

T4 Process and Instructions

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Last Updated December 2011

T4 ELECTRONIC TRANSMISSION CHECKLIST

SETUP OPTIONS – PAY.100 PAYROLL OPTIONS AND CODES

1. Ensure T4, T4A, and T5 box information and descriptions are marked appropriately in codes.

a) PAY.122 - Deduction/Contribution Codes

Special Note: The LAST 7 characters of the pension deduction code(s) MUST contain the registered pension number. This will appear in Box 50 on the T4.

EMS	Deduction/Contribution Codes		Ref: PAY.122 .11
Deduction ID:	<u>TRAF</u>	Description: <u>TRAF</u>	<u>1234567</u> ←
Deduct year	<u>C</u> C = Calendar F = Fiscal	T4 : <u>20</u> ← T5 : <u> </u> T4A: <u> </u>	
Deduction based on	<u>5</u>	Match Tax Benefit <u> </u>	
	A = No Roca	Life Inc ? M Factor	Rnd N

b) PAY.126 - Taxable Benefit Codes

EMS	Taxable Benefit Codes		Ref: PAY.126 .11
Taxable Benefit ID:	<u>LIFEA</u>	Description: <u>LIFE BENEFIT</u>	<u>ADM</u>
Benefit year	<u>C</u> F = Fiscal year C = Calendar year	T4 Box : <u>40</u>	T5 Box : <u> </u>
		Matching Deduction	<u>LIFEA</u>

c) PAY.127 - Addenda Codes

EMS	Addenda Code Definitions		Ref: PAY.127 .11
Addendum Code:	<u>ALLOW</u>	Description: <u>ADM ALLOWANCE</u>	
Pay amount:	<u>1.00</u>	T4 Box : <u>14</u> T5 Box : <u> </u> T4A Box: <u> </u>	
Based On:	<u> </u>	per period plus <u>.0000</u> % of salary.	
	1 = Base Pay	Use HOURS not Pay ? <u> </u>	
	2 = Gross Pay		

2. PAY.100 - Management Options and Defaults. Verify the tax numbers are correctly defined.

EMS	Employer Address Information		Ref: PAY.100 .13
FISCAL YEAR ENDED <u>6/30/11</u>			
Employer address information for use with T4's and related reports:			
Employer Name:	<u>DEMONSTRATION SCHOOL DISTRICT</u>		
Address 1:	<u>BOX 608</u>		
Address 2:	<u> </u>		
City:	<u>LA SALLE</u>		
Prov:	<u>MB</u>		
Postal Code:	<u>R0G1B0</u>		
Phone:	<u>(204) 736-4555</u>		
EMPLOYER PAYROLL REF. #:	<u> </u>		
REG. TAXATION ACCOUNT #:	<u>101010101RP0005</u> ←		
ALT. TAXATION ACCOUNT #:	<u>101010101RP0001</u> ←		
FINANCIAL YEAR MEMBER :	<u>TAKE212</u>		

Employer EI *
1.4

Employer EI *
1.2?? First reduced RP number

3. PAY.124 - Job Code Definitions. Verify that the ALT tax numbers are correct on ALL job codes.

“T”ndex and “C”hange as appropriate

EMS		Index to Job Codes						Ref: PAY.124X.02	
Position to:		_____							
"X"	Job Code	Title	Pay	M/W	H/D	Hours	Days		
-	ADM	ADMIN	ADM	M	D	8.000	260.00	123456789RP0002	
-	BENEF	BENEFIT SUPPORT	BENEF	M	D	1.000	260.00	123456789RP0002	
-	BENEFT	BENEFIT TEACH	BENEFT	M	D	1.000	260.00		
-	CAS	CASUAL	CAS	W	H	7.000	260.00	123456789RP0002	
-	CUST	CUSTODIAN	MAINT	M	H	8.000	260.00	123456789RP0002	
-	EA	ED ASSIST	SUPPOR	W	H	5.500	260.00	123456789RP0002	
-	LUNCH	LUNCHROOM	LUNCH	W	H	1.000	260.00	123456789RP0002	
-	MAINT	MAINTENANCE	MAINT	M	H	8.000	260.00	123456789RP0002	
-	MATTOP	MATERNITY TOPUP	MATTOP	M	D	9.100	194.00		

4. PAY.124U – Alternate EI Job Code maintenance. Verify that all job codes with a reduced EI employer rate (not 1.4) and/or job codes with an alternate RP number are listed.

“T”ndex and “C”hange as appropriate

EMS		Index to Job Codes						Ref: PAY.124U.02	
Position to Job Code		_____							
"X"	Job Code	Title	EI %	CPP %	EMPR EI	EMPR CPP	RP#		
█	SUPPOR	SUPPORT	.01950	.04950	1.33300	1.00000	123456789RP0010		
-	TEACH	TEACHER	.01950	.04950	1.26770	1.00000	123456789RP0002		
*	--END--								

5. PAY.125 - Pay Table Codes. Verify the appropriate T4 or T5 is indicated in the last 2 characters of the description OR T4A is indicated in the last 3 characters of the description.

“T”ndex and “C”hange as appropriate

EMS		Pay Table Codes		Ref: PAY.125X.02	
Position to Pay Table		_____			
"X"	Table	Description	Pay Period		
█	ADM	ADMIN	T4	05	
-	BENEF	BENEFIT PAYROLL SUPPORT		07	
-	BENEFT	BENEFIT PAYROLL TEACHER		07	
-	CAS	CASUAL	T4	03	
-	LUNCH	LUNCHROOM	T4	03	
-	MAINT	MAINTENANCE	T4	03	
-	MATTOP	MATTOP	T4	07	
-	SUBT	SUBSTITUTE TEACHER	T4	02	
-	SUPPOR	SUPPORT STAFF	T4	03	
-	TEACH	TEACHER	T4	07	
-	TRUST	TRUSTEE	T4	05	

Pre-Reqistes:

It is critical to review the CRA website for any T4 and T4a changes. They may introduce new boxes or change the rules about things and what boxes they belong in:

- **2010 retiring allowance rules changed to be included on T4 Box 22 not in a T4A**
- **2111 Box 24 Insurable earnings must contain a value (0 must be printed)**

- PAI.810 Box 24 Insurable earnings have always calculated correctly, they just did not print if they were equal to box 14. Insurable earnings are calculated from the actual EI amount ie: if EI amount is \$ 414.44 then EI earnings = 414.44 / .0178 = 23,283.15. EI earnings will now always print a value.
- **2111 Box 26 CPP earnings must contain a value (0 must be printed)**
 - PAI.810 has been adjusted to calculate CPP earnings. All eligible pay, addenda, benefits and deductions are included.
 - If an employee CPP status changed in the year (turned 18 or 70) the employee MUST be reviewed and CPP insurable earnings amount manually calculated.
 - To make a manual adjustment for CPP earnings use option PAY.801 and code CPPERN

```

EMS                               Employee Pay/Deduction Balances                               Ref: PAY.801 .01

      A                               Employee: 1191
      Add
      Change      TYPE 1      SUBTYPE 2      CODE      CPPERN      JOB CODE      TEACH
      Delete      1 =Pay      0 = @ Amounts
      Lookup      1 = Pay Table
      Index       2 = Addenda
      End         3 = Dock
                5 = Tax Benef
                5 =Deduct 1 = EmpEE Amt
                2 = EmpER Amt
                3 = Subj Amt
      Index: 1
  
```

T4 PROCESS – PAY800 T4-T4A-T5 YEAREND OPERATIONS

1. PAY.148 - T4/T4A Transmission File Control Options
Take Two should NOT be referenced anywhere on these options. Revenue Canada should call you if they have any questions/problems regarding your information.

Fill in contact, address, and transmitter# information as appropriate. The CLIENT ID will be one of the following:

SD72_ Campbell River	SD37_ Delta	BSD40 Brandon
SD23_ Central Okanagan	FMCMM_ Fort McMurray	MLAKE Mystery Lake
NORCO Northern College	SEVEN Seven Oaks	TMSD Turtle Mountain
RIVER River East	WINNI Winnipeg #1	PLPSD Portage

2. Establish your T4 payroll groups. All employees in the group will have the same RP number. The "T4 payroll group" combines job codes appropriately by tax number and "workable" groups for balancing.
 - Teacher group: TEACH TEACHT VPRIN PRIN (BENT ?????)
 - Sub/Toc Group: TOC
 - Casual Group: CAS CASEA CASSUM
 - Support group CL10 CL12 MAINT CUST etc.

3. PAI.800 - Pay/Ded Lines - T4 Listing
 - Run for each "T4 payroll group". Print the reports (ERRORS ONLY report is short).
 - The report compares the employee pay and deductions from the T4 file (employee history PPAY801) against actual payroll journals (PPAI713 & PPAI715). Cheque voids, CPP errors, age limits (18, 70), negative T4 box and UIC errors are highlighted.
 - Any manual changes made to T4 information will be identified as they do not balance to payroll history
 - Most errors/imbalances will cause the T4 summaries to NOT balance to PAY.795 and PAY.796 as discussed in Step 6.

4. PAY.190 or PAY.290 Use the Audit to explain or find any manual adjustments made to the T4 file. Your "yearend" file should also contain these entries, as ALL changes to history should be justified. This will help explain some T4 discrepancies.

```

CANEMS                               Employee Audit File Report                               Ref: PAY.290P.01

Limit to: Date Range. 010111   022812   Sort (1-3)
File ..... PPAY801           BLANK = DATE SORT
User ..... █                _ (SELF, WEBAPPLIC)
Field .....                 _
Job Codes .                 _

Ministry Staff Change Report _ BC AB MB ON

BUILDS File EMSTRANS/PPAY290(userid) for download

```

- You may also want to print a listing of your voided cheques as these sometimes produce problems or errors (PAI.510)

```

EMS                               Payroll Cheque Listing -- Regular and Voided   Ref: PAI.510P.01

Selection Criteria:

Cheques dated from:           010111   to 123111

For Employee:                 _____
                               _____

Print employee detail:        Y
Print employee summary totals: Y
New page on employee change: N

Print cheque register-sort order: Y

Print Type :                   2
                               1 - Open cheques/deposits
                               2 - Voided cheques/deposits
                               3 - Replacement cheques
                               4 - All
                               5 - Payroll Cheques ONLY

```

5. PAI.850 - T4 Pension Adjustment Build (if applicable)

- The PA build should only be run **once as actual** for each deduction code as the PA amounts **are not** reset to 0 for the build. The PA build can be run multiple times **report only** to verify numbers.
- PA numbers can be manually adjusted using PAY.345 F18 (Work Calendar) F7 (T4 Summary). The values are stored under the code @PA, type 1, sub type 0.

Employee Pay/Ded Balances							Ref: PAY.807L.01	
Emp#: 1191 AFINOGENOV, CHERYL M.								
CMD	Type	Sub	Job Cd	Ref	Calendar YTD	Fiscal YTD		
-	TOP							
-	1	1	0	TEACH @CPP	3354.11	3354.11		
-	2	1	0	TEACH @INSUR	41554.38	41554.38		
-	C	3	1	TEACH @PA	9820.00	9820.00		
-	4	1	0	TEACH @SERVC	189.00	189.00		
-	5	1	0	TEACH @TAXAB	61695.67	61695.67		
-	6	1	1	TEACH TEACH	65491.44	65491.44		
-	7	1	2	TEACH ALLOW	189.00	189.00		
-	8	1	2	TEACH PRIN	625.00	625.00		
-	9	1	2	TEACH TRAVEL	634.12	634.12		
-	10	1	2	TEACH T105	105.05			
-	11	1	2	TEACH T118	118.18			
-	12	1	2	TEACH T16	16.16			
-	13	1	2	TEACH T18	18.18			
-	14	1	2	TEACH T20	20.20			
-	15	1	2	TEACH T22	22.22			
								+

1 = PAY 1=base 2=Addenda 3=dock 5=benefit
 5 = DEDUCT 1=employee 2=employer 3 =subject

C L F E

6. Reports for balancing T4s (done for each T4 grouping)

- Summary YTD Pay PAY.796 and Summary YTD Deductions PAY.795.
- Print these reports, mark T4 box numbers next to all appropriate lines and create expected T4 box totals from these reports.

		Deduction	Employee Amount	Employr Amount	Total Amount
Box 16	→	AMB AMBULANCE			
		CPP CPP			
		CSB CAN BONDS	100.00-		100.00
		DENTF DENTAL FAMILY		240.00	240.00
Box 22	→	EHCF EXTHLT FAMILY		180.00	180.00
		FEDINC INCOME TAX	3032.65-		3032.65
		LIFETF LIFE FAM	TEACH 42.00-	42.00	84.00
Box 44	→	LTDT LTD	TEACH 403.76-		403.76
		MTS MTS	TEACH 224.21-		224.21
		STD SHORT TERM	TEACH 10.44-	48.69	59.13
		TRAF TRAF	1234567 1328.49-		1328.49
		TTA TTA	TEACH		
		UIC EI	64.71-	79.98	144.69
					More...

7. Reports for balancing T4s (done for each T4 grouping)

- Payroll Accum Listing PAI.805 printed to balance the EI insurable earnings and CPP pensionable earnings. There may/will be a small EI insurable earnings discrepancy because of rounding. The T4 checks and will match Box 14 but the accum report cannot.

```

CANEMS                               Payroll ACCUM Listing                               Ref: PAI.805P.01

LIMIT ACCUM LISTING:
PAYROLL ID ....   TEACHER
CHEQUE START/END  010111  123111
EMPLOYEE # ....
Summary/Detail.  S
Calculate and Print CPP/EI ? N
Print CPP/EI Error Lines ONLY ? N
CPP DIVISOR ? 26
    
```

December run with Y, Y, 26 to check for employees with invalid CPP or EI

8. PAI.810 - Employee T4 Print

- Run using the same "T4 payroll group" of job codes. A summary page is produced as well as T4s for each employee. Both items appear on the output queue. During initial runs of the T4s you should be using/printing and balancing the summary page(s) only. ALSO, watch out for the error report OPAI810E that also appears in the output queue. This will tell you invalid items and any negative amounts! Do not create transmission files and/or choose the Efile or Amended options (too early for that).
- Balance the T4 summary amounts to payroll and remittance values
- Make sure ALL boxes of the T4s match to the totals of step 6 (PAY.795 PAY.796) and step 7 (PAI.805) (union dues, gross earnings, tax, CPP, EI, tax benefits, etc.)
- Any discrepancies should be explained and identified from PAI.800 step 4
- T4 values can be added, changed or deleted using PAY345 – F18 (Work Calendar) F7 (T4 Summary).
- Repeat proforma prints of the T4s as many times are necessary

```

12/03/11 11:00 AM                               FIRE TWO INC.                               10.00.05 VERBLY000L
EMS                               Employee T4 Print                               Ref: PAI.810P.01

** REMEMBER TO SETUP/VERIFY YOUR CONTROL OPTIONS PAY.148 **

LIMIT T4 PRINT :
JOB CODE .....

PRINT FORMAT Laser/oVerlay L/V L
LASER MARGIN OFFSET DOWN .000 RIGHT .000 (0-57.790 INCHES)
NEW BOX 40 FORMAT? Y

CREATE TRANSMISSION FILE?: N MEMBER NAME: TAKE200
Restrict to Category:
EMPLOYEE #:

SORT ALPHA/LOCATION A/L ? A MARK AS *AMENDED* Y/2? _
EFILE EMPLOYEE COPY ? N GROUP ID FOR REFERENCE _
EFILE FULL MASTER ? N
EXCLUDE WEB T4 ONLY EMP COPIES? N FILE = EMSFILES/PPAI810H
F3=Exit F4=Index F5=Reset F12=Cancel
    
```

REMINDER: You can post on your bulletin board early January a notice about when you expect T4's to be electronically available. This could save you on phone calls and employees will appreciate knowing when they might expect to be able to begin doing their taxes.

9. PAI.810 - Employee T4 Print (actual) **after all checks and balances have been completed**

- Safeguard Step: If you are worried that people may be looking for their T4 and you are not ready to show it, use EIS.122 to say Make T4F folder available to employee connect 'N'. Keep in mind this would prevent them from seeing any of their T4's current and previous.
- Step 1 (Optional) Produce the **EFILE** copy of the T4s so all employees can access and print their own T4s through employee connect. You should notify employees (by pay stub and/or PAY.525 or post on the bulletin board) that T4s are available. Wait a week or two before printing T4s for distribution. This will allow employees to get their own and omit themselves from the print distribution.
- **Keep the T4 summary pages OPAI810S to balance to the transmission file to be build later on (step 3)**

EMS Employee T4 Print Ref: PAI.810P.01

** REMEMBER TO SETUP/VERIFY YOUR CONTROL OPTIONS PAY.148 **

LIMIT T4 PRINT :

JOB CODE TEACH _____

PRINT FORMAT O/S/L/V ? : Y ← (0) riginal (S) elf Seal (L) aser 0 (V) ertlay
 LASER MARGIN OFFSET DOWN .000 RIGHT .000 (0-57.790 INCHES)
 NEW BOX 40 FORMAT? Y

CREATE TRANSMISSION FILE?: N MEMBER NAME: TAKE200

EMPLOYEE #:

SORT ALPHA/LOCATION R/L ? A MARK AS *AMENDED* Y/2?
 EFILE EMPLOYEE COPY ? Y GROUP ID FOR REFERENCE TCH ←
 EXCLUDE WEB T4 ONLY EMPLOYEE COPIES? N
 OLD FILE = EMSFILES/PPAI810 NEW FILE = EMSFILES/PPAI810H

V required

EFILE Y
 Group uniquely identify by RP 001, 002, etc. or use text TCH SUB SUP , etc.

Do not select to eFile too early, ie: run your T4's and check everything.

If you have eFiled them incorrectly, you then need to consider:

- should I be deleting all badly built T4 documents (PAI.830)**
- should I be leaving the existing T4's and marking an amended copy (creating a second T4) for distribution?**

If you Efile more than once it is **CRITICAL** to create the second copy with the same Group ID Reference. If you did the same group of employees and used a different group ID code the second time – would produce **two** efile T4's.

Once you have random checked staff and are comfortable that eFiled T4's should be available to employees goto EIS.122 for the T4F folder category and ensure that 'Available to EmployeeConnect' = Y

- Step 2 (Optional) Print the actual T4s to be distributed to employees. Done as a separate step for sorting.
- **Keep the T4 summary pages OPAI810S to balance to the transmission file to be build later on (step 3)**

**** Consider printing all your T4's with the oVerlay. If you do print them on the CRA nice coloured paper employees will think that is the more official looking copy and tend to not want to go electronic because they will not ever get the nice colored copy.**

The screenshot shows the 'Employee T4 Print' menu with the following options and callouts:

- PRINT FORMAT Laser/oVerlay L/V V**: Callout: Print V – prints on blank white paper (may want to copy T4 instructions on back) OPAI8100
- CREATE TRANSMISSION FILE?: N MEMBER NAME: TAKE200**: Callout: Sort printed T4s in employee location order
- EXCLUDE WEB T4 ONLY EMP COPIES? Y**: Callout: Only print T4s for employees who did not choose the WEB option

- Step 3 The final run used to print actual T4s for the employer and produce the T4 transmission file . A **separate** T4 transmission member should be built for teach "T4 payroll group".
- Balance the summary pages to the report(s) produced by step1 (Efiled T4s) and step2 (printed T4s)

The screenshot shows the 'Employee T4 Print' menu with the following options and callouts:

- PRINT FORMAT Laser/oVerlay L/V V**: Callout: Employer copy prints on overlay OPAI810C
- CREATE TRANSMISSION FILE?: Y MEMBER NAME: RP12011**: Callout: Create transmission file and name member RPx2011
- EXCLUDE WEB T4 ONLY EMP COPIES? N**: Callout: Sort employer copy in alpha order

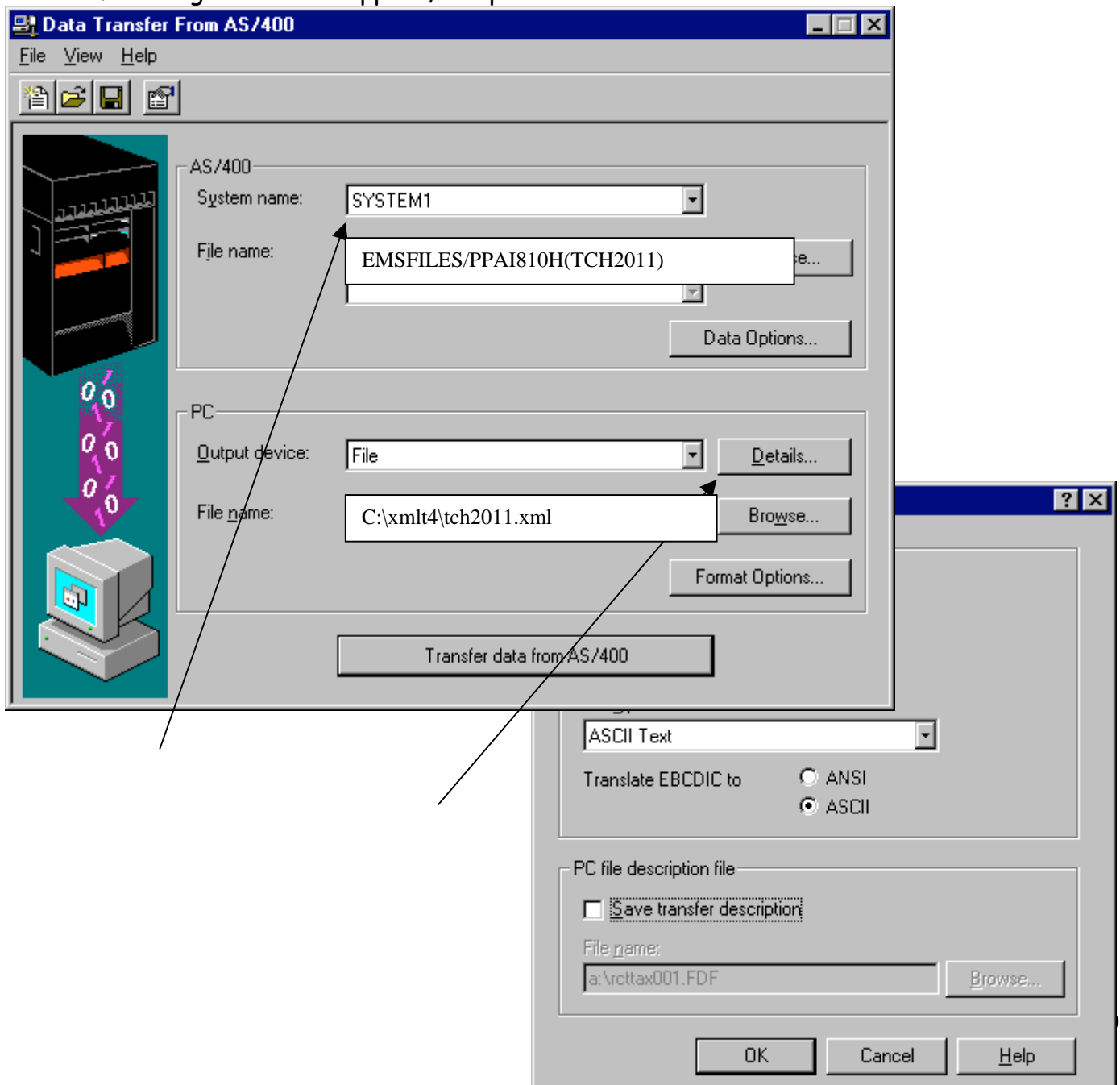
- It is the member name that makes the file unique for each T4 payroll group. Name each member something meaningful, ie: in the above example I've identified the group and year in the member name RP12011 (or TCH2011). The 3 character grouping should match the group code used for EFILE ie: use TCH, SUP, CAS, etc. or use RP numbers RP1, RP2, RP3, etc.

10. Final verification

- Transfer each T4 transmission member (file PPAI810H in library EMSFILES) into separate PC files using Client Access File Transfer

T4 File Download from the iSeries to the PC

1. Go to START
2. Select PROGRAMS
3. Select IBM AS400 Client Access
4. Select Data Transfer from AS400
5. The following screen will appear, complete as shown



NOTE: The system name will reflect your system

6. Click on DETAILS to see the following screen
7. Click off SAVE TRANSFER DESCRIPTION (there is no need to have two files with the same name (ie: one containing your information, the second containing a description of what the fields are within that file)
8. Click OK. You will return to the first screen.
9. Click TRANSFER DATA FROM AS400. A little box will appear with a computer chasing an AS400. It will tell you how many records it transfers.
10. A box will appear saying transfer complete. X records transferred. The number of records should be huge in comparison to the number of employees as each employee can take up to 50 lines.
11. Repeat the same process until all of the appropriate payroll groups have been completed. Each file will have a unique name and end with the extension .xml

Validating the downloaded .xml Files

The Federal government effective for the 2004 T4's will not accept ASCII format. T4's and T4A's must be sent now on a CD (or browsed and attached through the CRA website) in XML format. The new method means districts are responsible to confirm (using CCRA validation programs) that there information is correct grammatically before sending it.

The new steps for processing your T4's

- a) do your regular CIMS balancing and preparing/printing of T4's and T4a's (PAI.810 for T4's, PAI.812 for T4a's)
- b) File transfer the new files to your desktop
 - T4 EMSFILES/PPAI810H(XXXXXX00)
 - T4A EMSFILES/PPAI812H(XXXXXX00)
 - T4A Accounts Payable FMSFILES/PACP830H(XXXXXX00)
- c) Open your File(s) in the XML validator software and confirm file is both well-documented and valid using the CCRA provided XSD formats.

Pre-Requisites:

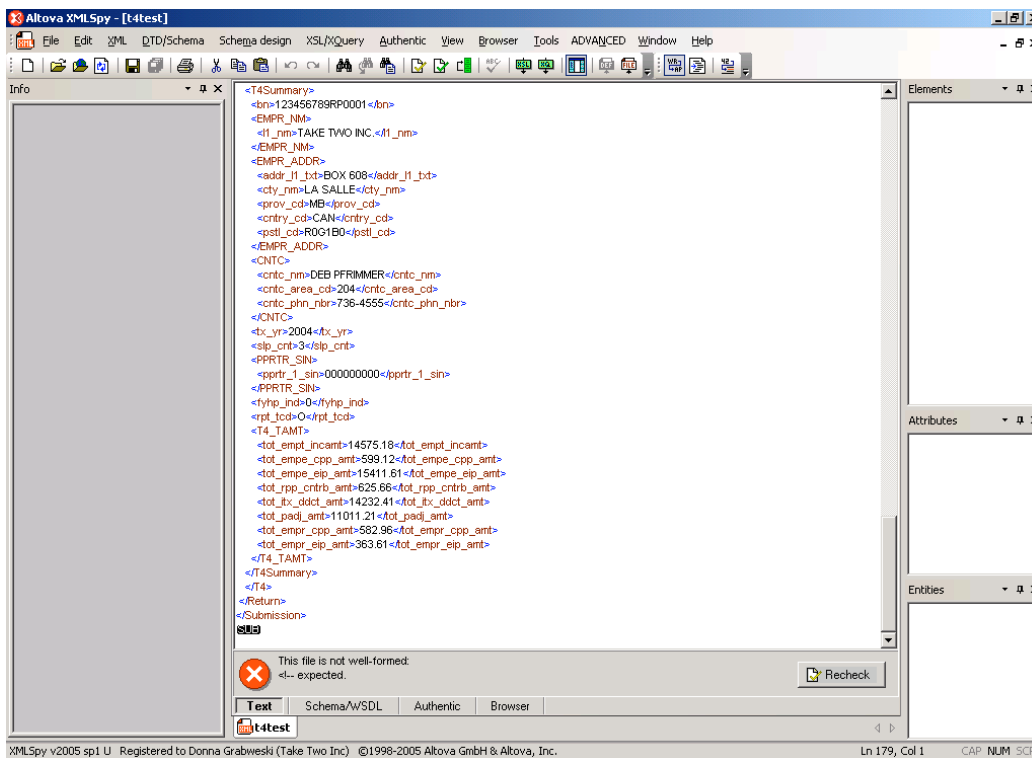
We recommend you get your techy's involved. Take Two will not assist with the validator S/W. If the validation has errors, then we know that there is bad information on particular employees that needs to be corrected in CIMS, then rebuilt for T4's.

- a) Desktop(s) must have an XML validator application so that they can validate/check the T4 xml format. If your district does not have one, an option is Altova XMLSpy home edition. This can be downloaded from www.altova.com. Make sure to do this ASAP .. do not wait until the last minute.
- b) Desktop(s) must have the CCRA approved xml schema validation .xsd files loaded in a directory called XMLT4. It is our recommendation that this is also be the directory to house your T4 and T4a built files. You can get the schema from the CCRA website <http://www.cra-arc.gc.ca/esrvc-srvce/mgmd/flrs/bfr/dwnld-eng.html>. Unzip the file and ensure that all files are in c:\xmlt4 directory. The validation schema documents end in .xsd. Your data files to check should end in .xml. Note that the schema may be different from year to year as the CCRA makes annual changes. Every year go to the CCRA website and ensure you have the most recent schema files. You can remove the previous year .xsd's and load the new ones to confirm validation will use only the latest schema.

Steps to confirmation that your T4 or T4A information is ready to copy to CD and send to CCRA (Using Altova S/W as example)

1. Complete file transfer process from CIMS to the xmlt4 directory. If you are doing more than one file or both T4's and T4a's make sure you name your files different names. Also, the extension of the files should be .xml (eg: t4tchr.xml, T4a.xml, t4supp.xml)

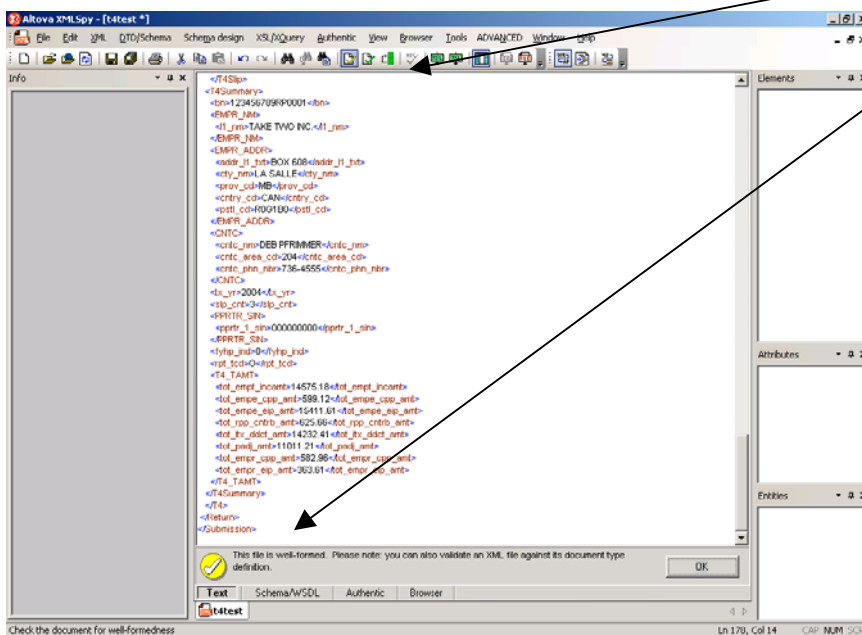
2. Open your validation S/W application and ask to File Open t4tchr.xml



3. Some validation S/W may put a SUB at the end of the document. Make sure to delete this if it does occur .. Delete the whole line and backspace to end of the last line to ensure there is no blank line at the end of the document.

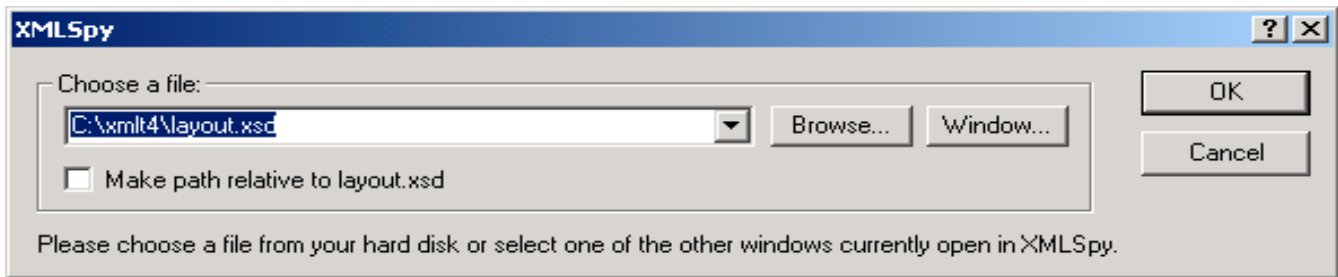
4. Choose to check that the form is well documented. In Altova – this is the Yellow checkbox

5. Once the validation program has confirmed that your document is well-formed, ensure that the



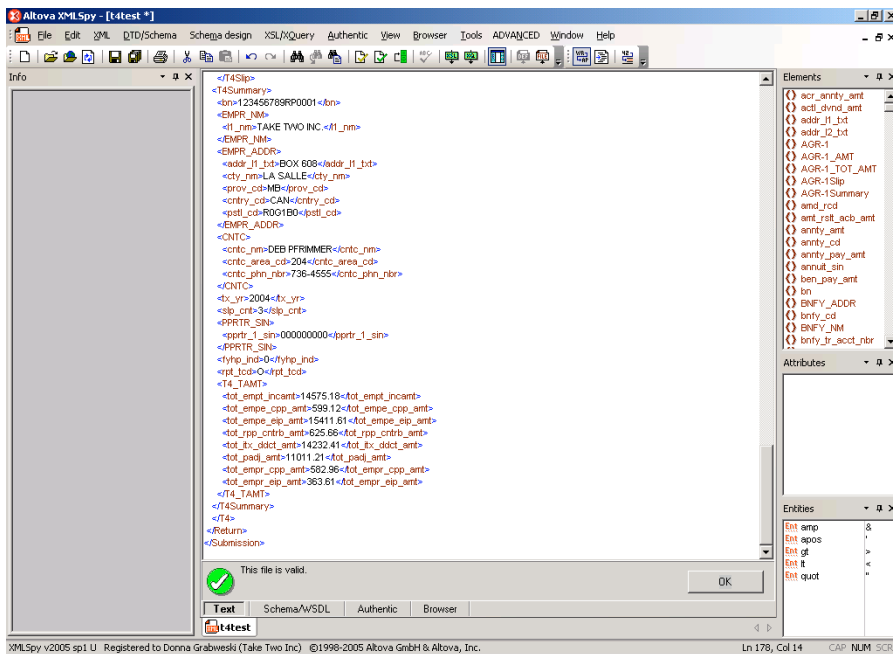
information passes the ccra rules. You must attach the layout .xsd format to the document for checking. In altova this means:

- <DTD/SCHEMA> If a window appears saying it requires parsing and may affect reformatting
 - just say OK
- <Assign Schema>



- Assign the schema as above and press OK

Select the button to Validate File



6. If you get the GREEN Light .. go ahead and File close 'Save YES'. If there are problems with the file take a look at the actual employee record that has appeared and contact Take Two with the exact field information.

Last Step: Browse and attach the files within the CRA website application.

Transferring your XML file online

Effective in 2009 the CCRA is now accepting large customer's T4 files online (previous to this it was send by CD only).

In addition to your regular business number you require a web access code. This should have been sent to you already .. contact the CCRA if you do not have this code.

[http:// www.cra-arc.gc.ca/menu-e.html](http://www.cra-arc.gc.ca/menu-e.html)

Under Online Services section select <EFILE>

Request <Businesses> within the Electronic Services for ...

Within Filing a return or making a remittance select <Filing information returns electronically>

Within the Topics about Filing information returns electronically select <Filing other types of returns> ...
Do not get sucked in by the other option of filing a T4 information return!

Select Internet file transfer

[http:// www . cra-gc.ca / esrv-srvce/ rf/ thr/ menu-eng.html](http://www.cra.gc.ca/esrv-srvce/rf/thr/menu-eng.html)

Preparing Amendments

By definition, an ammendment means the original T4 has been provided to the employee and the CRA incorrectly and this second copy will be marked as *AMMEND to let all parties know this is the REAL one and to disregard the original.

1. PAY.148 control options must be adjusted from a Type=1 (Original) to a type 3=Replacement. This is critical as the transmission file needs to have the code of 'A' mmended for the CRA to know that this is to replace the original. If this is not done the CRA will take this as a new set of T4".
 2. If the entire group of employees need an ammendment then it means re-running the entire job code(s) group. If only particular employees require an ammendment, use EIS.380 Categories to mark the appropriate staff with a category of AMMEND. This way, when you run PAI.810 you can select that category of employees.
 3. As you run PAI.810 make sure to 'Mark as *Ammended Y. 2 would be used ONLY IF you have had to make a second ammendment. Pay attention again to the member name. Do not replace an existing member name and consider naming that with an AM or something to separate it from your existing Original T4 Members.
- The T4's will Print with *AMMEND on them to make you aware you have selected the appropriate flag in PAI.810
 - In the XML file at the top summary you will notice a reporting code of 'A' to indicate that the file will go to the CRA with a type ammended.

RECOMMENDATION: Once you are totally finished with T4 ammendments, consider going back into PAY.148 and changing type back to '1' original so that next year everything will run smoothly back to the original.

Re-Printing T4's for Individuals

Old notes might indicate that any T4's to reprint should be done using PAY.810. Although this method works – it does reproduce the T4 and potentially different numbers if you have forgotten to include all the job codes for that person. If an employee asks for another copy – send them to EmployeeConnect. If that is not available – then use AdminConnect yourself to go into the employee's e folder and reprint the PDF that is onfile as it will be the exact copy remitted to the CRA.