Year-End Payroll Information

January 2025

IMPORTANT CHANGES TO T4 FILING
- READ BEFORE CREATING YEAR END FILES -

The CRA has changed the requirements for the T4 XML file and several new fields are now required.

- **<u>If we file on your behalf</u>**, we will complete these changes for you and nothing further is required.

- **<u>If you generate your own T4's</u>**, If you generate your own T4's, you are now required to provide a *Transmitter Account number* **or** the *RepID* **or** both. Ensure that whichever Account Number or Rep ID you use to access the filing portal, the same Account Number or Rep ID is entered in the *Year End Settings* screen.
  - If logged in using My Business Account (MyBA) or Web Access Code (WAC), you must enter a *Transmitter Account* number. The Transmitter Account number is one of the following:
    - 9 or 15 digit business number: *example* 000000000 or 000000000RP0000
    - Trust Account number: *example* T00000000
    - NR4 number: *example* AAA000000
  - If you are filing your own XML through the *Represent a Client* (RAC) application, you can enter your *Transmitter RepID*.
  - You will also need to complete all of the required contact information.

<u>IMPORTANT:</u> If you have generated the T4's prior to this notice, and you have employees who have pensionable earnings exceeding $68,500.00 and/ or CPP deductions exceeding $3867.50, you will need to regenerate your T4s so that they will include the additional CRA boxes 16A, and 27A.