

Instructions for creating the file containing the T4 slips in XML format (mandatory if more than 5 slips), including the Summary:

*** It is strongly recommended to close your computer completely, wait a few seconds and restart your computer BEFORE attempting to create an XML file containing T4 slips. Also, it is very important to read all of the following instructions BEFORE you begin.**

For the creation of an XML file, government requirements in terms of the information required are numerous and very strict. It is not permitted to create such a file if certain information is missing or incorrect.

First of all, in VSPS main window, you must go to **“Reports”, “T4” and select the “Summary” tab.** In this screen, you must have entered the name, telephone number and email of the person to contact for the T4 slips. **In addition, you must have entered the social insurance number of the owner or the majority shareholder or of the 2 owners or the 2 main shareholders.**

Then, in the main VSPS screen, you must click on the “Company” icon. The business address must be complete and accurate. It is important that the postal code is entered in the required format, i.e. letter, number, letter, number, letter, number (for example: A1B2C3 or with a space between the first 3 characters and the last 3 characters: A1B 2C3). In addition, you must have entered the Federal employer number without spaces or dashes (ex: 123456789**RP**0001).

Next, in the main VSPS window, you must click on the “Employees” icon. Once again, you must ensure that the information is complete and accurate (name, address and social insurance number of each employee). When creating the file, if any information is incomplete, VSPS displays a message to notify you that some information is missing. For example, if the message tells you that there is at least one employee’s address that is incomplete, you must go to the first employee’s file and look in the box of the 1st line for the address. Leaving your eyes on this field, you must click to go to the next employee’s file and thus to the last employee’s file. Subsequently, you must return to the first employee’s file and look in the city box. Leaving your eyes on this field, you must click to go to the next employee’s file and thus to the last employee’s file. You have to do the same thing for the postal code box. Regarding the social insurance number (SIN), if this number begins with “000”, it is a temporary number that was created by VSPS because the user did not have this information originally. You must then enter the real SIN for this employee.

Once you have finished reviewing the information on the business and the employees, you must return to the “T4” slips window. After the amounts have been verified and you have entered the codes as well as the amounts in the additional information boxes, **if applicable**, to create the XML file containing the T4 slips and the T4 Summary, simply click on the button “Create XML file”. **Finally, it is very important to read the file “Instructions to send T4 slips in XML format to Revenue Canada Agency.pdf” (on the VSPS website, in “F.A.Q. section”).**

If you have reviewed the information several times and you still get one or more messages telling you that information is missing, there may be problems in your database. In this case, you can go to the main VSPS window, click on the “Reports” icon, “T4” and choose, **in the “Function” menu at the top, “Erase data for T4 slips”. In these circumstances, after deletion, VSPS will close the T4 slips window. When you will return to “Reports”, “T4”, VSPS will regenerate all the T4 slips. Obviously, if you had entered amounts in boxes for additional information codes (at the bottom of the slips), you will have to re-enter them again. Therefore, before erasing the data in the T4 window, every effort must be made to verify the information in the employee’s files.**