Canadian T4A and T5 Forms

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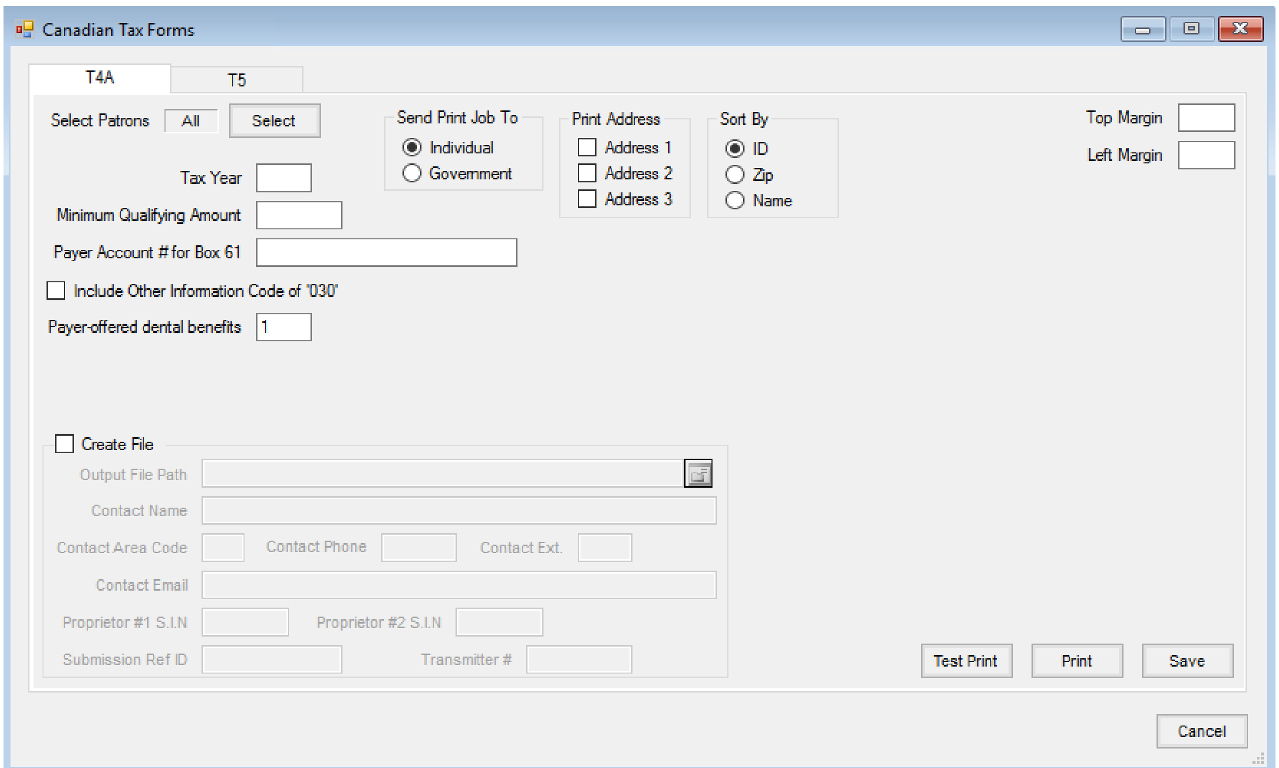
Navigate to *Accounting / End of Periods / Print EOY Tax Forms / Canadian Tax Forms*.

T4A Form

The T4A form is used to report Patronage Earned and Canadian Income Tax amounts. The Statement of Pension, Retirement, Annuity, and Other Income may be printed from this area.



- **Select Patrons –** *All* includes all Patrons who meet the minimum qualifying amount for the year. Specific Patrons may optionally be selected.
- **Send Print Job To –** Selecting *Individual* prints the forms for the individual Patron. *Government* is used when printing forms for the government.
- **Print Address** – Choose which of the customer address lines should print on the T4A form.
- **Sort By –** Choose to sort the forms by Customer *ID*, *Zip Code*, or Customer *Name*.
- **Tax Year –** Enter the tax year the information represents.
- **Minimum Qualifying Amount –** Patrons with their *1099 Patr YTD$* on the *1099 Totals/Dues* tab equal to or greater than the amount entered in this area are included in the print. Check with an accountant if there are any questions about the qualifying dollar figure.
- **Payer Account # for Box 061 –** Enter the payer's account number.

- **Include Other Information Code of '030' –** This is used to report the Patronage amount from the *1099 Patr YTD$* stored on the Patron's *1099 Totals/Dues* tab.
- **Payer-offered dental benefits** – This defaults to a value of 1; however, values 1-5 can be entered and the setup remembers the last-used value. This value is added into the T4A file.
- **Top Margin** – Moves the print on the forms up or down. (For example, enter *.25* to move the form down ¼ of an inch.)
- **Left Margin** – Moves the print on the forms left or right (For example, enter *.25* to move the form to the right ¼ of an inch.)
- **Create File**– Creates the electronic file that can be sent to the government for reporting.
    - **Output File Path –** Indicate the location where the T4A file should be created.
    - **Contact Name** – Enter the name of the person the government should contact if there are questions about the file.
    - **Contact Area Code/Phone/Ext** – Enter the phone number for the contact name listed above.
    - **Contact Email –** Enter the e-mail address of the contact person.
    - **Proprietor #1 SIN** – For recipients who are a private corporation or unincorporated, enter the Social Insurance Number of the principal owner.
    - **Proprietor #2 SIN** – For recipients who are a private corporation or unincorporated, enter the Social Insurance Number of the second principal owner.
    - **Submission Ref ID –** This is a unique number created by the transmitter to identify each submission filed. If filing for own self[KN1] , *0* may be entered.
    - **Transmitter # –** Enter the transmitter number assigned by the government. This number typically begins with *MM* followed by 6 digits.

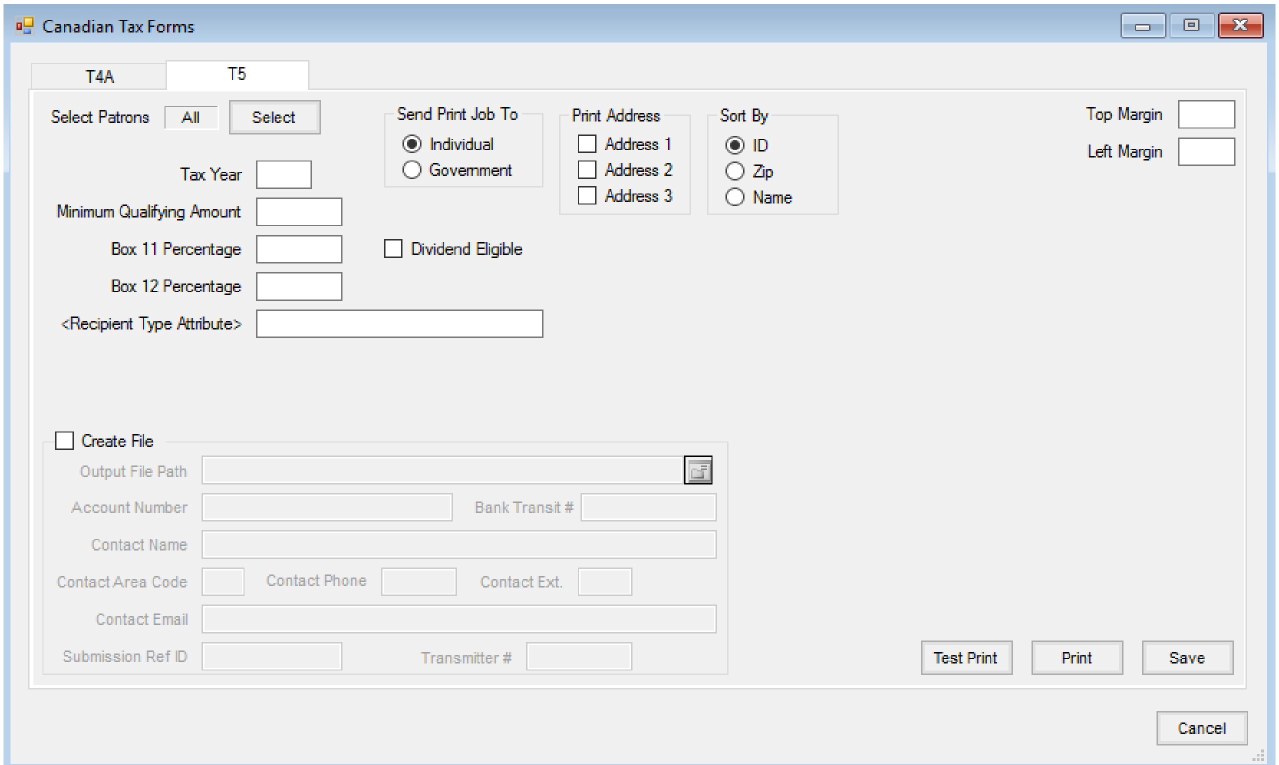
T4A Printed Form

Please note that the following areas are the only places where Agvance prints information on the T4A form. Any other areas are left blank when printed.

- **Payer's name** – The company address information found in *Hub / Setup / Company*.
- **Box 061 Payer's account number** – This is not required.
- **Box 012 Social insurance number –** Customer's business number/social security number.
- **Box 022 Income tax deducted –** *Backup Withhold Patr* from the Patron's *1099 Totals/Dues* tab.
- **Recipient's name and address** – Customer's name and address(es) selected in the *Print Address* area on the *Canadian Tax Forms / T4A* tab.
- **Box - Case** – If the *Include Other Information Code of '030'* option is selected on the *T4A* tab of the *Canadian Tax Forms* window this is the *1099 Patr YTD$* stored on the Patron's *1099 Totals/Dues* tab.
- **Amount - Montant** – This is the *1099 Patr YTD$* on the Patron's *1099 Totals/Dues* tab.

T5 Form

The T5 form is used to report interest and dividends. The Statement of Investment Income is processed in this area.



- **Select Patrons –** *All* includes all Patrons who meet the minimum qualifying amount for the year. Specific Patrons may optionally be selected.
- **Send Print Job To –** Selecting *Individual* prints the forms for the individual Patron. *Government* is used when printing forms for the government.
- **Print Address –** Choose which of the customer address lines should print on the T5 form.
- **Sort By –** Choose to sort the forms by Customer *ID*, *Zip* Code, or Customer *Name.*
- **Tax Year –** Enter the tax year the information represents.
- **Minimum Qualifying Amount –** Patrons with their *1099 Div YTD$* on the *1099 Totals/Dues* tab equal to or greater than the amount entered here are included in the print. Check with the accountant if there are any questions about the qualifying dollar figure.
- **Box 11 Percentage –** This is the percentage used to calculate the amount an individual is required to report as income. This is reported on the T5 form in *Box 11 Taxable amount of dividends other than eligible dividends*.
- **Box 12 Percentage –** This is the percentage used to calculate the dividend tax credit to which an individual is entitled. This is reported in *Box 12 Dividend tax credit for dividends other than eligible dividends* on the T5 form.
- **Recipient Type Attribute –** This is a customer attribute set up to determine if the amount paid was to an individual (1), a joint account (2), a corporation (3), an association, trust, club, or partnership (4), or a government (5). This attribute can be setup on the *Hub / Setup / Company Preferences / Customer* tab. The

Attribute Value of 1 - 5 may then be set on the customer.

- **Dividend Eligible –** This creates records in a different node for the XML created showing the taxable amount as eligible. The labels on the percentages display the values that will be used when the new option is selected. This option is also remembered from previous use as well.

  Note: A Patron marked as a *Corporation* will NOT have any values included in *Box 24* and *25*.
- **Top Margin –** Moves the print on the forms up or down. (For example, enter *.25* to move the form down ¼ of an inch.)
- **Left Margin –** Moves the print on the forms left or right. (For example, enter *.25* to move the form down ¼ of an inch.)
- **Create File**– Creates the electronic file that can be sent to the government for reporting.
  - **Output File Path –** Indicate the location where the T5 file should be created.
  - **Account Number –** Enter an account number.
  - **Bank Transit #** – Enter the bank transit number.
  - **Contact Name –** Enter the name of the person the government should contact if there are questions about the file.
  - **Contact Area Code/Phone/Ext** – Enter the phone number for the contact name listed above.
  - **Contact Email –** Enter the email address of the contact person.
  - **Submission Ref ID –** This is a unique number that is created by the transmitter to identify each submission filed. If filing for self, *0* may be entered.
  - **Transmitter #** – Enter the transmitter number assigned by the government. This number typically begins with *MM* followed by 6 digits.

T5 Printed Form

Please note that the following areas are the only places where Agvance prints information on the T5 form. Any other areas are left blank when printed.

- **Box 10 Actual amount of dividends other than eligible discounts –** This is the *1099 Div YTD$* on the Patron's *1099 Totals/Dues* tab.
- **Box 11 Taxable amount of dividends other than eligible dividends –** This is the *1099 Div YTD$* on the Patron's *1099 Totals/Dues* tab multiplied by the percentage typed into *Box 11 Percentage* on the *T5 tab* of the *Canadian Tax Forms* window.
- **Box 12 Dividend tax credit for dividends other than eligible dividends –** This is the amount from *Box 11 Taxable amount of dividends other than eligible dividends* multiplied by the percentage typed into *Box 12 Percentage on the T5* tab of the *Canadian Tax Forms* window.
- **Box 13 Interest from Canadian sources –** This is the *1099 Int YTD$* on the Patron's *1099 Totals/Dues* tab.
- **Box 21 Report Code –** This is always *O* which represents original.
- **Box 22 Recipient identification number –** The customer's business number/social security number.

- **Box 23 Recipient type –** This is the recipient type stored in the customer attribute selected in the *Recipient Type Attribute.*
- **Recipient's name (last name first) and address –** Customer's name and address(es) selected in the *Print Address* area of the *Canadian Tax Forms / T5* tab.
- **Payer's name and address –** The company address information found at *Hub / Setup / Company*.