Using ProFile to EFILE T2 Returns

Changes to EFILE

The Canada Revenue Agency (CRA) has implemented some changes to EFILE. **If you accept payment to prepare more than 10 T1 General income tax and benefit returns or more than 10 T2 corporation income tax returns per year, you must file those returns electronically.** If you do not comply with this change, you will be charged by the CRA \$25 for every T1 submission over 10 returns and \$100 for every T2 submission over 10 returns.

In order to adhere to these changes, you will need to register for an EFILE number if you have not already done so. **We strongly recommend completing your registration sooner rather than later.** While EFILE registration typically only takes a few days to process through the CRA, it can take up to 30 days while the CRA conducts a suitability screening of EFILE applicants.

Registering for EFILE

Here are instructions on how to register for EFILE:

1 To register for EFILE, go to <u>CRA EFILE</u> and fill in the form – it's free to register.



- 2 EFILE registration questions are straightforward (business name, address, business number – see image below). You will be asked for a very brief description of the security methods you will use to protect the confidential information found on the returns you will file electronically. The CRA provides the following examples:
 - specialized security software removable hard drives stored under lock and key
 - hard-disk encryption programs
 - operating systems with built-in security
 - password protection
 - keyboard locks.

Canada Revenue Agency	Agence du revenu du Canada	Canada
	<u></u>	
	Canada Revenue Agency	
Français H	ome Contact Us Help Search c	anada.gc.ca
EFILE	FETLE Registration Online	
Overview		
What's new	Required fields are marked with an asterisk (*) and must be filled in to con	mplete the form.
Benefits	Name of proprietorship, partnership, or corporation*:	
Responsibilities	(official or registered name of the organization)	
New registration		
Renewal		
Account Maintenance	- Business Name : (if different from above)	
Suitability screening		
Certified Software	Contact Name*: (individual responsible for electronic filing)	
Hours of Operation		
Important Dates		
How to file a return	Phone*:	
Balance Due?	Extension :	
Electronic Filers Manual	Fax :	
SEND and FORM T1153		
Form T183	EMAIL*: (enter an EMAIL address)	
Form T1013		

3 Once your EFILE registration process is complete, you'll receive your EFILE number and password via email. NOTE Being registered to EFILE T1 returns does not automatically register you to EFILE T2 returns. The CRA can take up to 30 days to conduct a suitability screening of the EFILE applicant.



Using ProFile to EFILE T2 Returns

This section provides instructions on how to EFILE returns with ProFile.

Setting up your credentials when using an EFILE Number and Password

Before you EFILE for the first time, you must input your credentials.

1 In ProFile, select **EFILE** and then **Options**.

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2 The Electronic Filing Options dialog box will open. Under T2, select T2 EFILE, then enter your EFILE On-Line Number and your EFILE On-Line Password, which were provided to you by the CRA, by default if you have entered in the T1 EFILE On-Line Password and Number they will already show here. Click OK.

NOTE You can also select the directory in which files to be submitted via EFILE are saved. (*.cor)

Using ProFile T2 Web Service to EFILE

Once you've set up your credentials, you're ready to EFILE.

 Open the completed T2 return, then select EFILE > Transmit this return. Over the next steps, ProFile will build the files necessary to EFILE the T2 return.

PROFILE - [T2: AS16 Inc. PUBLIC CORPORATION (2010/12/31) - Corporate i	nformation]
File Edit Audit Goto Form Options EFILE Online Training	Window Help
📄 🗸 🧃 💆 🖌 🔒 🚳 🏠 💽 📗 Transmit this return	Ctrl+F11
1. Info 2. S1 3. T2 Internet file this CO-1	7 return
Info Reports	orate information
Options	state information
General Information	
Business number 59881 1784 RC 0001	Start 2010/01/01 End 2010/12/31
Legal name of corporation	Floating fiscal year end with a full year? Yes X No
REL 3-TR-CLIENT	Where the fiscal period of the corporation
Operating name of corporation, if different	exceeds 365 days, is the corporation deemed
	under subsection 249(3) of the Income Tax Act? Yes No
Change of name since Dept. last notified? Yes X No	Has taxation year end changed since last
If yes, are there articles of amendment?	return was filed? Yes 🛛 Yes
	If yes, why has it changed? N/A
	If change in control, provide date yyyy/mm/dd
	Deemed tax year-end under 66(2)(a)(iv)? Yes No
	Deemed tax year-end under 249(3.1)? Yes X No
	Previous tax year end deemed to be
	December 21, 2009 under 249/212 Vec. V No.

2 A **Build EFILE** dialog box will appear. This indicates whether the .cor file was successfully created. This .cor file contains the data to be submitted to the CRA. Click **OK**.

Build EFILE:	59881 1784 RC 0001WS.cor	×
🤡 RE	EL 3 - TR - CLIENT	Successful.
Client: R File: C Status: S	EL 3 - TR - CLIENT :\T2 Web Service\Test Files\DD_9GT2 uccessful.	
	OK Cancel	

3 If the Build EFILE Dialog box is "Failed" then it is necessary to go back into the return and check the auditor (Ctrl + F9) for any warnings and make sure they are all resolved before trying to EFILE again.

Build EFILE: WS.cor				
▷ 😢 <newcorp></newcorp>	Failed.			
Client: <newcorp> File: Status: Failed</newcorp>				
	Cancel			

4 Next, you'll be asked to confirm your credentials for using the web service to EFILE. You can use either your EFILE number and password or your WAC. To use your CRA Identification number and password, select CRA Identification. To use the Web Access Code which was provided to you by the CRA, select Web Access Code (WAC) and enter the WAC in the text box. Click Submit to begin the transmission and EFILE the T2 return to the CRA.



NOTE If you choose "CRA Identification", it is not necessary to put in your EFILE number and Password.

ProFile	H D H - H - L
Please select your Authorization method: © CRA Identification © Web Access Code (WAC)	_
	Submit Cancel

5 A successful transmission will result in a confirmation number being returned. Note: Ensure that you keep a copy or record of the confirmation.



An unsuccessful transmission will result in an error code and message being returned. You will need to correct the error identified by the CRA in order to re-transmit.

77 T2 Web Service Session	X
T2 Web Service session starting on Friday, October 26, 2012 at 11:25 AM Transmitting C\T2 Web Service\Requests\59881 1784 RC 0001WS.cor	*
364 : The name of the corporation provided does not match CRA's records. Please rel your most recent CRA correspondence and verify the spelling. If you need assistanc please contact CRA's Corporation Internet Filing Helpdesk at 1-800-959-2803.	ierto :e,
T2 return was not accepted. Please correct the above error and re-transmit.	
T2 Web Service session done.	
	Ψ.
3 OK Cancel	Help

6 When you're done, click **OK** to close the T2 Web Service Session window.

More EFILE Information

For more information about EFILE and EFILE Online Plus please visit the <u>CRA's website</u>.

If you have any questions, don't hesitate to reach out to us at <u>community.intuit.ca/profileaccounting</u>

