEFIT	Value of benefit at time of death	Currency	Box E
REFUNDRRSPUNDEDUCTED	Amount of refunded excess RRSP	Currency	Box F
REVOCATION	Value of benefit before amendment	Currency	Box G
OTHERINCOME	All other income	Currency	Box H
DEDUCTION	Amount giving entitlement to deduction	Currency	Box I
TAX	Amount of Québec tax held at source	Currency	Box J
INCOMEAFTERDEATH	Income earned after death amount	Currency	Box K
LIFELONGLEARNING	Life Long Learning Plan amount	Currency	Box L
TAXPAIDAMOUNT	Tax paid amount	Currency	Box M
SIN	Social insurance number	Text, 9	
SIN2	Spouse's social insurance number	Text, 9	Box N
HOMEBUYER	Withdrawal under HBP	Currency	Box O
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
SERIAL	Relevé number of paper slip	Numeric, 9	

Heading	Description	Type, Size	Comments & Examples
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XAMT##	Additional Information - Box ##: Currency data	Currency	
XTXT##	Additional Information - Box ##: Character data	Text, 20	

12.4.25 RL-3 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R3"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1, 2, 6 & 7)	Text, 20	Required; type 1, 2, 6 & 7
FIRSTNAME1	First recipient first name (type 1, 2, 6 & 7)	Text, 12	
INITIAL1	First recipient initial (type 1, 2, 6 & 7)	Text, 1	
FIRSTINDIVIDUAL	Indicate first entity is individual (type 7)	Yes/No	
LASTNAME2	Second recipient last name (type 2, 6 & 7)	Text, 20	
FIRSTNAME2	Second recipient first name (type 2, 6, & 7)	Text, 12	
INITIAL2	Second recipient initial (type 2, 6 & 7)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual (type 2, 6 & 7)	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Numeric, 4	**2015**
REPORTCODER3	Report code (21)	Text, 1	**R - Original** A - Amended or D - Cancelled
RECTYPER3	Recipient type (23)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Assoc'n, trust, club or partnership 5 - Gov't or int'l org. 6 - Spouse or trust settlor of deceased person 7 - Holder of joint account other than 2
SIN	First recip. SIN/ID # or Business # (22)	Text, 15	
SIN2	Second recip. SIN/ID #	Text, 15	
ISINTERESTSAVINGSBONDS	Is interest from Fed./Qué. savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number R3	Text, 12	
ACTUALR3	Am’t of non-eligible dividends (B)	Currency	
ACTUALR3_E	Am’t of eligible dividends (C)	Currency	

Heading	Description	Type, Size	Comments & Examples
INTERESTR3	Interest from Cdn sources (D)	Currency	
CAPGAINSR3	Capital gains dividends (I)	Currency	
OTHERR3	Other income from Cdn sources ()	Currency	
FORINCR3	Foreign income (F)	Currency	
FORTAXR3	Foreign tax paid (G)	Currency	
ROYALTIESR3	Royalties from Cdn sources (H)	Currency	
ACCRUEDR3	Accrued income: Annuities (J)	Currency	
CURRENCY	Foreign currency code (27)	Text, 3	
TRANSIT	Transit (28)	Text, 10	
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Add'l Information box ## - Box number	Text, 7	
XAMT##	Add'l information box ## - Currency data	Currency	
XTXT##	Add'l information box ## - Character data	Text, 20	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.26 RL-8 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R8"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year of return	Numeric, 4	**2015**
AMOUNTFORSTUDIES	Amount for post-secondary studies	Currency	
TUITIONFEES	Tuition or examination fees	Currency	
DONATIONS	Donations	Currency	
SIN	Social Insurance Number	Text, 9	
STUDENTNUMBER	Student number	Text, 15	
INTERNALSTUDENTNUMBER	Internal student number	Text, 15	
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.27 RL-11 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R11"

Heading	Description	Type, Size	Comments & Examples
NAME1	Recipient name, line 1 (type 2)	Text, 30	Required; type 2
NAME2	Recipient name, line 2 (type 2)	Text, 30	
LASTNAME	Recipient last name (type 1)	Text, 30	Required; type 1
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient initial (type 1)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year of return	Numeric, 4	**2015**
OTHERID	Identification number	Text, 10	
RECTYPE	Recipient type	Text, 1	**1 - Individual** 2 - Other
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
SIN	Social Insurance Number	Text, 9	
EXPENSESASSISTANCEA	Amount of assistance corresponding to case A	Currency	
EXPLORATIONEXPENSESCANADIAN	Canadian exploration expenses	Currency	
EXPENSESASSISTANCEB	Amount of assistance corresponding to case B	Currency	
DEVELOPMENTEXPENSESCANADIAN	Canadian development expenses	Currency	
EXPENSESASSISTANCED	Amount of assistance corresponding to case D	Currency	
EXPLORATIONEXPENSESQUEBEC	Québec exploration expenses	Currency	
EXPENSESASSISTANCEE	Amount of assistance corresponding to case E	Currency	
EXPLORATIONEXPENSESQUEBECMINING	Québec surface mining expenses	Currency	
EXPENSESASSISTANCEF	Amount of assistance corresponding to case F	Currency	
EXPLORATIONEXPENSESNORTHERNQUEBEC	Expenses for exploration in the north	Currency	

Heading	Description	Type, Size	Comments & Examples
EXPENSESSHAREISSUE	Share issue expenses	Currency	
BOXA1	Renewable and conservation expenses	Currency	
BOXA2	Québec exploration expenses not giving additional deduction	Currency	
BOXB1	Québec development expenses	Currency	
BOXB201	Flow-through shares issued after March 11, 2005	Currency	
ID359	ID number assigned to form CO-359.10	Text, 12	
DATERENUNCIATION	Date on which the renunciation takes effect	Date	Mm, dd, yyyy
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
PDFFILENAME	Filename of slip (pdf file)	Text, 255	**eForms Enterprise only**
EMAILSTATUS	Email delivery status	**Yes**/No	**eForms Enterprise only**
ISSELECTED	Check to select this slip for special electronic filing	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.28 RL-15 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R15"

NOTE: The following boxes cannot be imported but are entered on the "R15 Totals" page of the TP-600-V form: Box 14, Box 38, Box 39, Box 42, Box 70, Box 72, Box 73, Box 75 and Box 76.

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Family name or business name	Text, 30	Required
FIRSTNAME	First name or line two of business name	Text, 30	
APARTMENT	Apartment number	Text, 5	
STREETNO	Street number	Text, 9	
STREET	Street name	Text, 24	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
PARNTERID	Partnerships identification number	Text, 16	S.I.N. or Identification number
REPORTCODE	Status of slip	Text, 1	**R - Original,** A - Amended or D - Cancelled
PARTNERSSHARE	Partner's share (%) of income / loss	Numeric, 12	8 digits + 4 decimals
UNITSOWNED	Number of partnership units owned	Numeric, 8	
MEMBERCODE	Partner code (40)	Text, 1	0 - Limited partner 1 - Other specified member 2 - General partner
RECTYPE	Taxpayer code (41)	Text, 1	**1 - Individual** 3 - Corporation 4 - Trust or partnership
CAPITALSTART	Balance at start of fiscal period	Currency	
CAPITALCONTRIBUTED	Capital contributions during fiscal period	Currency	
OTHERADJUSTMENTS	Other adjustments	Currency	
INCOMEALLOCATED	Income / loss allocated during fiscal period	Currency	
DRAWINGS	Drawings	Currency	
BOX1	Net Canadian & foreign bus. income / loss	Currency	
BOX2	Net foreign business income / loss	Currency	
BOX3	Net Canadian & foreign rental income / loss	Currency	
BOX4	Net foreign rental income / loss	Currency	
BOX5	Capital cost allowance	Currency	

Heading	Description	Type, Size	Comments & Examples
BOX6A	Actual amount of eligible dividends	Currency	
BOX6B	Actual amount of ordinary dividends	Currency	
BOX7	Interest and other investment income from Canadian sources	Currency	
BOX8	Foreign dividends & interest	Currency	
BOX9	Patronage dividends from a corporation	Currency	
BOX10	Capital gains / losses used to calc. ded.	Currency	
BOX11	Reserves for dispositions of capital property	Currency	
BOX12	Capital gains / losses not used to calc. ded.	Currency	
BOX13	Business investment loss	Currency	
BOX15A	Carrying charges and interest expenses	Currency	
BOX15B	Dividend rental arr. compensation payments	Currency	
BOX16	Quebec income tax withheld at source	Currency	
BOX17	Foreign income tax paid on non-business income	Currency	
BOX18	Foreign income tax paid on business income	Currency	
BOX19	Donations and gifts	Currency	
BOX20	Other gifts	Currency	
BOX21A	Investment tax credit - depreciable property	Currency	
BOX21B	Investment tax credit - other property	Currency	
BOX24A	Paid up capital - share of debts	Currency	
BOX24B	Paid up capital - share of qualified property	Currency	
BOX24C	Paid up capital - share of total assets	Currency	
BOX25	R & D Expenditures	Currency	
BOX26	At-risk amount	Currency	
BOX27	Limited partnership loss	Currency	
BOX28	Canadian exploration expenses	Currency	
BOX29	Canadian development expenses	Currency	
BOX30	Canadian oil & Gas property expenses	Currency	
BOX31	Expenses related to foreign resources	Currency	
BOX32	Quebec exploration expenses	Currency	
BOX33	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX34	Exploration expenses incurred in Northern Quebec	Currency	

Heading	Description	Type, Size	Comments & Examples
BOX35_28	Assistance corresponding to box 28	Currency	
BOX35_29	Assistance corresponding to box 29	Currency	
BOX35_30	Assistance corresponding to box 30	Currency	
BOX35_32	Assistance corresponding to box 32	Currency	
BOX35_33	Assistance corresponding to box 33	Currency	
BOX35_34	Assistance corresponding to box 34	Currency	
BOX43	Capital repayment	Currency	
BOX44	Dividend tax credit	Currency	
BOX45	Eligible taxable capital gains on resource property	Currency	
BOX50	Number units acquired during fiscal period	Numeric, 9	No decimals
BOX51	Cost per unit	Currency	
BOX53	Limited-recourse amount	Currency	
BOX54	At-risk adjustment	Currency	
BOX55	Other indirect adjustments	Currency	
BOX60	Canadian exploration expenses	Currency	
BOX61	Canadian development expenses	Currency	
BOX62	Quebec exploration expenses	Currency	
BOX63	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX64	Exploration expenses incurred in Northern Quebec	Currency	
BOX65	Share and security issue expenses	Currency	
BOX66_60	Assistance - box 60	Currency	
BOX66_61	Assistance - box 61	Currency	
BOX66_62	Assistance - box 62	Currency	
BOX66_63	Assistance - box 63	Currency	
BOX66_64	Assistance - box 64	Currency	
BOX71	Eligible amount	Currency	
BOX74	Percentage interest, tax credit	Numeric, 16	12 digits + 4 decimals
Generic boxes where ## is two numerals (01 to 28):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XTXT##	Additional information - Box ##: Character data	Text, 20	
XAMT##	Additional information - Box ##: Currency data	Currency	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper	Numeric, 9	

Heading	**Description**	**Type, Size**	**Comments & Examples**
	slip (user-entered)		
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.29 RL-16 Headings

eForms Enterprise only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R16"

Heading	Description	Type, Size	Comments, Examples and defaults
NAME1	Recipient name line 1 (type 3, 4 & 5)	Text, 30	
NAME2	Recipient name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient initial (type 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (type 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (type 1 & 2)	Text, 12	
INITIAL2	Second recipient initial (type 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text,30	
ADDRESS2	Address line 2	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	
POSTAL	Postal code	Text, 10	
COUNTRY	Country	Text ,3	**CAN**, USA, etc.
SIN	First recipient SIN	Text,9	
SIN2	Second recipient SIN	Text,9	
OTHERNUMBER	NEQ or identification number of first recipient	Text,10	
OTHERNUMBER2	NEQ or identification number of second recipient	Text,10	
FIRSTINDIVIDUAL	Yes if first recipient is an individual; no otherwise	Yes/No	**Yes**
SECONDINDIVIDUAL	Yes if second recipient is an individual; no otherwise	Yes/No	**Yes**
REPORTCODE	Status of Slip	Text,1	**R - Original,** A - Amended or D – Cancelled
RECTYPE	Beneficiary type code	Text,1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international org. 6 - Spouse or trust settlor of spouse 7 - Holder of joint account other than 2
BENEFICIARYNUM	Beneficiary Number	Text,20	

Heading	Description	Type, Size	Comments, Examples and defaults
YEAR	Taxation Year	Numeric, 4	**2015**
TEXTATTOP	Optional text to print at top of slip	Text,15	
CAPITALGAIN	Capital gains	Currency	
SINGLEPENSION	Single pension payment	Currency	
ACTUAL_E	Actual amount of eligible dividends	Currency	
ACTUAL	Actual amount of ordinary dividends	Currency	
ENTITLEMENTPENSION	Pension payment giving entitlement to a tax credit	Currency	
FOREIGNINCOME_BUS	Foreign business income	Currency	
FOREIGNINCOME_NONBUS	Foreign non-business income	Currency	
OTHER	Other income	Currency	
ENTITLEMENTCAPITALGAIN	Capital gains giving entitlement to a deduction	Currency	
CREDIT	Dividend tax credit	Currency	
FOREIGNINCOMETAX_BUS	Foreign income tax on business income	Currency	
FOREIGNINCOMETAX_NONBUS	Foreign income tax on non- business income	Currency	
COSTBASEADJUSTMENT	Cost base adjustment of capital interest	Currency	
CONSOLIDATIONCODE	Consolidation Indicator	Text,1	Blank, C
CURRENCYCODE	Currency Code	Text,3	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XAMT##	Additional Information - Box ##: Currency data	Currency	
XTXT##	Additional Information - Box ##: Character data	Text, 20	

12.4.30 RL-17 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R17"

Heading	Description	Type, Size	Comments & Examples
LASTNAME1	First recipient last name	Text, 30	Required
FIRSTNAME1	First recipient first name	Text, 12	
INITIAL1	First recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2015**
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (A)	Currency	
INCOMEYEAR	Total employment revenue (B)	Currency	
INCOMESTAY	Total income for stay (C)	Currency	
ALLOWANCEYEAR	Allowance in year (D)	Currency	
ALLOWANCESTAY	Allowance for stay (E)	Currency	
DAYSOUTSIDE	Days outside Canada (F)	Numeric, 5	No decimals
PERIODSOUTSIDE	Number of 30 day periods (G)	Numeric, 5	No decimals
DATEDEPARTURE	Departure date from Canada (H)	Date	Mmm. dd, yyyy (Apr. 1, 2015)
DATERETURN	Return date to Canada (I)	Date	Mmm. dd, yyyy (Apr. 1, 2015)
FOREIGNCOUNTRY	Name of foreign country (J)	Text, 20	
SLIPSTATUS	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.31 RL-18 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R18"

Heading	Description	Type, Size	Comments & Examples
NAME1	Beneficiary name line 1 (type 3 & 4)	Text, 30	Required; type 3 & 4
NAME2	Beneficiary name line 2 (type 3 & 4)	Text, 12	
LASTNAME1	First beneficiary last name (type 1 & 2)	Text, 30	Required; type 1 & 2
FIRSTNAME1	First beneficiary first name (type 1 & 2)	Text, 30	
INITIAL1	First beneficiary initial (type 1 & 2)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1 & 2)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1 & 2)	Text, 30	
INITIAL2	Second beneficiary initial (type 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TAXYEAR	Tax year	Numeric, 4	**2015**
RECIPIENTNUMBER	Recipient number	Text, 20	
RECTYPE	Recipient type	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN	Beneficiary SIN	Text, 11	
SIN2	Second beneficiary SIN	Text, 11	
CURRENCY	Currency code	Text, 3	CAD, USD, EUR & etc.
DATETRANSACTION	Date of transaction	Date	Mmm. dd, yyyy (Apr. 1, 2015)
CODEOFSECURITY	Code for type of security	Text, 3	OBL, DRO, DEN, ACT, TIT, BON, OPE, UNI, MET, DIV, CON
NUMBEROFSECURITIES	Number of securities	Numeric, 16	12 digits + 4 decimals
DESCRIPTIONOFSECURITIES	Description of securities	Text, 60	
IDNUMBER	Identification number of the values	Text, 12	
FACEVALUE	Face value	Currency	
COSTORBOOKVALUE	Cost or book value	Currency	

Heading	Description	Type, Size	Comments & Examples
PROCEEDSOFDISPOSITION	Proceeds of disposition or settlement amounts	Currency	
CODEOFSECURITYRECEIVED	Code for type of security received in exchange	Text, 3	OBL, DRO, DEN, ACT, TIT, BON, OPE, UNI, MET, DIV, CON
NUMBEROFSECURITIESRECEIVED	Number of securities received in exchange	Numeric, 13	9 digits + 4 decimals
DESCRIPTIONOFSECURITIESRECEIVED	Description of securities received in exchange	Text, 60	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XAMT##	Additional Information - Box ##: Currency data	Currency	
XTXT##	Additional Information - Box ##: Character data	Text, 20	

12.4.32 RL-22 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R22"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TAXYEAR	Year	Text, 1	**2015**
SIN	Social insurance number	Text, 9	
REFNO	Recipient's ID number	Text, 15	
VALUEMULTI	Value of coverage rec'd under multi-employer insurance plan	Currency	
VALUEPRIVT	Value of coverage received under private health services plan	Currency	
FROMDATE1	Protection periods - 1st start date	Date	Mm, dd, yyyy
TODATE1	Protection periods - 1st end date	Date	Mm, dd, yyyy
FROMDATE2	Protection periods - 2nd start date	Date	Mm, dd, yyyy
TODATE2	Protection periods - 2nd end date	Date	Mm, dd, yyyy
FROMDATE3	Protection periods - 3rd start date	Date	Mm, dd, yyyy
TODATE3	Protection periods - 3rd end date	Date	Mm, dd, yyyy
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**

Heading	Description	Type, Size	Comments & Examples
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.33 RL-24 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R24"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2015**
SIN	Social insurance number	Text, 9	
IDCHILDCARE	Number assigned to payer	Text, 20	
LASTNAMECHILD1	Surname - child 1	Text, 30	
FIRSTNAMECHILD1	First name - child 1	Text, 30	
DATEOFBIRTH1	Date of birth - child 1	Date	Mmm, dd, yyyy
DAYSOFCARE1	Number of days of care - child 1	Numeric, 3	
WEEKSATCAMP1	Number of weeks at camp - child 1	Numeric, 2	
TOTALEXPENSES1	Total expenses paid - child 1	Currency	
EXPENSESNOTQUALIFY1	Expenses (no tax credit) - child 1	Currency	
EXPENSESQUALIFY1	Expenses (with tax credit) - child 1	Currency	
LASTNAMECHILD2	Surname - child 2	Text, 30	
FIRSTNAMECHILD2	First name - child 2	Text, 30	
DATEOFBIRTH2	Date of birth - child 2	Date	Mmm, dd, yyyy
DAYSOFCARE2	Number of days of care - child 2	Numeric, 3	
WEEKSATCAMP2	Number of weeks at camp - child 2	Numeric, 2	
TOTALEXPENSES2	Total expenses paid - child 2	Currency	
EXPENSESNOTQUALIFY2	Expenses (no tax credit) - child 2	Currency	
EXPENSESQUALIFY2	Expenses (with tax credit) - child 2	Currency	
LASTNAMECHILD3	Surname - child 3	Text, 30	
FIRSTNAMECHILD3	First name - child 3	Text, 30	
DATEOFBIRTH3	Date of birth - child 3	Date	Mmm, dd, yyyy
DAYSOFCARE3	Number of days of care - child 3	Numeric, 3	
WEEKSATCAMP3	Number of weeks at camp - child 3	Numeric, 2	

Heading	Description	Type, Size	Comments & Examples
TOTALEXPENSES3	Total expenses paid - child 3	Currency	
EXPENSESNOTQUALIFY3	Expenses (no tax credit) - child 3	Currency	
EXPENSESQUALIFY3	Expenses (with tax credit) - child 3	Currency	
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.34 RL-25 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R25"

Heading	Description	Type, Size	Comments & Examples
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required; type 3, 4 & 5
NAME1LINE2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required; type 1, 2 & 6
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary initial (type 1, 2 & 6)	Text, 1	
LASTNAME2	Second beneficiary last name (type 2)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 2)	Text, 30	
INITIAL2	Second beneficiary initial (type 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
BENEFICIARYNUM	Employer assigned number	Text, 20	
TRANSIT	Bank transit number	Text, 10	
RECTYPE	Recipient type (23)	Text, 1	**1 - Individual** 2 - Joint account 3 - Corporation 4 - Association, trust, club or partnership 5 - Government or international org. 6 - Spouse of trust settlor or spouse
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
ACTUALDIVIDENDS	Non-Eligible Dividend amount	Currency	
ACTUALDIVIDENDS_E	Eligible Dividend amount	Currency	
CAPGAINS	Total net Capital Gains	Currency	
CAPGAINSEXEMPTION	Farm or small business capital gains	Currency	
OTHER	QPP and other amounts	Currency	
CANCELLED	Amounts cancelled	Currency	
FOREIGNTAX	Income tax paid to a foreign government	Currency	
QUEBECTAX	Québec income tax withheld	Currency	

Heading	Description	Type, Size	Comments & Examples
NAMESPRINCIPAL	Principal person who established trust deed	Text, 25	
SIN	First beneficiary SIN	Text, 9	
SERIAL	Relevé number of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé number of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé number of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé number of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**
Generic boxes where ## is two numerals (01 to 04):			
XBOX##	Additional Information - Box ##: Box number	Text, 7	
XAMT#	Additional information - Box ##: Currency data	Currency	
XTXT##	Additional information - Box ##: Character data	Text, 20	

12.4.35 RL-27 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R27"

Heading	Description	Type, Size	Comments & Examples
LASTNAME1	First recipient last name (type 1 & 4)	Text, 20	Required; type 1
FIRSTNAME1	First recipient first name (type 1 & 4)	Text, 12	
INITIAL1	First recipient initial (type 1 & 4)	Text, 1	
FIRSTINDIVIDUAL	Indicate first entity is individual (type 4)	Yes/No	
LASTNAME2	Second recipient last name (type 4)	Text, 20	
FIRSTNAME2	Second recipient first name (type 4)	Text, 12	
INITIAL2	Second recipient initial (type 4)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual (type 4)	Yes/No	
NAME1	Recipient name, line 1 (type 2, 3, 4 & 5)	Text, 30	Required; type 2, 3, 4 & 5
NAME2	Recipient name, line 2 (type 2, 3, 4 & 5)	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TAXYEAR	Year	Text, 1	**2015**
SIN	Social insurance number	Text, 9	
SIN2	Second recipient's social insurance number	Text, 9	
RECTYPER27	Recipient type	Text, 1	**1 - Individual** 2 - Corporation 3 - Partnership 4 - Holder of a joint account or co-recipient of payments 5 - Consortium
NEQR27	Recipient's NEQ	Numeric, 10	
NEQ2R27	Second recipient's NEQ	Numeric, 10	
REFNO	Recipient's ID number	Numeric, 10	
REFNO2	Second recipient's ID number	Numeric, 10	
PAYMENTS	Contractual payments	Currency	

Heading	Description	Type, Size	Comments & Examples
SUBSIDIES	Subsidies	Currency	
REPORTCODER27	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.36 RL-30 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R30"

Heading	Description	Type, Size	Comments & Examples
LASTNAME	Recipient last name	Text, 30	Required
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2015**
SIN	Social insurance number	Text, 9	
IDCOORDOFFICETOPRINT	ID # of the coordinating office	Text, 8	
PROVIDERIDTOPRINT	ID # of childcare provider	Text, 9	
LASTNAMECHILD1	Surname - child 1	Text, 30	
FIRSTNAMECHILD1	First name - child 1	Text, 30	
DATEOFBIRTH1	Date of birth - child 1	Date	Mmm, dd, yyyy
DAYSBASICRATE1	Number of days of care at basic rate - child 1	Numeric, 3	
LASTNAMECHILD2	Surname - child 2	Text, 30	
FIRSTNAMECHILD2	First name - child 2	Text, 30	
DATEOFBIRTH2	Date of birth - child 2	Date	Mmm, dd, yyyy
DAYSOFBASICRATE2	Number of days of care at basic rate - child 2	Numeric, 3	
LASTNAMECHILD3	Surname - child 3	Text, 30	
FIRSTNAMECHILD3	First name - child 3	Text, 30	
DATEOFBIRTH3	Date of birth - child 3	Date	Mmm, dd, yyyy
DAYSBASICRATE3	Number of days of care at basic rate - child 3	Numeric, 3	
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	

Heading	Description	Type, Size	Comments & Examples
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	**eForms Enterprise only**
OKTOEMAILSLIP	Permission granted to email slip	**Yes**/No	**eForms Enterprise only**
COMPANY.NAME1	Company associated with slip	Text, 35	**eForms Enterprise only**
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

12.4.37 RL-31 Headings

eForms Standard & Enterprise Only

Cell A1 (import from Excel) or the first data element (import from CSV) must contain "R31"

Heading	Description	Type, Size	Comments & Examples
OWNERSTREETNUMBER	Owner's building number - used to calculate dwelling number	Text, 10	
DWELLINGAPARTMENT	Apartment number of dwelling	Text, 6	
DWELLINGSTREETNO	Street number of dwelling	Text, 10	
DWELLINGSTREET	Street name of dwelling	Text, 40	
DWELLINGCITY	City of dwelling	Text, 30	
DWELLINGPOSTAL	Postal code of dwelling (including space)	Text, 10	
LASTNAME	Tenant last name	Text, 30	Required
FIRSTNAME	Tenant first name	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2015**
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SERIAL	Relevé No. of paper slip	Numeric, 9	
SERIALORIGINAL	Relevé No. of previously-filed paper slip (user-entered)	Numeric, 9	
SERIALMM	Relevé No. of XML slip	Numeric, 9	
SERIALMMPREVIOUS	Relevé No. of previously-filed XML slip	Numeric, 9	
COMPANY.COMPANYTAG	Tag associated with company name	Text, 10	**eForms Enterprise only**
SLIPTAG	Subset tag	Text, 10	**eForms Enterprise only**

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