PREPARING T4 AND RL-1 SLIPS
FOR THE YEAR 2019

This **maestro*EXPRESS** describes the various steps required when preparing T4 and RL-1 slips. As you have been used to the past, you may print the current year's government slips directly from **maestro***. These slips are updated and approved on a yearly basis to ensure they include the latest changes made by the government authorities.

All modifications related to the 2019 taxation year that must be applied to the production of T4 and RL-1 slips program are included in the following updates. They will be available for download from **maestro*CAFÉ** on the date indicated below.

> ⚠ **These updates MUST be installed to prepare valid slips.**
>
> **They are only available to customers who have renewed their annual Maintenance and Support contract.**

Maestro* Versions	Update	Release Date
3.05	Update	January 16, 2020
3.04	Update	January 16, 2020
3.03	None	Not available

Reminders

Sending Slips Electronically

Employers preparing more than 50 information statement for a year

Employers preparing more than 50 information statement (slips) for a calendar year must file their documents over the Internet. Furthermore, if the **EDI Transfer** option which enables electronic transmission is not visible in the **Print T4 and RL-1** option, please contact the Sales department by phone at 450-652-6200, extension 266, or send an email to: sales@maestro.ca. You can also speak directly with your account manager. To access the option, it may be necessary to modify some security settings.

Last, if you are sending your RL-1 slips electronically for the first time, you must register with the government beforehand. Refer to Appendix C at the end of this document for information on transmitting slips using the Internet.

Employers preparing 50 RL-1 slips or less for a year

Employers filing fewer than 51 RL-1 slips of the same type for a calendar year can also file their documents over the Internet or use *Revenu Québec*'s Online Services.

Should you have any question or require further information regarding this **maestro*EXPRESS**, please contact the Customer Support by dialing 1-877-833-1897.

SUMMARY

New Features and Updates

At the Federal Level

Modifications to car benefits and allowances (source):

- For 2019, the reasonable per-kilometre rates given as allowance for business kilometres driven in a year have changed:
  - $0.58 per kilometre for the first 5,000 kilometres driven;
  - $0.52 per kilometre driven after that.
  - You must add an additional $0.04 per km traveled if you are in the Northwest Territories, Yukon, and Nunavut.

When calculating the operating expense benefit for an automobile provided by an employer, the rate is $0.28 for every kilometre driven for a personal use.

At the Provincial Level (for Quebec only)

1. Reminder - New Health Service Fund Contribution Rates

If you are an employer, other than a public sector employer, and if your total payroll for 2019 is less than $6 million, you could benefit from a reduction to your **Health Service Fund** (HSF) contribution rate. You must use your activity sector contribution rate to calculate your contribution to the HSF for the year.

You will find the HSF contribution rates for 2019 below:

	Health services fund contribution rates (%) for 2019 (source)	
Total Payroll (TP)	Primary and Manufacturing sectors	Service and Construction sectors
$1,000,000 or less	1.25	1.70
$1,000,001 to $5,999,999	0.648 + (0.602 x TP/1,000,000)[1]	1.1880 + (0.5120 x TP/1,000,000)[1]
$6,000,000 or more	4.26	4.26

1.The contribution rate must be rounded-off to the second decimal point. If the third decimal is greater than, or equal to 5, the second decimal is rounded-up to the superior whole number.

2. Reminder - Voluntary Retirement Savings Plan (VRSP)

Employers not offering a retirement group savings plan and subject to the VSRP Act must offer a VRSP or any other retirement group savings plan since **December 31, 2017** if they have at least:

- 5 eligible employees on December 31, 2016; AND
- 10 or more eligible employees on June 30, 2017.

For more information on your responsibilities towards the VRSP and whether are subjected to the law, visit Retraite Québec's website.

In maestro – Version 3.04 and later*

1. Actual HSF Contribution Rate Calculation(for Quebec only)

The calculation results are displayed in the **Employer's Summary**, under the **Contribution to the health service fund** section of the report, and the HSF contribution is based on the revenu displayed on the **Box A - Employment Income** line.

> Note that the revenue displayed on the **Box A – Employment Income** line includes the contributions made to the Labour Fund, but the HSF calculation does not.

2. FAQ – T4 and RL-1 Slip Preparation

A document has been designed to ensure you are better equipped to prepare the T4 and RL-1 year-end slips. It includes the questions most frequently asked by Maestro customers on the topic. Take a minute to the *FAQ – T4 and RL-1 Slips Preparation* document.

3. Validation Lists (for Quebec only)

Four new lists were added to **maestro*** in 2018. Available through the **Export to Excel** icon of **the Print T4 and RL-1** option (**maestro*** > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**), they can be used to validate the contribution amounts paid to the Commission des normes du travail (CNT) and the Health Services Fund (HSF). See the *FAQ – T4 and RL-1 Slips Preparation* document for more information about these new lists:

Validation of the CNT Contribution including Cumulative Modifications

The **Validation of the CNT Contribution including Cumulative Modifications** list is displayed in an *Excel* file once the year and province have been selected. It can be used for various validations such as comparing:

- the total amount of the **Adjusted Salary** column from the **Validation of the CNT Contribution** list with the **Remuneration subject to the contribution** amount of the **Employer's Summary**[1] (displayed in the report's **Contribution to the Commission des normes du travail (CNT)** section); and
- the total of the **CNT** column from the **Validation of the CNT Contribution** list with the total of the **Remuneration subject to the contribution** line of the **Employer's Summary** (which is the amount displayed in the far-right portion of the report, in the **Contribution to the Commission des normes du travail (CNT)** section).

Note that the total amount of the **Adjusted Salary** column from the **Validation of the CNT Contribution** list corresponds to the eligible salary (that takes into account the annual maximum).

Each employee's information available on the **Validation of the CNT Contribution** list is presented on a separate line which displays the year's total amount for said employee. Also, note that the category displayed on the report for each employee corresponds to the employee's current category in **maestro***.

Validation of the Detailed CNT Contribution

This list is a detailed version of the **Validation of the CNT Contribution** list as it includes a separate line per employee, per pay period. The category displayed for the employee is the category to which he/she was linked when processing payroll. This exhaustive version enables users to target errors more easily once they have been identified in the first list.

Also note:

If no calculated CNT amount is displayed in the **CNT** column, even though an amount is displayed in the **Eligible Salary for CNT** column of the **Validation of the Detailed CNT Contribution** list, it's because the maximum amount has been reached. Additionally, the salary indicated in the **Salary Sector 0** column may differ from the one indicated in the **Eligible Salary for CNT** column as the latter doesn't include the bonus not affecting the salary union calculations (configured in the **Define Earning/Deduction Codes** option, available through **maestro*** > Time Management > Maintenance > Payroll > **Define Earning/Deduction Codes**).

Validation of the detailed HSF Contribution including Cumulative Modifications

This list displays the selected year cumulative, per employee. The *C* group (meaning *Cumulative*) includes the modifiations made to the cumulative in the **Employee Management**, **Cumulatives** section. The total of the **Provincial Taxable Gross** column should match total payroll displayed on the **Employer's Summary** report.

On the **Employer's Summary** report, to amount displayed to the right of the **Employer contribution** title (in the **Contribution to the health services fund** section) should correspond to the total of the **FSS** column from the **Validation of the HSF Contribution including Cumulative**.

[1] The Employer's Summary report is available through maestro* > Time Management > Payroll > T4 and RL-1 > Print T4 and RL-1

Validation of the Detailed HSF Contribution

Just like the previous one, this list displays the contributions using a separate line format, per employee, but instead per pay. The total of the **Provincial Taxable Gross** column should match total payroll displayed on the **Employer's Summary** report.

On the **Employer's Summary** report, to amount displayed to the right of the **Employer contribution** title (in the **Contribution to the health services fund** section) should correspond to the total of the **FSS** column from the **Validation of the Detailed HSF Contribution** list.

Modifications made to employee cumulatives are not displayed on the **Validation of the Detailed HSF Contribution** and **Validation of the Detailed CNT Contribution** lists.

Test of the T4 and RL-1

We highly recommend using the **Test of the T4 and RL-1** option to check the data accuracy before the 2019 end of the year.

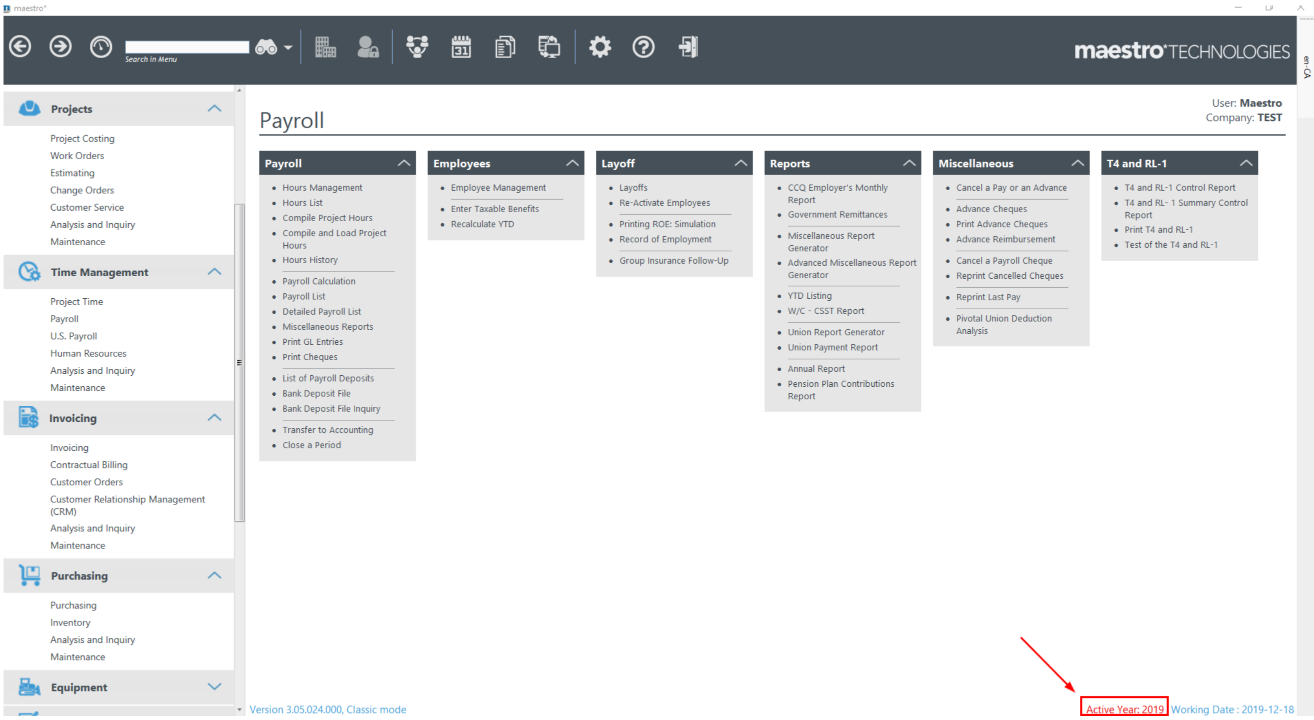
Once the trial period is over, it is important to repeat the data generation in the Print T4 and RL-1 option; a slip number will be assigned to each employee at that time.

Steps Related to Preparing T4 and RL-1 Slips

Taxation Year Verification

First, it is important to ensure all the steps are done in the appropriate calendar year by selecting 2019 as the active year. To do so:

1. From the main **Payroll** menu, click on **Active Year: 20XX** located on the right side of the ribbon at the bottom of the window.
2. Select **2019** and click on **Ok**.



Contact Verification

maestro* > Time Management > Maintenance > Payroll > **Configuration**

To send the T4 and RL-1 slips electronically, it is suggested to complete the required information in the early stages of the process.

1. From the menu on the left of the **Configuration** window, click **T4 & T4A**.
2. Fill out the **Transmitter** and **Contact** sections located on the right side of the window.

> Completing the **Transmitter** and **Contact** sections is essential; it provides the Canada Revenue Agency (CRA) with the proper information if they need to contact you should there be a problem with the transmitted files. The **Contact**'s section **Email** field is required to send T4 and T4A slips electronically.

Transmitter Section

Field	**Description**
Transmitter number	Number which identifies you to the Canada Revenue Agency.

Field	Description
	NOTE: The transmitter number for T4 and T4A slips is the number provided by the CRA. It starts with MM and is followed by six characters.
Report type code	Code which identifies the type of return being filed. Available values. *Calcelled* — Format indicating the file cancelling returns already delivered to their recipients, depending on the type of return. *Amendments* — Format indicating the file was amended. *Original* — Format indicating it's the original file (first transmission).
Type of transmitter	The user's transmitter type from the government's perspective. Available options are: • You are filing on your behalf; • You are filing on behalf of a third party; • You are filing on your behalf using a commercial software; • You are a software salesperson.
Name 1 and 2	Name of the company preparing the T4 and T4A slips.
Address 1 and 2, City, Province, Postal Code, Country, Language	Address of the company. *NOTE: Never enter Maestro's contact information; use the information of the company preparing the slips.*

Contact Section

Field	Description
Name, Phone, Extension, Email	Contact information of the company's resource person for any question related to T4 and T4A slips. *NOTE: The email is required to send T4 and T4A slips electronically.*

Other Fields

Field	Description
SIN 1, SIN 2	Owners' social insurance numbers. *Note: Applicable to Canadian-controlled private corporations or unincorporated businesses.*

3. Afterwards, click **RL-1** from the menu on the left of the **Configuration** window.

> This option is available exclusively for the Canadian payroll; it is only visible if the **EDI Transfer** for government documents option is installed.
>
> Multidimensional mode users can set different values for all the fields described below by indicating to which company the value applies. Click in the appropriate field, then on the **Multidimensional values** icon (located to the right of the field). In the **Company Values** window, enter the appropriate information for every listed company.
>
> Make sure the main field remains empty if company prefixes are used in the configurations.

> This section must be completed before generating the RL-1 XML file if modifications must be made to the numbering of the XML or paper slips.

4. Fill out the **Transmitter**, **Software**, and **Accounting** sections located on the right side of the window.

Transmitter Section

Field	Description
Transmitter number	Number which identifies you to Revenu Québec. *NOTE: The transmitter number for the RL-1 starts with NP and is followed by six characters. This number is provided by the Division de l'acquisition des données électroniques. The same one is used year after year.*
Sending Type	Identification of the type of XML file being sent. Available values. *Original* — File containing data from official slips. *Test-file* — Document sent before the original file to validate its structure.

Field	Description
	Amended File replacing slips already delivered to their recipients. *Cancelled* File cancelling slips already delivered to their recipients, depending on the type of slip.
Type of transmitter	The user's transmitter type from the government's perspective. Available options are: • You are filing for yourself • You are filing on behalf of others • You are filing for yourself and on behalf of others
Source	Source of the slips being used. *NOTE: See the Guide to Filing the RL-1 Slip: Employment and Other Income (RL-1.G) available on the Revenu Québec website.*
Name 1 and 2	Person preparing the RL-1 slips.
Adress 1 and 2, City, Province, Postal Code	Contact information of the person preparing the RL-1 slips *NOTE: Never enter Maestro's contact information; use the information of the company preparing the slips.*

Software Section

Field	Description
Name, Phone, Extension, Language	Contact information of the company's resource person for any problem related to the slips or the XML files. The certification number is now encoded in **maestro***.

Accounting Section

Field	Description
Name, Phone, Extension, Language	Contact information of the company's resource person for any problem related to the slips or the XML files. The certification

Field	Description
	number is now encoded in **maestro***.

Other Fields

Field	Description
RL-slip number for XML	Eight-digit number provided by the *Division de l'acquisition des données électroniques* of Revenu Québec. It is the starting number used to create slips in XML files.

The slip numbers for XML must be different from the sequence numbers used for printed slips.

The series of sequential numbers can be reused each year, so long as there are **enough numbers** for the quantity of RL-1 slips that must be filed to the Quebec government. Start with the first number in the series every fiscal year.

Multidimensional mode users can enter a different XML RL-1 slip number for each company prefix by clicking on the **Multidimensional values** icon. This icon becomes visible after clicking in the appropriate field on the **Configuration** window (when the RL-1 option is selected).

Entering the XML RL-1 slip number is required before generating the data.

To change the starting number:

a. Enter the XML RL-1 slip number in the **RL-slip number for XML** field.
b. If generating the data has already been made:
    i. Access the **Print T4 and RL-1** option: **maestro*** > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**.
    ii. Click the **Configuration** icon and select **Configuration** from the drop-down list.
    iii. Click the **Reset the seq. no. RL-1** button, then click **Yes**.

Maestro* will take the changes into account when sequencing.

Data Verification

Generate Data

Proceed with generating the data to compare the payroll information with the data that will appear on the tax slips.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

When **maestro*** first generates the data for the current year, it checks if any boxes have been redefined for the current year. Provided that no redefinition was made, **maestro*** copies the global box redefinitions (which apply to all employees) from the previous year to the current one.

1. On the **Print T4 and RL-1** window, click the **Generate Data** function.
2. On the **Parameter Selection** window, select the appropriate province.
3. Indicate if files must be generated for the federal tax by checking the relevant box and set the **Sending Type** to *O – Original*.
4. Indicate if files must be generated for the provincial tax by checking the relevant box and set the **Sending Type** to *1 – Original*.
5. Select the employee(s) for which you want to obtain data.
6. Click the **Accept** icon to generate the files, then exit the window.

Pivotal Analysis of Generated Values (optional step)

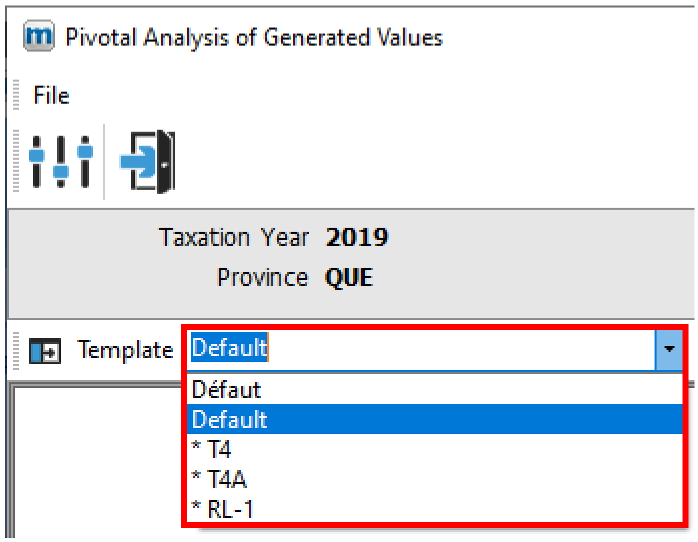
The pivotal analysis enables users to display amounts according to the box and employee. The province of employment and the form (slip) must be selected to display the generated values.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

The **Pivotal Analysis of Generated Values** displays the information from all boxes, including additional boxes.

As indicated in step 5 below, standard templates are available; they are identified by an asterisk (*) in the **Pivotal Analysis of Generated Values** window.

1. In the **Print T4 and RL-1** window, click the **Pivotal Analysis of Generated Values** function.
2. In the **Parameter Selection** window, select the appropriate **Province** in the field of the same name.
3. Check the box(es) of the relevant form(s).
4. Click the **Accept** icon to display the **Pivotal Analysis of Generated Values** window and its content.
5. If needed, select a **Template** from the drop-down list.



6. If applicable, transfer the report into an *Excel* file by clicking the **Transfer to Excel** icon.
7. Click the **Quit** icon to exit the window.

Government Remittances Verification for 2019

maestro* > Time Management > Payroll > Reports > **Government Remittances**

To check the government remittances amounts, the **Government Remittances for the year 2019** report must be compared with the **T4 and RL-1 Summary Control Report** or the **T4 and RL-1 Control Report**. In case of discrepancies or to view detailed information per employee, it is preferable to use the **T4 and RL-1 Control Report**.

1. In the **Government Remittances** page, select all committees.
2. Select the province.
3. Filter the date.

> It is mandatory to filter the date by **Payroll Date** and not by **Cheque Date**.

4. Indicate the date range.
5. Click on **Accept**.
6. Once the data has been consulted, click on **Quit**.

T4 and RL-1 Summary Control Report

This report is used to compare payroll data with the data that will appear on the T4, T4A, and RL-1 slips as it combines information stemming from payroll (e.g. the opening cumulative as well as cumulatives and payroll data modifications). It also includes box redefinitions.

maestro* > Time Management > Payroll > T4 and RL-1 > **T4 and RL-1 Summary Control Report**

1. On the **T4 and RL-1 Summary Control Report** window, enter the corresponding **Taxation Year**.
2. Check the **Print** detail box if needed.
3. Select the appropriate province in the grid of the **Province** section.
4. Select one or all employee(s).
5. Select the relevant slip(s).
6. Click the **Accept** icon.
7. Click the **Quit** icon once you have finished looking at the data.

> In the **T4 and RL-1 Summary Control Report**:
>
> *Indicates that the maximum has been reached for this box.
>
> **Indicates that the employee is exempted.
>
> ***Indicates that the amount is equal to the employment income entered in box 14.
>
> An asterisk preceding the employee number means that the data has not yet been generated.
>
> The **T4 and RL-1 Summary Control Report** must be run per province. By checking the **Print detail** field, it is possible to compare the displayed values with the opening cumulative, and the cumulative and calculated payroll with the amounts appearing on the various slips.

T4 and RL-1 Control Report

The **T4 and RL-1 Control Report** assembles information stemming from payroll (e.g. the opening cumulative as well as cumulatives and payroll data modifications). This data can then be compared with information on the T4, T4A, and RL-1 slips, including box redefinitions.

maestro* > Time Management > Payroll > T4 and RL-1 > **T4 and RL- 1 Control Report**

1. On the **T4 and RL-1 Control Report** window, enter the corresponding **Taxation Year**.
2. If needed, check the **Deduction Details** box to see bonuses, unions, and retirement plans details.
3. Check the **Differences Only** box to only show employees for which there are discrepancies between the payroll information and the data included in the slip(s).
4. Select the appropriate province in the grid of the **Province** section (this report is province-specific).
5. Select one or many employee(s).
6. Select the relevant slip(s).
7. Click the **Accept** icon.
8. Click the **Quit** icon once you have finished looking at the data.

If asterisks appear next to an amount in the **T4 and RL-1 Control Report**, they mean of the following:

* Indicates that the maximum has been reached for this box.

**Indicates that the employee is exempted.

***Indicates that the amount in box 56 is equal to the employment income entered in box 14 and no amount will be displayed.

The **T4 and RL-1 Summary Control Report** and **T4 and RL-1 Control Report** can also be accessed through the **Print T4 and RL-1** option by clicking the **Print** icon.

Report 412 (Pension Adjustment Calculation) as well as the new pension plan contributions report

To validate the pension adjustment calculated by **maestro***, use report **412 Pension Adjustment Calculation**; it will provide you with the information that will appear on the T4 and RL-1 slips.

maestro* > Time Management > Payroll > Payroll > **Miscellaneous Reports**

Maestro* uses the following formula to calculate the pension adjustment:

Employee Social Benefits + (Employer Social Benefits - [Social Benefits Tax / Tax Rate])

maestro* > Time Management > Payroll > Reports > **Pension Plan Contributions Report**

Since the 412 report displays CCQ employees' amounts only, it cannot be used to validate the amount in box 52 if the employee also works in a non-CCQ profession and contributes to a pension plan. It is better, in this case, to use the **Pension Plan Contribution Report**. It allows the validation of the pension adjustment (box 52) as well as the amount contributed to an RPP (box 20 for T4s and D for RL-1s).

Other Data to Verify

Among the data requiring more particular attention:

- Provincial gross earnings;
- Federal gross earnings.

The resulting numbers are the sum of various data, namely the gross earnings, vacation time, taxable benefits, taxable portion of social benefits, and bonuses.

To verify earnings information, generate report 421 **Provincial Gross Earnings Evaluation** for the provincial gross earnings and report 422 **Federal Gross Earning Evaluation** for the federal gross earnings. Both can be accessed through the **Miscellaneous Reports** option in the **Payroll** module: **maestro*** > Time Management > Payroll > Payroll > **Miscellaneous Reports**.

Additional sources of information are the guides produced by the various tax authorities, specifically regarding the definition of each box on the T4 and RL-1 slips. For provincial tax (Quebec only), go to http://www.revenu.gouv.qc.ca and search for "RL1-G". For federal tax, visit http://www.cra-arc.gc.ca/, select your preferred language and search "RC4120".

All the information should be the same in every report. If there are discrepancies, validate the configurations that were made earlier.

Here are some examples of boxes to verify on the T4 and RL-1 slips:

T4 Slip – 2019

Box	Result on the form	
24 - Employment Insurance (EI) insurable earnings (the 2019 maximum is $53,100)	If exempt	Displays 0.00 as amount
	If the value of insurable earnings is lower than the maximum	Displays the amount of insurable earnings
	If the value of insurable earnings is higher than the maximum	Displays the maximum amount
26 - Eligible Salary for QPP/CPP (the 2019 maximum is $57,400)	If exempt	Displays 0.00 as amount
	If the eligible salary is lower than the maximum	Displays the amount of eligible wages
	If the eligible salary is higher than the maximum	Displays the maximum amount
56 - PPIP Insurable Earnings (the 2019 maximum is $76,500)	If exempt	Remains empty
	If the value of insurable earnings matches the amount in box 14	Remains empty
	If the value of insurable earnings does not match the amount in box 14 and is lower than the maximum	Displays the amount of eligible wages

Box	Result on the form	
	If the value of insurable earnings is higher than the maximum	Remains empty

RL-1 Slip – 2019

Box	Result on the form	
G- Eligible Salary for RRQ (the 2019 maximum is $57,400)	*If exempt*	Displays 0.00 as amount
	If the eligible salary is lower than the maximum	Displays the amount of eligible wages
	If the eligible salary is higher than the maximum	Displays the maximum amount
I- Eligible Salary for QPIP (the 2019 maximum is $76,500)	*If exempt*	Displays 0.00 as amount
	If the eligible salary is lower than the maximum	Displays the amount of eligible wages
	If the eligible salary is higher than the maximum	Displays the maximum amount

Data Modification

The data verification step may have unearthed some discrepancies. A few of them might stem from bonuses entered during the year that should not have been taxable – or, inversely, should have. These errors will be corrected by modifying the cumulative in the employee's file. Once that data has been rectified, it will match the content of the T4 slip. Every box linked to this change will have to be adjusted.

> It is always better to redefine boxes than directly modify cumulatives in an employee's file. For more information, see the How To document **Redefine Boxes**.

> If any corrections are made, repeat the Generate Data step before reprinting T4 and RL-1 slips.

Redefine Boxes

Employee slips can be quickly modified without having to change each cumulative individually. In fact, users can modify the formula used to calculate the amounts appearing in every slip boxes for all employees, a selected few or a specific one. This method proves to be very useful in cases where a bonus should have been entered as taxable but wasn't.

> Reminder – This operation does not modify the cumulative data in employee files.

Some slip boxes don't have default formulas. To enter an amount, the formula has to be configured by the user. If, for whatever reason, a user wishes to change the default calculation formula, use the **Redefine Boxes** function from the **Print T4 and RL-1** option.

To See the Previous Year's Box Redefinitions

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

1. On the **Print T4 and RL-1** window, click **Redefine Boxes** in the **Processing** section.
2. On the **Redefine Boxes** window, click the **Definitions of the Previous Year** tab. It shows all box redefinitions for the year preceding the current taxation year. The information that is displayed depends on the settings defined in the **Filters / Default Values** section.
3. Click the **Filter Data According to Specified Parameters** icon.

To Copy a Formula Used the Previous Year

1. After looking at the previous year's box redefinitions,, while still on the **Redefine Boxes** window in the **Definitions of the Previous Year** tab, select the formulas you wish to copy in the **Selection** column.
2. Click the **Copy the Selected Items to the Current Year** icon.
3. Click **Yes** on the confirmation window.
4. Enter and complete the required information on the **Details** tab.
5. Click **Save**, then **Quit**.

> To copy all the previous year's formulas, right-click in the grid of the **Definitions of the Previous Year** tab and click the **Select All** option. Repeat steps 2 to 5 described above.

> Amounts contributed to a voluntary retirement savings plan (VRSP) should not affect T4 and RL-1 slips. If they do, a box redefinition will be required to correct the situation as these amounts should not impact the wages or pension adjustment (employee portion). For additional information on setting up a VRSP, see How-To – .
>
> Examples of error and validation messages are listed in Appendix A.

Modifying Taxable Benefits

The **Enter Taxable Benefit** option allows users to enter a taxable benefits transaction not calculated by payroll on a regular basis for an employee; as an example, it could be a car allowance calculated on a yearly basis. The transactions added through this option are found in the employee cumulatives and used in **Preparing T4 and RL-1 Slips**.

maestro* > Time Management > Payroll > Employees > **Enter Taxable Benefits**

Adjusting Taxable Benefits

1. In the **Enter Taxable Benefits** window, select the **Employee**, **Beginning Pay Period**, and **Province** in the corresponding fields.
2. Enter the required amounts in the **Taxable Benefits** section in accordance with the appropriate government level.
3. Click the **Save (F12)** icon.
4. Click the **Quit** icon.

Modifying Cumulatives in Employee Files

maestro* > Time Management > Payroll > Employees > **Employee Management**

1. In the **Employee Management** window, select the employee number for whom there are modifications to make.
2. Click the **Edit Employee Cumulatives** icon.
3. In the **Edit Cumulatives** window that opens, place the cursor in the field to correct in the **Modification** column.
4. Insert the positive or negative adjustment amount, following the case.
5. Click the **Save (F12)** icon.
6. Click the **Quit** icon.

Once the cumulatives are adjusted, the **Miscellaneous Reports** and **Print T4 and RL-1** options will take this into consideration.

Printing T4, T4A and RL-1 Slips

Once the data has been verified, the **Print T4, T4A and RL-1** option allows the user to print the documents necessary for the taxes.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

1. In the **Production of the T4 and RL-1** window, click the **T4, T4A and RL-1** option in the **Print** section, located to the left side of the window.
2. Select the desired **Province** in the dropdown menu.
3. Determine which document to print (**T4**, **T4A** or **RL-1**) and how you want the employees to appear.
4. Click the **Accept** icon.
5. Click the **Print** icon, then the **Quit** icon.

> To print T4A for subcontractors, it is mandatory to complete the information in the **Income Taxes** tab of the **Employee Management** option, by indicating the number and name of the company. If a supplier number is specified in the **Employee ID** tab, the company's name will be automatically displayed.

Generate T4/XML File

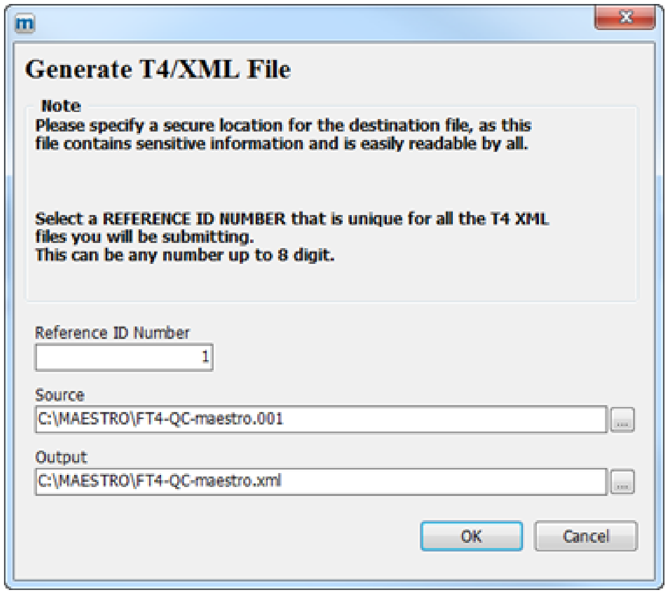
Use this option to create the XML file for the T4s.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

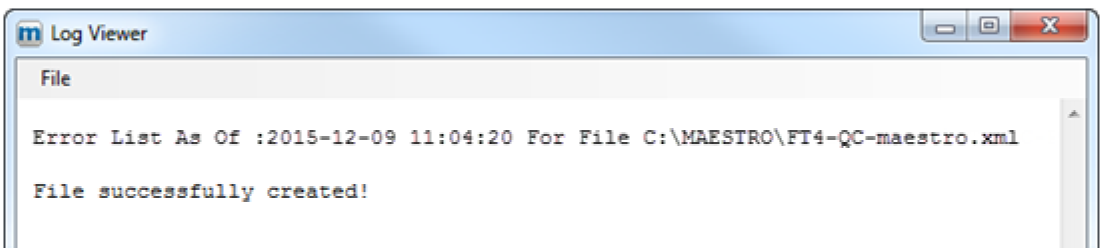
1. Click the **Generate T4/XML File** appearing on the left menu of the **Print T4 and RL-1** window, in the **EDI Transfer** section.
2. Select the province for which you want to create an XML file by clicking on the province line.

> A file has to be produced for each of the provinces.

3. Click the **Accept** icon.
4. Check or modify, if necessary, the destination path by clicking the right button of the **Output** field.



It is important to remember the destination path of these files since they will eventually have to be sent to governments.



5. Click **OK** to view the number of T4s produced in the new window displayed.
   A **Log Viewer** window will appear to display potential errors. If there are any, correct the data and repeat the steps to **Generate data** in the **Processing** section of the **Print T4 and RL-1** window before repeating the step **Generate T4/XML File**.

6. In the **Log Viewer** window, click the **Cancel** button to quit the option.

Generate T4A/XML File

Use this option to create the XML file for the T4As.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

1. Click the **Generate T4A/XML File** appearing on the left menu of the **Print T4 and RL-1** window, in the **EDI Transfer** section.
2. Select the province for which you want to create an XML file by clicking on the province line.

> A file has to be produced for each of the provinces.

3. Click the **Accept** icon.
4. Check or modify, if necessary, the destination path by clicking the right button of the **Output** field.

> It is important to remember the destination path of these files since they will eventually have to be sent to governments.

5. Click **OK** to view the number of T4As produced in the new window displayed.
   A **Log Viewer** window will appear to display potential errors. If there are any, correct the data and repeat the steps to **Generate** data in the **Processing** section of the **Print T4 and RL-1** window before repeating the step **Generate T4A/XML File**.
6. In the **Log Viewer** window, click the **Cancel** button to quit the option.

Generate RL-1/XML File

This option must be used to create the XML files for RL-1 slips.

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

1. Click the **Generate T4A/XML File** appearing on the left menu of the **Print T4 and RL-1** window, in the **EDI Transfer** section.
2. Select the province for which you want to create an XML file by clicking on the province line.

> A file has to be produced for each province.

3. Click the **Accept** icon.
4. If necessary, check or modify the destination path by clicking the right button of the **Output** field.

> It is important to remember the destination path of these files since they will eventually have to be sent to governments.

5. Click **OK** to view the number of RL-1s produced in the new window displayed.
   A **Log Viewer** window will appear to display potential errors. If there are any, correct the data and repeat

the steps to **Generate data** in the **Processing** section of the **Print T4 and RL-1** window before repeating the step **Generate T4A/XML File**.

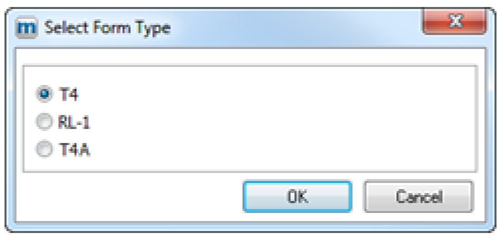
6. In the **Log Viewer** window, click the **Cancel** button to quit the option.

Validating XML Files

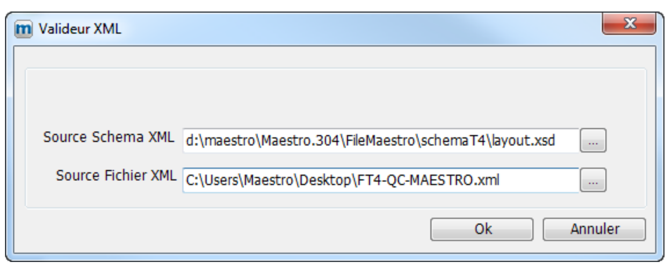
This option enables the validation of different XML files before sending them electronically. This step is only necessary if the user edited manually an XML file. To do this:

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

1. Click the **XML Validator** appearing in the **EDI Transfer** section of the **Print T4 and RL-1** window.
2. Select the form to be validated and then, click **OK**.



3. Select the province.
4. Click on the **Accept** icon.
5. **Maestro*** asks you to confirm the location of the **XML Source File**. Modify the path if necessary; click **OK** if the path is correct.



A message confirming the validity of the file is displayed on the screen. If an error message appears, correct the situation and repeat the steps starting from [Generate data](). This is to be done after correcting the problems.

After validating the XML files, users must send them to the federal and provincial governments; **maestro*** does not do it automatically. To do so, use the following links:

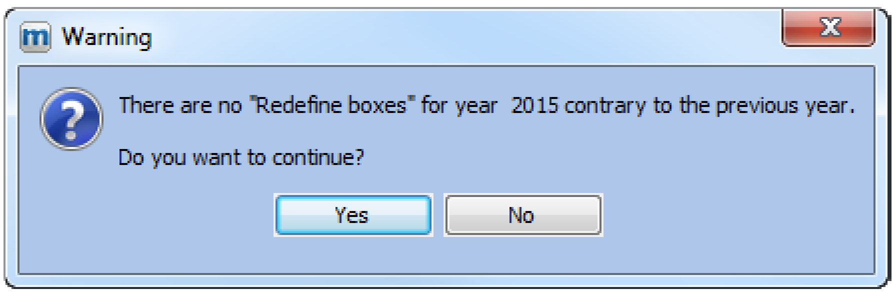
- Provincial: http://www.revenu.gouv.qc.ca
- Federal: https://www.cra-arc.gc.ca

Additionally, the **Employer's Summary** report, available in the **Print T4 and RL-1** option in **maestro***, under the **Processing** section, provides all the information required to complete the RLZ-1.S form (*Summary of Source Deductions and Employer Contributions*). However, companies are responsible of filling out and sending the form the Quebec government. No equivalent report is required by the Canadian government.

APPENDIX A

Common Errors

Message 1



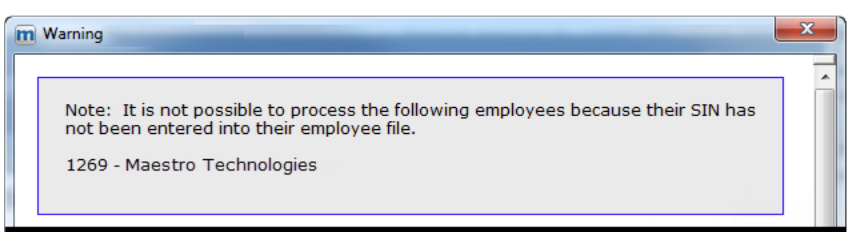
This message is displayed if there are box redefinitions for specific employees, for the previous year, and if **maestro*** does not find them in the box redefinitions for the current year.

If the user clicks **YES**, the data will be generated. If not, processing will be interrupted.

Potential Solutions:

a. Check whether the box redefinitions for the previous year, related to employees, still applies to the current year. If yes, copy the box redefinitions for the current year.
b. Repeat the **Generate Data** step.

Message 2

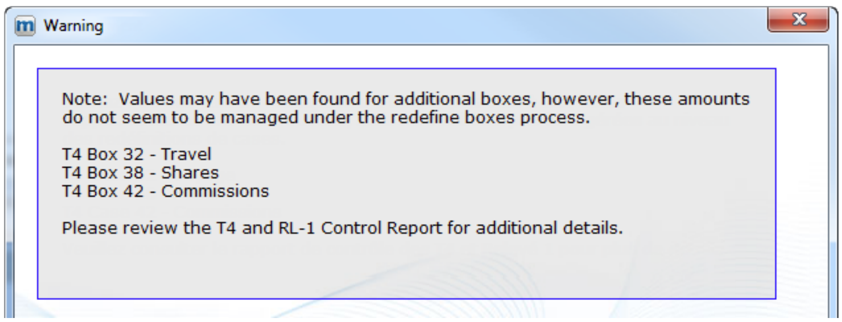


This message is displayed if no SIN has been entered for an employee. Data will not be generated for this employee.

Potential Solutions:

a. Access **Employee Management** (**maestro*** > Time Management > Payroll > Employees > **Employee Management**) and enter the SIN.
b. Repeat the **Generate Data** step to correct the information.

Message 3



This message is displayed when **maestro*** finds amounts, in payroll, likely to affect the additional boxes but there are no box redefinition for them.

Potential Solutions:

a. Print the **T4 and RL-1 Control Report.**
b. From the **T4 and RL-1 Control Report**, check the amounts in the additional boxes and define these additional boxes in **Redefine Boxes** in the **Test of the T4 and RL-1** option.
c. Repeat the **Generate Data** step to correct the information.

APPENDIX B

Modifying T4, T4A, and RL-1 Slips After the Initial Transmission

This appendix lists the steps required to modify T4, T4A, and RL-1 slips after they have been sent to the government authorities.

Verify the Taxation Year

Start by verifying the active year to make sure the appropriate calendar year is selected in **maestro***. To do so:

a. From the main **maestro*** menu, click on **Active Year: 20XX** located on the right side of the ribbon at the bottom of the window.
b. Select **2019** and click **Ok**.

Redefine Boxes

See the help topic **Print T4 and RL-1** for the steps required to redefining boxes.

Generate Data

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

a. Click the **Generate Data** function on the **Print T4 and RL-1** window.
b. On the right side of the **Parameter Selection** window, select the appropriate province.
c. Indicate which files must be generated for the federal/provincial tax(es) by checking the relevant box(es).
d. Select the **Sending Type**, which should be *M – Amendments* for the federa tax and/or *4 – Amended* for the provincial tax.
e. ONLY select the employee(s) for which you want to obtain data.
f. Click the **Accept** icon to generate the files, then exit the window.

Printing T4, T4A, and RL-1 Slips

maestro* > Time Management > Payroll > T4 and RL-1 > **Print T4 and RL-1**

a. In the **Print T4 and RL1** window, click the **T4, T4A and RL-1** function under the **Print** section.
b. If needed, select the appropriate **Province**.
c. Select the documents that need to be printed (**T4**, **RL-1**, or **T4A**) and how the employees should be displayed.
d. Click **Accept**.
e. Click the **Print** icon, the **Quit** icon.

The slips will be printed for every selected employee.

Click **OUI/YES** if the following message appears after printing the amended RL-1: “Do you want to update the sequential numbers?”.

Do not forget to put *2019* for the active year if it has been changed at the beginning of the modification process.

APPENDIX C

Transmitting Slips Using the Internet

If you are planning on sending your RL-1 slips electronically, and you are doing it for the first time, you must first activate the function with the government through the Revenu Québec online services website.

To send slips using the Internet, you must be registered as transmitter, i.e. "any person or business that uses certified software to file RL slips either manually or electronically and that distributes them". To do so:

1. Complete the ED-430 Transmitter Registration Form; this PDF document is available on the Revenu Québec website.
2. After completing it online, click the Send button located at the bottom of the second page to immediately send it by email. A few days later, you will receive a registration confirmation containing your transmitter number (including the series of sequential numbers you will have to use when preparing the slips).
3. When you have finished preparing the **RL-1** slips, go to the Transmitting RL Slips Online page, which can be accessed from the **Filing RL Slips** option in the **Income Tax** section of the **Online Services**.
4. Click the **Access Service** blue button to display a new popup window.

Make sure your Web browser allows popup windows.

5. On the **Transmitting RL Slips** window, click the **Start** button.
6. Enter your **Transmitter Number** and your **Identification Number** (a 10-digit number assigned to your business for various purposes, for example, when it registered for source deductions; it is shown at the top of the letter whose subject line reads *Confirmation of your transmitter number and series of numbers*).
7. Then, click the **Next** button.

The next steps are described in great detail on each page; you only have to follow the instructions. Should you experience difficulties with the **Transmitting RL Slips** service, contact Revenu Québec's technical assistance directly by phone at 1 866 814-8392.