

# PREPARING T4 AND RL-I SLIPS FOR AN INDIGENOUS EMPLOYEE

## OBJECTIVE

There are certain particularities when the T4 and RL-I forms must be generated for an indigenous employee who practices their trade in a reserve, whether it be full or part time. Indeed, the employment income portion specific to the work done on a reserve must appear in different boxes than the ones normally used. More precisely, this income must be entered in box 71 in lieu of box 14 for T4 slips (federal) and in box R in lieu of box A for RL-I slips (provincial).

This document explains how to perform the box redefinition necessary to the production of tax slips in **maestro\*** for a indigenous employee, in order to display the correct employment income in the right boxes.

For more information concerning this specific situation and *Revenu Québec*'s guidelines, please take a look at the following website:

<https://www.revenuquebec.ca/en/businesses/source-deductions-and-employer-contributions/filing-rl-slips-and-the-rl-i-summary-general-rules/rl-i-slip-employment-and-other-income/how-to-complete-the-rl-i-slip-based-on-an-employees-situation/indian-employees/>

## PREREQUISITES

- How To - [Redefine Boxes](#)
- FI – [Print T4 and RL-I](#)

## SUMMARY

- [Redefine Boxes for a indigenous Employee](#)
  - [T4 Form](#)
  - [RL-I Form](#)

## STEPS



maestro\* > Time Management > Payroll > T4 and RL-I > Print T4 and RL-I > **Redefine Boxes**

### Redefine Boxes for an Indigenous Employee

#### T4 Form

1. In the **Redefine Boxes** window, **Filters / Default Values** section, select the **T4 Form** using the scroll-down menu.
2. In the **Province** field, select *Québec*.
3. If a work category has been created for indigenous employees and 100% of the work done by those employees has been performed on a reserve, enter this category in the field to this effect.



If no work category has been created for indigenous employees, or if they do not all perform the same portion of work on a reserve, it will be necessary to redefine the boxes of all indigenous employees by creating individual lines for each of them in the breakdown grid.

In the **Details** tab of the breakdown grid:

#### Start by completing the first line.

1. Start by selecting the *I4 - Employment Income* box in the in first column.
2. Select the **Province**.
3. Then select the **Work Category** or enter the **Employee Number**.
4. In the **Formula** column:
  - If 100% of the employee's work has been performed on a reserve, enter "" (double quotation marks);
  - Otherwise, enter **SBFED - the amount corresponding to the part of the income made on a reserve**, for example *SBFED-34500*.

#### Then complete the second line.

1. On the second line, select *Additional Box D* in the **Box** column.



If additional box D is already in use, choose another available additional box (either A, B, C, D, E, or F).

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2. Select the **Province**.
3. Then select the **Work Category** or enter the **Employee Number**.
4. In the **Formula** column:
  - If 100% of the employee's work has been performed on a reserve, enter **SBFED**;
  - Otherwise, enter the **amount corresponding to the part of the income made on a reserve**, for example 34500.
5. On the same line, in the **Additional Box No.** column, enter 71.

**If 100% of the employee's work has been done on a reserve and the employee is also exempt from the Quebec Pension Plan (RRQ) / Canada Pension Plan (CPP), complete the third line.**

1. On the third line, select *28 - EI Exempt* in the **Box** column.
2. Select the **Province**.
3. Then, select the **Work Category** or enter the **Employee Number**.
4. Enter X in the **Formula** column.
5. Click the **Save** icon.

## RL-1 Form

1. Still in the **Redefine Boxes** window and **Filters / Default Values** section, select the **RL-1 Form** using the scroll-down menu.
2. In the **Province** field, select *Québec*.
3. If a work category has been created for indigenous employees and 100% of the work done by those employees has been performed on a reserve, enter this category in the field to this effect.



If no work category has been created for indigenous employees, or if the latter do not all perform the same portion of work on a reserve, it will be necessary to redefine the boxes of all indigenous employees by creating individual lines for each of them in the breakdown grid.

4. In the **Details** tab of the breakdown grid:

**Start by completing the first line.**

1. Start by selecting *A - Employment Income* in the first column.
2. Select the **Province**.
3. Then select the **Work Category** or enter the **Employee Number**.
4. In the **Formula** column:

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- If 100% of the employee's work has been performed on a reserve, enter "" (double quotation marks);
- Otherwise, enter **SBRBO** - the amount corresponding to the part of the income made on a reserve, for example *SPRBO-34500*.

### Then complete the second line.

5. On the second line, select *R - Income situated in a reserve* in the **Box** column.
6. Select the **Province**.
7. Then select the **Work Category** or enter the **Employee Number**.
8. In the **Formula** column:
  - If 100% of the employee's work has been performed on a reserve, enter **SBPRO**;
  - Otherwise, enter the **amount corresponding to the part of the income made on a reserve**, for example *34500*.

### Finally, complete the third line.

1. On the third line, select *Comment 1* in the **Box** column.



Use *Comment 2, 3, or 4* if *Comment 1* has already been used for your company.

2. Select the **Province**.
3. Then select the **Work Category** or enter the **Employee Number**.
4. In the **Formula** column, enter the same code or amount as on the previous line.
5. On the same line, in the **Additional Box No.** column, enter *R-1*.
6. Click the **Save** icon.
7. Click the **Quit** icon.

During the **Data Generation**, **maestro\*** will use the newly entered values in the **Redefine Boxes** option to generate the T4 and RL-1 slips.



When boxes are redefined, it is essential to generate the data again to ensure **maestro\*** takes the redefinition into account.



On the **Employer's Summary** report, the amount of the *R - Income situated in a reserve* box will be

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added to the amount in box A - *Employment Income* for the calculation of the total payroll, which will be used to determine the contribution rate to apply to the calculation of the *Health Service Fund (FSS)* contribution.

## SEE ALSO

- [Frequently Asked Questions - Preparing T4 and RL-I Slips](#)

Last modification: February 21, 2024