deluxe® CANADA

Editing Tax Forms

2022

Overview & Purpose of this Manual

The purpose of this manual is to show you how to use the payroll application to modify your tax forms, which include T4, T4A, T5018 and RL-1.

The **Tax Form Options** screen allows you to update or maintain the T4/T4A/T5018/RL-1 data files before the tax forms are approved and printed. You can approve your tax forms from the **Year-End Progress Bar** located on the **Main Menu**.

If, upon completion of the **Year-End Reset**, you discover that no adjustments or employee changes are necessary, you may proceed to Authorize Tax Forms (Step 3).

Some of the maintenance actions you may carry out as part of approving your tax forms could be:
- Adjusting taxable benefits
- Pension adjustments
- Adjustments for manual cheques issued but not processed in the payroll system

Important:

Deluxe Payroll does not remit payments made outside of our payroll application to the governments. Also, Deluxe Payroll is not responsible for making remittances for any monies that are attributed to tax form edits, or any penalties associated with these payments. Government remittances that may be impacted include:
- Canada Revenue Agency (CRA) source deductions including Income Tax, CPP and EI
- Revenu Quebec (RQ) source deductions including Quebec Provincial Tax, QPP, QPIP
- Ontario Employer Health Tax (EHT)
- Ontario Workplace Safety and Insurance Board (WSIB) premiums
- Workers Compensation Board (WCB) premiums
- CNESST premiums remitted to RQ for Quebec employers

If the adjustment results in amounts owing to the governments, these amounts must be remitted to the appropriate government agency as soon as possible to avoid potential penalties.

Before Using the Edit T4 Option

Helpful Government Sites:
For detailed documentation on what each T4 box means, please refer to the CRA's Employer's Guide – Filing the T4 Slip and Summary. You can also download a sample of the T4 Statement of Remuneration Paid (Slip).

The T4 Slip

Note: There are no pre-specified boxes for Retiring Allowances (Codes 66 – 69) on the T4 slip. Filers are expected to use the "Other Information" boxes for this item when completing the T4 slip. However, on the **Edit T4** screen, you do not have to insert the codes for Retiring Allowances since the screen includes pre-specified boxes for this item.

Note: The system will automatically allocate the eligible and non-eligible retiring allowance amounts for the employee based on the employee's Seniority Date once the **Year-End Reset** has been completed.

Note: If the employee's province of employment is Quebec, then depending on the changes required to the T4 slip, changes may also be required to the RL-1 slip.

Using the Edit T4 Option

Select the **Edit T4** option to edit the T4 information for your employees. When the **Edit T4** option is selected, the screen displays employees in alphabetical order and then by province and EI code (RP account).

Note: The Prov field refers to the employee's **Province of Employment**, not their residence.

To select an Employee:
- Type the employee number in its field and tab to the EI Code field. Tab to the **Employment Prov** field. Select the **Employment Prov** and press **Enter**.
- The system will open that employee's T4 for editing.
- You can also use the **Position to** field to find an employee you want to edit.
- Click on any part of the row that the employee's name is listed on to open their T4 edit screen.

Selecting Multiple Employees:
- Click in the check box next to any of the employees listed on the current screen and click Enter.
- The system will take you to the **Edit** screen of the first employee selected.
- You can then use the **Next Employee** button to go directly to the **Edit** screen of the next selected employee.

Definition of Fields on the first screen:

Field	Explanation
Employee Number:	Used to select an employee for editing
EI Code:	· If you have only one EI Rate (one RP account for this payroll) your options will be **"1"** or **"X"** · If you have two EI Rates (two RP accounts for this payroll) your options will be **"1"**, **"3"** or **"X"**. Your RP account is displayed on the screen beside this code to assist in determining what code is required. **"X"** will indicate that there will be no T4 for this employee. · The only time **"X"** should be used is if Box 14 is less than $500.00 and there are no other amounts entered in any other box.
Employment Prov:	The province of employment for the employee. In some cases, an employee may require a T4 for different provinces. This field will enable the creation of separate T4s by province.
Position to:	Position to a specific employee beginning with a specific letter.

Editing the T4 Slip

Once you have selected an employee, the following **Edit T4 – Employee Details** screen will appear where the required changes can be made.

To replace or adjust an amount for a numbered box, key an amount in the amount box to the right of the box number. In the A/R box, choose either **Adjust** or **Replace** to make changes to the box.

Tip: Adjust (A) takes the value already shown and increases or decreases it by the amount you enter in the **Amount** box. To decrease the amount in a box, enter the amount you want to decrease by as a negative and choose **Adjust.**

If you need to blank out an amount for a specific box, leave the amount blank and choose **Replace** to replace the amount.

Warning: If you leave the screen without clicking **Enter**, you will have to redo any changes that were made.

Other Information Boxes

There are up to 12 **Other Information Boxes**, allowing you to modify amounts for codes 30−88 (Taxable allowances and benefits, deductible amounts, employment commissions and other entries). The "Box" fields correspond to the boxes on the actual T4 slip. To make it easier to use this screen, you may want to have a blank T4 in front of you. Descriptions for all the boxes are provided above in the section under **Helpful Government Sites**.

Important: If you change any boxes that would apply to Box 14, you must change the amount in Box 14 to reflect this. The prompt for the **Other Information Boxes** will tell you which codes require you to do this. Click on the magnifying glass icon shown next to each of the 12 **Other Information Boxes**, as shown below. This opens a prompt window to help you select the following:

- Taxable Allowances and Benefits
- Deductible Amounts
- Employment Commissions
- Other amounts, if applicable

Select Other Information

00	BLANK Other Information Amount
	To complete removal, select 'Replace' in A/R field
30	Board and lodging. Include in Box 14.
31	Special work site
32	Travel in a prescribed zone. Include in Box 14.
33	Medical travel assistance
34	Personal use of an employer's automobile or motor-vehicle. Include in Box 14.
36	Interest-free and low-interest loans. Include in Box 14.
38	Security option benefits. Include in Box 14.

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❌ **Cancel**

To remove the Other Information Box and the amount it contains:

- Click on the magnifying glass and select **Code 00**.
- Tab to the **A/R field** and select **Replace**
- Click or press **Enter**
- Once all the required fields have been completed for the employee, click **Enter** to apply the changes

Then click **Next Employee** to modify another employee if you selected multiple employees on the previous screen. Once the changes are complete and saved for all employees, click **Exit/Create Reports**. You will then see a list of the **tax form Audit Reports** in **GROUP: YEAUDIT**. These reports are now available for you to download and review.

The T4A slip

The T4A slip is the Statement of Pension, Retirement, Annuity, and Other Income. It is typically used to report payments or income in situations where there is no employment relationship.

When Do I issue a T4A?
A T4A must be issued if you paid any of the following types of income and you paid the Recipient more than $500 in the calendar year or deducted income tax from any payment:

- pension or superannuation
- lump-sum payments
- self-employed commissions
- annuities
- retiring allowances
- patronage allocations
- RESP accumulated income payments
- RESP educational assistance payments
- fees or other amounts for services
- income replacement payments made under the Veterans Well-being Act; or
- other income such as research grants, payments from a RDSP, wage-loss replacement plan payments if you were not required to withhold CPP contributions and EI premiums, death benefits or certain benefits paid to partnerships or shareholders.

Exceptions

You must also prepare a T4A in the following situations:

- If you provide employer-paid Group Term Life Insurance Taxable Benefits for former employees, including retirees, you must prepare a T4A slip, if the benefit is greater than $50.
- If you are the administrator or trustee of a multi-employer plan and you provide taxable benefits under the plan to employees or former employees, you must prepare a T4A slip only if the benefit exceeds $25.00.

Reallocate Amounts in Box 028

If an employee has T4A in the **Tax Form Option** field in their **Employee Profile**, the payroll system will automatically generate a T4A slip and allocate their Gross Earnings to Box 028.
You must use the **Edit T4A** option and move any amounts from Box 028 that can be reallocated to their appropriate Box numbers, leaving only **Other Income** not reportable elsewhere.

Editing the T4A

Tip: To make it easier to use the **Edit T4A** option, you may want to have a blank T4A form in front of you.

Tip: For detailed documentation on what each T4A box means, please refer to the Filing the T4A Slip and Summary guide.

To edit the T4As, select the **Edit T4A** option. When the **Edit T4A** option is selected, employees are displayed alphabetically by EI code (RP account).

To select an employee, type the employee number in the field and tab to the **EI Code** field. Type the **EI Code** and press **Enter**. The system will open that employee's T4A for editing. You can also use the **Position to** field to find the employee that you want to edit and click on any part of the employee's name to open their T4A.

To select multiple employees, click in the check box next to any or all the employees listed on the current screen. The system will take you to the Edit screen of the first employee selected. You can then use the **Next Employee** button to go to the next employee.

Once you have selected an employee, the following **Edit T4A – Employee Details** screen will appear where the required changes can be made.

The amounts for each box are displayed to the right of the box numbers. All the amount fields may be replaced or adjusted.

To modify an amount for a specific box, key an amount in the edit field to the right of the box, then in the **A/R** box, select either **Adjust** or **Replace** to replace the amount. To input an amount that subtracts from the existing amount, insert a negative number, and select **Adjust** in the **A/R** box.

If you wish to remove an amount for a specific box, leave the amount blank and select **Replace** to replace the amount. The information that is being adjusted or replaced will be updated when you click **Enter.**

To remove the **Other Information Box** and the amount it contains, click on the magnifying glass, and select **Code 000**. Then tab to the **A/R** field and select **Replace**.

Note: If you leave the screen without clicking **Enter**, you will have to redo any changes that were made.

The Relevé 1 (RL-1) Slip

When do I issue an RL-1 slip?
RL-1 slips are required if you have employees in the province of Quebec. An RL–1 slip must be issued for any dollar amount (including Taxable Benefits) provided to an individual or an employee, regardless of whether source deductions were made.

Helpful Government Sites:

RL-1 Slip: Employment and Other Income Boxes are explained in English here.

A blank RL-1 slip can be found here. Revenu Quebec only provides this in French.

The Guide to Filing the RL-1 Slip: Employment and Other Income can be found here.

Note: Depending on the changes required to the RL-1 slip, changes may also be required to the Quebec T4 slip.

Editing the RL-1 Slip

Select the **Edit RL-1** option. Employees are displayed in alphabetical order. In the **Position to Name** field, enter the name of the employee that you want to edit and click on any part of the employee's name to open their RL-1.

Use the check box next to the employees' name to select multiple employees. The system will take you to the **Edit** screen of the first employee selected.

Once you have selected an employee, the **Edit RL-1 – Employee Details** screen will appear where the required changes can be made.

To replace an amount for a specific box, key in the new amount, click **Enter** to Save.

If you would like to delete an amount for a specific box, simply highlight the amount and press delete, then **Enter** to save.

The T5018 Slip

When do I issue a T5018 slip?

If you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited.

Helpful Government Sites:

For further information from the CRA on what each box means please click here.

For T5018 slip and explanations, click here.

Using the T5018 Edit Option

When the **Edit T5018** option is selected, the contractors are displayed alphabetically.

Once you have selected a contractor, the following screen is displayed where the required changes can be made.

The Box 22 amount can be replaced or adjusted but must always be greater than zero.

To replace the amount, key in the new amount in the **A/R box** and enter either A to adjust or R to replace the amount.

Tax Options Reports (GROUP YEAUDIT)

Report Name	Report Description
T4AUDIT	This report will list the T4 box details by Business Number, by employee name (alpha) with totals by Business Number. If no T4s are detected, you will not get this report. **You must ensure that the totals are correct and that everything balances to your government remittances.**
T4ERRORS (if applicable)	You will only get this report if errors were detected. Any errors on this report must be corrected prior to printing the T4s.
T4AAUDIT	This report will list the T4A box details by Business Number, by employee name (alpha) with totals by Business Number. If no T4As are detected, you will not get this report. **You must ensure that the totals are correct and that everything balances to your government remittances.**
T4AERROR (if applicable)	You will only get this report if T4A errors are detected. Any errors on this report must be corrected prior to printing the T4As. If T4A adjustments are required, please select the **Edit T4A** option.
REL1AUD (Quebec only)	This report will list the RL–1 box details by Business Number, by Employee Name (alpha) with totals by Business Number. If no RL–1s are detected, you will not get this report. **You must ensure that the totals are correct and that everything balances to your government remittances.**
REL1ERRS (Quebec only)	You will only get this report if errors were detected. Any errors on this report must be corrected prior to printing the RL–1 slips. If RL–1 adjustments are required, please select the **Edit RL–1** option.
T5018AUD	This report will list the T5018 box details by Business Number, by Employee Name/contractor (alpha) with totals by Business Number. If no T5018s are detected, you will not get this report. This report will include any errors detected. If adjustments are required, please select the **Edit T5018** option. **You must ensure that the total for Box 22 is correct**.

Create ALL Tax Form Audits

Tax form Audit Reports were automatically generated when you completed your **Year-End Reset**. These original reports are found in **GROUP: YREND** in the **View Reports** option. When you select the **Create ALL Tax Form Audits** option all the audits are found in **GROUP: YEAUDIT**.

Each of the edit options found on the **Tax Form Options** screen automatically **Create ALL the Tax Form Audits**. All the reports found in **GROUP: YEAUDIT** are available for viewing until the **Year-End Progress Bar** is initiated the following year (typically in November). These reports are never archived.

What Should I Do with the T4AUDIT Report?

This report lists the employees in alphabetical order and provides final totals of the T4 boxes by RP account. You must ensure that the totals are correct and that everything balances to your final pay reports of the taxation year, plus any adjustments you may have done using the Edit T4 feature. Below is a sample of the T4 Audit Report.

Note: Pre-Specified Boxes on the T4 Edit screen will always display, whether they contain a value or not. Other Information Boxes will only display if they contain a value.

Exception: While Boxes 66 through 69 are pre-specified on the T4 Edit screen, they will only display on the T4 Audit report if they contain a value.

What Should I Do with the T4ERRORS Report?

You would see the **T4ERRORS** report only if the system detected errors. You must correct any errors on this report prior to approving your T4s. Use the Edit T4 option to do this. If you have attempted to resolve all the errors, and are not able to obtain the information, you may continue. You may leave the SIN number blank, but you should be able to show that you made a reasonable effort to get the SIN from the recipient.

After you have corrected all errors, the tax form Audit Reports are generated automatically, and you should no longer see the T4ERRORS report under **GROUP: YEAUDIT**.

Possible error messages include:
- Blank Employee First Name
- Blank Address/Blank Postal Code
- Blank SIN/INVALID SIN
- No RPP Number – If Box 20 or 50 has an amount in it, the RPP number is required.
- Negative Amounts — If any of the boxes have a negative amount, they must be corrected.

What Should I Do with the T4AAUDIT Report?

This report will list the employees in alphabetical order and provides final totals of the T4A boxes by RP account. If no T4As are detected, you will not get this report. You must ensure that the totals are correct and that everything balances to your final pay reports of the taxation year, plus any adjustments you may have made using the Edit T4A option.

What Should I Do with the T4AERROR Report?

You will get this report only if the system detected errors when the **T4A Audit** report is generated. You must correct any errors on this report prior to printing the T4As. Use the **Edit T4A** option to do this. If you have attempted to resolve all the errors and are not able to obtain the information you may continue. You may leave the SIN Number/Business Number blank, but you should be able to show that you made a reasonable effort to get the SIN Number/Business Number from the recipient.

After you have corrected all errors, the **Tax Form Audit Reports** are generated automatically, and you should no longer see the **T4AERRORS** report under **GROUP: YEAUDIT**

Possible error messages include:
- Blank Address
- Blank Postal Code
- Blank SIN or Business Number (BN)

What Should I Do with the REL1AUD Report?

This report and the REL1ERRS report only appear if you have employees that have a province of employment in Quebec. The RL-1 Audit report will list the employees in alphabetical order and provides final totals of the RL-1 boxes by RS account. Ensure that the totals are correct and that everything balances.

What Should I Do with the REL1ERRS Report?

You will only get this report if errors were detected. Correct all errors on this report before printing the RL-1 slips. If RL-1 adjustments are required, please select the Edit RL-1 option. If you have attempted to resolve all the errors, and are not able to obtain the information, you may continue. You may leave the SIN Number blank, but you should be able to show that you made a reasonable effort to get the SIN Number from the recipient.

After you have corrected all errors, the Tax Form Audit Reports are generated automatically, and you should no longer see the **REL1ERRS** report under **GROUP: YEAUDIT.**

What Should I Do with the T5018AUD Report?

The T5018 Audit Report will list the contractors in alphabetical order and provides final totals of Box 22 by RZ account. If no T5018s are detected, you will not get this report. Ensure that the total of Box 22 is correct.

Correct all errors on this report before printing the T5018 slips. If T5018 adjustments are required, please select the Edit T5018 option. If you have attempted to resolve all the errors, and are not able to obtain the information, you may continue. You may leave the SIN Number/Business Number blank but you should be able to show that you made a reasonable effort to get the SIN Number/Business Number from the recipient.

After you have corrected all errors, the **Tax Form Audit** Reports are generated automatically. Review the **T5018AUD** report to make certain that all errors have been fixed.