

Link to send to the Canada Revenue Agency a file containing T4 slips in XML format (mandatory if more than 5 slips), including the T4 Summary:

https://apps.cra-arc.gc.ca/ebci/leb0/upload/pub/disclaimer.action?request_locale=en

To send your T4 slips in XML format, you will need your Web Access Code (WAC). Since 2013, this number remains the same. If you have lost your WAC, you can contact the Canada Revenue Agency (1-800-665-5164).

You will also need to have your employer number (BN), for example, 123456789RP0001.

Once on the Revenue Canada Agency website, at the bottom of the page, first, you must click on the “I agree” button.

Next, enter your employer account number without dashes or spaces (ex:123456789RP0001) and your Web access code (WAC).

Afterwards, you need to click on the “Next” button.

You have to click on the grey “Browse” button to select the XML file to send to the Canada Revenue Agency.

For example, for the 2023 T4 slips, the file is located in the VSPS 2023 folder, in the subdirectory XML, in the subdirectory with the company name followed by “_XML”.

The name of the file begins with T4-followed by the taxation year followed by # and 3 digits which indicate the file number (ex: 001 for the 1st file created) and followed by the file extension “.XML”. For example, if the year is 2023, the file name is T4-2023#001.XML. If, subsequently, you create a second file, the name will be T4-2023#002.XML.

After selecting the XML file, you must check the box “I certify that the attached return is complete and accurate”.

Click on the “Submit” button.

It is important to print the acknowledgment of receipt.