There are only two things in life that are certain *Cantax* is one of them

FormMaster

Quick start guide 2024

Wolters Kluwer

Copyright

Introduction

Welcome to *Cantax* FormMaster!

This **Quick Start Guide** is designed to acquaint you with the *Cantax* FormMaster program as well as to give you tips on how to use the program. This is not an in-depth guide; please refer to the Help any time for tax or technical assistance when you are in the program. For information on tax changes, please refer to the *Release Notes* for each version.

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Overview

Different Views

The *Cantax* FormMaster program is comprised of several different views that allow you to perform different functions within the program.

The Cantax FormMaster Views

The **Professional Centre** provides important information about the program, tax news and links for customer service and support.

The **Forms** view is where you prepare the client files. You can print the tax client files or transmit the slips of the current client file.

The **Print Formats** view is where you define the print settings for each form included in the client file, such as the number of copies and the printer selection.

The **Preparer Profile view** is where you enter data that you want by default in every client file.

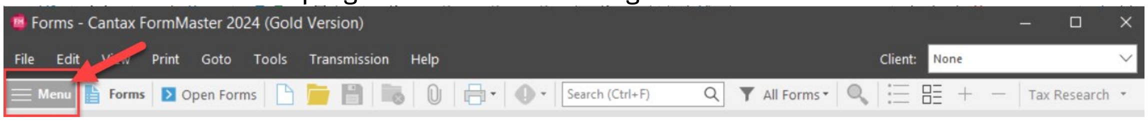
The **Letters and Labels** view is where you create customized templates for letters and labels.

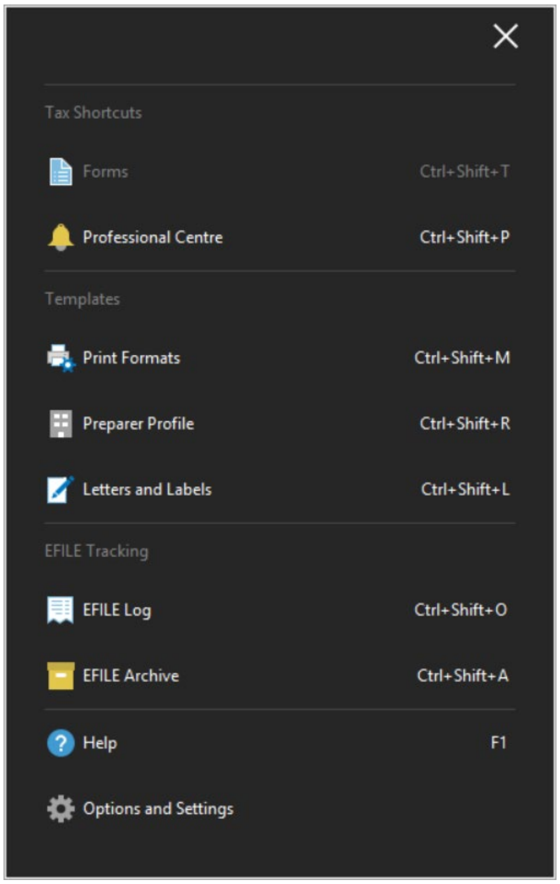
The **EFILE Log** lists all the transactions related to electronically filed client files and provides follow-up options and reports.

The **EFILE Archive** stores archived transactions from the EFILE Log.

Accessing Views

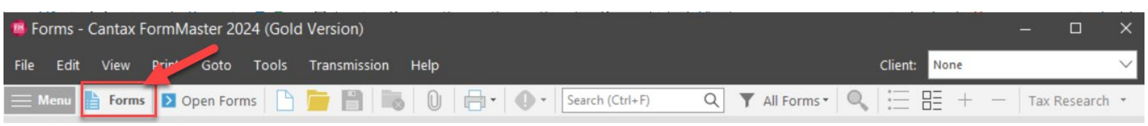
The various views in the program are accessed using the **Menu** button.





You can also access the views using the applicable shortcut key combinations.

The name of the current view appears beside the **Menu** button.



Toolbar

The toolbar provides quick access to the most common commands in the program.

The icons displayed on the toolbar will vary. For example, different icons will be displayed when you are viewing the Form Manager vs. when you are viewing a form.

The toolbar icons will also vary from view to view, as some commands may not be applicable in all views.

The Professional Centre

The **Professional Centre** is a dedicated Web page that provides the latest information on *Cantax* FormMaster, including automatically alerting you to any program updates.

On the **Professional Centre** you will see a link to the Help Centre and to support documents such as the *Release Notes*, as well as links to training resources and to the searchable Knowledge Base. The **Professional Centre** also provides information on how to contact *Cantax* for customer service and support.

For more information on the Help Centre and the Knowledge Base see page 28.

Setup

Options and Settings

You can configure most aspects of the program using the **Options and Settings** command on the **Tools** menu.

Note: If you are using the **Network** version, some options and settings may be pre-configured for various user groups. Check with your Network Administrator for more information.

Click the section title to see a description of the options and settings contained in each section. Any changes that you make will be saved automatically when you click **OK** or **Apply**.

Note: The options and settings are saved on your workstation and are unique to you.

Preparer Profile

Your preparer profile is configured in the **Preparer Profile** view.

Open the profile to enter information about your firm and your preferences with respect to preparing and filing your client files.

The **Preparer Profile** edit screen has four tabs: **Profile, Authorization Forms, Client Letter** and **Bill**.

Click the **Profile** tab to enter information about your firm and your preferences with respect to preparing and filing your client files.

Click the **Authorization Forms** tab to enter information and modify settings used when completing and filing the authorization forms.

Click the **Client Letter** tab to configure your client letter options such as salutation, references to your firm, and customized opening and closing paragraphs.

Click the **Bill** tab to configure your billing options in the Invoice Profile, including the standard charges for the detailed invoice.

TIP

When creating additional preparer profiles, you can make a copy of any existing profile and simply change selected fields.

Preparing Client Files

Carry Forward

If your firm used *Cantax* FormMaster last year, the files from the prior taxation year can be carried forward to assist you in preparing your information returns and forms this year. You may also be able to carry forward files created using another forms program.

In addition, you can carry forward files created with the current version of *Cantax* FormMaster to facilitate preparing information returns for short year ends or to start entering data in advance of the release of the following year's program.

What is a Carry Forward?

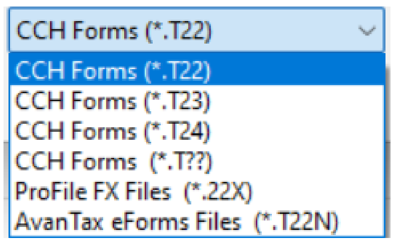
The carry forward procedure creates a new file for the current taxation year based on what was in last year's client file to avoid re-entering information that was gathered in a prior year.

When a file is carried forward, the permanent information (e.g. client name, address, client ID), including recipient information is retained and the closing balances of any amounts carried forward (e.g. Undepreciated capital cost allowance) become the opening balances.

Using the Carry Forward

Files can be carried forward from the **Forms** view. To carry forward files proceed as follows:

1. On the **File** menu, click **Carry Forward**.
2. Click the drop-down list at the bottom right corner of the dialog box to select the type of file you wish to carry forward.



3. Select the client file(s) from last year that you want to carry forward.
4. Click **Open**.
5. The **Carry Forward** dialog box will be displayed on the screen. In the **File Options** and **Data Options** tabs, select the desired options.
6. Click **OK** to start the carry forward process.

When a single file is carried forward, it opens in the *Identification* form.

Opening Files

To open an existing file, or a file that has been carried forward, select **Open** in the **File** menu. You can open as many data files as you want.

Opening Files Created with a Prior Version

You can also open a file with a .T23 file extension created with *Cantax* FormMaster 2022. When opening a prior version file, you will be given the option to recalculate the return using the current version. If you reply "No," the return will open in "data locked" mode, and the data will be unchanged. Note that once the return has been saved in the current version, you will no longer be able to open the file using a prior version.

TIP

Once you have finished work on a specific data file, close the file to avoid entering data into the wrong client file.

Starting a New Client File

From the **Forms** view, click **New** to start a new client file.

Cantax FormMaster will open in the Identification form.

Accessing Forms

You can select the forms that you need to use from the **Form Manager**.

Form Manager

To access the Form Manager, press F4 or click **Form Manager** in the title bar of the **Forms** view when a form is displayed.

The Form Manager provides easy access to the various forms available in *Cantax* FormMaster.

Simply select the form that you want then press **Enter** or double-click to open the form.

To help you locate your forms quickly, *Cantax* FormMaster assigns a jump code for each form. Simply start typing the jump code and *Cantax* FormMaster will search for that code.

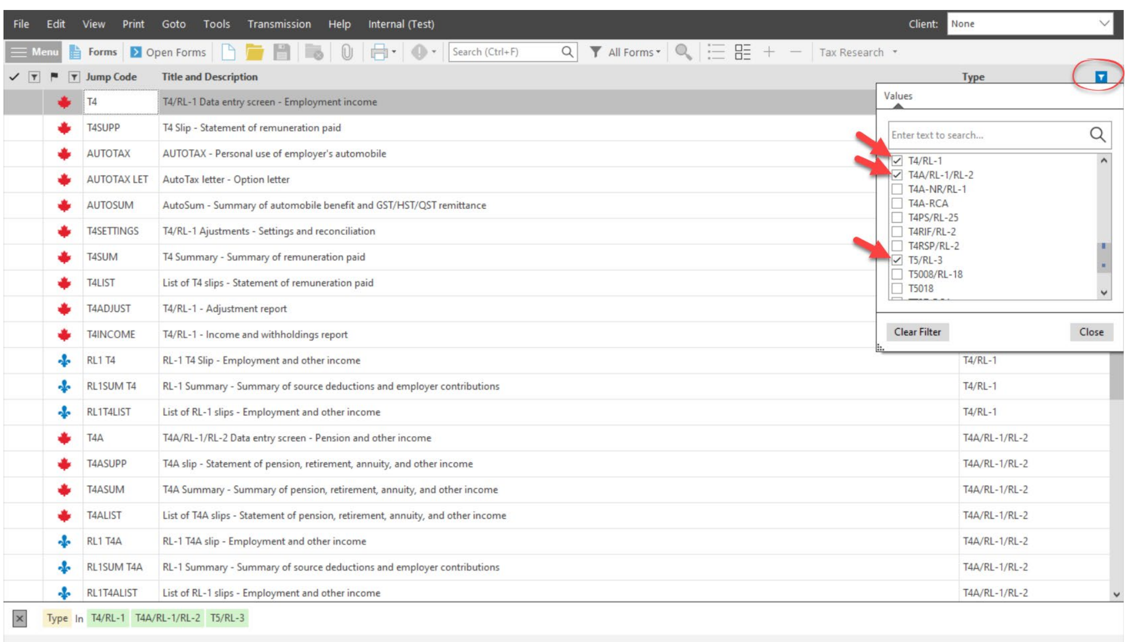
If you don't know the jump code of a form, you can use the search field on the toolbar (or press **Ctrl+F**). Simply enter your search text and the program will display all of the forms that contain that search text as part of the jump code, title or description.

Form Type

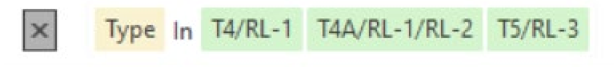
Forms are also identified by type (e.g. T4/RL-1, Partnership).

You can customize the forms displayed on the Form Manager according to the type of form you require. Click the filter icon in the **Type** column to filter on the appropriate type of form. You can select multiple form types. Use the **Search** field at the top of the filter dialog to find a specific form type.

Once the filter is applied, the Form Manager will only display the selected form types.



To return to the complete list of forms, click the close box at the bottom left corner of the Form Manager to clear the filter.



You can also create your own custom group of forms that includes any combination of slips, schedules, and forms. Refer to the Help for more information on creating a custom group of forms.

Open Forms

Once a form is open, a tab for the form will appear at the top of the form display. Click any form tab to view an open form. Click the **Close** (X) button or press **ESC** to close the form and remove the form tab.

You can also access forms by drilling down from a form using the **Expand** command.

You can use Shift+F4 to toggle back and forth between the current form and the last form viewed.

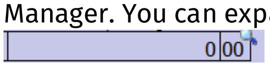
Use **Ctrl+Shift+F2** to toggle between federal and provincial equivalent forms.

Press **F4** to toggle between the Form Manager and the open forms.

Note: The program will retain information about what forms were opened and where the cursor was positioned, so that the next time the file is opened (by any user), the same forms will be opened automatically.

Expand (F6)

When you are on a form, you can move to another related form by “Expanding.”

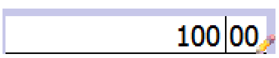
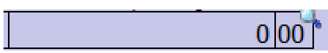
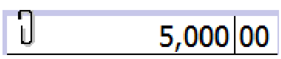
Expanding allows you to move from one form to another without first going to the Forms Manager. You can expand from any cell with a magnifying glass symbol beside it  to display that cell’s source form.

Access a source form from an expandable cell as follows:

- On the **Forms** menu, click **Expand**.
- Right-click and then click **Expand** on the shortcut menu.
- Press **F6**.
- Double-click the cell.
- Click  on the toolbar.

Cell Display

Cantax FormMaster uses flags to identify the properties of the cells. The colours indicate if the cell is calculated, calculated but overrideable, or input. The following are descriptions of the most common cell display:

Cell Type	Appearance	Definition
Input cell 	Black text on white background	Data entry cell.
Protected cell 	Black text on same colour background as the form	No input or override is possible.
Overrideable cell 	Blue text on white background	Calculated cell where content can be overridden.
Overridden cell 	Pencil in lower right corner	Calculated cell where content has been overridden.
Posted cell 	Blue text and magnifying glass in the top right corner	Cell in which the content comes from another form. The source form can be accessed by double-clicking the amount or pressing F6.
Annotated cell 	Paper clip in the upper left corner	Cell to which a note or schedule has been attached.
Cell with review mark 	Red indicator to the right of the cell	Cell that has been marked during on-screen review. There are 5 possible review marks.
Item search cell	Ellipsis points on the right-hand side	Cell with a search that allows you to filter and find items in a list. E.g. NAICS code.

Entering Data

Entering data on the forms is made easy.

If an amount is a round figure, there is no need to enter the cents (".00"). The program will do it for you.

If an amount is a negative number, precede it with a "-".

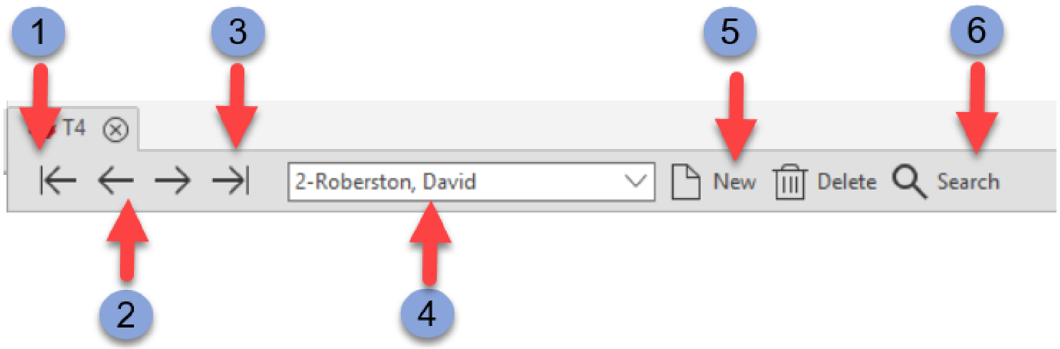
Data can be entered into overrideable cells, simply by entering the data. The program will ask you to confirm the override before displaying the amount.

Special Forms

Multiple copy forms

There are a number of tax forms for which you may require several copies. For example, on the data entry screens for recipients, you will require a separate copy for each recipient.

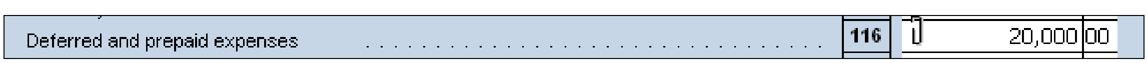
For these forms, *Cantax* FormMaster allows you to create multiple copies of the forms. A **Multiple Copy** toolbar appears at the top of each multiple copy form to simplify navigation between copies.



1. Displays the first copy of the form.
2. The **Previous copy** button displays the previous copy of the form whereas the **Next copy** button displays the following copy.
3. Displays the last copy of the form.
4. The input area allows you to access the **Copy** list. This drop-down list displays all copies of the current form or the copies selected in the **Search for copies** grid.
5. The **New** button creates a new copy of the form and the **Delete** button deletes the copy displayed on the screen.
6. The **Search** button allows you to quickly find a copy from the current form.

Attachments

You can create both attached notes and attached schedules. Once a note or schedule has been attached to a cell, a paper clip will be displayed in the left corner of the cell.



Attached Notes

You can attach a note to any type of cell by right-clicking then selecting **Attach Note** or pressing **Alt+F10**.

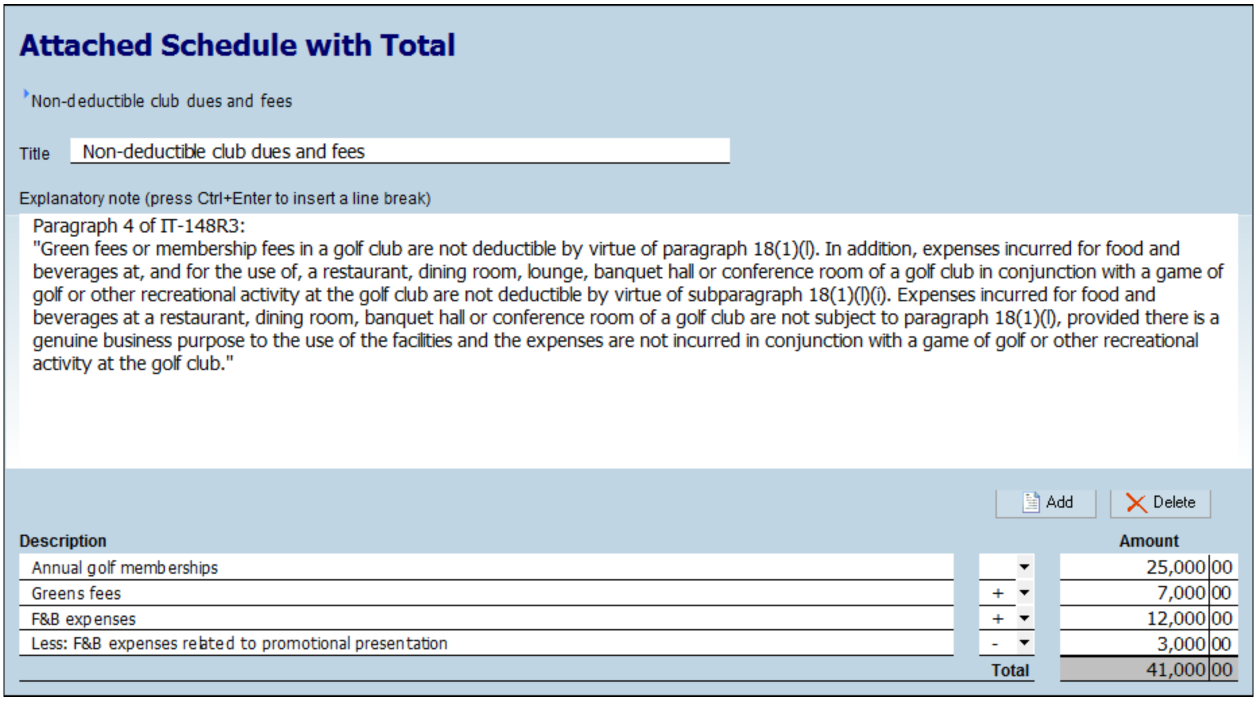
If you want the note that you create to be carried forward to next year's return (e.g. because the note may also be applicable next year), select the option provided.

When you hover your pointer over a cell that has an attached note, the note will appear.

Attached Schedules

The *Attached Schedule With Total* (Jump Code: **ATTS**) is a multiple copy form. Each time you attach a schedule to a cell, a new copy of the attached schedule is added to the form and linked to this cell. You can also add copies that are not linked to any cell.

You can navigate to a cell that has the schedule attached by double-clicking the name of the cell associated to the note from the *Attached Schedules*.



Attached Schedule with Total

Non-deductible club dues and fees

Title: Non-deductible club dues and fees

Explanatory note (press Ctrl+Enter to insert a line break)

Paragraph 4 of IT-148R3:
"Green fees or membership fees in a golf club are not deductible by virtue of paragraph 18(1)(l). In addition, expenses incurred for food and beverages at, and for the use of, a restaurant, dining room, lounge, banquet hall or conference room of a golf club in conjunction with a game of golf or other recreational activity at the golf club are not deductible by virtue of subparagraph 18(1)(l)(i). Expenses incurred for food and beverages at a restaurant, dining room, banquet hall or conference room of a golf club are not subject to paragraph 18(1)(l), provided there is a genuine business purpose to the use of the facilities and the expenses are not incurred in conjunction with a game of golf or other recreational activity at the golf club."

Add Delete

Description		Amount
Annual golf memberships		25,000 00
Greens fees	+	7,000 00
F&B expenses	+	12,000 00
Less: F&B expenses related to promotional presentation	-	3,000 00
	Total	41,000 00

To attach a schedule:

1. Select the numeric cell to which you would like to attach a schedule.
2. On the **Edit** menu, select **Attach Schedule**.

For more information on the Attached Notes and Schedules, refer to the Help.

> **TIP**
> Jump to ATTS on the Form Manager to access all of the attached schedules. Use the **Multiple Copies** toolbar to find a specific attachment

Multi-Line Tables

Some forms contain multi-line tables. For example, Form T5013 Schedule 6 and Form T2057 contain these tables.

A new line (or set of lines) is automatically added as soon as data is entered.

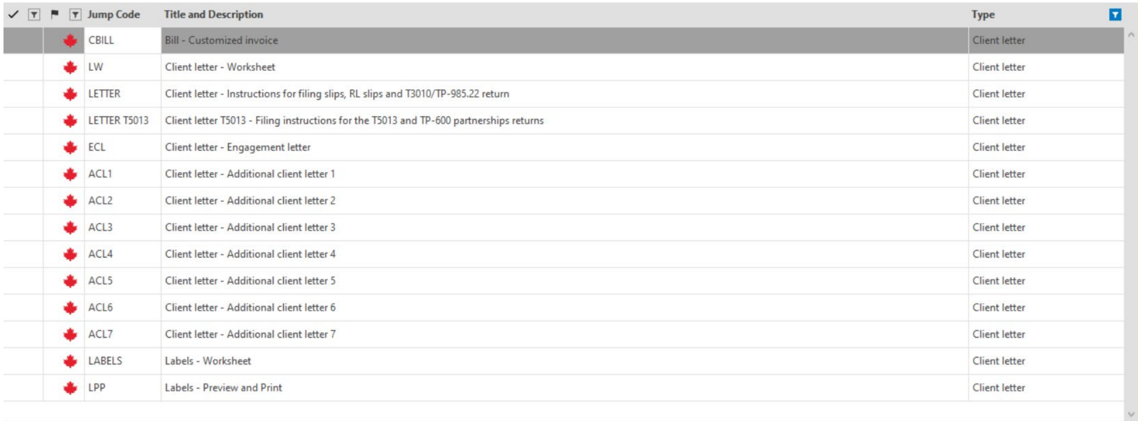
You can also use the **Add** button to create a new line or lines. Use the **Delete** button to remove a line.

Client Letter

Previewing a Letter

Letter templates are linked to letters on the Form Manager. When you print or display a letter from the Form Manager, the template contents is merged with the data in the forms or returns. The resulting document is a letter that contains information specific to each client's situation.

You can view the letter by entering the jump code for that letter preview similar to accessing any other form.



Jump Code	Title and Description	Type
CBILL	Bill - Customized invoice	Client letter
LW	Client letter - Worksheet	Client letter
LETTER	Client letter - Instructions for filing slips, RL slips and T3010/TP-985.22 return	Client letter
LETTER T5013	Client letter T5013 - Filing instructions for the T5013 and TP-600 partnerships returns	Client letter
ECL	Client letter - Engagement letter	Client letter
ACL1	Client letter - Additional client letter 1	Client letter
ACL2	Client letter - Additional client letter 2	Client letter
ACL3	Client letter - Additional client letter 3	Client letter
ACL4	Client letter - Additional client letter 4	Client letter
ACL5	Client letter - Additional client letter 5	Client letter
ACL6	Client letter - Additional client letter 6	Client letter
ACL7	Client letter - Additional client letter 7	Client letter
LABELS	Labels - Worksheet	Client letter
LPP	Labels - Preview and Print	Client letter

Changing the Contents of the Letter

You can change the contents of the client letter for a specific client in two ways:

- Modify the data in the *Client Letter Worksheet*; or
- Edit the Letter Preview.

Modify the Client Letter Worksheet

The *Client Letter Worksheet* (Jump Code: **LW**) is used to select and modify the information that appears in the client letters. Much of the information in the *Client Letter Worksheet* is determined based on the options you have selected in the Preparer Profile and/or the data entered in that specific file.

The *Client Letter Worksheet* will show you which slips or returns are applicable to the file and their filing method. These are the slips that will be referred to in the Client Letter. You can determine whether or not the letter should refer to the filing deadline for these submissions.

You can also enter the names of any specific forms that the taxpayer is required to submit or retain by jurisdiction as well as optional opening and closing paragraphs specific to that data file.

Any data that you enter in the *Client Letter Worksheet* is saved with the return.

Editing the Letter Preview

You can edit the letter preview to temporarily change the letter generated from your template. You can add, delete or modify the text in the letter as well as pasting in text from another source (e.g. a Word document). However, the edit will only stay in effect while you are in the letter preview. The next time that you access the letter preview, your edits will be lost, as the preview will be regenerated from your template to ensure that it reflects the latest data in the return.

You can, however, save your edited version of the letter preview to an .rtf file which is compatible with word-processing programs, using the command **Save Letter As** on the **File** menu. If you have edited the preview, *Cantax* will ask you if you want to save the edited preview when you leave the form. When the letter preview is saved, the program will give you the option of automatically opening the .rtf file in your word processing program.

You can also print the edited letter preview using the **Print Form** command similar to any other form.

Changing all Client Letters

If you want to make a change for all of your client letters (e.g. change the wording of a specific paragraph, or add the firm logo to the letter), you can edit the appropriate letter templates.

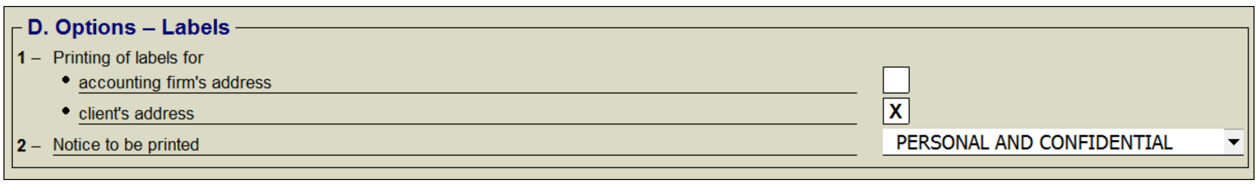
For information on editing the letter templates, refer to the Help.

Labels

You can print labels for your clients and for slip recipients. The label templates can be modified in the **Letters and Labels** view.

Client Mailing Labels

To print mailing labels for your clients, you should enable the appropriate option in the Preparer Profile.



Labels for your clients can be printed along with your forms and/or returns by setting the Form *Labels - Preview and Print* (Jump Code: **LPP**) to print *If Applicable* in any print format (e.g. your customized client copy). You can specify a printer or printer tray for the label to allow you to preload the label pages in your printer.

Slip Recipient Mailing Labels

To print labels for your slip recipients, use the command **Print Labels.**

The type of label that you will be printing to can be selected in the “Labels” section of the **Options and Settings** dialog box accessible from the **Tools** menu.

Importing and Exporting Slips

Cantax FormMaster also allows you to import and export slip data from a .csv formatted file.

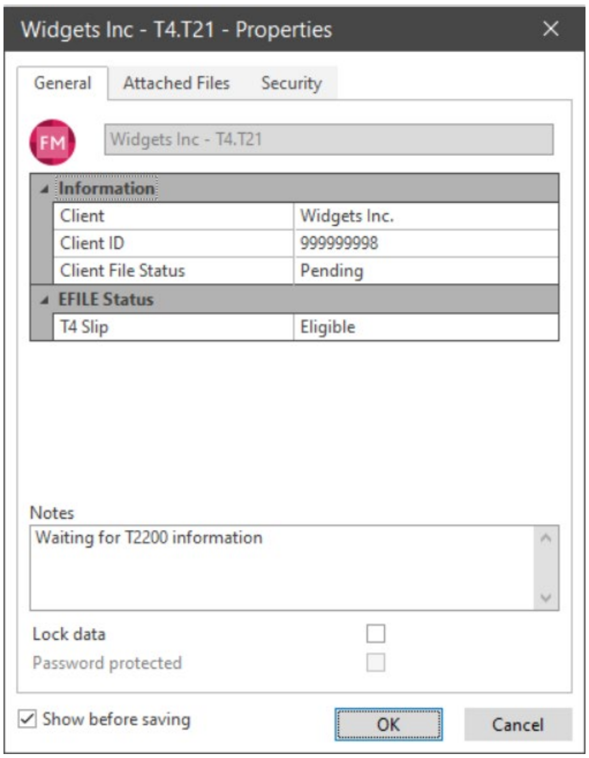
Refer to the Help for more information on importing and exporting slips.

Saving Client Files

You must click the **Save** icon to save the data. If you attempt to close the client file while there is unsaved data, *Cantax FormMaster* will prompt you to save the file prior to closing it.

Cantax FormMaster will also save a periodic backup copy of your data files if they contain any unsaved data. You can modify the interval at which the backup files are saved in **Options and Settings**.

The file extension will vary depending on the year end of the client file (i.e., .T23 for a 2023 year end and .T24 for a 2024 year end).



When you save a file, by default *Cantax* FormMaster will display the **Properties** dialog box. This includes a section for notes that can be used to record information about the return.

When carrying forward your files, you also have the option to carry forward these notes.

Attaching External Files

You can attach any external file to your client file by clicking the icon on the toolbar or the **Attached Files command** on the **File** menu.

This dialog box is also accessible by pressing **Ctl+F11.**

You have the option of either saving a link to the selected file or embedding a copy of the selected file within the *FormMaster* data file.

While almost any type of file can be attached, you cannot attach file types that are executable and could therefore present a security risk (e.g. .exe, .bat, .chm, .js).

You can also automatically attach a PDF file generated using any of the print commands in *Cantax* FormMaster.

For more information on attaching external files, refer to the Help.

Reviewing Client Files

Once you have entered all of the information into the client file, you should review it to ensure accuracy. There are several ways of reviewing the client file:

Monitor

The monitor is a tracking tool that lets you display key tax information at the bottom of the client file window.

On the **View** menu, click **Monitor** to display or hide the monitor.

To add a cell to the Monitor, simply click the cell that you want to view and drag it onto the Monitor.

When you customize the Monitor's contents, these settings are saved for your workstation and will apply to all client files.

Diagnostics

You can display the list of diagnostics so that you can consult them as you work on the client file.

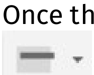
To view the list of diagnostics, click **Diagnostics** on the **View** menu or click  on the toolbar

You have two options for displaying the diagnostics: Dock and Float.

If you choose Dock, the list of diagnostics will be displayed in a pane at the bottom of the *Cantax* FormMaster window.

If you choose Float, the diagnostics will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

You can also use the hotkey **Alt+F5** to display the docked list of diagnostics and the hotkey **Alt+F6** to display the floating list of diagnostics. Alternatively, you can access the Form Manager and enter the Jump Code **DIAG** to display the diagnostics.

Once the diagnostics are displayed, you can switch between display modes using the  icon on the **Diagnostics** toolbar.

To display diagnostics directly on a form, point to a cell with a diagnostic's indicator and the diagnostic message will be displayed. This information is available regardless of whether or not the diagnostics pane is visible.

Diagnostics can be printed directly from the **Diagnostics** pane (either floating or docked) using the command **Print/Print Diagnostics** or they can be included in a print format so that they are printed along with forms.

Review Mode

When a client file is being reviewed, the review mode allows you to add review marks to the appropriate cells in the forms simply by clicking them.

Review marks can be used to identify whether the data is correct as well as incomplete.

The following review marks are available:

Symbol	Name of the review mark	Recommended when…
	First review	The reviewer wants to indicate that the content of a cell has been reviewed once.
	Second review	The reviewer wants to indicate that the content of a cell has been reviewed a second time.
	Error	The reviewer wants to let a preparer know that the content of a cell contains an error.
	Uncertainty	The preparer wants to indicate that he or she is uncertain of the content of a cell. This mark can also be used to represent an estimate.
	Other	The preparer wants to indicate that the content of a cell must be reviewed for a reason other than the one previously mentioned.

Printing

Printing Forms

Individual Forms

In the **Forms** view, you can print individual forms for any of the current client files.

1. On the **Print** menu, click **Print Current Form** to print the current form that is on screen.

Note: When you use the **Print Form** command on a multiple copy form (e.g. Form T5013CCAR), only the current copy will be printed. To print all copies of a multiple copy form, select the entry on the Form Manager and then click **Print Selected Form(s)**.

Multiple Forms

To print more than one form at the same time (but not necessarily the whole client file):

1. Select the forms on the Form Manager.
2. On the **Print** menu click **Print Selected Forms**.
3. Click **OK** to start printing.

Note: When viewing a form, the print command is called **Print Current Form**. When on the Forms Manager, the print command is called **Print Selected Forms**.

Form Printing Options

You can select a number of options when printing individual forms:

- Partially mask SIN in header
- Print to PDF file
- Print a blank copy of the selected form(s).
- Print the form as displayed on the screen.
- Override the date to be printed on the form(s).
- Page range to be printed (single form only).
- Use zoom printing to print more than one page per sheet of paper.
- Print a watermark on the form(s).

You can also click the **Options** button to modify any of the print settings previously configured under **Options and Setting** or to select PDF file options.

Printing Client Files

You can print the client files using any of the following methods:

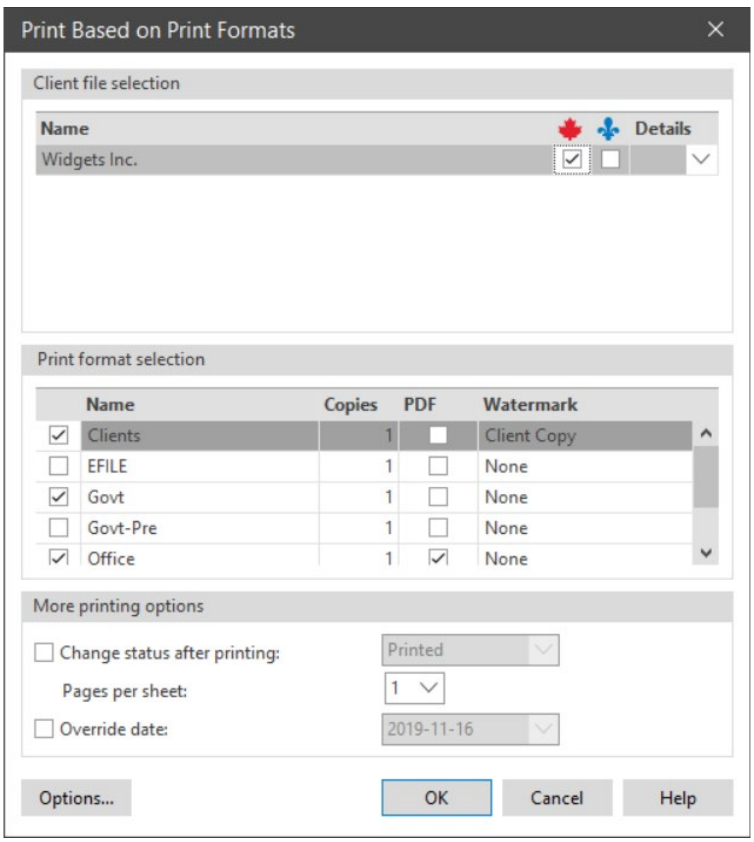
- On the **Print** menu, click **Print Based on Print Formats**.
- From the Form Manager, right-click and then click **Print Based on Print Formats** on the shortcut menu; or
- Press **F11**.

You can also click the **Print** icon on the Toolbar and select **Print Based on Print Formats**.

Viewing Diagnostics

When you use the **Print Based on Print Formats** command and there is at least one diagnostic that needs to be corrected, the diagnostics will be displayed automatically.

Click **Continue** if you want to proceed with printing the client file.



The selection of what will be printed for each copy of the client file is saved in a template file called a Print Format. For more information on customizing print formats, refer to the Help.

All of the available print formats will be listed. You can change which print formats are selected by clicking the adjacent check box.

All selected print formats will be produced for each client file (e.g. a client copy, a government copy and an office copy will be printed).

If you want to generate a PDF file instead of printing a hard copy, click the **PDF** box.

You can select a different watermark for each copy.

Click **Options** to change any of your configured print options prior to printing.

Printing Slips

There are different ways to print slips to issue to recipients.

Print the Client File

If you are using the **Print Based on Print Formats** command, the slips selected for filing (i.e. the slips for which the check box has been selected on the line *Select this box if you want to file this slip/RL-slip*) on the different slips will be printed depending on the selected printing method (for example, if you want to print T4 slips on preprinted forms, select the Govt-Pre print format).

Print Selected Forms

The **Print Selected Forms** command also allows for the printing of slips. You can print copies of the recipient's slips while they are displayed or you can print all copies of the slips selected for all recipients from the Form Manager.

Print Slips

Finally, you can use the specific **Print Slips** command. The main difference between this print command and the **Print Based on Print Formats** or **Print Form** commands is that you can print a single type of slip having a specific type of data. For example, with the **Print Slips** command, you can print the T4 slips with the "Original" type only.

Printing Slips to PDF

When you select the PDF option within any of the above-mentioned commands, you have the option to generate a separate PDF file for each slip and automatically assign a password to that file, if applicable. This can be configured on the **PDF** tab of the **Options** dialog box or in advance in the **Print – PDF Files** section of **Options and Settings**.

Electronic Filing

Cantax FormMaster supports two different types of electronic filing. Information returns for T-slips and summaries, such as T4s or T5s, can be electronically filed in an XML format via Internet File Transfer. You can also electronically file T5013 *Partnership Information* returns and T5013 slips in this manner.

However, T3 returns (including specialized T3 returns) are transmitted to the CRA using the T3 EFILE web service. Note that the T3 slips and T3 Summary are still filed using Internet File Transfer.

Mandatory Electronic Filing

Prior to 2024, electronic filing of the slip information was mandatory at the federal and Québec levels where there were 50 or more slips. Starting in 2024, electronic filing is mandatory where there are five or more slips.

Note that while electronic filing of the T5013 Partnership return is currently optional, the T5013 slips and summary are subject to mandatory electronic filing.

Starting in 2024, T3 returns are also subject to mandatory EFILE when filed by a tax preparer. A tax preparer is defined as an individual, a corporation or a partnership that accepts payment to prepare more than five T1, T2 or T3 returns. However, tax preparers may paper-file up to five returns without penalty.

T3 EFILE

The CRA has discontinued the transmission of T3 returns in XML format via Internet File Transfer and has transitioned to a new EFILE service.

Registered EFILERS can electronically file eligible T3 returns in a similar manner to electronically filing a T1 or T2 return.

In order to electronically file T3 returns, you must select T3 as one of the types of returns you will be transmitting when you renew your EFILE account. If you have already renewed your EFILE account, you can change this information online by logging into your EFILE account on the CRA Web site.

Prior to transmitting a T3 return, your client will need to sign Form T183 TRUST, *Information Return for the electronic filing of Trusts Returns*, authorizing the transmission.

If your client will be electronically signing Form T183 TRUST, *Information Return for the Electronic Filing of a Trust Return*, answer **Yes** to the question **Are you planning on using an electronic signature method on Form T183?** on the form and provide the e-signature date and time in the fields indicated.

You will also require a Trust number for the Trust. You can apply for a trust account number using the Trust Account Registration service within My Account, My Business Account, and Represent a Client.

EFILE Exclusions

The following types of T3 returns are excluded for the 2024 EFILE program:

- A T3 return for a tax year that ends before 2021
- An amended T3 return
- A T3 return for a trust that does not have a trust account number or cannot provide one in the electronic file

- A T3 return for a trust that is filing Form RC199, *Voluntary Disclosures Program (VDP) Taxpayer Agreement*, or the taxpayer is making a request under the Voluntary Disclosures Program
- Trusts claiming bankruptcy in the year

In addition, returns containing the following forms are also excluded:

- Form T1273 Statement A - Harmonized AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals and Form T1163 Statement A - AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals are excluded from T3 EFILE.
- T2223 - Election Under Subsection 159(6.1) of the Income Tax Act By a Trust to Defer Payment of Income Tax
- T3 NB-SBI - T3 New Brunswick Small Business Investor Tax Credit
- T3SK CG - Saskatchewan Farm and Small Business Capital Gains Tax Credit (Trusts)
- T3PFT - T3 Provincial or Territorial Foreign Tax Credit

Similar to a T1 return, returns with the following situations are excluded:

- Business income tax paid to more than three foreign countries
- Non-business income tax paid to more than three foreign countries
- More than 12 Selected Financial Data (SFD) records

The Form *T3 Return Electronic Filing Worksheet* (Jump Code: **EFILE**) will indicate if the return is subject to any of the exclusions indicated above. The Form *Summary of EFILE Data Fields of T3 return* (Jump Code: **EFILE SUM**) allows you to view the fields that will be transmitted to the CRA.

Additional EFILE Questions

The CRA requires certain additional information to be transmitted when a T3 return is filed using T3 EFILE. Review the section **Questions used for EFILE only** at the bottom of the ID form (Jump Code: **ID**).

Data Transmitted

The Form *Summary of EFILE Data Fields of T3 return* (Jump Code: **EFILE SUM**) allows you to view the fields that will be transmitted to the CRA.

Transmitting T3 Returns using T3 EFILE

1. On the **Transmission** menu, click **General and Specialized Returns**, and then click **Transmit**.
2. Click **OK** to transmit the return.

Transmission Results

Once the returns have been transmitted, a dialog box will appear with the transmission results. It will list the returns that have been transmitted and provide a confirmation number for each accepted return or an error message for any rejected returns.

Use the **Print** button at the bottom of the dialog box to print the list for your records. You can also view these results at any time by clicking **EFILE Transmission Results** on the **Transmission/General and Specialized Returns** menu.

The transmission results for each return are also recorded in Form *EFILE Information* (Jump Code: **EFILE INFO**). If the CRA accepts the return for processing, then the program will automatically change the EFILE status to “Accepted.”

Re-transmitting Rejected Returns

If a return is rejected, this will be indicated in the **EFILE Transmission Results** dialog box along with the error clue provided by the CRA, and *Cantax FormMaster* will automatically change the EFILE status of the return to “Rejected.”

The error message for a rejected return can be viewed on Form *EFILE Information* (Jump Code: **EFILE INFO**) within that return or using the **EFILE Transmission Results** command.

To avoid another rejection, ensure that you have corrected all the errors indicated by the tax authorities prior to re-transmission. *Cantax FormMaster* will automatically change the EFILE status back to “Eligible” when the return is recalculated.

Supporting Documents

All elections, designations, agreements and waivers, including the supporting documentation, must be submitted to the CRA in writing or through the Submit documents online service. In order for an election to be considered valid, it must be submitted by the due date established in the Act.

Electronically transmitting the T1135 Foreign Income Verification Statement

If a trust owns or holds foreign property at any time during the year with a total cost of more than CAN$100,000, then the trust is required to file a T1135, *Foreign Income Verification Statement* (Jump Code: **1135**).

Cantax FormMaster now supports the electronic filing of the T1135 for trusts.

The T1135 can be filed in paper format or electronically: there is currently no legislative requirement to electronically file a T1135 information return.

The T1135 is transmitted separately from the T3 return. However, in *Cantax FormMaster*, we have implemented the electronic filing of the T1135 so that you can transmit both the T3 and the T1135 at the same time.

Alternatively, you can transmit the T3 without the T1135 or the T1135 without the T3.

T1135 EFILE Status

Similar to T3 EFILE, a T1135 must be selected for EFILE in order to be eligible for EFILE. In the Preparer Profile, you can choose to have all of your T1135s selected for EFILE automatically.

Provided all the required data has been completed, if the T1135 is selected for EFILE, then the EFILE status of the form will become “**Eligible”**. This will be indicated in the **Electronic Filing** section at the top of the form. The information on the transmission status of the T1135 is also available using the **File/Properties** command (F11).

Transmitting the T1135

The T1135 is transmitted using the same command that you use for transmitting T3 returns. (i.e., the command **General and Specialized Returns/Transmit** in the Transmission menu)

If you have selected at least one client file that includes a T1135 with the EFILE status “**Eligible”**, then the column for the T1135 will be displayed in the **Transmit** dialog box.

By default, all of the eligible T1135 forms will be selected for transmission.

Clear the box for the T1135 forms you do not want to transmit.

If a selected return does not contain an eligible T1135, the **T1135** check box will not be selected and you will be unable to select the check box.

Similarly, if you wish to transmit a T1135 for a trust for whom a T3 has already been filed, you will be unable to select the **T3** check box. For more information on electronically filing a T1135, refer to the Help.

Internet File Transfer

Configure the Program

Enter ID Information

The tax authorities require detailed information concerning the identification of the slip transmitter. The required information differs depending on whether the slips are transmitted to the CRA or RQ.

To enter this information in the program, proceed as follows:

1. In the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **Identification**.
3. In the **Identification** section, click the ... button, and enter the information concerning the transmitter and the resource persons.
4. If you are transmitting slips or returns to the CRA, click **Federal**, and enter the required information.
5. If you are transmitting slips to *Revenu Québec*, click **Québec**, and enter the required information.
6. Click **OK** to save the changes.

Note: The mandatory information is identified by a red triangle in the upper right corner of the fields.

Enter Slip Numbers

If you are electronically filing Québec slips, you must enter in the program the range of numbers assigned to you by *Revenu Québec*. When the file to transmit is generated, the program will assign a unique number to each slip filed.

Note: If there are multiple users responsible for generating slips and you are not using the **Network** version, you will need to ensure that there is no duplication of slip numbers. You may therefore want to distribute the assigned number range among the staff responsible for generating the slips.

To enter the range of slip numbers, proceed as follows:

1. On the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **Slip Numbers**.
3. In the **First** box, enter the first number in the range.
4. In the **Last** box, enter the last number in the range.
5. In the **Next Number** box, the program automatically indicates the next n
6. umber that will be used according to the numbers already attributed to slips. If you want, you can manually enter the number you want the program to attribute to the next slip.
7. Click **OK** to save changes.

Note: RQ requires that these numbers appear on the printed slips. Therefore, you must generate the slips before printing them, in order for the program to assign the numbers.

Define Transmission Options by Default

The program allows you to define the options to be used by default for each transmission. To modify these options, proceed as follows:

1. In the **Tools** menu, click **Options and Settings**.
2. Under **Electronic Services**, click **General**.
3. If you want to save transmission files in folders other than the ones suggested by default, click the ... button, and select the desired folder.
4. The Internet portal of the CRA or RQ will automatically display during transmission. If you want to generate the file for Internet, but access the Internet yourself at a later date, clear this option.
5. Click **OK** to save changes.

Prepare Client Files

Prepare the client files in the normal fashion. Ensure that the data for the recipients' slips or partnership returns was properly entered.

Allow EFILE

EFILE must be activated in order for the slips or return of the selected client file to be transmitted to the tax authorities. To activate EFILE for all the prepared client files, you must specify it in the default preparer's profile as follows:

1. Create or modify a preparer's profile.
2. In the "EFILE information" section, select the **Allow electronic filing** check box.
3. Click **Save** to save the changes.

Verify if Eligible for EFILE

When EFILE has been allowed for a client file, the program will determine if each slip is then eligible for EFILE as well as the T5013 or T3 returns, if applicable.

The EFILE status of a slip is "Eligible" when EFILE is allowed and a client file:

- includes at least one of the slip types in question; and
- meets eligibility requirements.

The EFILE status for a return is "Eligible" when EFILE is allowed and there is no missing or inconsistent data as indicated in the EFILE diagnostics.

To verify that a client file meets the eligibility requirements for EFILE, proceed as follows:

1. Display the Diagnostics pane.
2. Click the **EFILE** tab to verify any EFILE diagnostics.

Note: Diagnostics are only displayed if EFILE has been allowed.

If the client file meets eligibility requirements for EFILE and no EFILE diagnostic is issued, the EFILE status for slips and/or a return will then be "Eligible" and this type of diagnostic will be displayed for each applicable slip as well as for the return (if applicable):

Errors detected

Non-eligibility transmission errors are indicated in the diagnostics pane under the **EFILE** tab. They must be corrected in order for the slips or return to be eligible for EFILE purposes.

Slip Transmission

Transmit Slips

The program allows you to transmit slips for the current client file. All of the slips being transmitted together must be the same type (e.g., T4 slips). Before completing the transmission, you can display the list of all slips that will be transmitted. In case of errors or problems preventing the transmission of slips, the program will inform you of the problem to correct.

After generating the file to transmit, the program will complete the steps outlined below:

To transmit slips, proceed as follows:

1. Open the client file in the **Forms** view.
2. In the **Transmission** menu, click **Transmit Slips**.
3. Select the slip and the type of data to transmit.
4. In the **Transmit by** list, select the transmission method.
5. Click **OK** to generate the file to transmit.

Display slips to transmit

From the **Transmit Slips** dialog box, it is possible to display the list of slips that will be included in the transmission. To display this list, click the scroll down list under the **Details** column.

- It is possible to sort the list of slips by clicking the header of the desired column.
- You can enter characters to search for an element of the list.
- If a slip has already been generated, the **Date – Type of data** column appears in the list and indicates the date on which the creation took place.
- To display all slips contained in the client file, rather than only the ones to transmit, clear the **Display only slips to transmit** option.

Note: If a client file cannot be selected for transmission because of an error, it is not possible to display a list of these slips.

Consult Error Messages

If an error prevents selection of a client file, a red triangle will be displayed under the **Details** column of the **Transmit Slips** dialog box. To display the error details, place the cursor over this indicator. An error could occur, for example, in the following cases:

- a client file is not eligible to transmit the selected slip because EFILE diagnostics exist; or
- a client file is eligible to transmit the selected slip, but does not contain any slip that corresponds to the selected type of data (for example, you have selected “Amended”, but the client file only contains “Original” slips).

In case of an error, it is not possible to transmit the slips in the client file. Please correct the problem indicated by the program.

Creation of the File to Transmit

When you click **OK** in the **Transmit Slips** dialog box, the program creates the file to transmit in one of the folders specified in the **Options and Settings**. By default, the folder is the following:

- \...\My Documents\WoltersKluwer\Cantax FormMaster 20**\Generated slips

For all federal slips, the name of the saved transmission file is AABBBBBBCCC*variable*.XML, where AA represents the taxation year, BBBBBB represents the transmitter number and CCC is a counter for each file produced. The *variable* that follows the number is the first 14 characters of the name of the tax filer.

The saved file will not be deleted regardless of which transmission method is used: Internet, CD or DVD.

When you create Québec RL slips, the name of the saved folder is DDEEEEEEFFF*variable*.xml, where DD stands for the taxation year, EEEEEE, which stands for the preparer's number, and FFF stands for the clock for each prepared file. The variable that follows is the first 14 characters of the name of the tax filer.

The file saved in this folder will remain available thereafter.

Internet Transmission Help Window

When you transmit slips via the Internet, a window will display to the left of the CRA or RQ portal. It will display various information that will assist you in uploading your file. Once your file has been successfully uploaded, you can enter the confirmation number provided. This number will then be transferred to the relevant client file.

Transmitting a T5013 Return and Slips

The transmission of a T5013 *Partnership Information* return or slips is done using the command **T5013** on the **Transmission** menu. The process is the same as the transmission of slips described above except when transmitting T5013 data, you can choose to transmit the T5013 return or the T5013 slips. Note that the CRA has indicated that starting in 2025, you will not be able to combine both the T5013 return and the T5013 slips in a single transmission.

You can transmit both original and amended T5013 returns.

If you amend T5013 slips, then you should file the amended slips using the same filing method as the original slips i.e. if the original slips were paper-filed, then you should paper-file any amended slips.

Electronic Filing Follow-up

EFILE Status

Once the creation of transmission files is completed, the program will automatically assign the "Generated - <*Type of data*>" to the EFILE status of the slip or return for each client file transmitted.

For example, if you have transmitted "Amended" RL-16 slips, the EFILE status will be "Generated – Amended." This status is displayed in the **Properties** dialog box.

Note: A file with a "Generated" status can be transmitted again, if necessary, since the program continues to validate its eligibility to EFILE even after transmission.

EFILE Info Form

The Form *EFILE Information* (**EFILE INFO**) will display the date that you transferred your transmission file for the various transmissions associated with that client file. It will also show the confirmation number that you entered in the **Transmit XML File** window.

Help

The following Help resources are available in the program:

Tax and Form Help

Context-sensitive tax help is easily accessible from each cell by pressing F1 or by clicking **Contents and Index** on the **Help** menu.

The Help Centre is online and requires Internet access. The Help Centre includes information about using the program, completing the tax forms, electronic services, FAQ's, Troubleshooting and *Release Notes*. It also includes links to many CRA and *Revenu Québec* guides.

Knowledge Base

Our Knowledge Base contains an array of articles answering technical and tax questions most frequently asked to our Support Centre agents. When you enter a few key words in the **Search** field, articles will be displayed in order of relevance, providing you with valuable information that will accurately answer your questions. You can use the filters on the left side of the screen to filter the results by product.

You can access the Knowledge Base from the Help Centre or directly from the Professional Centre.

Tax Research Links

You can access your Tax Research products directly from the **Help** menu.

These links can be used with both CD-ROM and Internet versions of the *Income Tax Act*.

Technical Help

To get help on the operation of the program (as opposed to the tax forms), access the Help Centre by clicking **Contents and Index** on the **Help** menu and then use the **Search** function to find relevant help topics. You can also click the **Help** button in the various dialog boxes.

Training

You can find information about current training opportunities by clicking **Get Cantax Training** on the **Help** menu.

Cantax

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