

Paper Filing of T4's & T4 Summary - 2014

STEP 1: For each employee

1. Select Employees/Payroll Module
2. Select Employees
3. For each Employee Record:
 - Click on T4 & RL-1 Reporting Tab
 - Under Current Year column, ensure accuracy of each category:
 - EI Insurable Earnings:
 - **Maximum reported in this box for 2014 is \$48,600**
 - Pensionable Earnings:
 - This amount should equal total of employment income reported in Box 14 on the T4 less the amount used for the Clergy Residence Deduction.
 - **Maximum reported in this box for 2014 is \$55,500**
 - RPP/DPSP Reg. No.:
 - 1225671
 - Pension Adjustment:
 - Employee + Employer contributions to Pension Plan
 - Save & Close
 - Repeat for each employee

STEP 2:

1. Select Setup – Reports & Forms – Government Forms – Federal Payroll
2. T4 Slips Printer Settings:
 - Select Form Type: Plain-paper laser & inkjet
 - No pre-printed forms necessary. This will print the form and the numbers from the program
3. T4 Summary Printer Settings:
 - Select Form Type: Plain-paper laser & inkjet (same as above)

STEP 3: Print T4/RL-1 and T4 Summary:

1. Select Reports – Payroll – Print T4 slips and Summary or Print Relevé 1 slips
2. Select the payroll year for which you are filing.
3. Select the employees for whom you want to file T4 slips. To select an employee whose status is inactive, select the Include Inactive Employees check box.
4. To print T4 slips to mail in to CRA, check the following boxes:
 - **Print CRA Copy**
 - **Print Employee and Company Copies**
 - **Print CRA T4 Summary**

If you will be filing the T4 slips electronically do not check the boxes for the CRA Copy or the T4 Summary.
5. Fill in the boxes on the **T4 Summary Business Information** and **T4 Summary Contact Information** tabs, or verify the information displayed on these tabs.
6. Click **OK**.
7. In the Income section of the **T4 Box Options** dialog, choose the box number to print each income amount in, or leave the boxes blank (click the arrow button to the right of a box to display a list of the numbers from which you can choose).
 - Benefits & Allowances = Box 40
 - **Note:** Do not use Box 30 for the Housing Allowance. The adjustment for the Clergy Residence Deduction was made in Step 1.
8. In the Deductions section, choose the box number to print each deduction amount in, or leave the boxes blank (click the arrow button to the right of a box to display a list of the numbers from which you can choose).
 - Pension = Box 20
9. Click **OK**.
10. T4 Summary window will appear. Enter the total payments made in the payments line. Print.