

2001 T4 TimeSaver User Manual Addendum

T4A Slips

A new field has been added to the magnetic media fields of the T4A slip. It is the Group term life insurance benefit which is included in Box 28 (Other Income). The field name, for import purposes, is “GROUPTERMLIFE” and it is a currency field.

RL-1 and RL-3 Internet Filing

2001 T4 TimeSaver Plus now has the option to submit RL-1 and RL-3 magnetic media to Revenu Québec via the Internet. Complete the data entry as usual. When you are ready to process the data, select the proper form from the **Report** menu and then select the **Magnetic Media** option. You will need to edit the Transmitter Information. Either click the **Edit Transmitter Information** button from the Magnetic Media dialog box or choose **User Setup Options** from the **Setup** menu and select the **Magnetic Media** tab. Change the Media Type to “I” for Internet. Ensure that the rest of the transmitter information is valid and accurate and click the **OK** button.

When you click the **Process** button, 2001 T4 TimeSaver will ask you for the serial numbers assigned by Revenu Québec. Enter the appropriate number and click **Yes**. The T4 TimeSaver will put the slip and summary information in the correct format, encrypt the information and save the file to the Encrypt folder of your program folder. The 2001 T4 TimeSaver will then tell you the name of the encrypted file and also send a completed OPR-400-V form to your printer.

Using Microsoft Word, (or another appropriate word processing program) open the OPR-400-V template located in the Encrypt folder of your program folder. Transfer the information from the printed form to the form in Word and save the file with the same name (OPR-400-V.dot). Encrypt this form by running the chiffre.exe program located in the Encrypt folder in your program folder and selecting the OPR-400-V.dot file. This will create an encrypted file called OPR-400-V.dot.enc. Send this file, along with the encrypted data file, as attachments to the following email address: edi@mrq.gouv.qc.ca. If the encrypted data file exceeds 2.5 MB, you will need to zip the file.

T1204 Returns

The 2001 T4 TimeSaver Plus will include the new T1204 forms for Government service contract payments. The following is a list of the field names, types and sizes used to create the text files for import purposes:

STATUS	Status of slip	Text, 12
NAME1	First line of recipient's name	Text, 30
NAME2	Second line of recipient's name	Text, 30

ADDRESS1	First line of recipient's address	Text, 30
ADDRESS2	Second line of recipient's address	Text, 30
CITY	City	Text, 28
POSTAL	Postal Code	Text, 10
PROV	Province	Text, 2
COUNTRY	Country	Text, 3
YEAR	Year	Numeric, 4
RECTYPE	Recipient type (1, 3 or 4) (Box 23)	Text, 1
SERVICEPAYMENTS	Service payments (Box 82)	Currency
MIXEDPAYMENTS	Mixed services payments (Box 84)	Currency
SIN	Social insurance number (Box 12)	Text, 9
BN	Business number (Box 61)	Text, 15
PARTNERSHIPID	Partnership's filer ID (Box 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

RL-17 Returns

The 2001 T4 TimeSaver Plus will include the RL-17 forms for Remuneration respecting employment outside Canada. The following is a list of the field names, types and sizes used to create the text files for import purposes:

STATUS	Status of slip	Text, 12
NAME1	First line of recipient's name	Text, 30
NAME2	Second line of recipient's name	Text, 30
ADDRESS1	First line of recipient's address	Text, 30
ADDRESS2	Second line of recipient's address	Text, 30
CITY	City	Text, 28
POSTAL	Postal Code	Text, 10
PROV	Province	Text, 2
COUNTRY	Country	Text, 3
YEAR	Year	Numeric, 4
DEDUCTION	Total deductions (Box A)	Currency
INCOMEYEAR	Total employment revenue (Box B)	Currency
INCOMESTAY	Total income for stay (Box C)	Currency
ALLOWANCEYEAR	Allowance in Year (Box D)	Currency
ALLOWANCESTAY	Allowance for stay (Box E)	Currency
DAYSOUTSIDE	Days outside Canada (Box F)	Numeric
PERIODSOUTSIDE	Number of 30 Day periods (Box G)	Numeric
DATEDEPARTURE	Departure date from Canada (Box H)	Date
DATERETURN	Return date to Canada (Box I)	Date
FOREIGNCOUNTRY	Name of foreign country (Box J)	Text, 20
SIN	Social insurance number	Text, 9
REFERENCENUMBER	Employer reference number	Text, 15