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Personal Taxprep®

Release Notes

Personal Taxprep 2012 v.4.1

T1/TP1

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About

Personal Taxprep 2012 v.4.1 includes the federal and provincial tax rates known for 2013.

This version is approved by the Canada Revenue Agency (CRA) and *Revenu Québec* (RQ) for both paper filing

and EFILE (including electronic filing of Form T1013) 2012 returns.

This version allows for printing of bi-dimensional (2D) bar codes on the federal, Québec and T1013 returns.

Introducing TaxprepConnect

This new, available, service retrieves tax data securely from the Québec government online sources and populates it into the returns you are preparing.

TaxprepConnect can retrieve data from this online source:

RQ Tax Data Download Preparing TP1 returns? Use the *Revenu Québec Tax Data Download* service to retrieve RL slip data and other information to streamline data input. Whether you use this service just by itself, or together with the *CRA Represent a Client* integration, the new *TaxprepConnect Download* form makes it simple to prepare your tax returns. Visit this page for more information on how to use it:

<http://www.taxprep.com/connect-rq>.

Mandatory electronic filing for tax preparers

Starting in 2013, tax preparers who accept payment to prepare more than 10 returns are required to file them electronically. Mandatory electronic filing applies for the 2012 and later tax years, for both federal and Québec tax returns.



Revenu Québec – New payment method to settle tax debts

RQ now offers pre-authorized debit payment as a payment method to settle tax debts.

If you are an individual or an individual in business, pre-authorized debit (PAD) enables you to settle your tax debts by dividing the amount of the debt into up to 12 consecutive monthly instalments, which are then debited automatically from your account every month. For more information, access

www.revenuquebec.ca/en/a-propos/pen-

inter/entente-paiement.aspx?PromoDebitPreauth=BPCitoyens.

Paper filing with Revenu Québec – Change in the supporting documents to be enclosed with the tax return

Starting with the 2012 taxation year, no supporting documents should be enclosed with a tax return sent by mail, except for T4 slips for employment income earned outside Québec.

Webinars

Interested in training, but short on time? When you attend a *Taxprep* Webinar, you can interact with our experienced trainers and get the latest information on *Taxprep* without leaving your office. A full range of Webinars geared toward new and experienced users is available on *Personal Taxprep*, *Corporate Taxprep*, *Taxprep Forms* and *Taxprep for Trusts*. [Pick the topics](#) that best suit your professional development needs!

Rolling Forward Preparer Profiles

Once your preparer profiles from last year are rolled forward to the current year, it is important to verify that the options defined with respect to the returns of your clients and to the electronic filing of data (EFILE) still correspond to your situation for the current season. For more information on the new options offered in the preparer profiles of the current version, please refer to the [“Modifications Made to Forms”](#) section.

Improve Your Productivity

Once again this year, *Personal Taxprep* contains several enhancements and new features that have been added as per your suggestions. They are intended to optimize the time that you spend preparing tax returns.

Medical Expenses Worksheet – Federal (Jump Code: MED)

An option has been added at the top of the form to allow you to automatically determine the most advantageous 12-month period. For more information about this new option, consult the [“Medical expenses worksheet”](#) note in the “Modifications Made to Forms” section.

ACB – Tracking of the Adjusted Cost Base (Jump Code: ACB)

This new *Taxprep* form is used to track the adjusted cost base of the assets included in different classes. For more information about this new form, consult the [related topic](#) in the “Modifications Made to Forms” section.

INTEREST and QC INTEREST, Interest and Late-Filing Penalty (Jump Codes: INTEREST and QINTEREST)

These new *Taxprep* forms allow you to estimate the interest on the unpaid balance, the late-filing penalty and the interest on late-filing penalty for the T1 and TP1 income tax returns. For more information, consult the form and the Help.

TP-752.0.13.1 – Expenses for Medical Services Not Available in Your Area (Jump Code: Q752.0.13.1)

Data related to expenses for medical services not available in the taxpayer’s area, which is entered in Form MED, is now automatically transferred to Form TP-752.0.13.1.

Modifications Made to Version 4.1

The modifications made to version 4.1 only relate to tax rates. The 2013 federal and provincial government tax rates have been included to help you forecast your clients’ needs for the next taxation year (with the Planner mode).

Modifications Made to Version 4.0

Tax Changes



Federal

- T777 AUTO - This form now prints correctly when there are leasing costs. In the previous version of *Personal Taxprep*, a blank page printed in that situation.
- SC ISP-3026 - The column displaying the spouse’s information is now calculated correctly when the taxpayer is married or in a common-law relationship.
- RRSP EI - Self-employment income and loss of a specified member (or passive) are no longer incorrectly updated to the worksheet RRSP EI, *RRSP Earned Worksheet*.
- T1 - The loss amount on line 253 and the capital gains deduction amount on line 254, which are optimized, are now optimal when a taxpayer can claim an amount as other payments deduction on line 250.
- ON COOP - This form and the return now print correctly when there are seven apprentices or more. In the previous version of *Personal Taxprep*, copies 7 and following as well as the return’s forms listed after Form ON COOP did not print in that situation.

- **BILL** - When this form is printed in English, the line related to Form T1134 no longer displays when Form T1134 is not applicable.
- **Letters** - References to Form T1134 in the letters now reflect the change to this form made this year (Forms T1134A and T1134B have been grouped to form a single form, i.e. Form T1134).

Québec

- **Schedule G** - There is no longer a calculation delay in the **ACB** column of this schedule for the following property assets:
 - Section A - Bonds, debt securities, interests in a partnership, and other securities or property
 - Section A - Immovables and depreciable property
 - Section C - Qualified farm property
 - Section C - Qualified fishing property
 - Section C - Qualified small business corporation shares
- **TP1** - The deduction for amounts contributed to QPP on income from self-employment on line 248 of the TP1 return is now calculated in the following situation:
 - the taxpayer resides in a province other than Québec; and
 - the taxpayer has income from several provinces, including Québec, in Form T2203.
- **Q1026** - Data roll forward in this form is now performed correctly when the province of residence is other than Québec, but the taxpayer is still subject to Québec tax.
- **QResidence** - The percentage of Canadian-source income for the part of the year where the taxpayer was not residing in Canada (which is used to determine the amount of non-refundable tax credits than can be claimed in the Québec return) is now calculated correctly when the taxpayer claims a deduction using codes 03, 04, 05, 06, 09, 19 and/or 20 on line 297 of the Québec return.

EFILE-related Modifications

Québec

- **QFILESUM** - The T3BBAS04 structure error, which occurred when filing the return, has been corrected.

- **Diagnostic QE501** - When the disability amount is claimed for the first time in a return, the return cannot be EFILED at the federal level, but it can be EFILED in Québec. This applies both to the taxpayer and the spouse (in the case of a transfer of this amount). Diagnostic QE501, which mentions that the federal return is not EFILE-eligible and that, by the same token, the Québec return is not eligible either, no longer displays when the disability amount is claimed for the first time.
- **Diagnostic QE510** - This diagnostic warns the user that a negative amount is not accepted in a field for EFILE purposes. It now displays when there is a negative amount on line 34 of Schedule B.

Modifications Related to Data Import From Taxprep Forms

- **RL- 15 slip** - The amount in box 1-2 of the RL-15 slip is now imported into *Personal Taxprep*.

Modifications Related to Data Import From CCH Scan

- **T5013** - The amount in box 85-1 of the T5013 slip is now imported into *Personal Taxprep*.

Modifications Related to Québec Data Download

- **RL-19 and RL-29 slips** - These slips are now selected following a second download when the **Select all slip** check box is selected in Form *TaxprepConnect Download*.
- **RL-3 slip** - Box H2 of this slip is no longer identified as containing a downloaded value (green background colour) after data download, because this value in this box is not available using the *Tax Data Download* service.
- **RL-3 slip** - When the RL-3 slip is shared between the taxpayer and the spouse, the downloaded amounts are now adjusted based on the allocation percentage during data transfer.
- **RL-2 slip** - When transferring data from an RL-2 slip, the amount in box 235 is now updated to the corresponding federal box, i.e. box 135.
- **Download code** - The field to enter the download code provided by *Revenu Québec* has been expanded to ensure that all characters of the code entered are now visible.

Modifications Made to Version 3.0

Optimizations

Line 361 of the TP1 return

In client files where the taxpayer and spouse's returns are coupled, the tax credit for workers 65 or older is now taken into account for the allocation, between spouses, of the age amount or the amount for a person living alone or for pension income.

Modifications Made to Forms

Federal

T1134 – Information Return Relating to Controlled and Not-Controlled Foreign Affiliates (Jump Code: 1134)

Forms T1134A and T1134B were merged into a single form, i.e., Form T1134. This new form includes a summary as well as supplements. This form is a multiple copy form of which the first copy includes the summary and the first supplement. The second and subsequent copies include only the additional supplements. Each reporting entity must file a summary as well as a separate supplement for each foreign affiliate.

When opening a client file prepared with a prior version of *Personal Taxprep*, data that was entered in the different copies of Forms T1134A and T1134B will update to the corresponding copies of Form T1134. However, the NAICS codes will not be retained. You must enter the codes using the appropriate 6-digit codes. As for information relating to the summary, only the data of the first applicable copy of Forms T1134A and T1134B will be retained. You will have to review data from each copy.

T5013 T5013A – Statement of Partnership Income (Jump Code: T5013 T5013A)

Boxes 52² and 6a^b, *Actual amount of eligible dividends (under subsection 96(1.1))*, have been added.

The following boxes have also been added and are used for the purpose of calculating the alternative minimum tax:

- box 5-1^a and corresponding federal box, *CCA related to rental property*;
- box 5-2^a and corresponding federal box, *CCA related to certain films*;
- federal box corresponding to box 202, *Capital gains used to calculate the alternative minimum tax - Property used in a business*;

- federal box corresponding to box 203, *Capital gains used to calculate the alternative minimum tax - Property used to earn income*.

Preparer Profiles

Options - Client letter

In the **CLIENT LETTER** tab of the preparer profiles, in the "Print applicable client letter" subsection, the boxes **Print for the taxpayer** and **Print for the spouse** have been added to allow you to print the abbreviated letter for the taxpayer and the spouse with the return of only one of the spouses. The box **Print for the taxpayer** will be selected by default for the new profiles as well as the existing profiles. However, you will be able to modify this choice for all your client files in the selected profile, or modify it for a specific client file in Form *Client Letter Worksheet* (Jump Code: LW).

Additional information has been added in the **CLIENT LETTER** tab to indicate which letter can apply based on the situation and the type of filing.

Québec

TP-1026 – Calculation of Instalment Payments to Be Made by Individuals (Jump Code: Q1026)

Starting with the 2013 taxation year, the rate applicable to determine the income tax payable by an individual will increase from 24% to 25.75% for the portion of taxable income in excess of \$100,000.

A section has been added to the form in order to take this new tax rate into account when calculating the amount of instalment payable.

In addition, the health contribution calculation has been modified to factor in the new progressive health contribution, which varies based on income, and to ensure that the amount of instalments that the taxpayer must pay is determined by taking the new contribution into account.

Forms Removed

Federal

T1134A – Information Return Relating to Foreign Affiliates that Are not Controlled Foreign Affiliates (Jump Code: 1134A) and

T1134B – Information Return Relating to Controlled Foreign Affiliates (Jump Code: 1134B)

Form T1134A, *Information Return Relating to Foreign Affiliates that Are not Controlled Foreign Affiliates*, and Form T1134B, *Information Return Relating to Controlled Foreign Affiliates*, have been abolished. They were replaced by a single form, i.e., Form T1134, *Information Return Relating to Controlled and Not-Controlled Foreign Affiliates* (Jump Code: 1134), which combines these two forms.

Modifications Made to Version 2.0

Forms, Schedules, and Workcharts Added to the Program

Federal

T691 Workcharts – Alternative Minimum Tax – Workcharts (Jump Code: 691 WORKCHARTS)

This new form is used to perform a detailed calculation of the amount that must be entered on line 8 of Form T691, *Alternative Minimum Tax* (Jump Code: 391). This amount is calculated per partnership and for each type of loss (capital loss, business loss and property loss) related to partnerships of which the taxpayer is a limited or non-active partner, or partnerships that are tax shelters. This amount corresponds to the partnership's net loss in excess of the eligible amount for alternative minimum tax purposes.

RC359 – Tax on Excess Employees Profit-Sharing Plan Amounts for 2012 (Jump Code: RC359)

Form RC359 is a multiple copy form used to calculate the special tax payable where the taxpayer is a specified employee and the employer's contributions to an employees profit-sharing plan (EPSP) that were allocated to the employee for the year exceed 20% of his or her employment income.

The EPSP contributions amount paid by the employer is entered in box 41 of the T4PS slip. When box 40 of the corresponding T4PS slip is selected to indicate that the employee is a specified employee, the amount in box 41 is automatically posted to line 1 of Form RC359.

The excess EPSP amount gives rise to a deduction on line 229 of the federal tax return, and the income tax payable on an EPSP excess amount is updated to line 418 of Schedule 1.

Please note that if the taxpayer has EPSPs with different employers, a separate form must be completed for each employer.

Prince Edward Island

GSTC – Goods and Services Tax Credit (Jump Code: GSTC)

In its 2012 Budget, the Government of Prince Edward Island announced the introduction of the Prince Edward Island Sales Tax Credit (PEISTC). The credit will be paid quarterly along with the federal goods and services tax/harmonized sales tax (GST/HST) credit payments and will be calculated in Form GSTC, starting July 2013. The CRA will administer the PEISTC for the government of Prince Edward Island.

Québec

LM-53-V - Insurable Earnings Under the QPIP and Pensionable Earnings Under the QPP of a Person Responsible for a Family-Type Resource or an Intermediate Resource (Jump Code: QLM-53)

This form is used to determine insurable earnings, i.e., earnings eligible for the Québec Parental Insurance Plan (QPIP), as well as earnings from activities as a family-type resource or an intermediate resource for the Québec Pension Plan (QPP).

Certain expenses can be deducted from net insurable earnings of a taxpayer who is responsible for a family-type resource or an intermediate resource. Once these expenses are deducted, the insurable earnings amount is posted to Schedule L, where it is not considered to be taxable income. It should be considered to be pensionable earning for QPIP and QPP purposes instead.

RL-29 Slip – Remuneration of a Family-Type Resource or an Intermediate Resource (Jump Code: QR29)

This new slip is used to report the net remuneration of a taxpayer who is responsible for a family-type resource or an intermediate resource. This net remuneration is not considered to be taxable income, but must be taken into account when calculating contributions to the Québec Parental Insurance Plan (QPIP) and the Québec Pension Plan (QPP).

TP-776.42 Workcharts – Alternative Minimum Tax – Workcharts (Jump Code: Q776.42 WORKCHARTS)

This new form is used to perform a detailed calculation of the amounts that must be entered on lines 85 and 95 to 103 of Form TP-776.42, *Alternative Minimum Tax* (Jump Code: Q776.42). These amounts are calculated per partnership and for each type of loss (capital loss, business loss and property loss) related to partnerships of which the taxpayer is a limited partner, or to partnerships that are tax shelters. These amounts correspond to the partnership's net loss in excess of the eligible amount for alternative minimum tax purposes.

TP-1129.RI – Special Tax on an Excess Amount Received Under a Profit-Sharing Plan (Jump Code: Q1129.RI)

Form TP-1129.RI is a multiple copy form used to calculate the special tax on an excess amount received under a profit-sharing plan where the taxpayer is a specified employee and amounts exceeding 20 % of the employee's income were allocated to him or her by the employer under a profit-sharing plan.

The amount of the contributions to the profit-sharing plan paid by the employer is entered in box D of the

RL-25 slip. When box 40 of the corresponding T4PS slip is selected to indicate that the taxpayer is a specified employee, the amount in box D of the RL-25 slip is posted to line 1 of Form TP-1129.RI.

The excess amount gives rise to a deduction on line 207 of the TP1 return and the amount of special tax relating to the excess amount received under a profit-sharing plan is updated to line 443 of the TP1 return.

Please note that if the taxpayer received more than one RL-25 slip from different employers, a separate form must be completed for each employer.

Modifications Made to Forms



ID – Identification and Other Client Information (Jump Code: ID)

New information must be provided in this form for the purpose of filing the T1 return. This information is entered on the following lines, which were added to the “Residence” section:

- *Is the home address the same as the mailing address?*
- *Moving date (from a province or a territory in Canada), even if it occurred after December 31*

A diagnostic has been added to advise you that the question *Is the home address the same as the mailing address?* should be answered, but it is not mandatory for EFILING the return. This information is used by the CRA to update their records with regards to the taxpayer’s mailing and home address.

T4A – Statement of Pension, Retirement, Annuity and Other Income (Jump Code: T4A)

It is now possible to transfer the amounts from boxes 028, *Other income*, to a statement of business or professional activities. The destination statement can be selected from a drop-down list displaying all of the statements (T2125) to which a transfer can be performed.

Employee contributions to Canada Pension Plan – Taxpayer 60 to 70 years of age

Starting in the 2012 taxation year, a taxpayer 60 to 70 years of age who is an employee or a self-employed worker and who receives pension income from the Canada Pension Plan (CPP) or the Québec Pension Plan (QPP) must make CPP contributions on his or her employment income or his or her self-employment income.

However, if the taxpayer is at least 65 years of age, but under 70, he or she can elect to stop making CPP contributions.

For an employee, this election is made using Form CPT30, *Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election*. A copy of this form must have been provided to the employer and another must have been sent to the CRA. This form cannot be filed retroactively. Note that Form T2204 has been modified to enable the inscription of the date of signature on Form CPT30.

For a self-employed worker, this election is made by completing box 372 of Schedule 8, *CPP or QPP Contributions on Self-Employment and Other Earnings* (Jump Code: 8). For a self-employed worker’s income, the election to stop contributing to CPP can be made retroactively.

The election to stop contributing is applicable to CPP contributions only.

T1013 – Authorizing or Cancelling a Representative (Jump Code: 1013)

The check box **Date of signature locked** has been added to the form. The program automatically selects this box the first time Form T1013 is printed. Once this box is selected, the date no longer updates when the form is reprinted or electronically retransmitted. This mechanism ensures that the electronically transmitted date of signature is the same as the one printed on the T1013 form signed by the client.

The following enhancements were made with respect to data rolled forward to Form T1013:

- The date on which the “Accepted” value has been allocated by the program as a result of the CRA’s acceptance of electronically filed Form T1013 for 2011 will be rolled forward to a new field entitled “Last electronic filing (prior years) accepted on:” For the following years, if there is no new electronic filing of Form T1013, this value will be retained during roll forward. However, if the form is electronically filed again, the new acceptance date of the form will be rolled forward.
- The box **Online access to tax information is enabled** will be selected during roll forward in the following situations:
 - The form was filed and accepted the previous year.
 - The form was applicable and Part 2 of the form was completed for paper filing the previous year.

- The form was not applicable, but the box **Online access to tax information is enabled** was selected the previous year.

Please note that this box will not be selected if the expiry date entered for the consent has passed at the time the client file is rolled forward.

T5013/T5013A – Statement of Partnership Income (Jump Code: T5013 T5013A)

The description of box 2 has been modified to correspond to the description on the T5013/T5013A slip issued by the CRA, i.e., *Partnership's account number*. Even if this box contains fifteen characters on the slip issued by the partnership, enter only the first nine digits in box 2 of the T5013/T5013A slip in *Personal Taxprep*.

The box *Account number* that displayed under the NAICS code in the 2011 slip has been deleted, because it was not used in the calculations.

In addition, three new boxes relating to carrying charges have been created:

- *Carrying charges and interest expenses incurred to earn rental income (memo)*
- *Carrying charges and interest expenses incurred to earn business income (memo)*
- *Carrying charges and interest expenses incurred to earn investment income other than rental income (memo)*

The amounts entered in these boxes are included in the amount of box 59, *Carrying charges*, and are used for the purposes of calculating Part B, "Non-deductible business and property losses for alternative minimum tax purposes," in Form T691 Workcharts (Jump Code: **691 WORKCHARTS**).

In accordance with the instructions relating to line 122 provided in the *General Income Tax and Benefit Guide*, self-employment income entered in boxes 35, 37 and 39 of the T5013/T5013A slip are now posted to the workchart of line 122 of the T1 return when the taxpayer is identified as a limited partner or a specified partner in box 8 of the T5013/T5013A slip.

In addition, self-employment income resulting from the withdrawal of a partner is no longer posted to line 130 of the T1 return. Because it is included in one of boxes 35 to 43 of the T5013 slip, this income is posted either in the workchart of line 122, or to lines 135 to 143 of the T1 return, depending on the partner code selected at box 8. The box *Business income resulting from the withdrawal of a partner - Not subject to CPP contributions* has been created so you could indicate the self-employment income of a retired partner that is not subject to CPP contributions.

Deceased – Income Tax return for Deceased Persons (Jump Code: DECEASED)

A new check box has been added to allow you to carry over into this form the mailing address entered in Form *Identification and Other Client Information* (Jump Code: **ID**). This box must be selected only if this address corresponds to the legal representative's address, because, in the return of a deceased person, it is the address of the legal representative that must be entered in the "Identification" section of the tax return.

Bill – Invoice (Jump Code: BILL)

A line has been added to allow you to enter the amount of the invoice already paid by the client.

Client letters

The following modifications have been made to the letters:

- A new paragraph has been added to indicate that the eligibility to the disability tax credit is expired and the taxpayer has to submit a new Form T2201 and/or TP-752.0.14, if applicable. This paragraph displays if the year of expiry entered in Form *Identification and Other Client Information* (Jump Code: **ID**) is reached or passed.
- A new paragraph has been added to indicate the estimated amount of the Prince Edward Island Sales Tax Credit.
- The paragraph relating to the British Columbia Harmonized Sales Tax Credit has been removed.

British Columbia

GSTC – Goods and Services Tax Credit (Jump Code: GSTC)

On January 1, 2013, the BC Refundable Sales Tax Credit has been re-introduced to complement the re-introduction of the British Columbia Provincial Sales Tax. Therefore, the harmonized sales tax (HST) credit is no longer calculated in the GSTC form. This credit is replaced by the British Columbia provincial sales tax credit and will constitute, for 2013 and later years, a refundable tax credit on Form BC479.

New Brunswick

PROV BEN – Provincial or Territorial Benefit Worksheet (Jump Code: PROV BEN)

New Brunswick now offers a school supplement to assist low-income families with the cost of back-to-school supplies for their school-age children. The calculation of this new supplement is performed in the *Provincial or Territorial Benefit Worksheet*.



Preparer Profiles

Options - EFILE

In the EFILE tab of the Preparer Profiles, at point 3 in the “Revenu Québec” section, an option has been added to allow you to select by default box 4812 in the TP1 return for all client files, and indicate that payment of the balance due will be made at a later date.

Schedule D, Solidarity Tax Credit (Jump Code: QD)

The data entered in Schedule D is rolled forward to the client files in which a claim for the solidarity tax credit has been made in 2011. A diagnostic prompts you to verify that the data rolled forward still applies to the taxpayer’s situation on the date where you complete Schedule D for 2012. Moreover, a box has been added to the form so that you could confirm that this data is correct.

Schedule K – Premium Payable Under the Québec Prescription Drug Insurance Plan (Jump Code: QK)

The eligibility criteria relating to codes 27, 28, 29 and 31 have been modified. Henceforward, the description of code 27 specifies that the taxpayer must have been without a spouse throughout the year while the description of codes 28, 29 and 31 specifies that the taxpayer must have had a spouse throughout the year. A check box has been added in the “Schedule K - Premium Payable Under the Québec Prescription Drug Insurance Plan” subsection of Form *Identification and Other Information* (Jump Code: ID) in order to verify if the taxpayer had a spouse throughout the year.

Two new situations ensure that there is no premium payable under that Québec prescription drug insurance plan or health contribution payable. If the taxpayer or the spouse is in one of those situations, select the appropriate check box in the “Other situations” section of Schedule K. The program will then select the corresponding check box in Form TP1 Line 448.

TP-772 – Foreign Tax Credit (Jump Code: Q772)

Two new fields have been added to this form in order to allow you to subtract the portion of the foreign income tax paid on income used to calculate the new credit for workers 65 or older (line 391).

Residence QC – Information Relating to Residence for the Québec Tax Return Purpose (Jump Code: QRESIDENCE)

The calculation of income earned in Canada, which is used to establish Canadian-source income for the part of the year where the taxpayer was not resident of Canada, has been modified. In accordance with section

1090 of the Québec *Taxation Act*, this calculation now takes into account the following deductions claimed on line 297 of the TP1 return:

- the deduction for employees of a corporation or partnership operating an IFC (code 09 of line 297);
- the deduction for foreign researchers (code 03 of line 297);
- the deduction for foreign researchers on a post-doctoral internship (code 05 of line 297);
- the deduction for foreign experts (code 04 of line 297);
- the deduction for foreign specialist (code 06 of line 297);
- the deduction for foreign professors (code 19 of line 297); and
- the deduction for foreign farm workers (code 20 of line 297).

Modifications Made to Version 1.0

Optimizations

Enhancement to the optimization of the RRSP deduction

The following amounts, which are calculated or allocated based on net income, are now taken into account for the purpose of optimizing the RRSP deduction:

- Universal Child Care Benefit (UCCB)
- Child care expenses
- Age amount
- Medical expenses

In addition, for Ontario residents, *Taxprep* now calculates the RRSP amount required to reduce the Ontario tax payable as much as possible when the appropriate check box is selected in the “Other information regarding provincial or territorial credits” section of Form *Identification and Other Client Information* (Jump Code: ID). You can select this option for all client files in the preparer profiles.

The program takes the Ontario tax reduction into account for the purpose of the optimization for Ontario residents.

Enhancement to the allocation between spouses of certain non-refundable tax credits

Taxprep optimizes the allocation between spouses of the following non-refundable tax credits

- Amount for children born in 1995 or later (line 367)
- Public transit amount (line 364)
- Children's fitness amount (line 365)
- Children's arts amount (line 370)
- Home Buyers' Amount (line 369)

Previously, these amounts were claimed in the return of the spouse with the highest taxable income. Now, they are claimed in the return of the spouse who has the most income tax payable (taking into account the other non-refundable tax credits claimed by each of the spouses).

Forms, Schedules, and Workcharts Added to the Program

Federal

T1 General – Condensed return

The T1 *General - Condensed* return is a 3-page abbreviated version of the T1 *General* return that includes Form T1-KFS, a new keying field summary form of pages 2 and 3 of the T1 *General*, as well as keying fields of certain federal, provincial and territorial schedules and forms.

From now on, to file a paper return, you must send the T1 *General - Condensed* return to the CRA and use the "Govt" print format, which meets the CRA requirements.

T1 Line 122 – Net Partnership Income (Loss) – Limited or Non-Active Partners (Jump Code: J122)

Because the CRA has removed former Section III of Schedule 4 for 2012, a new workchart has been added to calculate the total partnership net income (or net loss) for limited or non-active partners.

ACB – Tracking of the Adjusted Cost Base (Jump Code: ACB)

This new form is used to track the adjusted cost base of the assets included in the following classes:

- Qualified small business corporation shares
- Qualified farm property and qualified fishing property (shares)
- Qualified farm property and qualified fishing property (other properties)

- Publicly traded shares, mutual fund units, deferral of eligible small business corporation shares, and other shares
- Real estate, depreciable property, and other properties
- Bonds, debentures, promissory notes, and other similar properties
- Personal-use property
- Listed personal property (LPP)

This form is a multiple copy form where each asset must be entered on a separate copy.

When disposing of property or part of a property in the current year, you may transfer certain data items relating to the property disposed of into Schedule 3, by selecting the appropriate check box.

ACB SUM – Adjusted Cost Base Summary (Jump Code: ACB SUM)

This new form is a summary of all assets entered in the ACB form. The summary lists the following information with respect to each asset:

- Description of the property
- Date of last transaction
- Total number of shares
- Average ACB

Client letters

The following letters have been added:

- Client Letter – Taxpayer and Spouse Abbreviated Letter (Jump Code: CL CPL) (for T1 returns)
- Client Letter - Taxpayer and Spouse Abbreviated Letter (Jump Code: QCL CPL) (for T1-TP1 returns)

These letters will allow you to generate a single letter per couple and can be used for both electronically filed and paper-filed returns. This format is abbreviated and lists essential information such as the balance due or refund, the forms to sign, the various credits to be received (GSTC, CCTB, etc.), as well as RRSP related information and instalments.

You can select these letters in the preparer profiles (under the **Client letter** tab) or in Form Client Letter, *Client Letter Worksheet* (Jump Code: LW).

Print Formats

A new print format, entitled "Label – Étiquette" (Jump Code: LPP), has been added to allow you to print the labels only.

Note that the “GOVT Plus” print format has been removed, because the “GOVT” print format must be used in order to meet the requirements of tax authorities.

Ontario

Schedule ON(S12) – Ontario Healthy Homes Renovation Tax Credit (Jump Code: ON 12)

This new form is used to calculate the Ontario healthy homes renovation tax credit claimed on line 6311 of Form ON479.

Saskatchewan

RC360 – Saskatchewan Graduate Retention Program (Jump Code: RC360)

This new form is used to calculate the Saskatchewan graduate tuition tax credit as well as the Saskatchewan graduate tuition refund. The refundable portion of the credit was previously calculated in Form SK479.

British Columbia

Schedule BC(S12) – British Columbia Seniors’ Home Renovation Tax Credit (Jump Code: BC 12)

This new form is used to calculate the British Columbia seniors’ home renovation tax credit, which can be claimed on line 6048 of Form BC479.

T1014 2 – British Columbia Shipbuilding and Ship Repair Industry Tax Credit (Employers) (Jump Code: 1014 2)

T1014 2 WS – Worksheet (Jump Code: 1014 2 WS)

These forms are used to calculate the British Columbia shipbuilding and ship repair industry tax credit (employers), which can be claimed on line 6063 of Form BC479.

Québec

Line 391 – Tax credit for workers 65 or older (Jump Code: Q391)

A workchart has been implemented to calculate the new credit for workers 65 or older.

Line 409 – Foreign Tax Credit (Jump Code: Q409)

A new workchart has been implemented to calculate the two credits that are carried over to line 409 of Schedule E.

As in prior years, the first credit is the foreign tax credit.

The second credit is the new credit for tax paid to another province. In effect since 2011, this tax credit is for an individual who stayed in Québec for 183 days or more in a year, who is resident of a country with which

Canada has concluded a tax treaty and who earned income from an office or employment in a province other than Québec.

The combination of the federal and provincial income tax liability rules may result in such an individual being required to pay, with respect to income from an office or employment, Québec tax as well as tax for another province, in addition to federal tax. To mitigate the double provincial taxation to which the income from an office or employment of such an individual may be subject, a non-refundable tax credit has been introduced by the *Ministère des Finances*.

Modifications Made to Forms

Federal

ID – Identification and Other Client Information (Jump Code: ID) and FAM – Family Profile (Jump Code: FAM)

The last year of eligibility for the disability tax credit can now be entered in these forms. This information will allow you to advise clients who are claiming this credit to have a medical doctor complete a new copy of Form T2201 and/or Form TP-752.0.14 to renew their eligibility for this credit or the eligibility of one of their dependants, if applicable.

Diagnostics have been added to prompt you when it is the last year of eligibility or when the eligibility period is expired.

T3 – Statement of Trust Income (Jump Code: T3)

It is now possible to carry the amounts from box 42 to the copy of the ACB form for the appropriate asset. The choice of the destination copy is made using a drop-down menu listing all copies to which a transfer can be done.

Schedule 5 - Amounts for Spouse or Common-Law Partner and Dependants (Jump Code: 5)

The claim and the calculation of the spouse or common-law partner amount, the amount for infirm dependants age 18 or older, and the caregiver amount are now made in Schedule 5, *Amounts for Spouse or Common-Law Partner and Dependants*. Previously, the calculation of these amounts was performed in Form *Federal Worksheet* (Jump Code: **FED CREDITS**).

If you want to claim the new family caregiver amount for the spouse in Schedule 5, you must select the box **Your spouse is entitled to the disability amount (T2201)** or the box **Your spouse has an impairment in physical or mental functions, but is not eligible for the disability amount, and you have a signed statement from a medical doctor showing when the impairment began and what the duration of the**

impairment is expected to be in the “Line 303 - Spouse or common-law partner amount” section of Schedule 5. The box **Your spouse is entitled to the disability amount (T2201)** will be selected automatically if the spouse is entitled to the disability amount and the check box indicating that he or she is entitled to this amount has been selected in Form *Identification and Other Client Information* (Jump Code: ID).

If you want to claim the new family caregiver amount for an eligible dependant, select the box **This dependant gives entitlement to the family caregiver amount** in the *Family Profile* (Jump Code: FAM). This box will be selected automatically if the eligible dependant is entitled to the disability amount and the check box indicating that he or she is entitled to this amount has been selected in the “Mental or physical impairment/Family caregiver amount” section of the *Family Profile*.

T657 – Calculation of Capital Gains Deduction (Jump Code: 657)

The CRA modified the capital gains deduction calculation to ensure that the capital losses claimed against non-allowable capital gains from trusts no longer affect the capital gains annual limit. This modification is applied retroactively to 2002 and subsequent years.

For each of the years concerned, the modification increases the annual gains limit as well as the cumulative gains limit and, by the same token, increases the capital gains deduction.

To make any correction required with regard to one of the years covered by this change, submit Form T1-ADJ, *T1 Adjustment Request*, to the CRA along with a modified copy of Form T657. Then, for each year, modify the amounts in the **Net capital losses from other years claimed** and **Adjustment to the net capital losses** columns in the chart *Carryforward workchart - Capital gains deduction* at the top of the first page of Form T657.

T777 – Allowable Motor Vehicle Expenses (Jump Code: 777 AUTO)

New fields were added to allow you to enter the make, model and year of each motor vehicle.

T1141 – Information Return in Respect of Transfers or Loans to a Non-Resident Trust (Jump Code: 1141)

The lines in Sections 4 and 5 in Part I and Sections 2, 3, 4 and 5 in Part II were replaced by multiple lines areas.

T1142 – Information Return in Respect of Distributions from Indebtedness to a Non-Resident Trust (Jump Code: 1142)

The lines in Parts III and IV of this form were replaced by a multiple lines area.

DONATIONS/Charitable Donations (Jump Code: DONATIONS)

Forms DONATIONS and QC DONATIONS have been modified by the addition of a summary of donations not limited to a percentage of net income to carry forward to future years. Data in this form will be rolled forward year after year to retain the history of donations that are not limited to a percentage of net income.

In turn, it is now possible to transfer to the spouse all donations carried over from prior years that are not limited to a percentage of net income, by selecting the appropriate check box in the DONATIONS form.

Medical Expenses Worksheet – Federal (Jump Code: MED)

A **Calculate** button has been added at the top of the form. This button is used to determine the most advantageous 12-month period ending in the current year. The medical expenses entered in the medical expenses worksheet whose payment date falls within the current or preceding year and for which the box in the **Claimed** column is not selected will be rolled forward the following year to retain a history of the expenses paid but not claimed in the last two years. This information can be useful when preparing the return of a deceased person.

In addition, for more effective tracking, the “Expenses for medical services not available in your area” sections have been modified to allow you to separately enter each expense and link it with a patient name and a payment date.

RC267, RC268 and RC269 – Employee Contributions to a United States Retirement Plan or to a Foreign Employer-Sponsored Pension Plan (Jump Codes: RC267, RC268 and RC269)

You may now choose the foreign country in order to link Forms RC267, RC268 and RC269 with the appropriate copy of Form FIT. This allows you to automatically subtract the amount of the deduction granted in Forms RC267, RC268 and RC269 from the foreign employment income and correctly calculate the foreign tax credit. Previously, a diagnostic prompted you to perform this operation manually.

T776 – Capital Cost Allowance (Jump Code: 776 CCA)

In the *Additions and Dispositions Workchart (776 CCA)*, you may now automatically split between co-owner spouses the new acquisitions and dispositions of

depreciable property other than property in classes 10.1 and 13. Note that only the acquisitions and dispositions can be split between spouses. The opening and closing UCC as well as the CCA claimed remain specific to each spouse.

Instalments – Instalments Worksheet – Federal (Jump Code: INST) and TP-1026 – Calculation of Instalment Payments to Be Made by Individuals (Jump Code: Q1026)

It is now possible to enter the instalment payments for March 15 and June 15 shown on the instalment reminder issued by the federal and Québec governments. In addition, when selecting the new applicable check box, you can now ensure that the amounts entered are taken into account to determine the September 15 and December 15 payments.

Preparer Profiles

Options - Client letter

An option was added to Section 5 of the **Client letter** tab in the preparer profiles to allow you to modify the filing due dates in the event where the CRA grants a filing date extension, for example, when April 30 falls on a weekend. These dates will display in the client letter.

Another option was added to this section to allow you to include a paragraph relating to interest and late-filing penalties in the letter.

Options - Interest

The **Interest** tab was added to the preparer profiles. This tab allows you to define the default settings and the prescribed interest rates for Form *Interest and Late-Filing Penalty* (Jump Code: INTEREST) as well as the form's provincial equivalent *Interest and Late-Filing Penalty – Québec* (Jump Code: QINTEREST).

Options - EFILE and Authorization Forms

We removed the information with respect to the authorization forms and the electronic filing of data (EFILE) from the **PROFILE** tab to split this information between the new **EFILE** and **AUTHORIZATION FORMS** tabs. This way, you will get quicker access to this information.

File Identifier Worksheet (Jump Code: FILE)

The "Tax return EFILE status" section has been added to this form.

Client letters

Modifications were made to the following letters:

Québec letter - Paper filed T1 and TP1 return (regular letter) (Jump Code: QCLP)

Québec letter - Paper filed T1 and TP1 return (simplified letter) (Jump Code: QCLP 2)

Québec letter - Paper filed T1 and TP1 return (abbreviated letter) (Jump Code: QCLP A)

Québec letter - Deceased taxpayer's T1 and TP1 return (Jump Code: QCLD)

Québec letter - Electronically and/or paper filed T1 and TP1 returns (Jump Code: QCLE)

The following paragraph, with respect to the adjustment for indemnities received for previous years, has been added to these letters:

You received an income replacement indemnity or compensation for the loss of financial support owed to you for one or more previous years.

Note that RQ will calculate a tax adjustment when processing your return and this calculation might modify the current result of your return.

This way, you will be advising your client that the balance due or refund shown in the letter might differ from what appears on the notice of assessment from RQ. This paragraph will become applicable if a year is entered in box O of the RL-5 slip. If you do not want to include this paragraph in the letter for one of your clients, you can clear the box **Adjustment for indemnities received for previous years** in Form *Client Letter Worksheet* (Jump Code: LW).

 **Ontario**

ON428 – Ontario Tax (Jump Code: ON 428)

A fourth tax rate has been added for taxable income in excess of \$500,000. In addition, the labour sponsored investment fund (LSIF) tax credit has been abolished (lines 6275 and 6276).

ON BEN – Application for the Ontario Trillium Benefit and the OSHPTG (Jump Code: ON BEN)

A diagnostic has been created to prompt you to complete Form ON BEN when the taxpayer meets the eligibility criteria for the Ontario Trillium Benefit and/or the Ontario Senior Homeowners' Property Tax Grant (OSHPTG).

 **Saskatchewan**

SK428 – Saskatchewan Tax (Jump Code: SK 428)

Two new non-refundable tax credits can now be claimed in this form, i.e., the home buyer's amount (line 5837) and the Saskatchewan graduate retention program (line 6364).

 **Manitoba**

MB479 – Manitoba Credits (Jump Code: MB 479)

A new refundable tax credit can now be claimed in this form, i.e., the nutrient management tax credit (line 6136).

Alberta

AB428 – Alberta Tax and Credits (Jump Code: AB 428)

The non-refundable tax credit for donations and gifts made in 2006 that could be claimed on line 5895 has been removed, because the carryforward period for these donations and gifts is now expired.

British Columbia

BC428 – British Columbia Tax (Jump Code: BC 428)

Two new non-refundable tax credits can now be claimed in this form, i.e., the children's fitness amount (line 5838) and the children's arts amount (line 5841). In addition, the \$10,000 limit on medical expenses for other dependants has been abolished.

BC479 – British Columbia Credits (Jump Code: BC 479)

Two new refundable tax credits can now be claimed in this form, i.e., the British Columbia seniors' home renovation tax credit (line 6048) and the British Columbia marine industry training tax credit for employers (line 6063).

Prince Edward Island

PE428 – Prince Edward Island Tax and Credits (Jump Code: PE 428)

A new refundable tax credit can now be claimed in this form, i.e. the Prince Edward Island volunteer firefighter tax credit (line 6351).

Yukon

YT428 – Yukon Tax (Jump Code: YT 428)

A new non-refundable tax credit can now be claimed in this form, i.e., the children's arts amount on line 5841.

Québec

Schedule B – Tax Relief Measures (Jump Code: QB)

The new independent living tax credit for seniors equals 20% of the following:

- the **portion of the total expenses** incurred for the purchase or lease, as well as the installation, of eligible equipment or fixtures **that exceeds \$500** (in other words, the first \$500 of the total amount paid for such equipment or fixtures is not taken into account in the calculation of the tax credit);
- expenses incurred for one or more stays in a functional rehabilitation transition unit.

These expenses must have been paid by the taxpayer or by the spouse on the taxpayer's behalf.

To claim the tax credit, **complete Part E of Schedule B.**

RL- 22 slip – Multi-employer Insurance Plans (Jump Code: QR22)

The box relating to medical premium benefits has been removed from the form. It has been replaced by a cell link to box 119 of the T4A slip, *Premiums paid to a group term life insurance plan.*

MR-69 – Power of Attorney, Authorization to Communicate Information, or Revocation (Jump Code: Q69)

The following new features have been implemented in order to harmonize the information that can be carried over to the new version of this form:

- You can now enter the information of a contact person with regards to Form MR-69 in the **Authorization forms** tab of the preparer profiles. This information will update to Part 2, "Identification of the designated person" of Form MR-69.
- The name of the legal representative entered in Form *Identification and Other Client Information* (Jump Code: ID) or Form *Income Tax Return for Deceased Persons* (Jump Code: DECEASED), will update to Part 4 "Authorization or power of attorney" of Form MR-69.

For more information with regards to the legal representative, consult the Help.

TP-726.7 – Capital Gains Deduction on Qualified Property (Jump Code: Q726.7)

RQ will modify the capital gains deduction calculation in order for the capital losses claimed against non-eligible capital gains from a trust to no longer have an impact on the capital gains annual limit. This change applies retroactively to 2002 and the following years.

For each of the years covered, the change results in an increase of the gains annual limit as well as the cumulative gains limit and, incidentally, the capital gains deduction.

To make any correction required with regards to one of the years covered by this change, submit Form TP-1.R, *Request for an Adjustment to an Income Tax Return* (Jump Code: QTP1R) to RQ with a modified copy of Form TP-726.7. You will then have to modify, for each of the years, the amounts in the **Net capital losses from other years claimed** column, i.e., the amount of net capital losses from other years deducted on line 290 of the tax return as well as the amount of ineligible taxable capital gains, for the corresponding year, in the "Work chart" section of Form TP-726.7 (see the lines that are the subject of a note).

Forms Removed

Removal of tax organizers

Last year, we introduced the new **Tax Organizer** module for *Personal Taxprep*. In order to enhance the module and offer you greater flexibility, we gathered the comments and suggestions of clients who used this version during tax season. As a result of this feedback, we decided to remove the module for the 2012 tax season and we will re-evaluate its re-introduction for a subsequent season.

SFD (T1273) – Selected Financial Data Record (Jump Code: SFD T1273)

The data that was in this form is now in Form SFD with the other electronically transmitted financial statements.

Technical Information

Technical Changes

Reopen forms from last work session

This new option, which is enabled by default, has been added to the “File save options” section in the **Options/Tax returns** panel of the options and settings in *Taxprep*. It allows you to resume work on a client file exactly where you left off when the file was last saved. In fact, *Taxprep* saves the information with respect to the opened forms in the return, as well as the positioning of the cursor in the client file. Note that if the option is enabled and several people are working on the same client file, the forms will open as they were displayed for the last user who saved the client file.

Printing the name of the print format in the page header

It is sometimes complicated to collate copies when printing is performed based on the various print formats (for example, “Govt” and “Client”). In addition, when it comes time to have the taxpayer sign, it can be difficult to select the right copy to have signed. To help you avoid these difficulties, we added an option in the **Print/General** panel of the options and settings, so you can automatically print the name of the print format used in the header of each printed page. By default, this option is disabled and its configuration will be retained from one version to the next.

Printing CCH Scan cover pages using Taxprep

To save even more time preparing tax returns using *CCH Scan*, *Taxprep* will now print *CCH Scan* cover pages. Using these cover pages during scanning tells the *CCH Scan* software which PDF document the

scanned slips should be saved to as well as names the generated PDF document accurately in a format that will be detected and used by *Taxprep*. This way, when you receive a client’s slips, you can add the cover page printed by *Taxprep* for this taxpayer to the top of these source documents prior to scanning and let *CCH Scan* generate an organized, appropriately-named PDF of the client source documents. For more information on this new functionality, consult the “CCH Scan Cover Pages” help topic.

CCH Scan Cover Pages – Addition of variables

Two variables have been added to the options offered to name the cover pages that will be used when scanning documents using *CCH Scan*. In addition to the variables already offered, you can now use the *CCH Practice* variables, i.e., the values in the “Client ID” and “Engagement” fields of *Form Identification and Other Client Information* (Jump Code: ID). For more details on printing *CCH Scan* cover pages, consult the Help.

Roll Forward

Rolling forward Form LW

An adjustment had to be made with respect to the options **Retain these values when rolling forward the file** in the “Opening paragraph” and “Closing paragraph” sections in order to make these options compatible with the option **Keep the opening and closing paragraphs** in the **Data options** pane of the **Options and Settings** dialog box.

The choices made in *Personal Taxprep* 2011 with regards to the options **Retain these values when rolling forward the file** will not be rolled forward. These boxes will now be selected by default and you will have to clear them if you do not want to keep these paragraphs. The choices made this year will be rolled forward for 2013.

Note that if you do not want to keep the opening and closing paragraphs, you may clear the option **Keep the opening and closing paragraphs** under **Roll Forward/Data Options** of the **Options and Settings** dialog box when rolling forward the 2011 files, be it for a specific client file or for all your files to be rolled forward.

Rolling forward 2011 client files

Your 2011 client files must be rolled forward using the **Roll Forward** command on the **File** menu before you can access them with this version.

Planner Files

As indicated in the past, client files created using the **Planner** mode in any of the 2011 versions of the program cannot be rolled forward for use with this

version, however, you can use the **Export Tax return** and **Import Data** functions.

Slips

The roll forward is performed only for slip copies in which amounts were entered last year as well as for copies including balances to carry forward, or attached notes or schedules to roll forward.

Attached notes

The attached notes are rolled forward, except if this option is cleared in the roll forward data options.

Rolling Forward ProFile and DT Max client files (competitive products)

Make sure that the workstation's regional settings are set to "English (Canada or United-States)" before rolling forward.

Electronic Filing



Important dates with respect to the CRA's transmission reception schedule

- **January 21, 2013** - The EFILE On-Line Plus transmission system became available.
- **February 11, 2013** - Acknowledgements for EFILE On-Line Plus will be available.
- **February 11, 2013** - The EFILE On-Line transmission system will open.
- **November 30, 2013** - The CRA will stop accepting electronically filed T1 returns.

What's new for EFILE

We have revised the eligibility diagnostics related to the returns of deceased taxpayers. As a result, you can now EFILE final returns for deceased taxpayers even when you have indicated that an optional return will be filed subsequently. Note, however, that the optional returns themselves cannot be EFILED.

Starting this version and for subsequent tax years, the CRA will allow electronic filing of returns in which the taxpayer is reporting a foreign business income (e.g. box 24 of a T3 slip) or claims a federal business foreign tax credit (for up to three different countries).

Field 9906 – Election indicator

Field 9906 included in the *Summary of EFILE Data Fields* (Jump Code: **EFILE SUM**), allows you to indicate that a tax election has been made with respect to a return. The program completes this field when an election has been made in one of the following forms: CPT20, T1135, T1139, T1157, T1158 and T2091.

If an election has been made on a form not included in *Personal Taxprep*, or by means of a note because there is no prescribed form relating to this election, select the box related to field 9906, i.e., box **The individual makes an election in his or her return**, which has been added to Form EFILE, *Electronic Filing Worksheet*.

As mentioned in Chapter 1 of Guide RC4018, *Electronic Filers Manual*, any document relating to an election made with respect to a tax return must be submitted in writing, unless otherwise specified. Consult Guide RC4018 for the addresses where the documents must be sent.

Registration and Renewal On-line

To renew your EFILE privileges and your System for Electronic Notification of Debt (SEND) account for this year's tax season, you must register online by completing the "Renewal" page on the CRA Web site at <http://www.efile.cra.gc.ca/l-rnwl-eng.html>.

To register as a new electronic filer and use the System for Electronic Notification of Debt (SEND), you must register online by completing the EFILE Registration On-Line form on the CRA Web site at <http://www.efile.cra.gc.ca/l-rgstr-eng.html>.

You will find more information concerning renewals and new applications at <http://www.efile.cra.gc.ca/>.

In order to be able to electronically file Form T1013, you must meet the following two criteria:

- 1 - Have a valid EFILE number and password; and
- 2 - Be a registered representative (online access).

A registered representative is a person who is registered with the CRA's *Represent a Client* online service. To register with the service, go to <http://www.cra.gc.ca/representatives>.

System for Electronic Notification of Debt (SEND)

Personal Taxprep 2012 allows you to obtain information on a client's account by sending a request to the System for Electronic Notification of Debt (SEND).

For each SEND request submitted, your client must have read, signed and dated a copy of the current version of Form T1153, *Consent and Request Form*. You must keep the original copy of Form T1153 for your files for up to three years after the taxation year in which it was signed, even if you are not discounting the client's return.

Note that the CRA anticipates receiving information on Employment Insurance and Other Benefits (T4E), Social Assistance and Worker's Compensation Benefits (T5007) and on Universal Child Care Benefits (RC62) in February 2013. The CRA systems will be updated as taxpayers' information slips are processed. Once its systems are

updated, the CRA will display SEND results for taxpayers who were issued these benefits or payments.



Preparer Profiles

Options - EFILE

In the **EFILE** tab of the Preparer Profiles, at point 3 in the “Revenu Québec” section, an option has been added to allow you to select by default box 4812 in the TP1 return for all client files, and indicate that payment of the balance due will be made at a later date.

Important dates

- **February 11, 2013** - The NetFile Québec system will open.
- **February 11, 2013** - The Refund Info-line system will open.
- **February 18, 2013** - Issuing of the accelerated refund cheques begins.
- **November 30, 2013** - The NetFile Québec system will shut down.

NetFile Québec

If you want to register for NetFile Québec as a preparer or a transmitter, you must complete Form TPZ-223, *NetFile Québec Registration Form 2012*. For more details on how to register, access http://www.revenuquebec.ca/en/sep/ services/p_impotnet/preparateurs-particuliers/inscription/default.aspx.

A preparer who was registered in 2011 should have already received a pre-completed Form TPZ-223, *Renewing a Tax Preparer’s NetFile Québec Registration*. This form includes the preparer’s number and a notice number. This information allows the preparer to make the renewal online on the RQ Web site at http://www.revenuquebec.ca/en/sep/ services/sgp_renouvel_impotnet/default.aspx.

The online registration service is reserved for preparers who are renewing their annual registration with NetFile Québec. Preparers registering for the first time must register by mail.

Taxprep Transmission Service via the Internet

When you use this service you transmit your batches of returns via the Internet to our **Taxprep Transmission Service** which will then transmit them to the CRA and/or RQ. Once the acknowledgments are available, they are saved and sent to you the next time you connect to our system.

Note: Using our services does not release you from the obligation to register with the CRA and/or RQ to obtain authorization to electronically transmit returns.

The advantages of using this service are the following:

- You can continue to transmit your returns even when the CRA or RQ Web sites are unavailable.
- The usual verifications are done without you having to contact the CRA or RQ.
- The transmission statistics are displayed in the **Professional Centre**.
- Quick and reliable service, superior to that of other filing services.

Taxprep Print Service (via the Internet)

The **Taxprep Print Service** can be used in this version. Please note that you will need to send your **Taxprep Print Service** files and EFILE transmission separately.

Where to Find Help

If you have any questions regarding the installation or use of the program, there are several options for getting help. Refer to the *QuickStart Guide* in the **Professional Centre** for tips and useful information on how to use the program. If you are in the program and need help, press F1 to get help on a specific topic.

Videos available in the Professional Centre and on our Web site!

To learn more about *Taxprep* or to become familiar with the different features, consult the videos available in the **Professional Centre** or at www.taxprep.com.

To view a tutorial, access the “Tutorials” section in the **Professional Centre**, or visit the *Taxprep* Web site and, in the **Support** menu, select your product, then click the 2012 tax year. Videos are displayed under the **Tutorials** link. Simple as that!

Taxprep e-Bulletin

For your convenience, you are automatically subscribed to **Taxprep e-Bulletin**, a free e-mail service that ensures you receive up-to-date information about the latest version of *Personal Taxprep*. If you wish to review your subscription to **Taxprep e-Bulletin**, visit www.taxprep.com and click **My e-Bulletin** in the “e-Bulletin” section. You can also send an e-mail to cservice@cch.ca to indicate the products for which you wish to receive general information or information on our CCH software (*Personal Taxprep, Corporate Taxprep, Taxprep for Trusts, Taxprep Forms* or *CCH Accountants’ Suite*).

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