

How to Read Year End Reports

The Tax Form Controls Report contains information on the number of different tax forms that are produced and any error messages that may have caused for the tax forms not to run.

A		B										D		E
COMPANY: 8E6E MAIL SOLUTION SPECIALIST 22-130 EILEEN STUBBS		ADP CANADA PAYROLL TECHNOLOGIES TAX FORM RUN CONTROLS (2015)										PAGE: 1 PRODUCTION RUN: 2016-02-17 RUN #: T		PAY PERIOD DATE: 2016-02-17 PAY PERIOD #: 00
DARTMOUTH		NS B3B 2C4 CANADA												
COMPANY NUMBER	T4 FORMS	T4A FORMS	T4A-NR FORMS	T4A-RCA FORMS	NR4 FORMS	RELEVE1 FORMS	RELEVE2 FORMS	RELEVE1 PEN/ANN FORMS	INSERT	E-FILER ERROR				
8E6E	0	0	0	0	0	0	0	0	NO					
<p>F *** TAX FORMS CANNOT BE PRODUCED FOR A MAGNETIC MEDIA FILER WITHOUT A CRA BUSINESS NUMBER, NON-RESIDENT ACCOUNT NUMBER, OR QUEBEC IDENTIFICATION NUMBER. CONTACT YOUR CLIENT SERVICES GROUP WITH THIS NUMBER(S) AND RESCHEDULE YOUR TAX FORM PRODUCTION.</p> <p>*** EMPLOYEE NAMES AND STREET ADDRESSES ARE REQUIRED FOR ALL TAX FORMS. ONE OR MORE OF YOUR EMPLOYEES ARE MISSING THIS INFORMATION.</p>														
<p>G DELIVERY ADDRESS FOR TAX FORMS: 22-130 EILEEN STUBBS</p>														
DARTMOUTH		NS B3B 2C4 CANADA												

- A Company Name and Code
- B Report Title
- C Number of forms produced for each tax form type
- D These 2 columns identify if your company is setup to have your tax forms inserted and/or sealed into an envelope. The word "YES" will be populated as shown
- E Under the E-Filer column, you will be able to identify whether your company is setup to have ADP electronically file all your tax forms to the appropriate government agencies. By default, ADP Canada will automatically file your tax forms electronically and file the government copies directly with CRA and/or revenu Quebec on your behalf. Regardless of your filing option, you are still required to complete and return the revenu Quebec summary by the filing deadline
- F This portion will state any errors that may have been produced during the trial run
- G Delivery Address for Tax Forms

The Report of Tax Form Balance provides you the total amounts for each tax form box by your business number based on your fiscal set up.

In the tax form trial run, you also get a preview of all test tax forms pertaining to your company results.

A		B		C		
COMPANY: 2D7F SBS TEST COMPANY CS 3 1100 RENE LEVESQUE W, 5TH FLOOR		ADP CANADA PAYROLL TECHNOLOGIES REPORT OF TAX FORM BALANCES		PAGE: 1 PRODUCTION RUN: 2015-10-15 RUN #: T PAY PERIOD DATE: 2015-10-15 PAY PERIOD #: 02 CLIENT MUST CREATE AND FILE TAX FORMS		
MONTREAL QC H3B 4N4 PA # 11111118RP0001		FEDERAL (2015)				
E		F	G	H	I	J
E		F	G	H	I	J
* TY02 EMPLOYMENT INCOME BEFORE DED'N		25,209.00	25,209.00	.00	T4	14
TY04 EMPLOYMENT COMMISSIONS		.00	.00	.00	T4	42
TY05 TAXABLE ALLOWANCES & BENEFITS	695.00	695.00	.00	.00	T4	30
& HOUSING, BOARD AND LODGING	.00	.00	.00	.00	T4	34
& PERS. USE OF EMPLOYER'S AUTO	.00	.00	.00	.00	T4	36
& INTEREST-FREE & LOW INT. LOAN	.00	.00	.00	.00	T4	32
& TRAVEL IN PRESCRIBED ZONE	.00	.00	.00	.00	T4	33
& MEDICAL TRAVEL-INC. IN BOX 32	.00	.00	.00	.00	T4	37
2P18 HOME RELOCATION LOAN DEDUCT	.00	.00	.00	.00	T4	38
& 2P43 STOCK OPTION BENEFIT	.00	.00	.00	.00	T4	40
& OTHER TAXABLE ALLOWANCES&BEN.	695.00	695.00	.00	.00	T4	31
2P17 SPECIAL WORK SITE	.00	.00	.00	.00	T4	24
TY07 E1 INSURABLE EARNINGS	22,314.00	22,314.00	.00	.00	T4	26
TY01 CPP/QPP PENSION EARNINGS	25,209.00	25,209.00	.00	.00	T4	56
HY14 QIP INSURABLE EARNINGS	.00	.00	.00	.00	T4	39
2P44 STOCK OPTION DED 110-1D	.00	.00	.00	.00	T4	41
2P45 STOCK OPTION DED 110-1D, 1	.00	.00	.00	.00	T4	66
DB06 RETIRING ALLOWANCES - ELIGIBLE	.00	.00	.00	.00	T4	67
DC06 RETIRING ALLOWANCES - NON-ELIG	.00	.00	.00	.00	T4	68
2P80 INDIAN RETIRING ALLOW - ELIGIBLE	.00	.00	.00	.00	T4	69
2P81 INDIAN RETIRING ALLOW - NON-ELIG	.00	.00	.00	.00	T4	70
2P46 NON-TAX MUNICIPAL OFFICER	.00	.00	.00	.00	T4	71
2P36 NON-TAX INCOME - STATUS INDIAN	.00	.00	.00	.00	T4	72
2P50 INCOME EARNED OUTSIDE CANADA	.00	.00	.00	.00	T4	73
2P51 DAYS WORKED OUTSIDE CANADA	.00	.00	.00	.00	T4	43
2P61 CDN FORCES & POLICE	.00	.00	.00	.00	T4	77
2P49 WCB AWARD	.00	.00	.00	.00	T4	78
2P58 FISHER GROSS	.00	.00	.00	.00	T4	79
2P59 FISHER PARTNER	.00	.00	.00	.00	T4	80
2P60 FISHER SHAREPERSON	.00	.00	.00	.00	T4	81
2P62 PLACEMENT AGENCY WORKERS	.00	.00	.00	.00	T4	82
2P63 TAXI OR PASSENGER VEHICLE	.00	.00	.00	.00	T4	83
2P64 BARBERS/HAIRDRESSERS	.00	.00	.00	.00	T4	84
2P65 TRANSIT PASS PURCHASE	.00	.00	.00	.00	T4	85
2P66 PRIVATE HEALTH SERVICE PLAN	.00	.00	.00	.00	T4	86
ES0E SECURITY OPTIONS ELECTION	.00	.00	.00	.00	T4	87
FVFE VOLUNTEER FIREFIGHTER	.00	.00	.00	.00	T4	52
PENSION ADJUSTMENT	.00	.00	.00	.00	T4	

- A** Your Company Code, Name and Address
- B** Report Title
- C** Page Number, Run Date, Pay Period Date, and Pay Period Number
- D** Business Number/Tax Packet
- E** Tax Forms Fields - All the fields that are on the tax forms will be displayed on this column
- F** Payroll Register/Totals Recap - Payroll Register and Totals Recap column is extracted from the Payroll master file. The amounts in this column can also be found in the Payroll Register, Totals Recap, Totals and/or Daily Update Reports depending on whether they are deductions or earnings
- G** Tax Forms - The amounts in this are reported in the tax forms. Generally, these amounts should match the Totals Report and Payroll Register, however, if they do not match then please contact your ADP representative
- H** Difference - The Difference column states the difference between the Payrolls Register and Totals Recap column and tax forms column. If there are any values other than 0 in the difference column, then you will need to refer to employees with differences section within this report
- I** Form Type - Shows the type of tax form. For example, T4 form or T4A form or Releve 1 form
- J** Box - The box column represents which tax form box or code number will be reported with the value from the Tax Form column totals

If you have multiple business numbers, multiple sections will be produced. Box by Box Totals are provided for all employees by the business number that the employee is under. In this report, federal and Quebec totals are separated by section.

The T4 Form is a commonly produced document that is produced for each employee and contains their applicable earnings and deductions.

Quebec employees will receive a releve 1 form which is produced in French

To be kept by the employer or payer
À conserver par l'employeur ou le payeur

4 Protected B when completed / Protégé B une fois rempli

Employer's name - Nom de l'employeur
**SBS TEST COMPANY CS 3
1100 RENE LEVESQUE W, 5TH FLOOR
MONTREAL QC H3B 4N4
CANADA**

Employer's account number/ Numéro de compte de l'employeur
111111118RP0001

Social insurance number
Numéro d'assurance sociale
000000000

Employee's name and address - Nom et adresse de l'employé
Last name (in capital letters) - Nom de famille (en lettres majuscules)
ROGERS
First name - Prénom
STEVE
Address - Adresse
**130 EILEEN STUBBS AVENUE
DARTMOUTH NS
CANADA**

Canada Revenue Agency
Agence du revenu du Canada

Year
Année
2015

T4
Statement of Remuneration Paid
État de la rémunération payée

14	Employment income - line 101 Revenus d'emploi - ligne 101 1600 00	22	Income tax deducted - line 437 Impôt sur le revenu retenu - ligne 437 284 04
16	Province of employment Province d'emploi NS	24	Employee's CPP contributions - line 308 Cotisations de l'employé au RFC - ligne 308 72 54
17	Employee's QPP contributions - line 308 Cotisations de l'employé au RRQ - ligne 308	26	Eligible earnings Gains assurable AE 1600 00
18	Employee's EI premiums - line 312 Cotisations de l'employé à l'AE - ligne 312 30 08	28	CPP/QPP pensionable earnings Gains ouvrant droit à pension - RFC/RRQ 1600 00
19	RPP contributions - line 207 Cotisations à un RPA - ligne 207	30	Union dues - line 212 Cotisations syndicales - ligne 212
20	Pension adjustment - line 206 Facteur d'équivalence - ligne 206	32	Charitable donations - line 348 Dons de bienfaisance - ligne 348
21	Employee's PPIP premiums - see over Cotisations de l'employé au RPAP - voir au verso	34	RPP or DPSP registration number N° d'agrément d'un RPA ou d'un RPDB
23		36	PPIP insurable earnings Gains assurables du RFAP

TEST

207F001 1

T4 (1-4) RC-14-478

To be kept by the employer or payer
À conserver par l'employeur ou le payeur

4 Protected B when completed / Protégé B une fois rempli

Employer's name - Nom de l'employeur
**SBS TEST COMPANY CS 3
1100 RENE LEVESQUE W, 5TH FLOOR
MONTREAL QC H3B 4N4
CANADA**

Employer's account number/ Numéro de compte de l'employeur
111111118RP0001

Social insurance number
Numéro d'assurance sociale
000000000

Employee's name and address - Nom et adresse de l'employé
Last name (in capital letters) - Nom de famille (en lettres majuscules)
MEDVEDEVA
First name - Prénom
LUCY
Address - Adresse
120 EILEEN STUBBS

Canada Revenue Agency
Agence du revenu du Canada

Year
Année
2015

T4
Statement of Remuneration Paid
État de la rémunération payée

14	Employment income - line 101 Revenus d'emploi - ligne 101 2520 00	22	Income tax deducted - line 437 Impôt sur le revenu retenu - ligne 437 560 88
16	Province of employment Province d'emploi NS	24	Employee's CPP contributions - line 308 Cotisations de l'employé au RFC - ligne 308 118 08
17	Employee's QPP contributions - line 308 Cotisations de l'employé au RRQ - ligne 308	26	Eligible earnings Gains assurable AE 2520 00
18	Employee's EI premiums - line 312 Cotisations de l'employé à l'AE - ligne 312 47 38	28	CPP/QPP pensionable earnings Gains ouvrant droit à pension - RFC/RRQ 2520 00
19	RPP contributions - line 207 Cotisations à un RPA - ligne 207	30	Union dues - line 212 Cotisations syndicales - ligne 212
20	Pension adjustment - line 206 Facteur d'équivalence - ligne 206	32	Charitable donations - line 348 Dons de bienfaisance - ligne 348
21	Employee's PPIP premiums - see over Cotisations de l'employé au RPAP - voir au verso	34	RPP or DPSP registration number N° d'agrément d'un RPA ou d'un RPDB
23		36	PPIP insurable earnings Gains assurables du RFAP