

Personal Taxprep

QUICK START GUIDE
2020

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Introduction

Welcome to *Personal Taxprep* 2020!

This **Quick Start Guide** is designed to acquaint you with the *Personal Taxprep* 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.

Table of Contents

Overview	4
Different Views	4
Setup	6
Options and Settings.....	6
Preparer Profile	6
Preparing Returns	7
Roll Forward	7
Opening Files	8
Client Manager	8
Family Returns.....	9
Starting a New Return.....	9
Accessing Forms	10
Cell Display.....	11
Special Forms	12
Transferring Data between Returns	16
Importing and Exporting	16
Saving Returns	19
Reviewing Returns.....	21
Xpress	21
Track Changes	21
Monitor.....	21
Diagnostics	21
Review Mode	22
Printing.....	23
Printing Forms	23
Printing Returns	24
EFILE.....	25
Mandatory EFILE.....	25
Selecting Returns.....	25
Transmitting Returns	26
Electronically Filing an Amended Return.....	27
Electronically transmitting the T1135 Foreign Income Verification Statement	29
Pre-Authorized Debit Agreement	30
Electronic Filing of Authorization Requests.....	30
Help.....	31
Tax and Form Help.....	31
Knowledge Base	31
InfoConnect Tax Hints.....	32
Technical Help.....	32

Overview

Different Views

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

The Personal Taxprep Views



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



The **Client Manager** displays all of your tax returns. You can use it to open and roll forward files, print returns, EFILE, create reports and perform other functions that help you to manage the tax preparation process.



The **Client Manager (Planner Mode)** provides easy access to any planner files that you have created.



The **Tax Return** view is where you prepare the return. You can print or transmit any open tax return from here.



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



The **Preparer Profiles** view allows you to create and manage one or more preparer profiles.



The **Filters and Diagnostics** view contains predefined and customized filters and diagnostics that you apply in the Client Manager or in the diagnostics pane to generate reports or identify certain situations.



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



The **Rate Tables** view specifies the rates and values used in the tax return for the current year and allows you to modify the rates used in Planner mode.



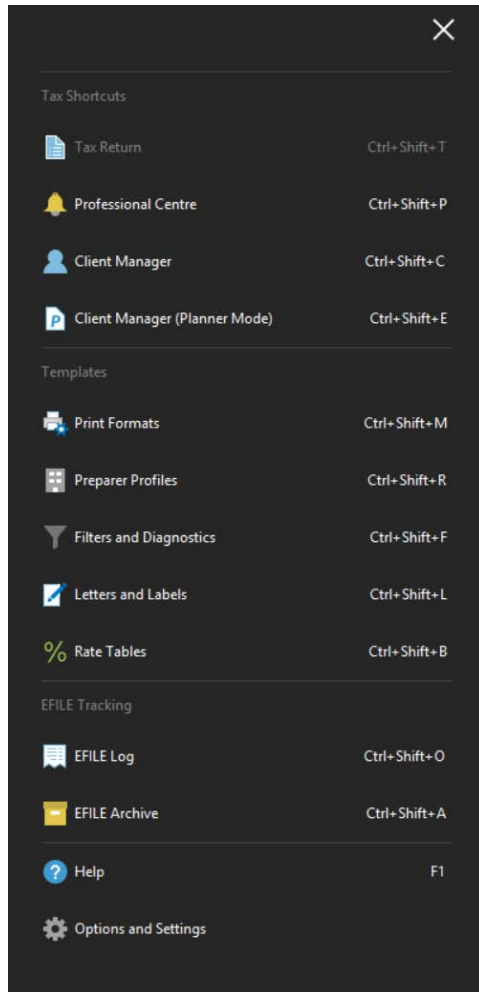
The **EFILE Log** lists all the transactions related to electronically filed returns and provides follow-up options and reports.



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

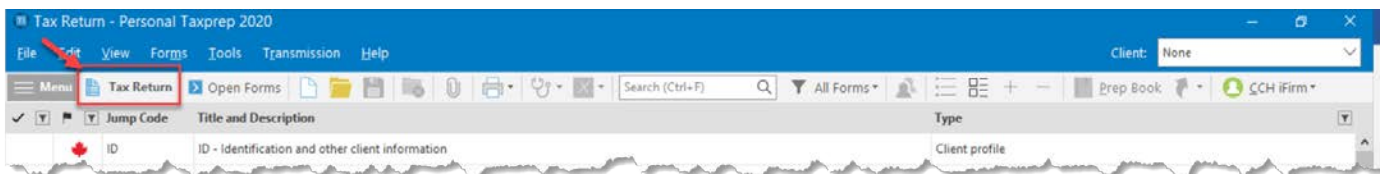
Accessing Views

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.



Click the **Staff** tab to enter the names of the staff and partners using *Personal Taxprep* for purposes of selecting these names in each return for tracking purposes.

Click the **Authorization** tab to enter information and modify settings used when completing and filing the authorization request forms in *Personal Taxprep*.

Click the **EFILE** tab to modify the settings used for electronic filing of T1 and TP1 returns, Authorization requests, T1135 information returns, pre-authorized debit agreements, Express NOA, as well as default information for Discounters.

Click the **Client Letter** tab to configure the options for the client letter, including entering any standard opening or closing paragraphs.

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

Click the **Interest** tab to configure the default settings for the Form *Interest* (Jump Code: **Interest**) which can be used to calculate interest on unpaid balances and late-filing penalties.

Click the **TaxprepConnect** tab to configure the default settings for reconciling and transferring data downloaded using **TaxprepConnect**.

The first time you save a specific preparer profile, the program will display the **Preparer Profile Properties** dialog box.

You can enter a new name and description for your preparer profile. Click **Default** if you want that preparer profile to be used by default. You can change the information in this dialog box at any time using the **Set Properties** command. Click **OK** to return to the **Preparer Profile** view.

All of the profiles that you create will appear in the list of **Preparer Profiles**. A check mark will appear beside the default **Preparer Profile**.

Refer to the Help for more information on the **Preparer Profile**.

Preparing Returns

Roll Forward

If your firm used *Personal Taxprep* last year, the files for any returning clients can be rolled forward from the prior year. You may also be able to roll forward data from files created using another T1 program.

What is a Roll Forward?

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

When a file is rolled forward, the permanent information (e.g. name, address, date of birth) is retained and the closing balances of carryforward amounts (e.g. undepreciated capital cost, unutilized prior year losses and RRSP contribution room) become the opening balances.

In addition, if the file was prepared using *Personal Taxprep* last year, the data entered in the prior year file is retained for comparison purposes.

Using the Roll Forward

From the **Tax Return** view, you can roll forward one or more client files from a single folder as follows:

- On the **File** menu, click **Roll Forward**.
- Select the folder where the client files to roll forward are located.
- Select the client file(s) from last year that you want to roll forward.

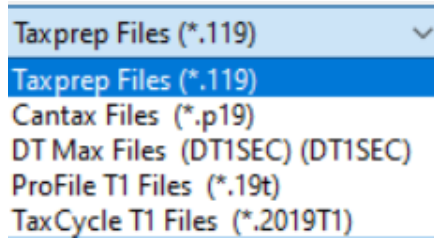
- Click **Open**.
- The **Roll Forward** dialog box will be displayed on the screen. In the **File Options** and **Data Options** tabs, select the desired options.
- Click **OK** to start the roll forward process.

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

Rolling forward files from Multiple Folders

If your prior year files are in different folders, you can use the Client Manager to view a list of all of last year's files from multiple locations and select the files that you want to roll forward.

Converting files from other programs



You can convert and roll forward files from other programs in the same manner as you roll forward *Personal Taxprep* files.

If you are rolling forward these from the **Tax Return** view, select the appropriate file type from the drop-down list in the bottom right corner of the **Roll Forward** dialog box.

If you are converting files from other programs using the **Client Manager**, select the appropriate file type from the list beside the "Files to Roll Forward" filter.

Opening Files

If your files have already been rolled forward, simply open the file you want and begin working on it. To open a file, select **Open** on the **File** menu.

In *Taxprep*, you can have multiple files open at the same time.

You can open several client files at the same time using the Client Manager. Simply select the client files you want to open, then on the **File** menu, click **Open**.

Opening Prior Year Files Using Shortcuts

When rolling forward the prior year client file, a shortcut to that client file will be automatically created. The shortcut will allow you to quickly access the prior year file.

This shortcut will be available using the **Prior Year/Open last year's client file** command on the **File** menu or by pressing **Ctrl+E**. It is also accessible by clicking the **Prior Year** icon on the toolbar and selecting a shortcut to a prior year file.

When you click the shortcut for the 2019 client file, it will be opened in the 2019 version of *Personal Taxprep*, provided it is installed and accessible. Similarly, if there is a shortcut for a pre-2019 client file, it will be opened in the appropriate version of *Personal Taxprep*, provided it is installed and accessible.

You can also modify or delete existing shortcuts and create new shortcuts manually.

Note that you can manually add shortcuts to other current year client files (e.g. shortcuts to client files for related parties). Once created, the shortcut will allow you to quickly access another client file.

Client Manager

The Client Manager provides information on all of your client files.

It is used when you want to perform a function on multiple returns, such as:



TIP

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

- opening returns;
- rolling forward data;
- recalculating returns
- changing the return status
- locking the data
- applying passwords;
- importing data;
- generating reports on your clients;
- printing returns;
- printing letters and labels;
- electronic filing;
- syncing contact information with *iFirm*.

The Client Manager is also a useful tool for easily locating the files that you want to open. You can sort your returns by any field and find a return by typing the taxpayer's name.


For more information on the Client Manager, refer to the Help.

Note: Advanced tax return monitoring is available through the *Taxprep Dashboard*. For more information visit <https://www.taxprep.com/en/>.

Family Returns

The taxpayer, spouse and dependant returns can be in the same data file to facilitate the exchange of information between the returns.

You can toggle between the taxpayer and spouse returns by:

- clicking the  button on the toolbar; or
- clicking **Switch to Spouse** on the **View** menu; or
- pressing **Alt+F7**.

The **Client** drop-down list in the top right corner of the tax return window displays all the open client files as well as the names of the individuals whose returns are in each open client file.

You can also use this list to select a specific return within any open client file.

By default, the taxpayer, spouse and dependant returns are displayed in different colours.

Starting a New Return

Click **New** to start a new return.

Personal Taxprep will open in the *Identification* form.

If you are using *CCH® iFirm®*, you can sync certain identification data between the *Personal Taxprep* client file and your client contacts in *CCH iFirm*. Refer to the Help for more information. If preparing returns for both the taxpayer and spouse, select the marital status on the *Identification* form. Then select the **Taxpayer and spouse returns prepared together** check box.

Note: Coupled returns can easily be separated into separate client files, if needed, by removing the X in the **Taxpayer and spouse returns prepared together** check box.



TIP

If you have separate returns that you now want to process together (e.g. where the couple is now considered common-law), you can combine them into one family file by selecting the coupling option.

If the taxpayer is married or common-law and the return is not coupled, the spouse's income must be indicated on the *Identification* form (this is required for EFILE purposes as well as the bar code that prints on the T1 jacket).

Note: If no income for the spouse is entered, then the spousal amount will not be calculated unless you select the option "The spouse's net income is nil or negative."

Accessing Forms

There are two different methods for accessing forms in *Personal Taxprep*: selecting forms from the Form Manager or using Xpress.

Form Manager

To view the Form Manager, press **F4** or click the **Form Manager** icon on the toolbar.

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

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

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

Jump Code conventions:

- Jacket: line number / **TP1** for Québec TP1 jacket
- Schedules: Schedule number (e.g. **3** for Schedule 3)
- Slips: T-slips number (e.g. **T4**)
- Worksheets: Acronym or short form (e.g. **RRSP** for RRSP Worksheet)

Note: Jump codes used for the Québec return are preceded by the letter "Q" (e.g. **QA** for Schedule A).

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.

Open Forms

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

You can also access forms by drilling down from a form using the **Expand** command (e.g. beginning in the Jacket and expanding).

Press **F6** to toggle back and forth between the current form and the last form viewed.

Press **F8** 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.

Xpress

Taxprep Xpress allows you to view the data in the return in a table format. You can select a filter to limit the data that you are viewing (e.g. only view the data entered in the current year).

The data in the Xpress table is fully interactive with the data in the forms. Any change made on the form will be immediately reflected in the Xpress table and vice versa.

Instead of jumping from form to form to enter data, with Xpress, you can simply scroll through the list of data entered in prior years and type in this year's amounts.


On the **View** menu, click **Xpress** (or click the **Xpress** icon on the toolbar) to display Xpress. You have two options for displaying Xpress: Dock and Float.

If you choose Dock, Xpress will be displayed in a pane at the bottom of the *Taxprep* window. If you choose Float, Xpress will be displayed in a separate window which you can reposition (e.g. onto a second monitor).

Xpress can also be a useful tool for reviewing the return. See page 21 for more information.

Expand (F9)

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 an arrow 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 **F9**, or
- double-click the cell.

Cell Display

Personal Taxprep 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	 1,000 Black text on white background	Data entry cell.
Protected cell	 1,000 Black text on same colour background as the form	No input or override is possible.
Overrideable cell	 1,000 Black text on grey background	Calculated cell where content can be overridden.
Expandable cell	  1,000 Blue arrow pointing into the cell.	Cell in which the content comes from another form.
Overridden cell	 1,000 Black text on pink background	Calculated cell where content has been overridden.
Rolled Forward Cell	 1,000 Blue text on white background	Cell that was rolled forward from the prior year



TIP

As most returns use more or less the same forms and fields from one year to another, using Xpress is an excellent way of quickly accessing the fields that you are most likely to need to complete for the current year.

Cell Type	Appearance	Definition
Cells with data entered last year but not this year	Black text on yellow background	Cell in which data was entered last year but no value has been entered or rolled forward in the current year
Cells with downloaded data	0.00	Cell in which data has been downloaded from the CRA or RQ via TaxprepConnect
Cells in which downloaded data has been overwritten	1,000.00	Cell in which data was first downloaded from the CRA or RQ using TaxprepConnect and whose content was then replaced by a direct input.
Cells with review marks	1,000✓ Red indicator on the right-side of the cell	Cell that has been marked as part of a review. Five types of review marks are available.
Cell with diagnostic	1,000▲ Red triangle in the upper right corner	Diagnostic applies.
Cell with attachment	1,000📎 Paper clip in the upper left corner	Cell to which a note or schedule has been attached.
Cell with tax link	1,000▲ Blue triangle in the lower right corner	Cell with an InfoConnect Tax Hint and link to a Tax Research product.

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 prompt 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 T-slips, you will require a separate copy for each T-slip received by the taxpayer.

For these forms, *Taxprep* 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** button displays the previous copy and the **Next** button displays the next copy of the form.
- 3 Displays the last copy of the form.
- 4 The **Copies** list provides access to all the copies that have been created.
- 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 search for a specific copy of the form by entering any part of the description.

Attachments

You can create both attached notes and attached schedules. Once a note or schedule has been attached to a cell, a paperclip 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 rolled forward to next year's return (e.g. because the note may also be applicable next year), select the following option:

Keep this note when rolling forward the file

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

Attached notes are summarized on the Form *Attached Notes - Summary* (Jump Code: **ATTN**) which can be printed along with the return. The notes can be sorted according to the order the forms appear in the Form Manager. The name of the user that last edited the note, as well as the date the note was last modified, will be displayed on the *Attached Notes - Summary*.

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

Attached Schedules

The attached schedule (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 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

Note: This form will not be transmitted electronically or taken into account for the printing of bar codes.

Private health services plan premiums

Title

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

Per paragraph 20.01(2)(c), where insured arm's length employees comprise less than 50% of the total of insured persons carrying on the business and insured employees (or if there are no employees), the amount of PHSP premiums deductible in respect of a period in a taxation year for coverage of the individual and his household members is first limited to \$1,500 for each of the individual, his spouse or common-law partner and any household member over the age of 18, and \$750 for each household member under the age of 18, pro-rated based on the number of days in the period which are in the year.

Description	Amount
Maximum deduction: Per adult	1,500.00
X number of adults covered	3.00
	0.00
Total	4,500.00

To attach a schedule:

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

You can also add copies that are not linked to any cell.

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

Multi-Line Tables

Several forms contain multi-line tables. For example, Schedule 3, the Investments worksheet, the Medical Expenses worksheet, the Charitable Donations worksheet, and the RRSP Deduction worksheet all 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.

Family Profile

You will require a separate copy of the Family Profile for each dependant in the family.

If the dependant will not be filing a tax return, then simply enter the applicable information on the Family Profile for that dependant and it will be used to calculate the various relevant deductions and credits in the supporting individuals' returns.

If the dependant is filing a tax return, then you can create a separate return for that dependant within the family data file if one does not already exist.

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.

Select the "Add a dependant's return" field to create a new return for that dependant or to merge in a separate data file containing the dependant's return.

Self-Employment Forms

Self-employment statements are multiple copy forms - i.e. you can create as many copies as you need to accommodate multiple businesses or farm or fishing operations.

However, self-employment statements are linked to related supplementary forms for that business/farm/fishing operation which appear on the Form Manager to facilitate easy access:

These supplementary forms include:

- CCA schedule
- Auto schedule
- Five-year Comparative

Every time you create a new copy of a self-employment statement, *Personal Taxprep* will automatically create copies of additional forms that are related to that statement:

Client Letters

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 content is merged with the data in the active tax return. The resulting document is a letter that contains information specific to each client's situation.

By default, *Personal Taxprep* will use the letter *Client letter - Electronically filed return* (Jump Code: CLE) for all EFILE-eligible returns. However, there are multiple letter templates available and you can select an alternative default letter in the **Client Letter** tab of the Preparer Profile.

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. It is also used to override which letters are applicable to the return.

You can enter additional information for this return, such as the name of a specific partner/staff member to appear at the bottom of the letter in addition to the firm name.

You can also enter optional opening and closing paragraphs specific to this return.

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, *Personal Taxprep* 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.

Transferring Data between Returns

Coupling and the Family Data Connection

The program allows you to prepare and save the returns of all family members (i.e. the returns of the parents and the dependants) in a single client file. This way, the family situation is optimized and if a change occurs in the common information, you only need to make the modification in one return.

When returns are coupled, the shared information is the data that is generally the same for both the taxpayer and spouse returns. To reduce data entry time, this data only needs to be entered in one of the returns. The program will automatically transfer the information to the other return.

Similarly, when a dependent return is included in the data file, any relevant data entered in the dependant's return will be transferred automatically.

Pension Income Splitting

Taxprep generates a diagnostic when it detects that the taxpayer and the spouse could benefit from pension income splitting.

Taxprep can automatically determine the optimal percentage of eligible pension income to split in order to minimize the tax payable for the couple. On the Form T1032, *Joint Election to Split Pension Income* (Jump Code: 1032), click the **Calculate** button in the section "Step 3-Elected split-pension amount." The details of the effect of income splitting can be viewed on the Form T1032, *Comparative review of the split-pension effect* (Jump Code: 1032 COMP).

For more information on pension income splitting, consult the Help by pressing F1 in the T1032 form.

Importing and Exporting

Personal Taxprep supports a number of different types of importing and exporting:

- Importing downloaded tax data via **TaxprepConnect**
- Importing slip data entered in *Taxprep Forms* or *Taxprep for Trusts*.
- Importing scanned data using the *CCH Scan Auto-flow* function.
- Exporting and importing data from one *Personal Taxprep* file to another.
- Importing data from a Planner file.

- Exporting data to create a *Taxprep Forms* file.
- Importing and/or exporting data between a *Taxprep* file and a generic file type compatible with other applications.

TaxprepConnect

You can use the command **TaxprepConnect Download** on the **File** menu to download tax data (e.g. T-slip data, Non-capital loss history, RRSP contributions and limits, instalments) from the CRA as well as RL slips data (e.g. RL-1) from Revenu Québec (if applicable). The tax data that can be downloaded from the CRA is the same data that is viewable in *My Account*.

You may only download data for one client file at a time; however, you can download the data for all of the returns within the client file at the same time for up to 10 family members.

To download tax data from the CRA, you must be the authorized representative for that taxpayer and have online access to information through *Represent a Client*. **TaxprepConnect** will launch the CRA *Auto-fill T1 return* (AFR) service and you will need to login using your CRA login and password or using partner credentials. Once logged in, the program will transfer the SIN of the selected family members to the CRA and the data will then be downloaded immediately.

To download tax data from *Revenu Québec*, you must either be the authorized representative for the taxpayer or obtain a download code from *Revenu Québec*.

Once the data has been downloaded, you can review it on the Form *TaxprepConnect Download* (Jump Code: **CONNECT**) and then select the data that you wish to transfer to the tax return.

Cells that have tax data transferred from the *Connect* form to the return will be identified with a green background. If any of this data is changed after it has been transferred to the return, the cell background will change to purple. A list of downloaded data transferred to the return can also be viewed in *Xpress* using the filter *Data transferred after TaxprepConnect download*.

Downloaded T3 data as well as downloaded T5008 data can be reconciled to the information that the client received using the Forms *TaxprepConnect - T3 Slips Reconciliation* (Jump Code: **CONNECT T3 REC**) and *TaxprepConnect - T5008 Slips Reconciliation* (Jump Code: **CONNECT T5008 REC**) prior to transferring the downloaded data to the return.

Note that not all data will be available at the same time. It will vary depending on the type of data and method of filing. For example, CPP and OAS information is normally available at the beginning of tax season, while most T3 information will not be available until the end of March. Also, any slips that were not filed electronically by the issuer will take significantly longer to be available from the government download services.

You may, however, download data using **TaxprepConnect** multiple times. *Taxprep* will identify slips that have been added or modified since the last download as well as identifying slips that are no longer available for download.

For more information on using **TaxprepConnect**, refer to the Help.

Importing Taxprep T-slip data

If you are using *Taxprep Forms* or *Taxprep for Trusts* to prepare information slips, you can automatically import certain T-slip data into *Personal Taxprep*.

The data entered in *Taxprep Forms* or *Taxprep for Trusts* for T3, T4, T4A, T5, or T5013 slips can be exported to a common location that can be accessed by *Personal Taxprep*. The export is done automatically whenever you print or transmit the T-slip.

Provided *Personal Taxprep* is configured to search in the same common location, when you open a T1 return in *Personal Taxprep*, the program will search for any exported data for that

client (according to their SIN) and will prompt you to import it into your *Personal Taxprep* data file.

Alternatively, you can also manually import the data using the **File/Import Data/Taxprep Slips Data** command in the **Return** view.

For more information on importing data from *Taxprep Forms* and *Taxprep for Trusts*, refer to the Help.

Importing Scanned Data

CCH Scan can recognize and extract data from the most frequently used slips and RL slips. *Taxprep* can then import this data directly in the corresponding forms and link every digitized slip or RL slip to the form in which extracted data has been imported.

Importation can be done when opening the client file, at the same time that you select the PDF documents to attach to the taxpayers' returns. You can also link the slips or RL slips to the corresponding *Taxprep* forms and import the data at a later time using the command **Import data/CCH Scan data** on the **File** menu.

For more information on importing data from *CCH Scan*, refer to the Help.

Importing from another Personal Taxprep File

There are two types of data that can be imported from one *Personal Taxprep* file to another:

- Self-employment and rental information
- Bankruptcy information

Importing Self-Employed and Rental Statements

The program allows you to import tax data from the return of a taxpayer who is a self-employed individual or has a rental property into the return of his or her partner.

Only the data for the partnership will be imported. No expenses claimed by the partner (rather than the partnership) will be imported.

Note: If the partner is the taxpayer's spouse and the taxpayer and spouse returns are in the same data file, then importing is not required. The spouse's self-employment or rental schedule can be created automatically by indicating that the spouse is a partner in the relevant self-employment or rental statement.

For more information on importing data from self-employment and rental statements, refer to the Help.

Import Bankruptcy Data

Personal Taxprep allows you to import pertinent tax data from a taxpayer's pre-bankruptcy return into the post-bankruptcy return.

The imported data is inserted in the appropriate forms as well as the *Bankruptcy Information* form (Jump Code: **BANKRUPTCY**) of the active return.

Transferring Data between AgriStability/AgrilInvest and Form T2042

The program allows you to transfer data from Form T1163, *AgriStability and AgrilInvest Programs Information and Statement of Farming Activities for Individuals* (Jump Code: **1163**) to Form T2042, *Statement of Farming Income and Expenses* (Jump Code: **2042**), and vice versa, as well as to Form T1273, *Harmonized AgriStability and AgrilInvest Programs Information and Statement of Farming Activities for Individuals* (Jump Code: **1273**), and vice versa. This is necessary if a farmer either begins participation or withdraws from participation in the AgriStability and AgrilInvest programs.

Refer to the Help for more information on transferring AgriStability and AgrilInvest data.

Importing Data from a Planner File

If Planner mode was used to create a Planner file in the prior year's version of *Personal Taxprep*, the data from that Planner file can be imported into the current year file using the command **Import Data/Planner file data** from the **File** menu.

For more information on Planner mode, refer to the Help.

Creating a Taxprep Forms File

You can use the command **Create Taxprep Forms File** on the **File** menu to create a *Taxprep Forms* file and copy the appropriate data from Form Identification (Jump Code: ID) to the Identification form of the new *Taxprep Forms* client file.

This can be useful in situations where you need to prepare a form or information return that is only available in *Taxprep Forms* (e.g. T1-OVP, *Individual Tax Return for RRSP Excess Contributions*).

You can also create a *Taxprep Forms* client file from the **Client Manager**.

Once the *Taxprep Forms* file has been created, *Taxprep Forms* will launch automatically so that you can prepare the required forms or slips.

Importing and Exporting Other File Types


Personal Taxprep also allows you to import and export the following types of files:

- .csv files (separator: semicolon). This file format contains items from a spreadsheet or a database with cells separated by semicolons and can be created with any type of text editor;
- .xls files (worksheet). This type of file is created with Microsoft Excel®.

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

Saving Returns

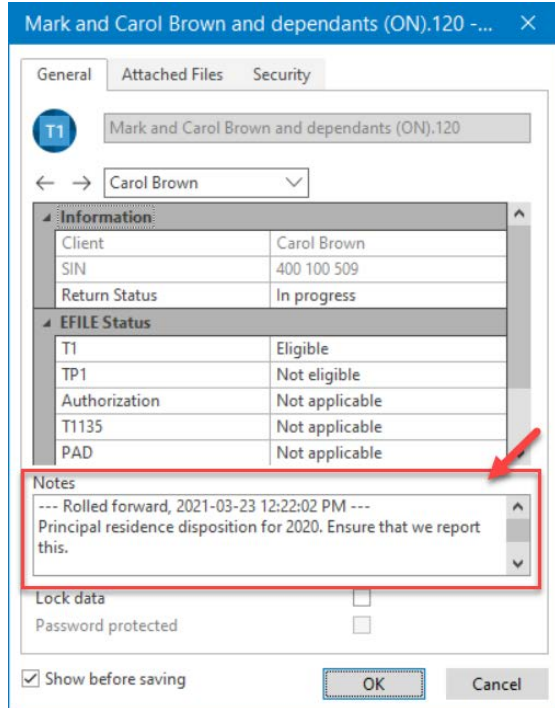


You must click the  icon to save the data. If you attempt to close the return while there is unsaved data, *Personal Taxprep* will prompt you to save the file prior to closing it.

Personal Taxprep will also automatically save periodic back-ups of your data files if they contain any unsaved data. You can modify the interval at which the back-up files are saved in **Options and Settings**.

All returns within the data file are saved automatically when the file is saved.

Notes to the File




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

These notes can be edited and viewed in the Client Manager. When rolling forward your files, you also have the option to roll forward these notes.


Attaching External Files

You can attach any external file to your tax return file by clicking the **Attached Files** tab of the **Properties** dialog box (see above) when you are saving your file. This dialog box is also

accessible by pressing F11. Alternatively, you can click the  icon on the toolbar or select **Attached Files** on the **File** menu.

Any type of file can be attached.

A copy of the selected file will be saved within the *Taxprep* data file. The original file will not be affected, and any subsequent changes made to the original file will not be reflected.

However, if you click  to open the file in the appropriate program (e.g. Excel), you can edit the file and save it in that program and any changes that you make will be reflected in your attached file. Note that the original file will not reflect these changes.

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

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

Reviewing Returns

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

Xpress

Taxprep Xpress can also be used to review and verify data. It offers many filters that enable you to, among other things, compare the values entered for this year with those from last year. This way you can quickly notice errors or missing information. It also allows you to review overridden and marked cells in the return by selecting the appropriate Xpress filter.

Track Changes

During the review process, you may wish to monitor any changes made to the return to ensure that only the identified corrections are made and that no data is changed inadvertently.

Activate the command **Track Changes** on the **Edit** menu and any changes made to the return after that point will be tracked and can be viewed in **Xpress** using the filter "Data Modified after activating Track Changes".

Monitor

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

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

Line 26000 – Taxable income : 74,500.00	Line 43500 – Total payab. : 5,588.25	Refund or balance owing : -411.75	Total payable (combined) : 5,588.25	Balance due or refund (combined) : -411.75
---	--------------------------------------	-----------------------------------	-------------------------------------	--

Certain values will be displayed in the Monitor by default: Federal Taxable Income, Total Payable, Balance due/Refund, Total Payable (Taxpayer and Spouse), Balance due/Refund (Taxpayer and Spouse). However, you can customize the Monitor's contents by adding and removing cells as well as adjusting their descriptions, width and display order.


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

You can also use the command **Select Specific Return** to specify that the value shown should be from a specific return within the data file (e.g. the spouse's return) rather than the active return. When a monitor cell is associated with a specific return, it will have the same colour background as the forms for that return.

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

Diagnostics

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

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 *Taxprep* 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 **File/Print Diagnostics** or they can be included in a print format so that they are printed along with the return. By default, the diagnostics will be printed in the “Office” copy of the return.

Customized Diagnostics

You can also create your own diagnostics in *Taxprep* in the view **Filters and Diagnostics**. These diagnostics can be used to check for adherence with firm procedures (e.g. partner name entered) or as a reminder for specific data entry requirements or tax issues.

In addition, for most items identified in our *Troubleshooting memo*, a customized client filter/diagnostic may be downloaded in order to assist in identifying returns affected by the problem. These diagnostics will appear on the tab **My Diagnostics** along with any applicable customized diagnostics you have created.






Refer to the Help for more information on how to create custom diagnostics.

Review Mode

When a return 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 or 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.

Notes: If you double-click a cell when the review mode is activated, a review mark is added and then you can access the source form.

Review marks are not printed when you use the **Print Return** command. Review marks can be printed using the **Print Form** command by using the print option *Print as displayed*.



TIP

The review mode can be used from the Xpress tool.

Reviewing Diagnostics

You can mark diagnostics as “Reviewed” or “Ignored” by right-clicking the diagnostic in the **Diagnostics** pane and selecting the desired annotation.

By default, all diagnostics will appear under the **Take Action** tab in the **Diagnostics** pane. However, once a diagnostic is marked as “Reviewed” or “Ignored,” it will no longer appear under the **Take Action** tab but will instead be shown in the **Reviewed** or **Ignored** tab, as applicable.

This allows you to mark any diagnostics that cannot be cleared (e.g. a filing reminder), so that upon subsequent review, you will know which diagnostics you have already reviewed.

Electronic Signatures

Effective March 2020, as a temporary administrative measure, the CRA recognizes electronic signatures as having met the signature requirements of the *Income Tax Act*.

You can therefore use an electronic signature on prescribed forms such as the T183 and TP 1000, TE-V forms and T1135, as well as on the Authorization/Cancellation Request signature page and other forms that may require a signature.

To streamline your signature process, starting with *Personal Taxprep* 2020, built-in tags have been integrated into various forms to indicate where the digital signature must be affixed. If you are using *CCH iFirm Portal*, these tags allow you to streamline the publishing of forms that require your customer’s digital signature.

For more information, refer to the Help Centre for *Personal Taxprep* and/or the Help Centre for *CCH iFirm Portal*.

Printing

Printing Forms

Individual Forms

In the **Tax Return** view, you can print individual forms for any of the active returns.

On the **File** menu, click **Print 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. a T-slip), 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 return):

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

Note: When viewing a form, the print command is called **Print 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:

- Print to PDF file
- Print a blank copy of the selected form(s).

- Print the form as displayed on screen.
- Override the date to be printed on the form(s).
- Page range to be printed (single form only).
- Print a watermark on the form(s).
- Use zoom printing to print more than one page per sheet of paper
- Select the language in which the form will be printed

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

Printing Returns

You can print the returns included in the current client file by clicking **Print Tax Return** on the **File** menu.

Viewing Diagnostics

When you use the **Print Tax Return** command, and there is at least one diagnostic that needs to be corrected, the diagnostics will be displayed automatically prior to printing.

If applicable, click the arrow to view the diagnostics for the spouse or dependants.

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

Selecting Returns

Print Tax Returns

Return selection

Name	Language			Details
Mark Brown	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	^
Carol Brown	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	^
Janice Brown	English	<input type="checkbox"/>	<input type="checkbox"/>	^
David Brown	English	<input type="checkbox"/>	<input type="checkbox"/>	^
Kelly Brown	English	<input type="checkbox"/>	<input type="checkbox"/>	^
Grandma Brown	French	<input type="checkbox"/>	<input type="checkbox"/>	^

Print format selection

Name	Copies	PDF	Watermark
<input checked="" type="checkbox"/> Clients	1	<input type="checkbox"/>	None
<input checked="" type="checkbox"/> EFILE	1	<input type="checkbox"/>	None
<input type="checkbox"/> Govt	1	<input type="checkbox"/>	None
<input type="checkbox"/> Label - Étiquette	1	<input type="checkbox"/>	None
<input checked="" type="checkbox"/> Office	1	<input checked="" type="checkbox"/>	None

More printing options

Change status after printing: Printed

Pages per sheet: 1

Override date: 2019-11-08

Options... OK Cancel Help

All of the returns in the current client file will be displayed. You can select which returns you want to print.

Note: The selection of what will be printed for each copy of the return 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 return. (e.g. a client copy, an EFILE 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 Returns from Multiple Files

If you want to print returns from multiple data files, select the returns on the Client Manager then click **Print Tax Returns** as you would for a single file.

PDF Printing

When generating PDF files, you can apply a password automatically to the generated PDF. This helps ensure that the returns remain secure (e.g. when sending copies via Email). You can also configure the file naming convention for the PDF files generated. These options can be configured in advance using the command **Options and Settings** on the **Tools** menu, or immediately prior to printing using the **Options** button in the **Print Return** dialog box.

EFILE

Mandatory EFILE

Tax preparers who prepare personal tax returns for remuneration may be subject to a penalty of \$25 for failure to electronically file a T1 return (tax preparers may paper-file up to 10 returns without penalty).

For more information on mandatory EFILE for tax preparers, refer to the following CRA Web page: <http://www.cra-arc.gc.ca/esrvc-srvce/tx/prprsr/mndtrylctrnclng-eng.html>.

Selecting Returns

Before a return can be electronically transmitted, it must be selected for EFILE.

By default, the program will automatically select all returns for EFILE, but this option can be modified in the **EFILE** tab of the Preparer Profile.

You can change whether or not a specific return is selected for EFILE using the check box **Select this return for EFILE** at the top of the *Electronic Filing Worksheet* (Jump Code: EFILE).

Similarly, to select an individual return for NetFile Québec, select the **Select this return for NetFile Québec** check box at the top of the form *Electronic Filing Worksheet - Québec* (Jump Code: QEFILE).

Authorizing Returns

The return must be authorized for EFILE on the T183 (TP-1000.TE-V for Québec) form in order to EFILE. In the Preparer Profile, you can choose an option that automatically authorizes all returns for EFILE.

If you have not automatically authorized all returns, then you can override this option at the top of the T183 and TP-1000.TE-V forms.

Express NOA

If you are the authorized representative with online access to the taxpayer's information, and the taxpayer is registered to receive their notice of assessment electronically or if you had indicated in the T183 that the taxpayer wants to receive this specific Notice of Assessment (NOA) electronically, then you can download the Notice of Assessment (NOA) through *Taxprep* after the T1 has been transmitted and accepted. This also applies to the Notice of Reassessment (NORA) issued for an amended return if the return was transmitted electronically using Re-FILE.

Note, however, that when the taxpayer has elected to receive their NOA or NORA electronically, a paper copy of the NOA or NORA will no longer be mailed to the taxpayer regardless of whether or not you download the NOA or NORA.

Once the return is transmitted and accepted, you can use the **Download Express NOA** button at the bottom of the **EFILE Transmission Results** dialog box or the command **Transmission/Download Express NOA** to download the NOA.

If you are not already logged into the CRA, you will be prompted for your CRA login credentials. The NOA will be downloaded in HTML format and will be displayed in your browser.

The Form *EFILE Information* will include a record of all downloaded NOAs and NORAs for that taxpayer and you can click the **View** button to display the information at any time.

Checking EFILE Eligibility

Once a return has been selected for EFILE and authorized, the program will determine if the return is eligible for EFILE.

The program designates a return's EFILE status as "Eligible" when the return:

- has been selected for EFILE;
- meets the eligibility requirements; and
- has been authorized for EFILE.

To verify if a return meets EFILE eligibility requirements, display the diagnostics pane, then click the **EFILE** tab to verify the EFILE diagnostics.

Note: The EFILE diagnostics are only generated after the return has been selected for EFILE.

Errors Detected

The EFILE diagnostics will indicate if there are any errors detected that could cause the return to be rejected. These errors must be corrected in order for the return to be eligible for EFILE.

Transmitting Returns

A return can be electronically transmitted from either the **Tax Return** view or the **Client Manager** view. In the **Tax Return** view, you can only transmit the returns contained in the active client file. In the **Client Manager** view, you can select returns from multiple client files for electronic transmission.

Transmitting the Active Return

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

Transmitting Multiple Returns

1. Select the **Client Manager** view from the view list.

2. Click **Current View**, and then click **EFILE Eligible**.
3. Select the return(s) that you want to transmit.
4. On the **Transmission** menu, click **EFILE**, and then click **Transmit**.
5. In the **Transmit** dialog box, verify the returns that you want to transmit. You can remove any returns from the list by removing the check mark beside the return. If a return is selected that is not EFILE Eligible, no check mark will appear beside that return and you will be unable to select it for transmission.
6. 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/EFILE** menu.

The transmission results for each return are also recorded in Form *EFILE Information* (Jump Code: **EFILE INFO**). If the tax authority 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 applicable tax authority and *Taxprep* 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. *Taxprep* will automatically change the EFILE status back to "Eligible" when the return is recalculated.

Electronically Filing an Amended Return

If you discover a mistake and want to adjust the return after it has been assessed, you can file a request for reassessment (also known as "filing an amended return").

This request can be made in several ways:

- By electronically transmitting the revised T1 return (ReFILE)
- By requesting an adjustment online through the CRA's *Represent a Client* service (if you have level 2 authorization).
- By sending in a request using Form T1-ADJ

If you want to electronically transmit an amended T1 return, you will need to answer the question below on Form T1-ADJ, *T1 Adjustment Request* (Jump Code: **T1ADJ**).

ReFILE

Do you want to electronically retransmit the amended T1 return (using the ReFILE service) instead of mailing a T1ADJ form? Yes No

This question should be answered before making the adjustments.

Québec

Do you want to electronically retransmit the amended TP1 return instead of mailing a TP-1.R form? Yes No

Note: *Revenu Québec* requires a valid Form MR-69 for the electronic transmission of an amended TP1 return.

The steps to follow differ depending on whether or not you are going to be using ReFILE.

Regardless, once the option for calculating the automatic adjustment has been activated, *Personal Taxprep* will automatically record the necessary adjustments on the T1-ADJ for the taxpayer as well as on the T1-ADJ for the spouse, if applicable. In addition, both the original and revised balance due/refund owing will appear at the bottom of the T1-ADJ.

If you are using ReFILE, the return can then be transmitted in the same manner as the original return and a separate confirmation number will be issued.

Note that when electronically filing an amended T1 return, the entire T1 return is transmitted, not just the T1-ADJ form. However, the T1-ADJ will still be automatically generated for reference purposes.

Alternatively, you can submit a paper copy of the T1-ADJ to the CRA or use the information on the T1-ADJ to assist in requesting the adjustment online through the *Represent a Client* service.

For more information on electronically filing amended returns, refer to the Help.

Québec TP1 Returns

For adjustments to the Québec TP1 return, the Form TP1-R (Jump Code: QTP1R) can also be automatically generated using the same method as the T1-ADJ.

Amended TP1 tax returns can be transmitted to *Revenu Québec* in a similar manner to transmitting amended T1 returns.

To electronically transmit an amended TP1 return, answer "Yes" to the question *Do you want to electronically retransmit the amended TP1 return instead of mailing a TP-1.R form?* This question can be answered either at the top of the T1-ADJ form or at the top of the TP-1.R form.

Similar to preparing an amended T1 return, the program will use the Form TP-1.R, *Request for an Adjustment to an Income Tax Return* (Jump Code: QTP1R) to track the adjustments being made, however, the program will transmit an entire TP1 return reflecting the desired changes and not just the TP-1.R.

However, unlike the CRA that requires that a new copy of Form T183 be signed before an amended T1 return is transmitted, *Revenu Québec* does not require a signature on a new copy of the TP-1000 form. However, they do require that the EFILER has a valid authorization or power of attorney (Form MR-69) on file for the taxpayer.

The EFILE exclusions that apply to the transmission of the original TP1 returns also apply to the transmission of amended returns.

If you are unable to electronically file the amended return, there are two options for paper-filing an adjustment request:

1. Complete and print Form TP-1.R, *Request for an Adjustment to an Income Tax Return* (Jump Code: QTP1R).
2. Make the changes to the return then reprint the entire return, including new bar codes, using the "Govt" print format. In this case, you must attach Form TPF-1.C - *Explanations Regarding an Amended Income Tax Return* (Jump Code: TPF1C) to your amended TP1 return.

Multiple Amended Returns

Both the T1-ADJ and the TP1-R are multiple copy forms and can therefore accommodate multiple adjustment requests.

Electronically transmitting the T1135 Foreign Income Verification Statement

If a taxpayer owns or holds foreign property at any time in 2017 with a total cost of more than CAN \$100,000, then the taxpayer is required to file a T1135, *Foreign Income Verification Statement* (Jump Code: 1135).

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 separate transmission from the T1 return. However, in *Personal Taxprep* we have implemented the electronic filing of the T1135 so that you can transmit both the T1 (and TP1, if applicable) and T1135 at the same time.

Alternatively, you can transmit the T1 without the T1135 or the T1135 without the T1.

T1135 EFILE Status

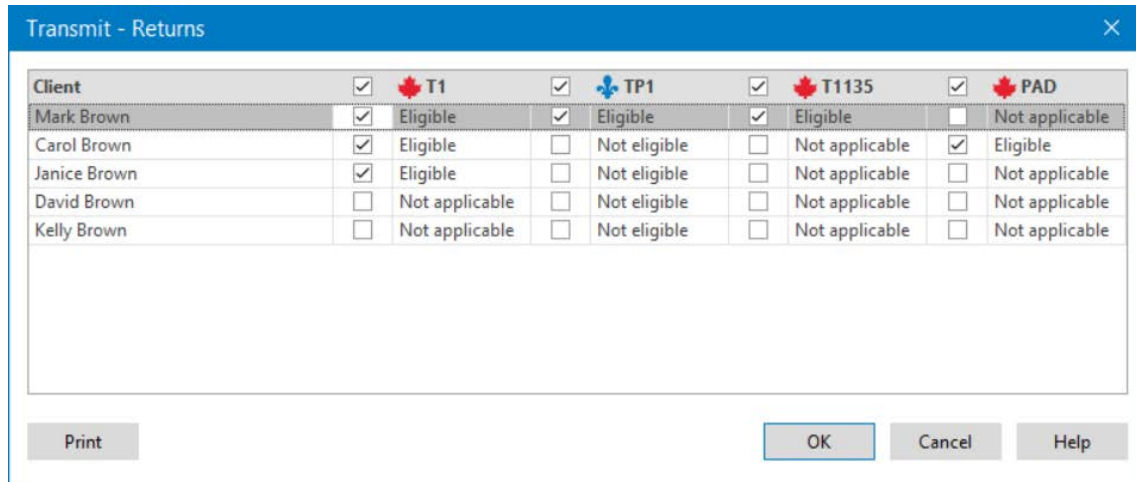
Similar to T1 EFILE, a T1135 must be selected for EFILE in order to be eligible for EFILE. In the Preparer Profile, you can choose to have all of your T1135's selected for EFILE automatically.

Provided all the required data has been completed, if the T1135 is selected for EFILE, then the status of the form will become EFILE **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) and in the Client Manager.

Transmitting the T1135

The T1135 is transmitted using the same **Transmit** command that you use for transmitting T1 returns. (i.e. the command **EFILE / Transmit** on 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 taxpayer for whom a T1 has already been filed, you will be unable to select the T1 check box. For more information on electronically filing a T1135, refer to the Help.

Pre-Authorized Debit Agreement

A Pre-Authorized Debit Agreement (PAD) is an electronic payment option that authorizes the CRA to withdraw a pre-determined amount from the taxpayer's bank account to pay tax on a specific date. To transmit a PAD agreement, you must first complete Form T185, *Electronic Filing of a Pre-authorized Debit Agreement* (Jump Code: T185) and have your client sign the agreement. Note that there is a delay of up to a five business-days in processing a PAD agreement. Therefore, the withdrawal date entered must be at least 5 days later than the current date.

The PAD agreement is transmitted separately from the T1 return. However, in *Personal Taxprep*, the electronic filing of the PAD agreement has been implemented so you can transmit the T1 return (as well as the TP1 return, if applicable) and the PAD agreement at the same time. Alternatively, you can transmit a PAD agreement without the T1.

Transmitting the PAD Agreement

The PAD is transmitted using the same **Transmit** command that you use for transmitting T1 returns. (i.e. the command **EFILE/Transmit** on the **Transmission** menu)

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

For more information on the electronic transmission of a PAD agreement, consult the Help with respect to the T185 form.

Electronic Filing of Authorization Requests

You can also electronically transmit a request for authorization to represent a client on Form AUTHORIZATION, *Authorizing or Cancelling a Representative* (Jump Code: AUTHORIZATION).

The configuration of this service is the same as the EFILE (federal), i.e. you must specify your EFILE number and password (provided by the CRA).

You can only EFILE the authorization if you are requesting Online Access and have already registered as a representative.

The Authorization request is separate transmission from the T1 return. It can be transmitted at any time: you do not need to have transmitted the T1 for the taxpayer in order to transmit the authorization request.

Transmitting the Authorization Request to the CRA

Authorization EFILE Status

The section **Electronic Filing - Checklist** at the top of the Authorization request form is used to determine whether or not an Authorization request will be eligible for EFILE.

All of the questions in the **Checklist** must be answered "Yes" in order for the Authorization request to be eligible for EFILE.

Note that as the client must sign the Authorization request prior to transmission, you must print the Authorization request signature page (either to a printer or as a PDF) in order for the Authorization request to be eligible for electronic filing.

The information on the transmission status of the Authorization request is also available using the **File/Properties** command (F11).

Transmission of one or more Authorization requests

The Authorization request can be transmitted individually or in batch. You can use the Client Manager to select multiple client files and transmit the Authorization request for the selected files at the same time.

To transmit one or more Authorization requests to the CRA, proceed as follows:

1. On the **Transmission** menu, click **Authorization**.
2. The **Transmit** dialog box displays. By default, all returns in the client file for which the authorization request is "Eligible" will be selected for transmission.
3. Clear the box for the authorizations requests you do not want to transmit.
4. If a selected return is not eligible for the authorization request transmission, the box next to it will not be selected and you will be unable to select it for transmission of the authorization request.
5. Click OK to transmit the authorization request. You will then be required to confirm that the taxpayers have signed the authorization request prior to transmission.

Rejected Authorization Requests

When you correct the information on a rejected Authorization request, if no other errors are detected, the EFILE status will change to Eligible automatically when the return is recalculated, similar to T1 EFILE

For more information on electronically filing an Authorization request, refer to the Help.

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 **Personal Taxprep Help** 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.

InfoConnect Tax Hints

Cells with a blue triangle in the bottom right corner have a direct link to a relevant section in the electronic version of “Preparing Your Income Tax Returns” (Prep Book).

If you have a subscription to the electronic version of “Preparing Your Income Tax Returns”, and you have this option enabled, then when you hover your pointer over the cell, an InfoConnect tax hint will appear displaying the relevant tax hint. The tax hint consists of an excerpt from this publication. You can then click the **Learn More** link at the bottom of the hint to access the full topic in *CCH IntelliConnect*[®].

The screenshot shows a software interface for entering tax information. The main window is titled "III - Carrying charges, interest expenses, and other expenses". It contains several input fields and checkboxes. A pop-up window is visible over the interface, titled "Preparing Your Income Tax Returns" and containing a definition for "[1445] 'Carrying Charges' Defined". The pop-up text states: "Most reasonable expenses relating to the earnings of investment income are deductible. Such charges will include, for example, interest on money borrowed to purchase investments, fees for the management of investments, and accounting and bookkeeping fees for keeping records of investments. Fees (other than commissions) paid to a professional investment counsellor for managing or for advice on buying or selling specific shares or securities of the taxpayer are deductible. A professional investment counsellor is one whose principal business is providing such management services or advice. Fees and commissions to stockbrokers are not per se deductible under this rule, but where ...". At the bottom of the pop-up are "Learn more" and "Hide" links. In the background, a table lists various carrying charges with a value of 0.00. At the bottom of the main window, there are summary fields for "221" (with a value of 0.00) and "Interest expenses" (with a value of 9913 and 0.00).

You can also view the InfoConnect tax hint by clicking the **Prep Book** button on the toolbar or by pressing **Shift+F1**.

The display of the InfoConnect tax hints can be disabled by clicking **Hide** at the bottom right corner of the hint.

Technical Help

To get help on the operation of the program (as opposed to the tax forms), access the Help Centre by clicking **Personal Taxprep Help** 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 Taxprep Training** on the **Help** menu.