\<Return>

\<T4>

\<T4Slip>

\<EMPE_NM>

\<snm>\</snm>

Employee surname
- **required** 20 alphanumeric
- first 20 letters of the employee's surname
- omit titles such as Mr., Mrs., etc.
- do not include first name or initials

\<gvn_nm>\</gvn_nm>

Employee first name
- 12 alphanumeric
- first 12 letters of the employee's first given name

Note
If only initials are available, provide the employee's first initial.

\<init>\</init>

Employee initial
-1 alphanumeric
- initial of the employee's second given name

\</EMPE_NM>

\<EMPE_ADDR>

\<addr_l1_txt>\</addr_l1_txt>

Employee address - line 1
- 30 alphanumeric
- the first line of the employee's address

\<addr_l2_txt>\</addr_l2_txt>

Employee address - line 2
- 30 alphanumeric
- the second line of the employee's address

Employee city
- 28 alphanumeric
- the city in which the employee is located.

Employee province or territory code
- 2 alpha
- the Canadian province or territory in which the employee is located
or
- the state in the USA where the employee is located
- please use the abbreviations listed in the Magnetic media Transmittal
  WEB page See Transmitter province or territory code
- when the employee's country code is neither CAN nor USA, store **ZZ** in
  this field

Employee country code
- 3 alpha
- the country in which the employee is located
- please use the alphabetic country codes as outlined in the *International
Standard (ISO) 3166 Codes for the Representation of Names of Countries*
- always **CAN** for Canada, and **USA** for the United States of America

Employee postal code
- 10 alphanumeric
- the employee's Canadian postal code
- format: alpha, numeric, alpha, numeric, alpha, numeric

Example
A9A9A9
or
- employee's USA zip code
or
- where the employee's country code is neither CAN nor USA, store the foreign
postal code

</EMPE_ADDR>

Employee social insurance number (SIN)
- **required** 9 numeric
- T4 slip, box 12
- where the employee has failed to provide a SIN, store zeroes in the entire field

Note
Omission of a valid SIN results in non-registration of contributions to the Canada Pension Plan. Please refer to "Validating Social Insurance Numbers, Trust Account Numbers and Business Numbers", for the formula we use to validate a SIN**.**

Employee number
- 20 alphanumeric
- for example: region and/or branch payroll and/or department and/or employee number

Business Number (BN)
- **required** 15 alphanumeric
- T4 slip, box 54
- must correspond to the "Business Number (BN)" on the related T4 Summary record

Example
Business Number: 000000000RP0000

Note
To process a return, the complete BN is required: 9 digits RP 4 digits.

Registered pension plan or deferred profit-sharing plan registration number
- 7 numeric
- T4 slip, box 50
- enter the registration number for the plan where the employee received the largest pension adjustment amount

Canada Pension Plan or Quebec Pension Plan exempt code
- **required** 1 numeric
- T4 slip, box 28

- **0** if no exemption applies, or if the employee is exempt for a portion of the period
- **1** if the employee has been exempt from CPP or QPP for the **entire** period of employment due to age, nature of payment, etc.

Employment Insurance exempt code
- **required** 1 numeric
- T4 slip, box 28
- **0** if no exemption applies, or if the employee is exempt for a portion of the period
- **1** if the employee has been exempt from EI premiums for the **entire** period of employment due to age, nature of employment, etc.

Employment code
- 2 numeric
- T4 slip, box 29
- see the employers' guide called *Filing the T4 Slip and Summary Form* for a list of valid employment codes

Report Type Code
- **required** 1 alpha
- Originals = O
- Amendments = A
- Cancel = C

Province, territory or country of employment code
- **required** 2 alpha
- T4 slip, box 10
- enter province, territory or country in which the employee was employed
- please use the following abbreviations:

AB - Alberta
BC - British Columbia
MB - Manitoba
NB - New Brunswick
NL - Newfoundland and Labrador
NS - Nova Scotia
NT - Northwest Territories

NU - Nunavut
ON - Ontario
PE - Prince Edward Island
QC - Quebec
SK - Saskatchewan
YT - Yukon Territories
US - United States
ZZ - Other

For all of the T4 amounts, please report Dollars and Cents.

<T4_AMT>

Employment income
- 10 numeric
- T4 slip, box 14

Employee's Canada Pension Plan (CPP) contributions
- 6 numeric
- T4 slip, box 16

Employee's Quebec Pension Plan (QPP) contributions
- 6 numeric
- T4 slip, box 17

Note
Under no circumstances should pensionable earnings amounts for both CPP and QPP appear on the same slip. A separate T4 slip is needed for each province of employment.

Employee's Employment Insurance (EI) premium
- 6 numeric
- T4 slip, box 18

Registered pension plan (RPP) contributions
- 7 numeric

- T4 slip, box 20

Income tax deducted
-10 numeric
- T4 slip, box 22

Employment Insurance insurable earnings
- 7 numeric
- T4 slip, box 24

Canada Pension Plan or Quebec Pension Plan pensionable earnings
- 9 numeric
- T4 slip, box 26

Note
This field should be zero unless remuneration that does not qualify as pensionable earnings is included in box 14, T4 earnings. See the employers' guide called *Filing T4 and T4F Slips and Summary Forms* for instructions on how to complete box 26, "Canada Pension Plan or Quebec Pension Plan pensionable earnings". Under no circumstances should pensionable earnings amounts for both CPP and QPP appear on the same slip.

Union dues
- 9 numeric
- T4 slip, box 44

Charitable donations
- 9 numeric
- T4 slip, box 46

Pension adjustment
- 7 numeric
- T4 slip, box 52

</T4_AMT>

<OTH_INFO>

Note
All of the other information amounts are from the Other Income Fields at
the bottom of the T4 slip.
- If more than six (6) Other Income Fields are used, create an additional T4 slip
to report the additional amounts.
- 9 numeric
- enter Dollars & Cents

Housing, board and lodging amount
Other Income Amount - Code 30

Special work site amount
Other Income Amount - Code 31

Travel in a prescribed zone amount
Other Income Amount - Code 32

Medical travel amount
Other Income Amount - Code 33

Personal use of employer automobile amount
Other Income Amount - Code 34

Total Reasonable Per-Kilometre Allowance amount
Other Income amount - Code 35, applies to year 2000 and prior

Interest-free and low-interest loan amount
Other Income Amount - Code 36

<empe_hm_loan_amt></empe_hm_loan_amt>

Employee home-relocation loan deduction amount
Other Income Amount - Code 37

<stok_opt_ben_amt></stok_opt_ben_amt>

Stock option benefit amount before 28, February 2000
Other Income Amount - Code 97, applies to year 2000 and prior

<sob_a00_feb_amt ></sob_a00_feb_amt>

Security options benefits
Other Income Amount - Code 38

<shr_opt_d_ben_amt></shr_opt_d_ben_amt>

Stock option and share deduction 110(1) (d) amount before 28, February 2000
Other Income Amount - Code 98, applies to year 2000 and prior

<sod_d_a00_feb_amt></sod_d_a00_feb_amt>

Security options deductions 110(1)(d)
Other Income Amount - Code 39

<oth_tx_ben_amt></oth_tx_ben_amt>

Other taxable allowance and benefit amount
Other Income Amount - Code 40

<shr_opt_d1_ben_amt></shr_opt_d1_ben_amt>

Stock option and share deduction 110(1) (d.1) amount before 28, February 2000
Other Income Amount - Code 99, applies to year 2000 and prior

<sod_d1_a00_feb_amt></sod_d1_a00_feb_amt>

Security options deduction 110(1)(d.1)
Other Income Amount - Code 41

<empt_cmsn_amt></empt_cmsn_amt>

Employment commission amount

Other Income Amount - Code 42

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Canadian forces personnel and police allowance
Other Income Amount - Code 43

Deferred security option benefits
Other Income Amount - Code 53

Municipal officer expense allowance amount
Other Income Amount - Code 70

Status Indian employee amount
Other Income Amount - Code 71

Note: If you are reporting this type of income, please enter 0.00 in box 14.

Outside of Canada employment income amount- Section 122.3
Other Income Amount - Code 72

Employment outside of Canada Day Count
- 3 numeric
- Other Income Field - Code 73

Pre-1990 past service contributions while a contributor
Other Income Amount - Code 74

Pre-1990 past service contributions while not a contributor
Other Income Amount - Code 75

Workers' compensation benefit repaid to the employer amount
Other Income Amount - Code 77

Fishers - Gross earnings
Other Income Amount - Code 78

Note: Do not include this amount in box 14.

Fishers - Net Partnership Amount
Other Income Amount - Code 79

Note: Do not include this amount in box 14.

Fishers - Shareperson Amount
Other Income Amount - Code 80

Note: Do not include this amount in box 14.

</OTH_INFO>

</T4Slip>

<T4Summary>

Business Number (BN)
- **required** 15 alphanumeric

Example
Business Number: 000000000RP0000

Note
In order to process a return, the complete BN is required:
9 digits **RP** 4 digits.

<EMPR_NM>

Employer name - line 1
- **required** 30 alphanumeric
- the first line of employer's name
- if "&" is used in the name area enter as &

Employer name - line 2
- 30 alphanumeric
- the second line of employer's name

Employer name - line 3
- 30 alphanumeric
- use for "care of" or "attention"

</EMPR_NM>

<EMPR_ADDR>

Employer address - line 1
- 30 alphanumeric
- the first line of the employer's address

Employer address - line 2
- 30 alphanumeric
- the second line of the employer's address

Employer city
- 28 alphanumeric
- the city in which the employer is located

Employer province or territory code
- 2 alpha
- the Canadian province or territory in which the employer is located
or

- the state in the USA where the employer is located
- please use the abbreviations listed in the Magnetic media Transmittal WEB
  page See Transmitter province or territory code
- when the employer's country code is neither CAN nor USA, store **ZZ** in this field

Employer country code
- 3 alpha
- the country in which the employer is located
- please use the alphabetic country codes as outlined in the *International
Standard (ISO) 3166 Codes for the Representation of Names of Countries*
- always **CAN** for Canada, and **USA** for the United States of America

Employer postal code
- 10 alphanumeric
- the employer's Canadian postal code
- format: alpha, numeric, alpha, numeric, alpha, numeric

Example
A9A9A9
or
- employer's USA zip code
or
- when the employer's country code is neither CAN nor USA, store the foreign
postal code

</EMPR_ADDR>

<CNTC>

Contact name
- **required** 22 alphanumeric
- contact's first name followed by surname for this return
- omit titles such as Mr., Mrs., etc.

Contact area code
- **required** 3 numeric
- area code of telephone number

Contact telephone number
- **required** 3 numeric with a (-), followed by 4 numeric.
- telephone number of the contact

Contact extension
- 4 numeric
- extension of the contact

</CNTC>

Taxation year
- **required** 4 numeric
- the taxation year (e.g., **2001**)

Total number of T4 slip records
- **required** 7 numeric
- total number of T4 slip records filed with this T4 Summary

<PPRTR_SIN>

Proprietor #1 social insurance number (SIN)
- **required**, 9 numeric
- if the employer is a Canadian-controlled private corporation or unincorporated, enter the SIN of the proprietor #1 or principal owner

Proprietor #2 social insurance number (SIN)
- 9 numeric
- if the employer is a Canadian-controlled private corporation or unincorporated, enter the SIN of the proprietor #2 or second principal owner

Note
Please refer to "Validating Social Insurance Numbers, Trust Account Numbers and Business Numbers", for the formula we use to validate a SIN**.**

</PPRTR_SIN>

Report Type Code
- **required** 1 alpha
- Originals = O
- Amendments = A

<T4_TAMT>

For all of the T4 total amounts, please report Dollars and Cents.
The total amounts are those reported from the T4 Slips filed with this T4 Summary.

Total employment income
- 13 numeric
- accumulated total of employees' income

Total employees' Canada Pension Plan contributions
- 11 numeric
- accumulated total of employees' Canada Pension Plan contributions

Note
Do not include the total employees' Quebec Pension Plan contributions in this field.

Total employees' employment insurance premiums
-11 numeric
- accumulated total of employees' Employment Insurance premiums

Total registered pension plan contributions
- 11 numeric
- accumulated total of employees' registered pension plan contributions

Total income tax deducted

- 13 numeric
- accumulated total of employees' income tax deductions

Total pension adjustment
- 13 numeric
- accumulated total of employees' pension adjustment

Total employer's Canada Pension Plan contributions
- 11 numeric

Total employer's Employment Insurance premiums
- 11 numeric

</T4_TAMT>

</T4Summary>

</T4>

</Return>