

# Canadian T4A and T5 Forms

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Navigate to *Accounting / End of Periods / Print EOY Tax Forms / Canadian Tax Forms*.

## T4A Form

The T4A form is used to report Patronage Earned and Canadian Income Tax amounts.

The screenshot shows a software window titled "Canadian Tax Forms" with a tab for "T4A". The interface includes several sections for configuration:

- Select Patrons:** Buttons for "All" and "Select".
- Tax Year:** A text input field.
- Minimum Qualifying Amount:** A text input field.
- Payer Account # for Box 61:** A text input field.
- Include Other Information Code of '030':** A checkbox.
- Payer-offered dental benefits:** A text input field with the value "1".
- Send Print Job To:** Radio buttons for "Individual" (selected) and "Government".
- Print Address:** Checkboxes for "Address 1", "Address 2", and "Address 3".
- Sort By:** Radio buttons for "ID" (selected), "Zip", and "Name".
- Top Margin:** A text input field.
- Left Margin:** A text input field.
- Create File:** A checkbox with a sub-section containing:
  - Output File Path:** A text input field with a browse button.
  - Contact Name:** A text input field.
  - Contact Area Code:** A text input field.
  - Contact Phone:** A text input field.
  - Contact Ext.:** A text input field.
  - Contact Email:** A text input field.
  - Proprietor #1 S.I.N.:** A text input field.
  - Proprietor #2 S.I.N.:** A text input field.
  - Submission Ref ID:** A text input field.
  - Transmitter #:** A text input field.

At the bottom right, there are buttons for "Test Print", "Print", "Save", and "Cancel".

- **Tax Year** – Enter the tax year the information represents.
- **Minimum Qualifying Amount** – Patrons with their *1099 Patr YTD\$* on the *1099 Totals/Dues* tab equal to or greater than the amount entered in this area are included in the print. Check with an accountant if there are any questions about the qualifying dollar figure.
- **Payer Account # for Box 061** – Enter the payer’s account number.
- **Include Other Information Code of '030'** – This is used to report the Patronage amount from the *1099 Patr YTD\$* stored on the patron’s *1099 Totals/Dues* tab.
- **Payer-offered dental benefits** – This defaults to a value of 1; however, values 1-5 can be entered and the setup remembers the last-used value. This value is added into the T4A file.
- **Send Print Job To** – Selecting *Individual* prints the forms for the individual patron. *Government* is used when printing forms for the government.
- **Print Address** – *Address 1*, *Address 2*, and *Address 3* may be selected depending on which address lines are

utilized by the company.

- **Sort By** – Select to sort the forms by *ID*, *Zip*, or *Name*.
- **Top Margin** – Moves the print on the forms up or down. (For example, enter '.25' to move the form down ¼ of an inch.)
- **Left Margin** – Moves the print on the forms left or right (For example, enter '.25' to move the form to the right ¼ of an inch.)
- **Create File**– Creates the electronic file that can be sent to the government for reporting.
  - **Output File Path** – Indicate the location where the T4A file should be created.
  - **Contact Name** – Enter the name of the person the government should contact if there are questions about the file.
  - **Contact Area Code** – Enter the area code of the phone number for the contact.
  - **Contact Phone** – Enter the phone number of the contact.
  - **Contact Ext.** – Enter the extension of the contact.
  - **Contact Email** – Enter the e-mail address of the contact.
  - **Proprietor #1 SIN** – This is optional.
  - **Proprietor #2 SIN** – This is optional.
  - **Submission Ref ID** – This is a unique number created by the transmitter to identify each submission filed. If filing for own self[KN1], '0' may be entered.
  - **Transmitter #** – user needs to enter a transmitter number.

## T4A Printed Form

Please note that the following areas are the only places where Agvance prints information on the T4A form. Any other areas are left blank when printed.

- **Payer's name** – The company address information found in *Hub / Setup / Company*.
- **Box 061 Payer's account number** – This is not required.
- **Box 012 Social insurance number** – Customer's business number/social security number.
- **Box 022 Income tax deducted** – *Backup Withhold Patr* from the patron's *1099 Totals/Dues* tab.
- **Recipient's name and address** – Customer's name and address(es) selected in the *Print Address* area on the *Canadian Tax Forms / T4A* tab.
- **Box – Case** – If the *Include Other Information Code* of '030' option is selected on the *T4A* tab of the *Canadian Tax Forms* window this is the *1099 Patr YTD\$* stored on the patron's *1099 Totals/Dues* tab.
- **Amount – Montant** – This is the *1099 Patr YTD\$* on the patron's *1099 Totals/Dues* tab.

## T5 Form

The T5 form is used to report interest and dividends.

- **Tax Year** – Enter the tax year the information represents.
- **Minimum Qualifying Amount** – Patrons with their 1099 Div YTD\$ on the 1099 Totals/Dues tab equal to or greater than the amount entered here are included in the print. Check with the accountant if there are any questions about the qualifying dollar figure.
- **Box 11 Percentage** – This is the percentage used to calculate the amount an individual is required to report as income. This is reported on the T5 form in *Box 11 Taxable amount of dividends other than eligible dividends*.
- **Box 12 Percentage** – This is the percentage used to calculate the dividend tax credit to which an individual is entitled. This is reported in *Box 12 Dividend tax credit for dividends other than eligible dividends* on the T5 form.
- **Recipient Type Attribute** – This is a customer attribute set up to determine if the amount paid was to an individual (1), a joint account (2), a corporation (3), an association, trust, club, or partnership (4), or a government (5). This attribute can be setup on the *Hub / Setup / Company Preferences / Customer* tab. The *Attribute Value* of 1 - 5 may then be set on the customer.
- **Send Print Job To** – Selecting *Individual* prints the forms for the individual patron. *Government* is used when printing forms for the government.
- **Dividend Eligible** – This creates records in a different node for the XML created showing the taxable amount as eligible. The labels on the percentages display the values that will be used when the new option is selected. This option is also remembered from previous use as well.  
**Note:** A patron marked as a corporation will NOT have any values included in *Box 24* and *25*.
- **Print Address** – *Address 1*, *Address 2*, and *Address 3* may be selected depending on which address lines are utilized by the company.

- **Sort By** – Select to sort the forms by *ID*, *Zip*, or *Name*.
- **Top Margin** – Moves the print on the forms up or down. (For example, enter .25 to move the form down ¼ of an inch.)
- **Left Margin** – Moves the print on the forms left or right. (For example, enter .25 to move the form down ¼ of an inch.)
- **Create File**– Creates the electronic file that can be sent to the government for reporting.
  - **Output File Path** – Indicate the location where the T5 file should be created.
  - **Account Number** – Enter an account number.
  - **Bank Transit #** – Enter the bank transit number.
  - **Contact Name** – Enter the name of the person the government should contact if there are questions about the file.
  - **Contact Area Code** – Enter the area code of the phone number for the contact.
  - **Contact Phone** – Enter the phone number of the contact.
  - **Contact Ext.** – Enter the extension of the contact.
  - **Contact Email** – Enter the email address of the contact.
  - **Submission Ref ID** – This is a unique number that is created by the transmitter to identify each submission filed. If filing for self, 0 may be entered.
  - **Transmitter #** – Enter a transmitter number.

## T5 Printed Form

Please note that the following areas are the only places where Agvance prints information on the T5 form. Any other areas are left blank when printed.

- **Box 10 Actual amount of dividends other than eligible discounts** – This is the *1099 Div YTD*\$ on the patron's *1099 Totals/Dues* tab.
- **Box 11 Taxable amount of dividends other than eligible dividends** – This is the *1099 Div YTD*\$ on the patron's *1099 Totals/Dues* tab multiplied by the percentage typed into *Box 11 Percentage* on the *T5* tab of the *Canadian Tax Forms* window.
- **Box 12 Dividend tax credit for dividends other than eligible dividends** – This is the amount from *Box 11 Taxable amount of dividends other than eligible dividends* multiplied by the percentage typed into *Box 12 Percentage* on the *T5* tab of the *Canadian Tax Forms* window.
- **Box 13 Interest from Canadian sources** – This is the *1099 Int YTD*\$ on the patron's *1099 Totals/Dues* tab.
- **Box 21 Report Code** – This is always 0 which represents original.
- **Box 22 Recipient identification number** – The customer's business number/social security number.
- **Box 23 Recipient type** – This is the recipient type stored in the customer attribute selected in the *Recipient Type Attribute*.

- **Recipient's name (last name first) and address** – Customer's name and address(es) selected in the *Print Address* area of the *Canadian Tax Forms / T5* tab.
- **Payer's name and address** – The company address information found at *Hub / Setup / Company*.