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2023 Year-end Tax Forms - Payroll

User's Guide



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Section

1

Introduction

1. Procedures of the Year-end Tax Forms Window

This guide is intended for those responsible for producing forms such as the RL-1, T4, Summary, SST, etc. This guide contains all the information necessary for producing forms required by the various government agencies as well as information on new features for producing these forms according to current tax regulations and improvements made to the Payroll application. For more information on the new features, consult [What's New in Form Production for 2023](#).

When you have a service plan, software updates are regularly available on the Internet in order to keep your application current with the latest tax regulations. This guide details changes to the relevant laws. However, the various guides provided by government agencies such as Human Resources and Social Development Canada (HRSDC), the Canada Revenue Agency (CRA) and Revenu Québec remain the principal reference documents. The following are the most important ones:

Canada

- *Employers' Guide – Filing the T4 Slip and Summary* (RC4120)
- *Employers' Guide – Payroll Deductions and Remittances* (T4001)
- *T4 Summary – Summary of Remuneration Paid* (T4-SUM)

Québec

- *Guide to Filing the RL-1 Slip* (RL-1.G)
- *Summary of Source Deductions and Employee Contributions* (RLZ-1.S)
- *Guide to Filing the RL-1 Summary* (RLZ-1.S.G-V)
- *Guide for Employers: Source Deductions and Contributions* (TP-1015.G-V)

SST (CNESST)


- *Déclaration des salaires*
- *Obligations relatives aux documents à constituer* (DC_100_357)
- *Calcul du versement périodique* (DC 200-1057)

2. About this Guide

This guide provides an overview of the **Year-end Tax Forms** window. It is designed to familiarize the user with the program and its navigation while giving an idea of its overall operation.

It is structured in the chronological order of steps to be performed. Each step is described individually from form creation, modification and production through to form transmission via Internet. In addition, certain steps contain a **More** section that provides additional information on certain subjects.

Caution: All the steps are essential and must be performed in order.


Information or material required for a particular step is marked with the  symbol at the beginning of the section.

3. Year-end Tax Forms Summary of Steps

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

	Step	Objective	Prerequisites	Procedure
1	Creating Forms	<ul style="list-style-type: none"> Ensure the payroll lines assigned to each box are appropriate for the company. 	<ul style="list-style-type: none"> The year-end procedure must be completed. The update is installed. 	<ol style="list-style-type: none"> Print a List of Boxes report. Check box contents and make any necessary adjustments. Ensure that changes were made correctly.
2	Modifying Files	<ul style="list-style-type: none"> For each employee, validate the amounts that appear in the boxes 	<ul style="list-style-type: none"> Have a Condensed Salary Statement on hand 	<ol style="list-style-type: none"> Verify the Employer File. <p>For each employee:</p> <ol style="list-style-type: none"> Verify the amounts in the boxes and make necessary changes. Check employee files.
3	Form Parameters	<ul style="list-style-type: none"> Define the production method and the type of paper used for printing forms 	<ul style="list-style-type: none"> Have the required paper on hand. 	<p>For each form:</p> <ol style="list-style-type: none"> Select the production method and the type of paper. Perform a print test.
4	Producing Forms	<ul style="list-style-type: none"> Print the forms: RL-1 and T4 slips Generate the electronic file for the transfer 		<p>For each form:</p> <ol style="list-style-type: none"> Select employees. Provide the requested information if an electronic file is to be created. Perform all suggested steps for printing.
5	Producing Summaries	<ul style="list-style-type: none"> Produce a report to help with completing the Summary Forms Ensure that amounts balance 	<ul style="list-style-type: none"> Have a copy of every employee's T4 and RL-1 slips. Have a copy of the source deductions remittance for the year. 	<p>For each Summary Form:</p> <ol style="list-style-type: none"> Enter the requested information. Compare source deductions on forms with the Summaries. Send the summaries and forms to the governments (when not using electronic files).
6	Transferring Files	<ul style="list-style-type: none"> Electronically transfer files to the government agencies 		<p>According to the transfer type, you may need to:</p> <ol style="list-style-type: none"> Group the files if there is more than one company. Transfer the files via Internet. Forward the requested forms.
7 8	SST Report	<ul style="list-style-type: none"> Produce documents required by the SST 		<ol style="list-style-type: none"> Select the report format. Check unit codes and amounts. Produce the report.

4. What's New in Form Production for 2023

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

The available types of paper for printing RL-1 and T4 slips have not been modified for the production of 2023 slips. Printing as a facsimile (reproduction of a slip on a blank sheet) is the printing type recommended by the Canada Revenue Agency and Revenu Québec. This type of printing is simple and enables to obtain perfect slips. By printing boxes and amounts at the same time, we are certain that the amounts are legible and correctly located in the boxes. We no longer support the printing of RL-1 and T4 slips on forms provided by Revenu Québec and the Canada Revenue Agency.

1 – T4 – Federal

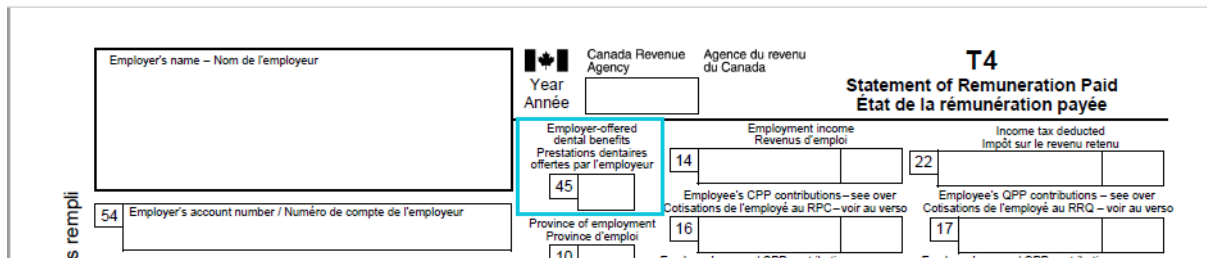
T4 Slip

You must use the new T4 (23) form for 2023.

New Features

T4 - Employer-offered dental benefits

Starting in the 2023 taxation year, the employer must indicate in the new box **45 – Employer-offered dental benefits** of the T4 slip the level of access to dental insurance that was offered to employees on December 31 of the taxation year.



The image shows a portion of the T4 form. The title 'T4 Statement of Remuneration Paid / État de la rémunération payée' is at the top right. Below the title, there are several boxes for information. Box 45, 'Employer-offered dental benefits / Prestations dentaires offertes par l'employeur', is highlighted with a blue border. To the left of box 45 is box 54, 'Employer's account number / Numéro de compte de l'employeur'. Above box 45 is box 4, 'Year / Année'. To the right of box 45 are boxes 14, 16, and 17. Box 14 is 'Employment income / Revenus d'emploi'. Box 16 is 'Employee's CPP contributions - see over / Cotisations de l'employé au RPC - voir au verso'. Box 17 is 'Employee's QPP contributions - see over / Cotisations de l'employé au RRQ - voir au verso'. Box 22, 'Income tax deducted / Impôt sur le revenu retenu', is also visible.

The access codes are as follows:

- 1 – Not eligible to access any dental insurance, or coverage of dental services of any kind
- 2 – Payee only
- 3 – Payee, spouse and dependent children
- 4 – Payee and their spouse
- 5 – Payee and their dependent children

In the **T4 Creation** window, **T4 slip** tab:

- Field **45 Employer-offered dental benefits** has been added. Simply select the level of access to dental insurance that was offered to employees on December 31, 2023, and the code will be indicated in the employees T4 slips. **Note:** If the level of access differs for an employee, indicate it in the consultation step of the employee's T4 slip.

Lowered threshold for mandatory online filing of slips

Effective January 1, 2024, the mandatory online filing threshold for slips is lowered from 51 to 6 for most types of slips. Therefore, as of that date, if you file **more than 5 slips** of the same type for a calendar year, you must file them online.

Note: To send a file, a transmitter number must also be entered. To obtain this number, please contact the CRA at 1 800 665-5164. If you produce slips for a single company and you do not have a transmitter number, you can use the generic number MM555555.

2 - RL- 1 – Provincial (Québec only)

RL-1 Slip

You must use the new RL-1 (2023-10) form for 2023.

New Features

Lowered threshold for mandatory online filing of slips

Effective January 1, 2024, the mandatory online filing threshold for slips is lowered from 51 to 6 for most types of slips. Therefore, as of that date, if you file **more than 5 slips** of the same type for a calendar year, you must file them online.

Note: To file slips online, a transmitter number composed of the letters NP and six digits is required. If you do not have a transmitter number, you must complete and file Revenu Québec form “Transmitter Registration Form” (ED-430-V) to obtain one.

CCQ

Box 52: The **Equivalence Factor (EF)** is obtained by adding the employee's and the employer's annual contribution to the employee's retirement fund. The employee's annual contribution corresponds to the sum of his or her contributions to social benefits less the amounts paid to their group insurance (\$0.23) on each pay (payroll line - **805 CCQ Benefits**). The employer's annual contribution corresponds to the sum of contributions paid by the employer to the retirement fund for each hour worked by the employee (line - **501 CCQ Benefits**).

For 2023, the employer's pension plan contribution rates are:

From 2023-01-01 to 2023-04-29 \$4.410/hour for a journeyman
 \$3.640/hour for an apprentice

From 2023-04-30 to 2023-12-30 \$4.500/hour for a journeyman
 \$3.710/hour for an apprentice

These rates will be used automatically in calculating the amount in box 52.

Box 50: The Supplemental Pension Plan for the employees of the Québec construction industry is assigned the following federal registration number: 0351106.

3 - RL-1 – Summary

For 2023, the rate that applies to the total remuneration subject to the contribution relating to labor standards that an employer pays to its employees remains at 0.06%.

Employers who were exempt from paying the contribution relating to labor standards are now subject to this contribution. However, the contribution rate goes from 0.02% to 0.03% for certain types of employer.

In the **Summary Production** window, **RL-1** tab:

Summary Production

T4 | T4A | **RL-1**

☐ Relevé 2s and/or Relevé 25s Production

Box J Total Amount on Relevé 2s: 0.00

Box I Total Amount on Relevé 25s: 0.00

Payments

QPP, QPIP, Income Tax and Compensation Tax [26]: 0.00

Contributions to the HSF [38]: 0.00

Total Contributions [26 + 38]: 0.00

Health Services Fund (HSF)

Total Payroll [28 and 90]: 92 197.72

Reduced rate - SMB NAICS Code for sectors concerned [29]: - [List](#)

Wages Subject to the Contribution [30]: 92 197.72

Exempt Wages [32]: 5 000.00

Contribution Rate [36]: 1.65

Exemption Code [31]: 2

Normes du travail

Remuneration Subject to the Contribution [41]: 100 054.00

Code for type of employer subject to the reduced rate [40]: 4 - Public inst

Workforce Skills Development and Recognition Fund (WSDRF)

Payroll [50]: 2 292 197.72

Eligible Training Expenditures [52]: 0.00

Output:

☒ Screen ☐ Disk ☐ Printer ☐ E-Mail

- The field **Code for type of employer subject to the reduced rate [40]** allows you to select the appropriate type of employer from the drop-down list.

4 - Public inst

None

1 - Municipality, metropolitan community or public transit authority

2 - School service centre, school board or educational institution

3 - Daycare centre

4 - Public institution that provides health services and social services

- If the employer is entitled to the reduced rate, select the appropriate code (1 to 4) and the 0.03% rate will be used to calculate the contribution.
- If the employer is not entitled to the reduced rate, select **None** and the 0.06% rate will be used to calculate the contribution.



Section

2

Creating Forms

1. Form Creation


[Report menu, Payroll, Year-End Tax Forms] or 

Step 1 **Form Creation** makes it possible to define the payroll lines, which will be used to calculate the amounts appearing on T4 and RL-1 slips. Although a form exists by default, it is always preferable to review the contents of each box to ensure the options selected reflect the company's reality. The lines contained in the boxes vary according to the province of employment and the company's options selected during the year.

2. Creating Forms - Step 1

[Report menu, Payroll, Year-End Tax Forms] or 

Warning: The update and year-end procedure must have already been performed.

1. Under the **Payroll (Report)** tab, click **Year-End Tax Forms 2023** .
2. Upon first opening the window, answer **Yes** to the question **Do you wish to proceed with year-end tax form preparation?** Thus, the new year-end forms installed by your update are produced using payroll data resulting from the year-end procedure.

The **Year-End Tax Forms 2023** window is displayed.


3. Ensure that it displays the year previous to the one in progress. If it does not, the year-end and update procedures were not performed.

4. To begin creating a form (T4 or RL-1 slips), click **Create Form** .

The **"Name of Form" Creation** window is displayed.

5. Under the tab corresponding to the form to be created, click a box's **Edit** button.

The **Define Box Content Parameters** window is displayed allowing you to consult and modify the payroll lines already selected for this box.

6. To delete a line, select it and click **Delete selected line** .

OR

To add a line, place the cursor on the table's last blank line and select its contents.


In the **+/-** column, select the appropriate arithmetic operator by using the drop-down menu. Thus, the amounts associated with the line are either added to or withdrawn from the total in the box.

In the **Section** column, select the category of payroll lines to add to the box by using the drop-down menu. When using a line such as **Employment Insurance Gains**, the **Others** section offers various groupings of payroll lines or inaccessible amounts.



Warning: The update and year-end procedure must have been run.

In the **Line** column, select the payroll line, or the grouping of lines, to be included in the box. The options offered in the **Line** column depend on and reflect the selections made in the **Section** column.

7. Click **OK** to save the changes and close the window.
8. Repeat steps 5 to 7 for each box and form.

Hint: The **List of boxes**  button makes it possible to print the list of boxes for the selected form as well as their contents (each payroll line selected).

Hint: The **Payroll configuration**  button makes it possible to consult the payroll lines present in the previous year's payroll configuration.

9. When all boxes from each form have been verified, click **Save** in the “**Name of Form**” **Creation** window, then click  to close the window.
10. In the **Year-end Tax Forms** window, clicking **Verify Form (Creation Step)**  prints two reports allowing the user to check the information in each box.

A **Validation** report shows a list of payroll lines that were not selected according to any payroll option but for which an amount was entered upon running the payroll. Next, for each box on the year-end tax forms, the report indicates the presence of lines that perhaps should not be included in the box and, on the other hand, the absence of lines that should be included therein.

The **List**-type report shows a list of payroll lines included in each box.

3. More About Creating Forms

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

The employer's address is incorrect

The address can be modified in the [Employer File - Step 2](#) procedure.

A payroll line has not been used this year

When a payroll line does not contain an amount, it does not hinder the procedure. It is better to leave the line in the box if it is likely to be used next year.

A pension adjustment for a RPP or DPSP must be calculated

T4: Box 50 - RPP or DPSP Registration Number

In this box, enter the seven-digit registration number assigned by the Canada Revenue Agency for the Registered Pension Plan (RPP) or the Deferred Profit-Sharing Plan (DPSP) or the seven-digit identification number issued by the Canada Revenue Agency for an unregistered foreign pension plan for which an equivalence factor must be declared.

T4: Box 52 – Equivalence Factor

The equivalence factor is the sum deemed accumulated over a year in a registered pension plan (RPP) offered by the employer or a deferred profit-sharing plan (DPSP). When it is necessary to calculate an equivalence factor, the appropriate payroll line must be selected. Otherwise, it may be entered manually for each employee in the modification step. See [Modifying Files – Step 2](#).

Note: For a company subject to CCQ contributions, consult [What's New in Form Production for 2023](#).

Printing a message in the middle of the RL-1 slip

Revenu Québec does not allow the printing of a message in the center of the RL-1 slip. However, the **Additional Information** section is used to create four additional boxes at the bottom of the slip. These boxes are used to enter specific information, and this, only when required by the government. In the **RL-1 Creation** window, enter the number (code) assigned to the type of amount in order to enable the **Edit** button. In the **Define Box Content Parameters** window, enter a description of the amount and select the payroll lines.



Section

3


Modifying Files

1. File Modification

[Report menu, Payroll, Year-End Tax Forms] or 

Step 2 **To Modify Files** allows the user to check the amounts to be printed in each box of the year-end forms for each employee. **Condensed-type Earnings Statements** are helpful in performing this check.


Although rare, information may need to be added or modified; for example, if prior to running the year-end procedure, the employee's opening balances were not adjusted so a corrected figure would appear on the year-end forms, then certain amounts must now be changed.

 : Printed **Condensed Earnings Statement** report for the preceding year including opening balances prior to running the year-end procedure.

2. Modifying Files - Step 2

[Report menu, Payroll, Year-End Tax Forms] or 

Employees' Files


1. Click **Employee Files**  in the **Year-End Tax Forms** window to consult and modify an employee's RL-1 and T4 slip amounts.
2. In the window displayed, select the employee whose amounts are to be consulted or modified.
3. In the **RL-1 and T4 Consultation for Employee** window, under the appropriate form tab, check the amounts in the boxes for the selected employee using the **Condensed Earnings Statement**.

Note: A **T4 (reduced rate)** tab appears when an employer has two payroll account numbers corresponding to two Employment Insurance contribution rates.


When changes must be made, enter the corrected amount in the appropriate box. A checkmark appears in the adjacent box indicating that the default amount has been modified. To obtain the original amount calculated by default, simply remove the checkmark.

When the cursor is positioned in a field whose amount has been modified, the **Calculated Value** field appears and displays the selected amount calculated by default for the selected box.

Changes made to an employee's name or address appear on all the forms to be produced for this employee as well as in the **Employee** window.


4. Click **Save** and repeat the procedure for each employee by clicking the **Next Employee**  button.

Employer's File

5. Click **Employer File**  in the **Year-End Tax Forms** window to consult and modify the employer's address and business numbers.

Changes made to an employer's name or address are reflected on all the company's government forms.

Verifying Files

6. In the **Year-End Tax Forms** window, click **Verify File**  to print a report and ensure that the form production procedure is possible. When a problem is encountered, the report presents, among other information, the missing elements and the boxes for which the associated amount seems erroneous.

3. More about Modifying Files


[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

Erroneous Amounts

Salary Statement

1. Make sure the **Condensed Salary Report** used as reference includes opening balances.

To print a **Condensed Earnings Statement** for the preceding year, restore the payroll backup copy made at the time of the year-end procedure and print a Salary Report including the opening balances for all your employees. This payroll backup copy is named "zpaXX_*name of the company*", where XX represents the year.

2. In the payroll configuration, verify if the boxes selected for the payroll lines are exact during the year-end procedure. To perform this check, in the Year-end Forms window, click **Create Form**  then, in the window that is displayed, click Payroll Configuration. Has there been a change in these boxes during the previous year?

Box Contents

Check the contents of the box. For more information, consult [Creating Forms – Step 1](#).

A Particular Employee

Are there amounts in the lines contained in the box? Was this line used during a payroll entry for this employee? Using the employee's condensed earnings statement, verify that at least one amount appears for one of the lines contained in the box. Has there been or should there be changes made to the employee's opening balances?

The problem may be due to specific information pertaining to this employee: date of birth, personal exemption (high or low), EI or CPP/QPP exemption, RRSP contribution.



Section

4

**Form Parameters and
Print Tests**

1. Form Parameters

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

Step 3 **To Define Forms** makes it possible to prepare data in view of printing forms. It consists of selecting the paper on which the forms are printed, determining whether or not an electronic file must be generated for the transmission of information to the government agencies and performing print tests.


 : Have on hand the paper on which the forms will be printed.

It is possible to print a reproduction of the government forms on white paper stock with employee/employer information. However, the use of perforated paper is recommended, since the forms of Revenue Canada must be separated at the appropriate places. Perforated forms with a pre-printed back are available from Precigrafik at 1 819 822-3479.

Finally, generating files reduces the number of copies to print as the copies for the governments are replaced with electronic files.

2. Defining Forms - Step 3

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

1. Click **Form Parameters**  in the **Year-End Tax Forms** window to select the method and type of form to produce.
2. In the **Form Parameters** window, select the tab corresponding to the form to be configured, either **T4** or **RL-1**.
3. In the **Output Mode** box, select the method used for the production of the forms.
 - **Paper** makes it possible to produce hard copies of the forms to be issued to employees and to the governments as well as kept in your files.
 - **File and Paper** (transfer via disk or Internet) makes it possible to produce hard copies of the forms for employees and your files as well as an electronic file to be transmitted to the government agencies.

A) Under the **T4** tab :

In the **Information** group, enter the transmitter number. The number begins with "MM" followed by 6 digits.

B) Under the **RL-1** tab:

[For RL-1 slips filed through Clic Revenu](#), select **RL-1 Transfer via Clic Revenu** to transmit the forms using Clic Revenu.

To enter the information necessary to easily access the Clic Revenu site, click **Setup Clic Revenu**



. The window may take a few seconds to be displayed. In the **Clic Revenu Server – RL-1 and Summary**, enter the required information and close the window.

In the **Numbering** group, the **First Number** and **Last Number** fields are filled by default and cannot be modified. In the **Next Number** field, enter the number of the next RL-1 form to print. These numbers are printed on top of the box that appears in the top right corner of the form and are required to generate the electronic file.

[For RL-1 slips that are not filed through Clic Revenu](#), contact Revenu Québec to obtain a transmitter number and enter it in the **Transmitter Number** box. That number begins with "NP" followed by 6 digits. The number must be different than "NP123456". Last year's number may be used.

In the **Numbering** group, when Revenu Québec assigns these numbers, they are entered by the user in the **First Number** and **Last Number** fields. In the **Next Number** Field, enter the number of the next RL-1 slip to be printed. These numbers will be printed on the upper line of the box located in the upper right corner of the RL-1 slip and are necessary for the production of an electronic file.

To obtain a transmitter number as well as a range of numbers for your RL-1 slips, contact Revenu Québec at 1 866 814-8392 or (418) 659-1020.

4. In the **Paper Type** box, select the type of paper, which is used to print the forms (laser or ink jet).

- **White Paper Stock (8½ x 11)**: Allows you to print a reproduction of the government forms with the information concerning employees and employers.
- **Acomba Form (8½ x 11)**: Allows you to print a reproduction of the government forms with the information concerning employees on paper provided by Precigrafik at 1 819 822-3479. The paper is perforated and the back is pre-printed.
- **Canada Revenue Agency (CRA) form (8½ x 11) for the T4 slip or Revenu Québec form (8½ x 14) for the RL-1 slip**: Allows you to print on the forms provided by the CRA and Revenu Québec (red for T4 slips and yellow for RL-1 slips). Ensure the number of the form displays a revision year compatible with the one for which the forms are made.

Note: The CRA and Revenu Québec call the types of forms produced with the first two options: "Customized" for the T4 slips, and "Facsimile" for the RL-1 slips.

5. Repeat this procedure for each form, and then click **OK** to close the window.



Note: When the method selected is **File and Paper**, Step 6 - **File Transfer** becomes available.

3. Running a Form Print Test

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

A print test makes it possible to confirm that forms are printed correctly and respect the selected parameters. Xs for characters and 9s for numbers are printed in the boxes, making it possible to validate content type and location.

Note: No electronic file is generated during the test.

1. In the **Year-End Tax Forms** window, click the **Configuration and Print Test**  or  according to the form in question.

The **Print Test** window is displayed.

2. Select the printer, margins and appropriate options, then click **Print Test**. For the first test, leave the margins at zero.

Caution: A print test must be run on a real form, not on a reproduction such as a photocopy. It is possible to print on white paper stock and, by placing the result of the print test over an original government form, verify that the alignment is correct.

3. According to the result obtained, adjust the margins until the result is satisfactory.
 4. Repeat this procedure for each form.
-



Section

Producing Forms




5

1. Form Production

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

Step 4 **To Produce Forms** makes it possible to print the employees' forms as they must be remitted to employees no later than the last day of February.



 : Have a sufficient quantity of paper confirms the selected parameters. For more information on paper choice, consult [Defining Forms – Step 3](#).

In addition, when the forms' output mode selected in Step 3 is **File and Paper**, the data files to be transmitted to the CRA and Revenu Québec are also created. Thus, when an electronic file must be generated each time a form is printed, the electronic equivalent is created for inclusion in the company's electronic file.

2. Producing Forms - Step 4

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

Note: When the **File and Paper** option is selected in the **Form Parameters** operation, then the *Electronic File* paragraph outlines the steps to follow.

1. In the **Year-end Tax Forms** window, **Step 4** section, click the appropriate **Production** button  or  to produce the required form.

2. In the displayed window, select the type of form to produce and click **OK**.

Note: The **Produce Draft** option prints a report showing the list of form boxes with their amounts for each employee.

3. In the window, select the employees for whom to print a form by checking or not the corresponding boxes. Once selected, the employees remain selected through the printing operation and the **Printed** column identifies the employees for whom the form was printed. For the first printing procedure, it is prudent to select a limited number of employees. Then click **OK**.

Hint: Click **Select all employees**  to select all the boxes in the table and click

Unselect all employees  to clear the table.

Note: When one or more RL-1 forms were amended, you are prompted to determine whether to reprint amended forms or print new RL-1 slips.

RL-1 Transfer via Clic Revenu: When this option is selected in the **Form Parameters** window, **RL-1** tab, you must indicate whether to produce original RL-1 slips or a draft. Select the appropriate option and click **OK**.

Electronic File:

The **General Information** window is displayed. The requested information is necessary for creating the electronic file. The **Explanation** group box, located at the bottom of the window, provides a description of the required information according to the selected box.

When a file has already been produced for a company, a message is displayed. Select the **Delete this file and create a new one** option to delete the existing file and replace it with the one you are creating or select **Add/modify in this file** to add the forms just produced to existing files. A search is performed and when an employee is found in a file having the same company number, the employee is replaced in order not to appear twice. Thus, when producing T4s (normal rate) and T4s (reduced rate), since the company number is different, if an employee requires two forms, the second will be appended at the end of the file.

Note: If the T4 form format is incompatible with that of the new data, a message is displayed to ask whether or not to replace the existing file.

Click **OK**.

The electronic file is now generated. Once all forms (T4 and RL-1) have been printed, the [Transferring Files – Step 6](#) transmits the files to the respective governments.

4. The **Printing "Name of Form"** window is displayed. Click the button corresponding to the appropriate step and follow the instructions on screen.

Note: Click **Configuration and print test** button to perform the [Running a Print Test – Step 3](#) procedure. Once performed, you do not have to repeat it.

The **"Name of Form" Print Set up** window is displayed with the selections made during the tests. It is possible to make changes as well. To begin printing, click **OK**.

A form can be printed as many times as necessary.

5. The **Verify File** report displays information concerning the printing as well as the procedure to follow in order to correctly distribute the printed forms. Print this report then close the window.
6. Repeat printing steps for each print operation.
7. If necessary, repeat this procedure for the other types of forms.

All T4 and RL-1 slips for the selected employees are correctly printed.



Section

6


Producing
Summaries


1. Summary Production

[Report menu, Payroll, Year-End Tax Forms] or 

The **Producing Summaries** step corresponds to the production of the reports required to compile the amounts necessary to complete the federal *T4 Summary* and the Quebec *Summary of Source Deductions and Employer Contributions (RLZ-1.S)* forms. Thus, the production of summaries allows for the comparison between total source deductions as declared on the forms and the total payroll source deductions remitted by the employer throughout the year (Remittance Journal).

In general, the summary forms must be produced on or before the last day of February. However, there are some exceptions. Consult the relevant government publications for more information.

 Have on hand a copy of the forms (T4 and RL-1 slips) for all employees as well as a copy of payroll source deductions payments made to the federal government and to the Quebec provincial government, if needed.

 Have on hand a copy of the Summary forms to complete.

2. Producing Summaries - Step 5

[Report menu, Payroll, Year-End Tax Forms] or 

1. In the **Year-End Tax Forms** window, click **Summary Production** .

The **Summary Production** window is displayed.

2. Select the form whose summary is to be produced. Complete the boxes. Amounts calculated using payroll data are displayed in the corresponding fields. The numbers within brackets correspond to those of the *Summary* form.

Note: If you are registered with Clic Revenu, under the **RL-1** tab, the **Clic Revenu**



button allows you to search for the remittance amounts processed by the Ministère du Revenu. A window is displayed allowing you to modify values. When the total amount remitted to the Ministère du Revenu is equal to the source deductions calculated by the Payroll application (within \$2), the figures from the **Payments** group box are displayed.

3. Click **OK** to produce the report, then print it and verify that the amounts printed on each summary balance with those on employees' T4 and RL-1 slips as well as with payroll source deductions remitted to the governments.
4. Repeat the procedure for each *Summary* form to produce.

5. When the output mode selected is **Paper**, enter the amounts on the appropriate paper *Summary* form. Then the Summary T4 and a paper copy of the T4s must be sent to the federal government. In addition, for Québec, the *Summary of Source Deductions and Employer Contributions* (RLZ-1.S) along with a paper copy of the RL-1 slips must be sent to Revenu Québec.

Note: **To Transfer Files – Step 6** need not be performed.

OR

When the **File and Paper** output mode is selected, the **To Transfer Files – Step 6** must be performed.

Note: **Québec RL-1:** Those who generate files that will not be transmitted via Clic Revenu must enter the amount on the paper copy of the *Summary* form.



Section

7

Transferring Files


1. File Transfer

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

Step 6 Transfer Files is for transmitting electronic files to the governments via Internet or disk. In Québec, the transfer can be made via Clic Revenu (Internet only) or through another department.

In addition, **Step 6 Transfer Files** simplifies the grouping of electronic files when the forms are produced for several companies and when the transfer mode supports such a grouping.

Note: This step is available when the **File and Paper** output mode is selected in [Defining Forms - Step 3](#)

 A duly filled out Summary form to remit to the government (RL-1).

2. Transferring Files - Step 6

[[Report](#) menu, [Payroll](#), [Year-End Tax Forms](#)] or 

Caution: All the preceding procedures must be completed: printing T4 and RL-1 slips, Summary production.


1. In the **Year-End Tax Forms** window, click **Transfer Files** .

The **Transfer Files** window is displayed.


2. Select the form for which files must be transferred.

Note: Click **View File**  to see folder contents.

Note: The **RL-1 <Clic Revenu>** tab is reserved for employers registered with Clic Revenu who wish to transfer RL-1 slips via Internet. This method only supports a single transfer of original RL-1 slips. You cannot transfer ungrouped files individually.

3. **Group Files:** When you wish to group files created for more than one company, in the **Grouped** file box, click **Group Files** . A message appears. Answer **Yes**. The **File Group** window is displayed.

Select the companies for which the files must be grouped by selecting the corresponding boxes in the first column. The resulting file is saved in the Payroll installation directory.

4. The **Transfer via Disk**  allows for the selection of the directory in which to save the file, such as a disk drive. When no files have been grouped, use the **Transfer via Disk** command in the **Local File** group box as the file created is located in the company's folder. When multiple files have been grouped, use the command in the **Grouped File** group box as the created file is located in the program's folder.

Note: A diskette can contain only one file.

OR

Click **Transfer via Internet**  to transfer the file directly to the government via Internet. When no file groupings have been defined, use the **Transfer via Internet** command in the **Local File** group box as the file created is located in the company's folder. When a file grouping has been defined, use the command in the **Grouped File** group box as the file created is located in the application's folder.

A message that the file was correctly transferred is displayed.

5. Repeat the procedure for each type of government form.
6. Send the documents to the respective governments:

T4: Internet: Nothing to do. All necessary information is transferred via Internet.

RL-1 - Clic Revenu: Internet: Nothing to do. All necessary information is transferred via Internet. In addition, electronic payment is possible.

RL-1: Internet: Only the *Summary of Source Deductions and Employer Contributions* (RLZ-1.S) is to be sent to the address indicated in the *Guide to Filing the RL-1 Slip* (RL-1.G).



Section

8

**SST (CNESST)
Report**

1. SST (CNESST) Report

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

Steps 7 and 8 regarding Québec's Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) serve to produce the documents required by this agency.

Employers whose activities fall into more than one classification unit must produce the document detailing the calculation and breakdown of annual insurable wages before submitting the *Statement of Wages*. This document presents the calculation of annual insurable wages for each employee and the breakdown of these wages by classification units corresponding to the activities to which each employee contributed during the year. This document cannot accompany the *Statement of Wages*, but must, however, be kept available for the CNESST upon demand.

In addition, employers subject to the CCQ must file the *Document detailing the contracts for work covered by units 69960 and 80030 to 80250*.

2. Producing the SST Report - Steps 7 and 8

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 


Note: The CCQ paragraphs address all employers subject to CCQ contributions.

Step 2 – Modifying Files

1. Click **Employer File**  and ensure that the **Activities in multiple SST units** box is selected. Steps 7 and 8 will not appear in the **Year-end Tax Forms** window.

CCQ: The second **Activities in multiple SST units specific to the CCQ** box must be selected.

Step 3 – Form Parameters

2. **CCQ:** Click **Form Parameters**  and, under the **SST** tab, select the appropriate report format.

Note: The **Divided by Contract** option appears when **Cost Analysis** is active.

Step 7 – Employees/Employer

At this step, you can make changes to amounts and unit codes.


3. Click **Employees** and select the appropriate employee. The **SST File** window is displayed. Under the **Earnings** tab, make sure that a unit code is entered for each earnings amount subject to SST contributions. Under the **Adjustments** tab, subject earnings can be modified by entering the proper amounts in the **Insurable Earnings** and **Surplus** columns. Finally, under the **YTD Values** tab, verify the cumulative amount for the employee in question.

CCQ: Under the **Adjustments** tab, a second table allows the user to modify the distribution by contract.

4. Click **Save** and perform the procedure for the next employee.
5. **CCQ:** Click **Employer** to display the **Distribution of Insurable Earnings by Contract and Unit** window where the user can make adjustments per contract for the company.

Step 8 – SST Report/Contract Report

This step is for producing reports.


6. Click **SST Report** . The **SST File Validation** report is produced and displayed when an error is detected, such as a missing unit code for an earnings amount. Print this report, close it and make the necessary corrections to continue with report printing.

OR

In the case where no errors were detected, the Report Editor displays the **Document detailing the calculation and breakdown of annual insurable wages** according to the format selected in the **Form Parameters** window.

7. Print this report and keep it for your records.

The report is printed. This document is not to accompany the *Statement of Wages*, but should be kept available for the SST to consult upon request.

8. **CCQ:** When the contract format is selected, repeat paragraphs 6 and 7 by clicking **Contract Report** , which prints the **Document detailing the contracts for work covered by units 69960 and 80030 to 80250** report.
-



Section

9

**MyPaycheque.net
Users**

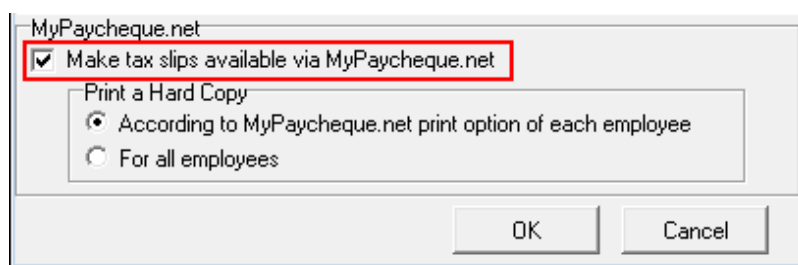
[Report menu, Payroll, Year-End Tax Forms] or 

With the **Make tax slips available via MyPaycheque.net** option, employers can save RL-1 and T4 slips in PDF format and post them on the MyPaycheque.net service. Employees can then retrieve, read and print their statements via their MyPaycheque.net file.

Note: Only users of MyPaycheque.net can post slips. Users who have the **T4A/RL-2 Management** option can also post these slips via MyPaycheque.net.

1. In the **Tax Slips** window, click the **Employee File**  button.

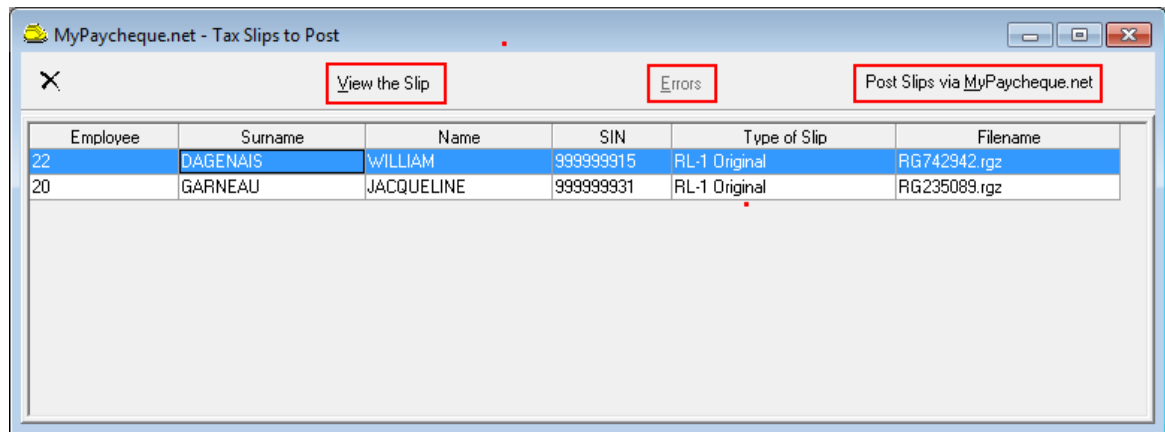
The **Employee File** window is displayed.



2. In the **MyPaycheque.net** group, select **Make tax slips available via MyPaycheque.net** to activate posting of slips via MyPaycheque.net.
3. To **Print a Hard Copy**, select one of the following two options:
 - **According to MyPaycheque.net print option of each employee:** Print a hard copy only if the **Print a Copy in Addition to the Electronic Copy** option is selected in the employee file, **Contact Information** tab, **MyPaycheque.net** group.
 - **For all employees:** Print a hard copy for all employees regardless of if the **Print a Copy in Addition to the Electronic Copy** option is selected in the employee file, **Contact Information** tab, **MyPaycheque.net** group.
4. Click **OK** to confirm.
5. When producing the various slips in Step 4, copies of the slips will be printed for employees according to the configuration of the **Print a Hard Copy** option.

Note: For external employees, option available with **T4A/RL-2 Management**, only hard copies will be generated.

6. Back in the **Tax Slips – 2023** window, click the **MyPaycheque.net**  button.
The **MyPaycheque.net – Tax Slips to Post** window is displayed.



You can use this window to post the RL-1 and T4 slips of employees displayed on the list.

7. To view a specific employee's slip, select the employee on the list and click **View the Slip**.
8. To post all slips of the employees displayed on the list, click **Post Slips via MyPaycheque.net**.
Employees can then retrieve their slips via their MyPaycheque.net file.
9. If an error occurs when posting the slips, click the **Errors** button to consult the messages.



Section

**T4A/RL-2
Management**



10

1. Introduction

[[Report menu, Payroll, Year-End Tax Forms 2012](#)] or 

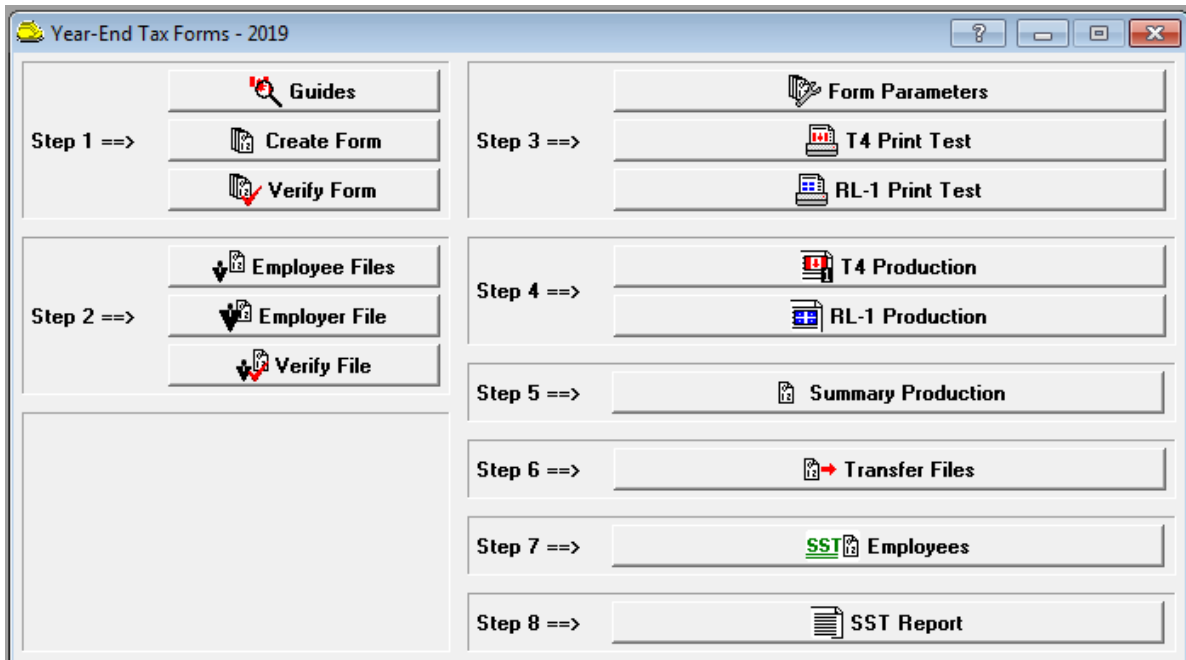
Complementary to the Payroll module, T4A/RL-2 Management allows you to produce, print and send T4A (Statement of Pension, Retirement, Annuity and Other Income) and RL-2 (Statement of Retirement and Annuity Income) year-end tax forms electronically. Fully integrated into the Payroll module's government-slip production tool, this complement is easy to use.

Note: The T4A/RL-2 Management tool is an integral part of the Payroll module. You can refer to the preceding sections in this guide for general procedures for producing year-end tax forms.

T4A and RL-2 slips are intended for active employees as well as external employees. External employees are those who are not on your regular payroll but to whom you have paid amounts for various reasons during the year (ex: benefits or annuities, lump-sum payments, commission income, etc.). This type of employee is either "individual" or "business".

Note: The RL-2 slip has changed for the 2023 taxation year. You must therefore use form RL-2-T (2023-10).

Note: The T4A slip has changed for the 2023 taxation year. You must therefore use form T4A (23).




The screenshot shows a software window titled "Year-End Tax Forms - 2019". The window contains a grid of buttons organized into two columns and eight rows, each representing a step in the process. The buttons are as follows:

Step	Action
Step 1 ==>	Guides Create Form Verify Form
Step 2 ==>	Employee Files Employer File Verify File
Step 3 ==>	Form Parameters T4 Print Test RL-1 Print Test
Step 4 ==>	T4 Production RL-1 Production
Step 5 ==>	Summary Production
Step 6 ==>	Transfer Files
Step 7 ==>	SST Employees
Step 8 ==>	SST Report

New features

T4A - Payer - Offered Dental Benefits

Starting in the 2023 taxation year, the employer must indicate in the new box **015 – Payer Offered Dental Benefits** of the T4A (23) tax slip what level of access to dental insurance was offered to employees on December 31 of the taxation year.

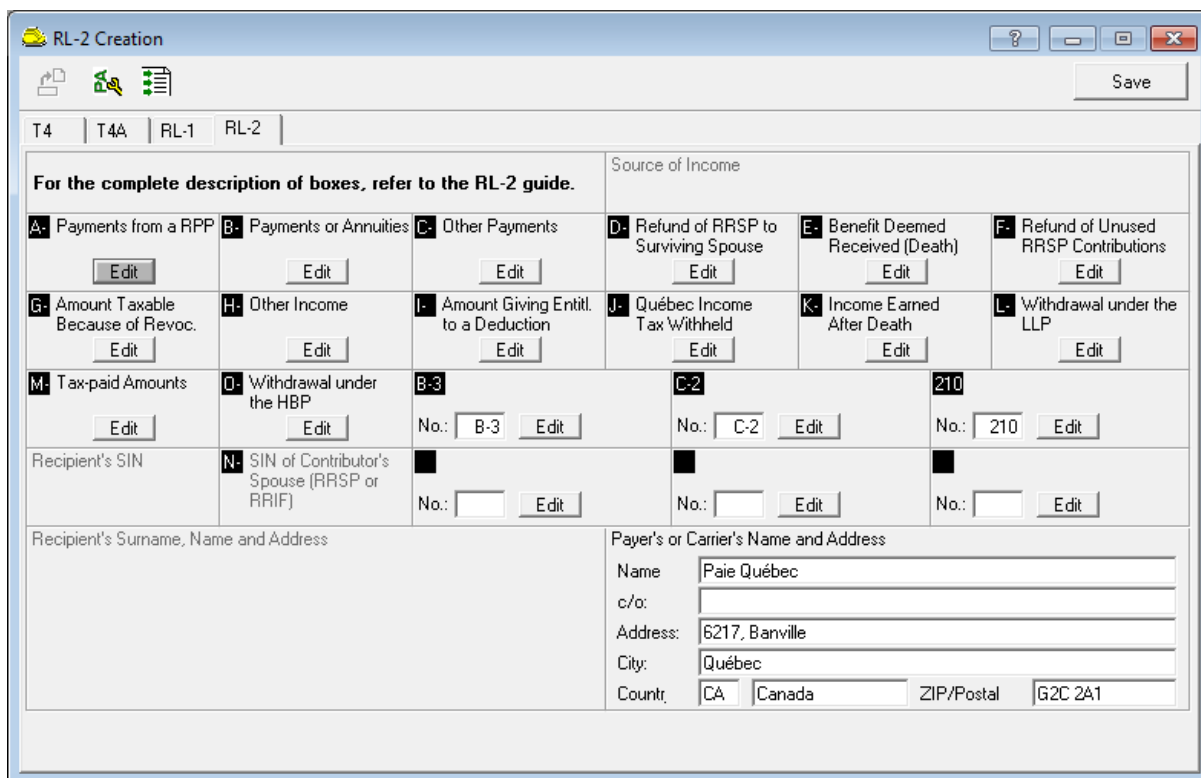
Payer's name – Nom du payeur		 Canada Revenue Agency Agence du revenu du Canada		T4A Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources	
		Year Année			
061 Payer's program account number Numéro de compte de programme du payeur		Payer-offered dental benefits Prestations dentaires offertes par le payeur		Pension or superannuation – line 11500 Prestations de retraite ou autres pensions – ligne 11500	
		015		016	
				022	

The access codes are as follows:

- 1 – Not eligible to access any dental insurance, or coverage of dental services of any kind
- 2 – Payee only
- 3 – Payee, spouse and dependent children
- 4 – Payee and their spouse
- 5 – Payee and their dependent children

2. Create Form - Step 1

[Report menu, Payroll, Year-End Tax Forms] or 



RL-2 Creation

T4 | T4A | RL-1 | RL-2

For the complete description of boxes, refer to the RL-2 guide.

Source of Income

A- Payments from a RPP <input type="button" value="Edit"/>	B- Payments or Annuities <input type="button" value="Edit"/>	C- Other Payments <input type="button" value="Edit"/>	D- Refund of RRSP to Surviving Spouse <input type="button" value="Edit"/>	E- Benefit Deemed Received (Death) <input type="button" value="Edit"/>	F- Refund of Unused RRSP Contributions <input type="button" value="Edit"/>
G- Amount Taxable Because of Revoc. <input type="button" value="Edit"/>	H- Other Income <input type="button" value="Edit"/>	I- Amount Giving Entitl. to a Deduction <input type="button" value="Edit"/>	J- Québec Income Tax Withheld <input type="button" value="Edit"/>	K- Income Earned After Death <input type="button" value="Edit"/>	L- Withdrawal under the LLP <input type="button" value="Edit"/>
M- Tax-paid Amounts <input type="button" value="Edit"/>	O- Withdrawal under the HBP <input type="button" value="Edit"/>	B-3 No.: <input type="text"/> B-3 <input type="button" value="Edit"/>	C-2 No.: <input type="text"/> C-2 <input type="button" value="Edit"/>	210 No.: <input type="text"/> 210 <input type="button" value="Edit"/>	
Recipient's SIN <input type="text"/>	N- SIN of Contributor's Spouse (RRSP or RRIF) <input type="text"/>	<input type="text"/> No.: <input type="text"/> <input type="button" value="Edit"/>	<input type="text"/> No.: <input type="text"/> <input type="button" value="Edit"/>	<input type="text"/> No.: <input type="text"/> <input type="button" value="Edit"/>	

Recipient's Surname, Name and Address

Payer's or Carrier's Name and Address

Name: Paie Québec

c/o:

Address: 6217, Banville

City: Québec

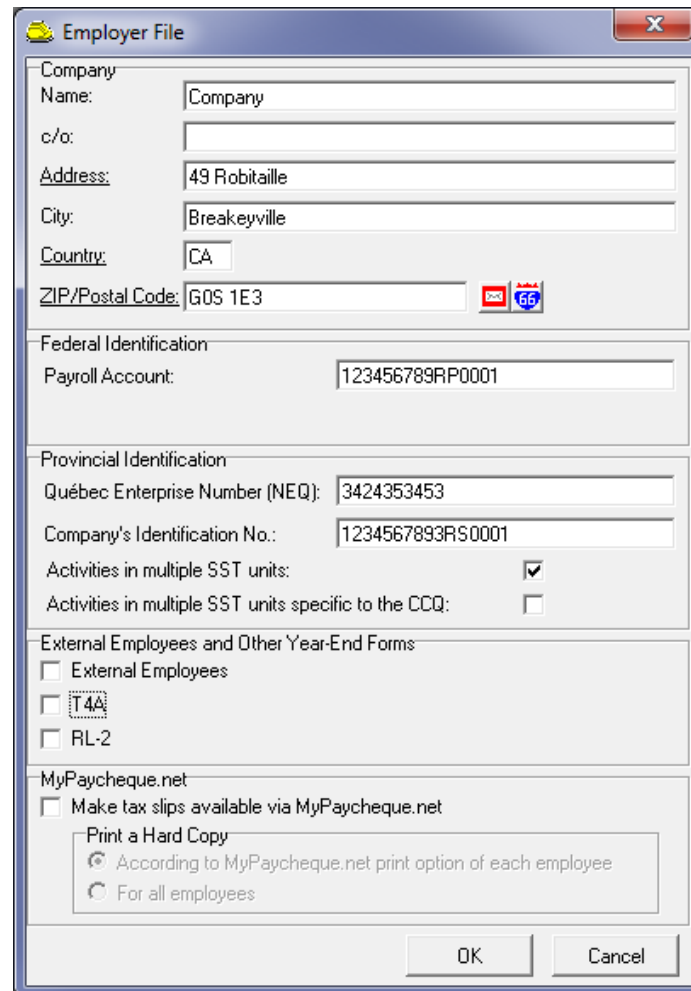
Country: CA Canada ZIP/Postal: G2C 2A1

To produce T4A and/or RL-2 slips for employees with an “Active” status in the payroll, you can, from the slip creation window, define the lines to be used by clicking on the button of the appropriate boxes.

This allows you to automatically initialize values in the corresponding boxes of the form.

3. Employer File - Step 2

[Report menu, Payroll, Year-End Tax Forms] or 



The Employer File window is a dialog box with a title bar containing a yellow icon and a close button. It is divided into several sections with expandable/collapsible headers. The 'Company' section is expanded, showing fields for Name (Company), c/o, Address (49 Robitaille), City (Breakeyville), Country (CA), and ZIP/Postal Code (G0S 1E3) with a Canada postal code icon. The 'Federal Identification' section is expanded, showing a Payroll Account (123456789RP0001). The 'Provincial Identification' section is expanded, showing Québec Enterprise Number (NEQ) (3424353453), Company's Identification No. (1234567893RS0001), and checkboxes for 'Activities in multiple SST units' (checked) and 'Activities in multiple SST units specific to the CCQ' (unchecked). The 'External Employees and Other Year-End Forms' section is expanded, showing checkboxes for 'External Employees', 'T4A', and 'RL-2'. The 'MyPaycheque.net' section is expanded, showing a checkbox for 'Make tax slips available via MyPaycheque.net' and a 'Print a Hard Copy' section with radio buttons for 'According to MyPaycheque.net print option of each employee' (selected) and 'For all employees'. At the bottom are 'OK' and 'Cancel' buttons.

In the **Employer File** window, **External Employees and Other Year-End Forms** group box, check the boxes corresponding to the functions you want to activate:

- External Employees
- T4A
- RL-2



If you are producing T4 (Normal Rate) and T4 (Reduced Rate) slips, two payroll account numbers have been assigned to you. In the **Payroll Account** dropdown list, select the number to be used to produce T4A slips.

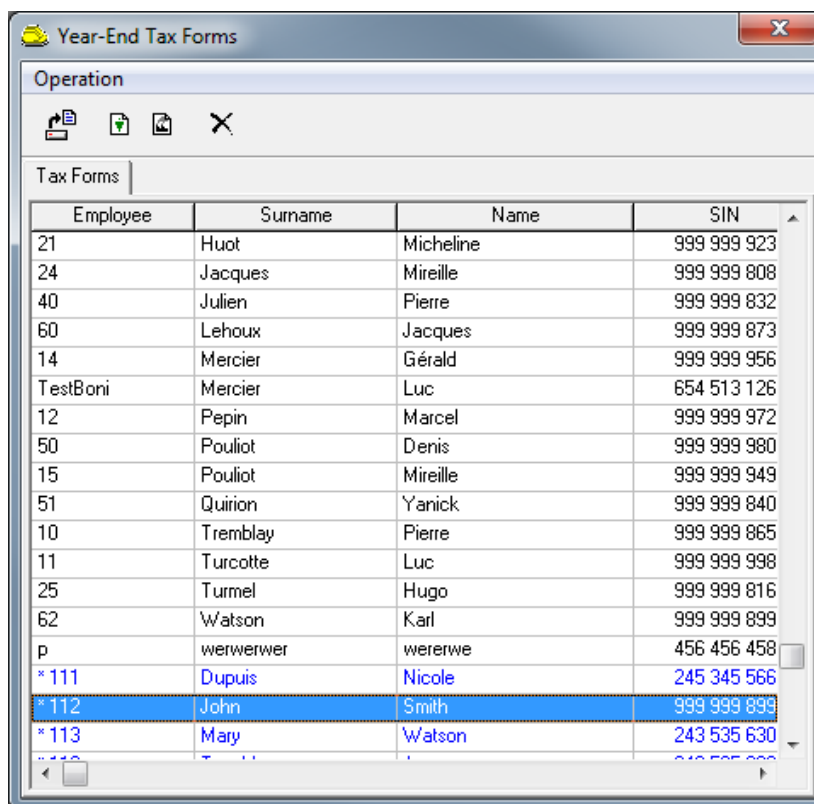
4. Employee Files - Step 2

[[Report menu](#), [Payroll](#), [Year-End Tax Forms](#)] or 

External Employees

To produce T4A and/or RL-2 slips for external employees, you must first create an “External Employee” file for each of them by clicking on one of these buttons:

- : Add an external employee (individual) who is not on the payroll.
- : Add an external employee (business) who is not on the payroll.



Employee	Surname	Name	SIN
21	Huot	Micheline	999 999 923
24	Jacques	Mireille	999 999 808
40	Julien	Pierre	999 999 832
60	Lehoux	Jacques	999 999 873
14	Mercier	Gérald	999 999 956
TestBoni	Mercier	Luc	654 513 126
12	Pepin	Marcel	999 999 972
50	Pouliot	Denis	999 999 980
15	Pouliot	Mireille	999 999 949
51	Quirion	Yanick	999 999 840
10	Tremblay	Pierre	999 999 865
11	Turcotte	Luc	999 999 998
25	Turnel	Hugo	999 999 816
62	Watson	Karl	999 999 899
p	werwerwer	wererwe	456 456 458
* 111	Dupuis	Nicole	245 345 566
* 112	John	Smith	999 999 899
* 113	Mary	Watson	243 535 630
* 114			818 585 888

In the **Year-End Tax Forms** list, an asterisk on the left of the employee number allows you to differentiate external employees from active employees.

To open an external employee file, double-click on the employee's name in the list.

In the upper right section of the window, check the boxes corresponding to the types of form you want to produce for this external employee: **T4 (Normal)**, **T4 (Reduced)**, **T4A**, **RL-1** or **RL-2**. The tabs corresponding to the checked boxes are displayed in the left section of the window.

Afterwards, for each type of form selected, enter amounts in the appropriate boxes.

Active Employees

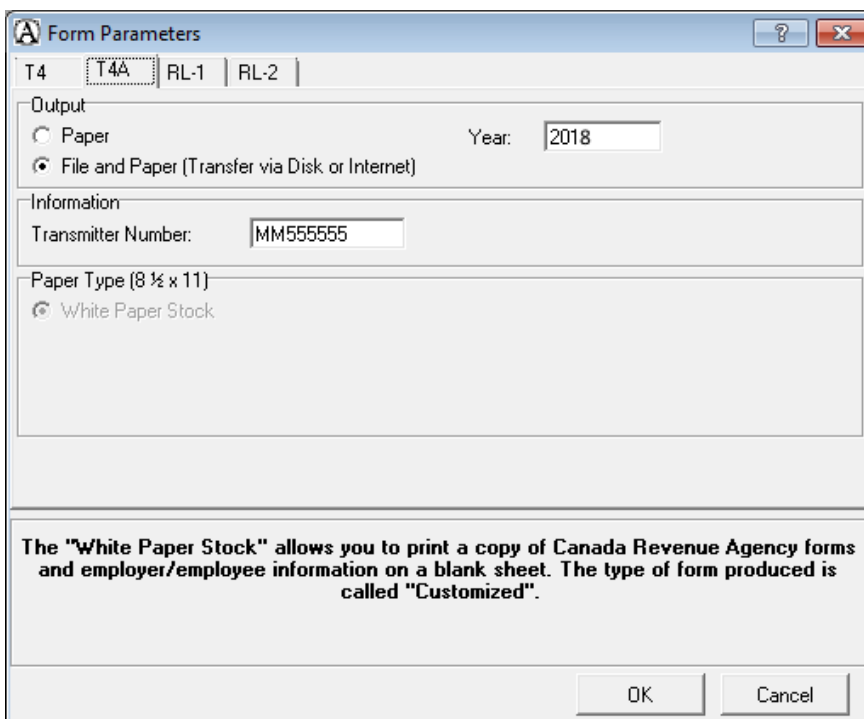
To open an active employee file, double-click on the employee's name in the **Year-End Tax Forms** list.

In the upper right section of the window, the **T4** and **RL-1** boxes are already selected. Check the **T4A** and **RL-2** boxes, if necessary. The tabs corresponding to the checked boxes are displayed in the left section of the window.

Afterwards, for each type of form selected, validate the amounts automatically entered, based on the data entered in **Step 1 – Create Form**, or enter the amounts in the appropriate boxes.

5. Form Parameters - Step 3

[Report menu, Payroll, Year-End Tax Forms] or 



Form Parameters

T4 | **T4A** | RL-1 | RL-2

Output

☐ Paper Year: 2018

☒ File and Paper (Transfer via Disk or Internet)

Information

Transmitter Number: MM555555

Paper Type (8 1/2 x 11)

☒ White Paper Stock

The "White Paper Stock" allows you to print a copy of Canada Revenue Agency forms and employer/employee information on a blank sheet. The type of form produced is called "Customized".

OK Cancel

Under the **T4A** and **RL-2** tabs, select the appropriate type of output: **Paper** or **File and Paper (Transfer via Disk or Internet)**.

- If you select **File and Paper**:
 - For the T4A slip, you must enter the transmitter number (same as for T4 slips).
 - For the RL-2 slip, you must enter the transmitter number (same as for RL-1 slips). Then, in the **Numbering** group box, enter the numbers specific to your RL-2 slips.
- In the **Paper Type** group box, **White Paper Stock** (approved by governments) is the only available format for T4A and RL-2 slips. Printing on government forms is not supported.

The other production steps are similar to those of T4 and RL-1 slips. For more information, particularly for steps 4, 5 and 6, refer to the preceding sections in this guide.