



AVIONTÉ

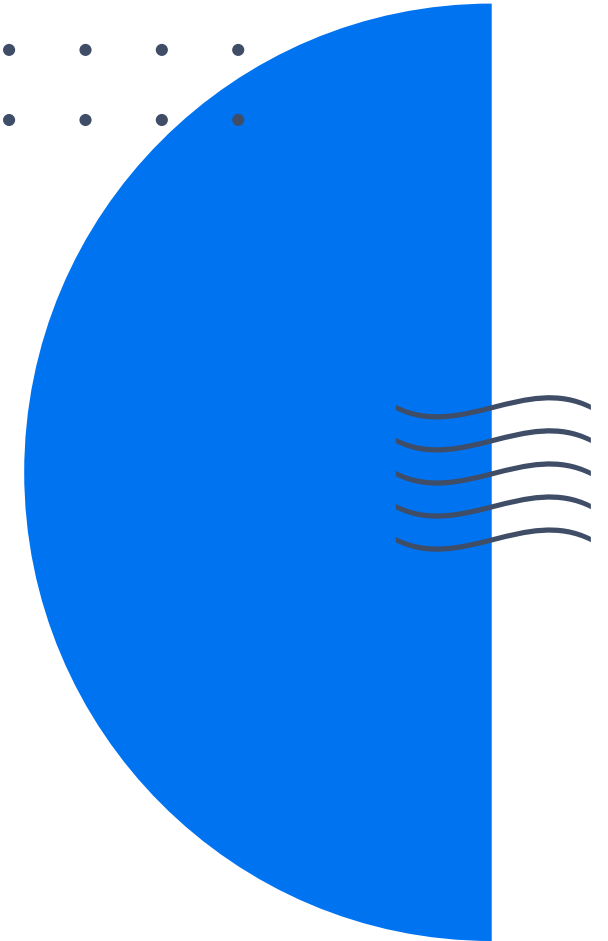
Canadian T4 Training



Agenda

WE'RE GOING TO COVER...

- | | | | |
|----------|--------------------------------|----------|-------------------|
| 1 | Year-end Reporting | 4 | Helpful resources |
| 2 | Generating Data for T4s | 5 | Q&A |
| 3 | Posting T4s on Employee Portal | | |





It's nice to meet you!

BECKY FOX

SR. PRODUCT TRAINER



Disclaimer

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Expectations

ENSURE SUCCESS BY...



Attending at least one full year-end tax webinar



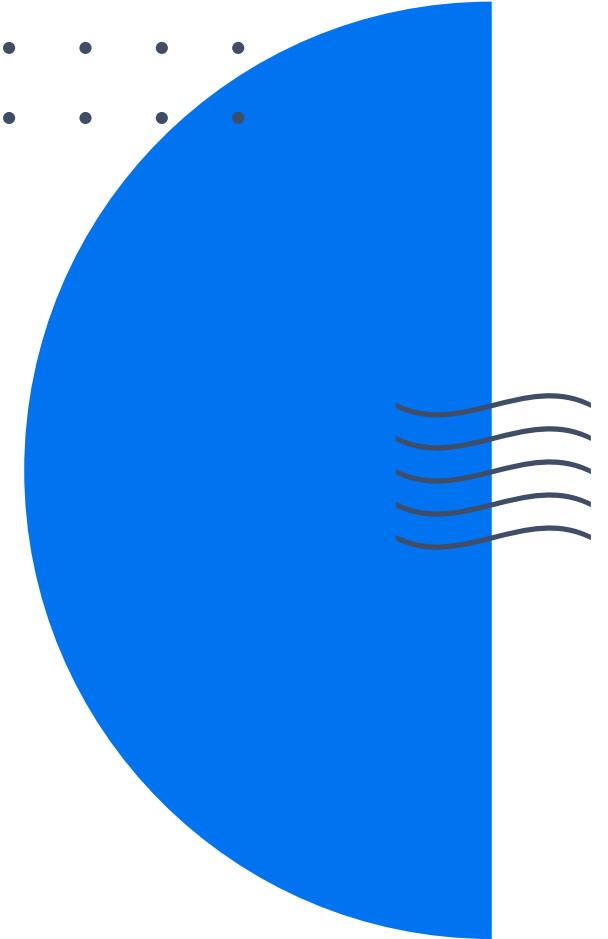
Planning ahead and being aware of due date



Consulting the Knowledge Base



Staying in the know



Year-end preparation



Quick check

BEFORE YOU GET STARTED...



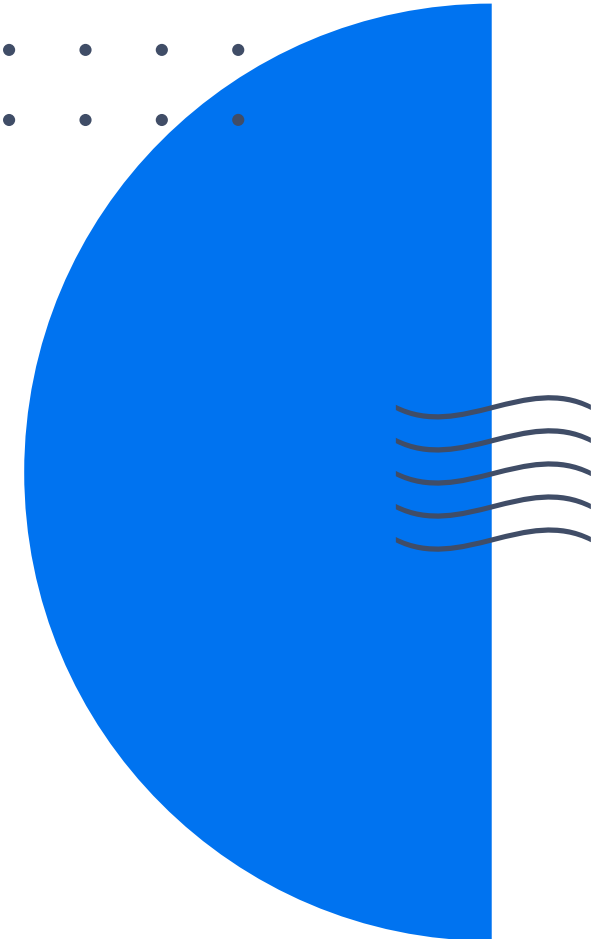
Must use Avionté as your Back Office/ Payroll



Must track information properly in your database



Must have access to generate T4/T4A data and review necessary reports to create the required forms



T4 vs T4A

1

T4

Statement of Remuneration
Paid

2

T4A

Statement of Pension,
Retirement, Annuity, and
Other Income



Review Supplier Properties

- Admin Tools > Employer > Detail
- “T4” in Property search filter
- Verify contact information and Account Number
- Pulls into T4 Company Summary_CA Report and Generate T4/T4A window
- Save any updates

Supplier Administration : Avionte - Ontario

Detail Branch User WSIB Bank Tax Locality/Country Accrual Plan Config Year Email

Details

Short Name	Full Name	Business Number	Parent Supplier	Next Invoice Number
Avionte - Ontario	Avionte - Ontario	10554444RP0002		40000010

Supplier Info

Short Name: Avionte - Ontario
Full Name: Avionte - Ontario
Parent Supplier: [Dropdown]
Business Number: 10554444RP0002
Next Invoice Number: 40000010
Copy Information From: [Dropdown]

Logo Invoice Logo Payment Logo

AVIONTÉ AVIONTÉ AVIONTÉ

Browse Browse Browse

Address

Country: Canada
Address 1: 1000 Dundas Street
Address 2: Suite 150
City: Mississauga
Province: ON Postal Code: L4Y 2B8

Supplier Properties

Property	Value	DateEntered
T4		
T4 Company Account No		03/24/2015
T4 Company Contact Person		03/24/2015
T4 Company Contact Person Email		03/24/2015
T4 Company Contact Person Phone Number		03/24/2015
T4 Company Contact Person Phone Number...		03/24/2015
T4 Company Line 74 Private Corporations		03/24/2015
T4 Company Line 75 unincorporated employ...		03/24/2015
*		12/26/2021

Contact Method

Type	Value	Is Primary	DoNotTe
Phone	(905) 222-3333	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save



Review Supplier Properties

- Admin Tools > Employer > Detail
- “T4” in Property search filter
- T4_ExcludeQuebecChecks
 - If not set up or the value is **TRUE**, it excludes the Quebec checks
- Save any updates

The screenshot displays the 'Supplier Administration' window for 'Avionte - Ontario'. The interface is divided into several sections:

- Details:** A table showing key information for the supplier.
- Supplier Info:** Fields for Short Name, Full Name, Parent Supplier, Business Number, Next Invoice Number, and Copy Information From. It also includes three logo upload buttons (Logo, Invoice Logo, Payment Logo) with 'Browse' buttons.
- Address:** Fields for Country, Address 1, Address 2, City, Province, and Postal Code.
- Contact Method:** A table listing contact methods with columns for Type, Value, Is Primary, and DoNotTe.
- Supplier Properties:** A table listing various properties with columns for Property, Value, and DateEntered.

Property	Value	DateEntered
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> T4		
T4 Company Account No		03/24/2015
T4 Company Contact Person		03/24/2015
T4 Company Contact Person Email		03/24/2015
T4 Company Contact Person Phone Number		03/24/2015
T4 Company Contact Person Phone Number...		03/24/2015
T4 Company Line 74 Private Corporations		03/24/2015
T4 Company Line 75 unincorporated employ...		03/24/2015
*		12/26/2021

A 'Save' button is located at the bottom right of the window.



Transaction Type

- Admin Tools > System > Transaction Type
- For transactions that should be included on the T4
- Edit W2Box to reflect the T4 code for particular transaction
- [T4 slip codes](#)
- Note: For transaction to show, you must have used it during the filing year.

System | Config Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
2	Reg	Regular Time	
188	Reg 2	Reg second rate	
218	Release Fee	not with employee	Expense
219	Release Fee	Release Fee	Expense
172	Reported Tips	Reported Tips	
231	Retirement	Retirement	Retirement

Transaction Type Details

Name: Retirement
Description: Retirement
System Name: Retirement

Type: Permanent Deduction

Is Adjustment
 Is Transactional
 Is Tiered
 Allow Web Time Entry
 Is Equipment
 Is Discretionary Bonus

Is Permanent
 Is ER Contribution
 Show Employer Contribution on Paycheck
 Is Healthcare
 Allow Multiple Entry

Deduction Category: Retirement
Vertex Ded Code: []

Vertex Pay Code: Cash
W2Box: 66
W2Label: []

Shared By

Site	Staffing Supplier	[]
Minneapolis (T)	ABC	<input checked="" type="checkbox"/>
New York (T)	ABC	<input checked="" type="checkbox"/>
Eagan Training	ABC	<input checked="" type="checkbox"/>
Los Angeles (T)	ABC	<input checked="" type="checkbox"/>
Madison (T)	ABC	<input checked="" type="checkbox"/>
QRI-In House Cranston	Sales	<input checked="" type="checkbox"/>
Atlanta Sales	Sales	<input checked="" type="checkbox"/>
Kalispell Sales	Sales	<input checked="" type="checkbox"/>
Minneapolis sales	Sales	<input checked="" type="checkbox"/>
Ontario	Tim Hortons Canada	<input checked="" type="checkbox"/>
Manitoba	Tim Hortons Canada	<input checked="" type="checkbox"/>
Internal Staff (T)	ABC	<input checked="" type="checkbox"/>
TCI Default Branch	TCI - Customer	<input checked="" type="checkbox"/>
Auckland - Test	ABC	<input checked="" type="checkbox"/>
Seattle	Washington	<input checked="" type="checkbox"/>
Default Branch	Test	<input checked="" type="checkbox"/>

Save



Important date: **February 28th**

- T4 & T4A slips due
- If producing more than 50 information returns (slips) for a calendar year, you must file the return over the internet.
- For more information, see [Filing Information Returns Electronically](#)



FEBRUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



Generate T4 data



Weekly process



Generate T4 Data

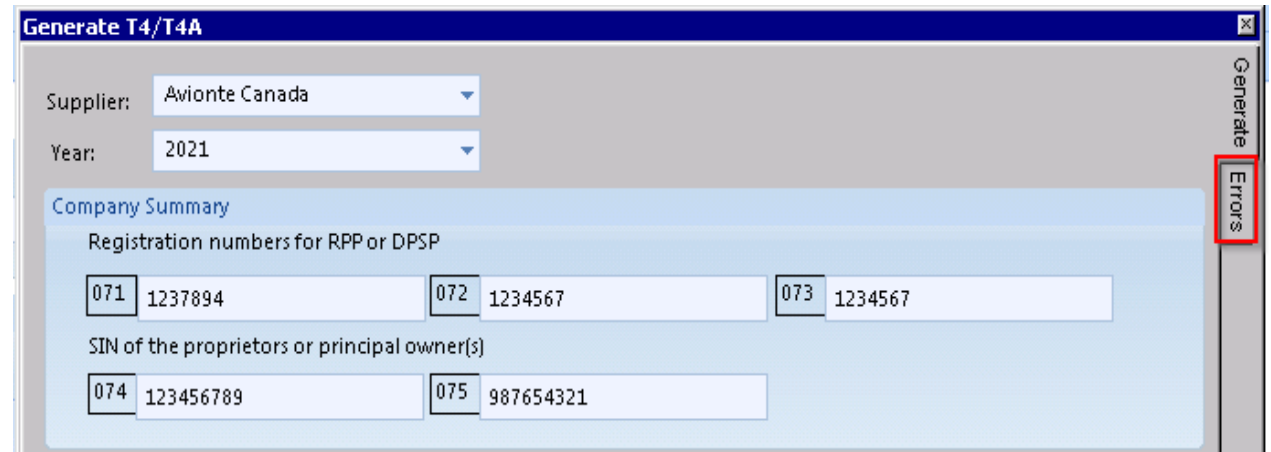
- Weekly Process > Actions Menu > Generate T4/T4A
- Select Supplier and Year
- Select “Generate T4 Data”
- Pulls data from Avionté to be rendered into an Avionté T4 report
- Receive Success message if no errors are found.

The screenshot shows the 'Generate T4/T4A' web application interface. At the top, there are dropdown menus for 'Supplier' (Avionte Canada) and 'Year' (2021). Below this is the 'Company Summary' section, which includes input fields for registration numbers (071, 072, 073) and SIN numbers (074, 075). The 'Contact Information' section has fields for 'Person to contact about this return' (Jerry Tester), 'Email' (Test@test.com), 'Phone Number' (5467894566), and 'Extension'. A 'T4A Minus: Remittances' section shows a value of 0.00. A 'File Info' section has a field for 'XML Destination Folder' with a 'Browse' button. The 'T4 / T4A Data' section contains several buttons: 'View/Edit T4 Mapped Transactions', 'View/Edit T4A Mapped Transactions', 'Generate T4 Data', 'Generate T4A Data', 'Generate T4 XML', 'Generate T4A XML', 'Run T4 Report', 'Run T4A Report', 'Run T4 Company Summary', and 'Run T4A Company Summary'. A 'Save Company and Contact Info' button is also present. On the right side of the interface, there are vertical buttons for 'Generate' and 'Errors'.



Review and resolve errors

- Navigate to the Errors tab
- Review the Error Message
 - Employee SIN is missing or invalid
 - Invalid Employer Province
 - SIN has incorrect number of digits
- Update information on Employee profile
- Navigate back to Weekly Process to “Generate T4 Data” to pull in corrected data



The screenshot shows a software window titled "Generate T4/T4A". At the top, there are two dropdown menus: "Supplier:" with "Avionte Canada" selected, and "Year:" with "2021" selected. Below these is a section titled "Company Summary" with the subtitle "Registration numbers for RPP or DPSP". This section contains five input fields, each with a small box containing a number (071, 072, 073, 074, 075) and a text field containing a number. The values are: 071 1237894, 072 1234567, 073 1234567, 074 123456789, and 075 987654321. On the right side of the window, there is a vertical sidebar with two buttons: "Generate" and "Errors". The "Errors" button is highlighted with a red rectangular box.

[T4/T4A Troubleshooting article](#)



Generate T4 XML File

Generate T4/T4A

Supplier: Avionte Canada
Year: 2021

Company Summary
Registration numbers for RPP or DPSP
071 1237894 072 1234567 073 1234567
SIN of the proprietors or principal owner(s)
074 123456789 075 987654321

Contact Information
Person to contact about this return: Jerry Tester
Email: Test@test.com
Phone Number: 5467894566
Extension:

T4A Minus: Remittances
082 \$ 0.00

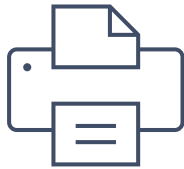
File Info
XML Destination Folder:
\\tsclient\C\Users\becky.fox\Desktop

T4 / T4A Data

- Before generating XML
 - Confirm Contact Information is accurate
 - Changes can be made here or in Admin Tools >Supplier Properties
- Will create XML document saved in designated XML Destination folder
- This form can be uploaded to the [Canada Revenue Agency \(CRA\)](#)

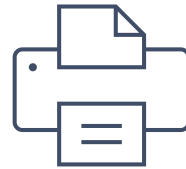


Review Reports



T4 Report

Printable format



T4 Company Summary

Summary of all T4 amounts



Get Employee T4 Details

AQ version to review T4 in bulk

* Must run the Generate T4 data AQ for these reports to populate.



Generate T4/T4A

Supplier: Avionte Canada
Year: 2021

Company Summary
Registration numbers for RPP or DPSP
071 1237894 072 1234567 073 1234567
SIN of the proprietors or principal owner(s)
074 123456789 075 987654321

Contact Information
Person to contact about this return Email
076 Jerry Tester Test@test.com
Phone Number Extension
078 5467894566

T4A Minus: Remittances
082 \$ 0.00

Save Company and Contact Info

File Info
XML Destination Folder:
\\tsclient\C\Users\becky.fox\Desktop ...Browse

T4 / T4A Data
View/Edit T4 Mapped Transactions View/Edit T4A Mapped Transactions
Generate T4 Data Generate T4A Data
Generate T4 XML Generate T4A XML

Run T4 Report Run T4A Report
Run T4 Company Summary Run T4A Company Summary

T4 Reports

- Available under Weekly Process
- T4 or T4A Report and Company Summary



T4 slip



General guidelines

- Fill in all required information
- Report all amounts in dollars and cents format
- Report all amounts in Canadian dollars
- Don't use hyphens or dashes between numbers
- Enter codes in bottom 2 rows at the bottom of the form

- [Full list of T4 codes](#)

The image shows a T4 tax form with the following sections and labels:

- Employer's name – Nom de l'employeur** (Box 1)
- Year / Année** (Box 2)
- Canada Revenue Agency / Agence du revenu du Canada**
- Statement of Remuneration Paid / État de la rémunération payée**
- Employment income / Revenus d'emploi** (Box 14)
- Income tax deducted / Impôt sur le revenu retenu** (Box 22)
- Employer's account number / Numéro de compte de l'employeur** (Box 54)
- Province of employment / Province d'emploi** (Box 10)
- Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso** (Box 16)
- EI insurable earnings / Gains assurables d'AE** (Box 24)
- Social insurance number / Numéro d'assurance sociale** (Box 12)
- Exempt – Exemption** (Boxes 28, 29, 30, 31, 32, 33)
- Employment code / Code d'emploi** (Box 29)
- Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso** (Box 17)
- CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ** (Box 26)
- Employee's name and address – Nom et adresse de l'employé** (Box 4)
- Employee's EI premiums / Cotisations de l'employé à l'AE** (Box 18)
- Union dues / Cotisations syndicales** (Box 44)
- RPP contributions / Cotisations à un RPA** (Box 20)
- Charitable donations / Dons de bienfaisance** (Box 46)
- Pension adjustment / Facteur d'équivalence** (Box 52)
- RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB** (Box 50)
- Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso** (Box 55)
- PPIP insurable earnings / Gains assurables du RPAP** (Box 56)
- Protected B when completed / Protégé B une fois rempli** (Red box at the bottom)
- Other information (see over) / Autres renseignements (voir au verso)** (Bottom section with columns for Box – Case and Amount – Montant)



Generate T4A Process



Generate T4A Data

- Same steps as generating a T4
 - Weekly Process > Actions Menu > Generate T4/T4A
 - Select Supplier and Year
- Select “Generate T4A Data”
- Select “Generate T4A XML”
- Optional:
 - Run T4A Report to review form
 - Run T4A Company Summary

Supplier: Avionte Canada
Year: 2021

Company Summary
Registration numbers for RPP or DPSP
071 1237894 072 1234567 073 1234567
SIN of the proprietors or principal owner(s)
074 123456789 075 987654321

Contact Information
Person to contact about this return: Jerry Tester
Email: Test@test.com
Phone Number: 5467894566
Extension:

T4A Minus: Remittances
082 \$ 0.00

Save Company and Contact Info

File Info
XML Destination Folder:
\\tsclient\C\Users\becky.fox\Desktop ...Browse

T4 / T4A Data
View/Edit T4 Mapped Transactions View/Edit T4A Mapped Transactions
Generate T4 Data **Generate T4A Data**
Generate T4 XML Generate T4A XML
Run T4 Report Run T4A Report
Run T4 Company Summary Run T4A Company Summary




T4A slip



General guidelines

- Need employee's written permission to send T4/T4As by standard mail.
- All amounts are reported in dollars and cents EXCEPT pension adjustment amounts (reported in dollars only)
- Income is reported for the year in which it is paid, regardless of when it was earned.
- If more than 12 codes apply to the same recipient, use an additional T4A slip.

T4A
Statement of Pension, Retirement, Annuity,
and Other Income
État du revenu de pension, de retraite, de rente
ou d'autres sources

Payer's name – Nom du payeur  Canada Revenue Agency / Agence du revenu du Canada

Year / Année

061 Payer's program account number / Numéro de compte de programme du payeur

Social insurance number / Numéro d'assurance sociale Recipient's program account number / Numéro de compte de programme du bénéficiaire

012 013

016 Pension or superannuation – line 11500 / Prestations de retraite ou autres pensions – ligne 11500

022 Income tax deducted – line 43700 / Impôt sur le revenu retenu – ligne 43700

018 Lump-sum payments – line 13000 / Paiements forfaitaires – ligne 13000

020 Self-employed commissions / Commissions d'un travail indépendant

024 Annuities / Rentes

048 Fees for services / Honoraires ou autres sommes pour services rendus

Recipient's name and address – Nom et adresse du bénéficiaire

Last name (print) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales

Other information (see page 2) / Autres renseignements (voir à la page 2)

Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

T4A (21) Protected B when completed / Protégé B une fois rempli



Reports



T4_CA Report

- Reports > All Category
- View all T4s or specific Employee
- Parameters
 - Branch
 - Year
 - SIN
 - Option to include instruction page
- Review your T4s now!
- Make changes and re-run Generate T4 Data in Weekly Process.

Report View

T4_CA x

Branch: ALL Year ID: 2021

SIN: % Include Electronic W2s: True False

Include Instruction Page: True False

3 of 3 100% Find | Next

T4 Statement of Remuneration Paid / État de la rémunération payée

Year: 2021

Employer's name - Nom de l'employeur: TIM HORTONS CANADA, INC
123 MAIN ST
ONTARIO AB A1A 1A1

Province of employment - Province d'emploi: ON

Employment code - Code d'emploi: 29

Employee's account number - Numéro de compte de l'employeur: 509-859-005

Employee's name and address - Nom et adresse de l'employé: CANADA HEIDI
123 MAIN STREET
ST. JOHN'S NL A1A 1A1

Box-Case	Montant	Box-Case	Montant	Box-Case	Montant
14	483 60	22	63	437	42 63
54		24	483 60		
12	509-859-005	26	483 60		
18		27		232	7 64
20		28		346	0 00
52		50			
55		56			
Other information	0 00	Other information	0 00	Other information	0 00
Autres renseignements	0 00	Autres renseignements	0 00	Autres renseignements	0 00



T4_CA Report

- Avionte will produce a T4 for those identified as T4 under Employee > Detail.

Main Menu

- Front Office
 - Employee**
 - Customer
 - Call-Em-All
 - Order
 - DH Order
 - Contact
 - Assignment
 - Agency
 - Resume Parser
 - Email
 - Roster
 - Favorites
- Back Office
 - Search
 - Summary
 - Detail**
 - Contact Method
 - Interview
 - Skills
 - Education
 - Assessments
 - Past Jobs
 - Message

Heidi Canada
123 Main Street St. John'S, NL A1A-1A1
Home Phone (789) 484-5645
Cell Phone
Email
[Contact Methods](#)

Details

Personal Information		Address			Hiring Data	
First Name	Last Name	Address Type	Country		Current Status	Branch Name
Heidi	Canada	Home Address	See All	Canada	Active	Ontario
Middle Name	Nickname	Address 1	Address 2		Agency/Vendor	Recruiter
		123 Main Street				
Maiden Name	Previous Aliases	City	Province	Postal Code	Entered By	Interviewed By
		St. John'S	NL	A1A 1A1	Jenna.Majorowicz	
SIN	Employee ID	GEO Code	School District		Entered Date	Interview Date
509-859-005	20578	700090130			10/11/2013	
Salutation					Hire Date	Orientation Date

Background Summary

E-Verify Status [Details](#)
Not submitted

Misdemeanors Felonies

Comments

Employee EEO [Add/Edit](#)

Date of Birth Race
Veteran Status Disability
Sex

T4 Resume on File
 On Assignment I-9 on Record

Tax Credit Status
Survey not completed



Additional Tax Reports

PROCESSED TRANSACTIONS_CA

- Broken down by branch, shows Employee and Employer taxes
- View one or all Employees

CHECK REGISTER_CA

- Shows detailed list of Employees and indicates IsT4
- Broken down by branch, view one or more Employees

PAYROLL JOURNAL_CA

- Shows Canadian payroll taxes summary per Check or Employee
- Broken down by branch



Posting T4s on CLASSIC Employee portal



Posting T4s on Employee Portal

- Additional (Optional) Feature
- Admin Portal
 - Home > Portal Property
 - Search for *Web_Employee_W2_SP*
 - Change the value for each Supplier listed to *Wp_GetEmployeeW2orT4_Standard*
 - Update to Save changes

The screenshot displays the AVIONTÉ Admin Portal interface. The top navigation bar includes the AVIONTÉ logo and icons for Home, Interview, Edocument, TimeClock, and Log Off. The main content area is titled 'Welcome avionteadmin (Training)' and shows the 'Web Portal Property Setting' page. The 'Portals' dropdown is set to 'Admin', and the 'Language' is set to 'English'. A search box contains 'Web_Employee_W2_SP' and a 'Search' button. The search results show a property named 'Web_Employee_W2_SP' with a description 'the SP name for employee portal w2 page'. Below this, a table shows the value is set at the Supplier level, and the value is 'Wp_GetEmployeeW2orT4_Standard'.

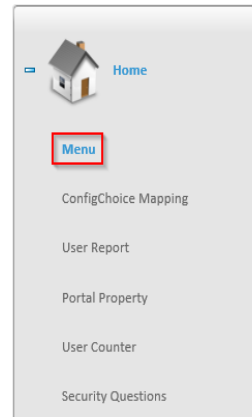
The value is set at Supplier level		Value
<input type="checkbox"/>	Name	
<input type="checkbox"/>	Test1234	Wp_GetEmployeeW2orT4_Standard



Posting T4s on Employee Portal

- Admin Portal

- Home > Menu
- Portal: Employee
- Menu: Pay History
- Ensure the W-2/T4 option is set to “IsVisible”
- Can change Menu Label from W-2 to T4 by clicking View.



Welcome avionteadmin (Training)

Portal Menu Summary

Portal Menu

	Menu Label	Sort Order	Image Path	Page Path	IsVisible
View	Paychecks	1		~/Portals/Employee/PayHistory.aspx	<input checked="" type="checkbox"/>
View	Year to Date	2		~/Portals/Employee/YearToDate.aspx	<input checked="" type="checkbox"/>
View	Work History	3		~/Portals/Employee/WorkHistory.aspx	<input checked="" type="checkbox"/>
View	W2	4		~/Portals/Employee/W2.aspx	<input checked="" type="checkbox"/>
View	Accrual	5		~/Portals/Employee/AccrualSummary.aspx	<input checked="" type="checkbox"/>



Posting T4s on Employee Portal

- Core Application Setup
 - Admin Tools > Employer > Detail
 - Update Supplier Property: ***EmployeePortal_MaxT4Year ToDisplay***
 - Value format is YYYY
- Controls what T4 year shows on Employee Portal

Supplier Administration: Tim Hortons Canada, Inc

Detail	Branch	User	WSIB	Bank	Tax	Locality/Country	Accrual Plan	Config Year	Email
Tim Hortons Canada									

Supplier Info

Short Name: Tim Hortons Canada
Full Name: Tim Hortons Canada, Inc
Parent Supplier: ABC
Business Number: 616165161
Next Invoice Number: 10054
Copy Information From: [Dropdown]

Address

Country: Canada
Address 1: 123 main St
Address 2: [Empty]
City: Ontario
Province: AB Postal Code: A1A 1A1

Supplier Properties

Property	Value	DateEntere
<input checked="" type="checkbox"/> maxt		01/05/2018
<input checked="" type="checkbox"/> EmployeePortal_MaxT4YearToDisplay	2021	12/27/2021
* [Empty]		

Contact Method

Type	Value	Is Primary	DoNotT
* [Empty]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save



Posting T4s on AviontéBOLD Talent Portal



Posting T4s on Talent Portal

- Additional (Optional) Feature
- Administrators
 - Utilities > Talent Profiles
 - Pay History > Toggle W2/T4 button ON
 - Activates Paychecks section on Talent Portal

The screenshot displays the AVIONTÉ myDashboard interface. The top navigation bar includes the AVIONTÉ logo, a 'myDashboard' dropdown menu, and links for Jobs, Talent, Timesheet, Invoices, Companies, Documents, Back Office, and Analyze. Below the navigation bar, there is a 'Dashboard Tasks' section. The main content area is divided into two sections: 'Talent Profile Tabs' and 'Pay History'. The 'Talent Profile Tabs' section has a 'Back to Utilities' button and a list of 'Visible Talent Profile Tabs' with toggle switches: Competencies, Direct Deposit, Documents, Education, Personal Info, Resume, and Work History, all currently set to 'On'. The 'Pay History' section has a 'Visible Talent Payment History Tabs' list with toggle switches: Paychecks and W2, both currently set to 'On'. The 'W2' toggle switch is highlighted with a red border.



Helpful resources



Additional resources



AVIONTÉ UNIVERSITY

Interactive on-demand
eLearning.



SUPPORT CENTER

Tickets and guide articles.



WEBINARS

Live virtual training hosted
monthly.



BOLD BULLETIN

Weekly newsletter.

NOTE: Your account manager is always happy to help. If you have questions, be sure to reach out!



Knowledge Base highlights

1

T4 & T4A REPORTING

Steps to generate T4 and
T4A reports for submission
to CRA

[**CHECK IT OUT**](#)

2

COMMON QUESTIONS

Troubleshooting common
questions or issues

[**TAKE A LOOK**](#)

3

YEAR-END TRAINING

Recorded version of the
year-end Canadian T4
webinar

[**LEARN MORE**](#)

4

ONGOING WEBINARS

Collection of all open
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