

## Chapter 1 - Revision 1

**Please take note of the following changes made to Chapter 1:**

### **Form T7DR(A) EFile Remittance Form**

*Please replace the previous instructions with the following:*

Clients who filed their tax returns electronically through EFILE last year will **NO LONGER** receive a blank **T7DR(A)** remittance form with their 2006 tax package. **This change will require you to maintain a larger quantity of T7DR(A) forms on hand for the upcoming filing season.**

To order **non-personalized** bulk quantities (seven or more), call the Forms and Publications Call Centre at **1-800-959-2221**, from Monday to Friday 8:15 a.m. to 5:00 p.m. (local time).

Most clients who did not use EFILE services last year will receive a 2006 tax package with a **personalized T7DR(C) Electronic Filing Remittance Form**. The guides advise these clients to provide the respective form to their EFILE service provider, in addition to their identification label and supporting documentation. In the event that your client does not provide you with their personalized remittance form, we suggest that you use a T7DR(A) (latest revision).

It is important that all areas of the T7DR(A) be completed clearly. Failure to do so could delay application of the payment to the client's account, or it could result in the payment being misallocated (i.e., applied to an incorrect account).

Complete the identification area of the T7DR(A) for your client. If your client has the identification label he/she received from us, it can be placed directly over the name and address box on the T7DR(A). Your client should confirm that the information on the label is correct before using it. If the address entered is different than the address on his/her income tax return, clearly indicate that it is a "NEW ADDRESS." This will ensure that the client's address will be changed as requested when the payment is processed.

To help us credit the payment correctly, enter the amount on the back of the form.

To ensure proper credit, the client's social insurance number should be entered on the front of the cheque or money order. Please note that we also accept a post-dated cheque for the balance due. To avoid arrears interest, date the cheque on or before **April 30**. We'll process it on the date indicated.

Mail the payment to the address indicated on the back of the remittance form.

### **Processing Returns**

*Please add the following sentence to the end of the paragraph entitled:*

#### **Payment of balance owing**

You may also encourage your clients to make their payments electronically through their financial institution's telephone or Internet banking services.