

## Using ProFile - How to Internet File Slips

## Slips ProFile can Internet file

The following slips/information can be Internet filed using ProFile:

Federal:

- T4
- T4A
- T4A-NR
- T5
- T5018
- NR4 (Profile Form module and T3 module)
- T5008
- T5013 slips and summary
- T5013 FIN and schedules (coming in future release)

Québec:

- RL1
- RL2
- RL3
- RL8
- RL15
- RL24
- RL25
- RL16 (T3 module)

## Setting up for Internet filing slips

Before Internet filing slips or information returns in the FX (Forms Expert) or T3 module, you need to complete the **Electronic Filing Options** form under **EFILE**.

Provide your transmitter identification information (name, address, transmitter number, etc.) under the **Transmitter** tab. The information entered here will be used in the XML file generated.

Info 📐		2013 Information
Info	Electronic Filing Options  Electronic Filing Options  FT 2 File Internet  TT 2 FFILE  TT 2 FFILE  TT 2 Thermet Filing  TT C 12 Disk Filing  Second Se	Yarsmitter Identification         Country         Control         Control
Address Yes X	jo Reviewer ID Client reference # Client referred by: Other	Bior client Dow client

Here you will also need to provide your general accounting contact, technical contact, and office email under the **Electronic Filing Options** T3/FX section.

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Taxation Year	Signing offic	2013 Information	n
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Québec enterprise number (NEQ) Partnership Identification Number Tax Shelter Identification QAF			
Milling eddress           Use tax prepares address?           Address           City           Province           Postal Code           Elling           Previncial or tentorial jurisdiction           MA	Clent reference	Bior client	

For filing Revenu Québec slips, Relevés, you need to enter your slip's sequential number. The sequential number should have been provided to you by Revenu Québec. When slips are Internet filed, Relevé slips display two sequence numbers:

- The top number is associated with your magnetic media (digital) submission to Revenu Québec and is assigned when you process the XML output, not when the slips are printed.
- The bottom number is associated with your paper copy and is assigned when the forms are printed.

Signing Officer         Tax Year       Operating of Trading name, if different         Social mande       First name         Enth date       T1         Cage Name       T2         Trading table mande       T2         First name       T2         Enth date       T2         Coperating of Trading name, if different       T2         Nomine / gagnt's Name       T1         Operating of Trading name, if different       Nomine / File         Nomine / gagnt's Name       T1         Coperating of Trading name, if different       Nomine / File         Nomine / gagnt's Name       T1         Coperating of Trading name, if different       Nomine / File         Nomine / gagnt's Name       T1         Coperating of Trading name, if different       Nomine / File         Nomine / gagnt's Name       T1         Trass The Name       T1         Trass Sheet Nominfication number       T2         Trass Sheet Nominfication number       T2	Info		2	013	nforn	nation	
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Activate Québec forms Yes X No	Activate Québec forms	Firm					

• If there is missing information on your **Electronic Filing Options** form, ProFile automates certain steps through the EFILE wizard. Simply answer the questions that appear in your browser window to complete the transmission.

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How to Internet file slips

- A detail form (for example, T4Detail, RL1Detail) will appear and require you to select the **Slip type** from the drop-down menu.
- Select File > Properties. Next to the slips you want to file, in the Slips Status pane, the status in the Magmedia column must be Ready to file not Working in progress. If this is not the case, click the Slips Status box and select Ready to file from the drop-down menu and click OK.

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Legal Name Operating or Trading name, if different	Date         Prepare           14/03/0516         CDP           14/03/0517         CDP	rer Action Modified Opened	Elepsed M 2 2	fodule Ver. * 013.3.5 013.3.5	
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Business number Trust or estate tax number Partnership's account number	14/03/0616CDP 14/03/0617CDP 14/03/1115	Modified Opened	2	013.3.7	Province ON
Nominee / agent's account number * (* if applicable, enter the account number of nominee interest in the partnership for another person)					255
Tax Shelter Identification TS072 Québec MRQ Identification number	Preparer: File Name T:\For Ivv\T5013\ST0	Partner:	D PARTNE	RSHIP (2	
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Mailing address Use tax preparers address? Yes, Address 105 WEST BEAVER CREEK ROAD	Comm	Client reference # Client referred by	ныр	Advenced >>	F

- Make sure you save the file before moving on to the next step.
- From the **EFILE** menu, select **Internet File Slips.** Select the **Slip Type** and then select the **Data type**. Click **OK**.

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 ProFile will attempt to create the XML file of slip data, formatted for Internet filing. The build process reports progress using a tree view. An indicator to the left of the filename will show a red "X" if there are issues and a green check mark if it is successful. If there is an error, you will see a [+] beside a failed Internet Slip file. Click on the [+] to get a brief summary of any problems affecting the file.



• Once you have successfully completed processing your slips and see a green check mark on the pop-up dialogue window, you can click **OK**. You will be brought to the CRA's browser.

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 ProFile stores your completed slip information (FX client data files) in a default folder under Options > Environment > File > File directories > FX module.

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yyyy/mm/dd	Environment Options								
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• ProFile will automatically launch your Internet browser in the **Build** dialog box.

Internet filing: EFILE FILTER TESTING			
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- Read the disclaimer and indicate your agreement to continue with the transmission.
- In the **Identification** section, supply the Web Access Code (WAC) that the CRA provided to you for the business you are filing slips for.
- ProFile will complete the business number (BIN) automatically, based on your EFILE options.
- ProFile automatically selects the first XML file in the default folder where the FX files have been stored. If the selection does not happen automatically, use the browse function to go to the FX folder on your computer and select the XML file you are ready to transmit.

- Following a successful transmission, you will see a confirmation of receipt with a confirmation number. Record this number for your files; we recommend you print the final page and file it for your records.
- Profile will change file status to "EFILED".

Client Status:	2. Work in process							
Slips Status:		Maqmedia		Print				
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13/12/02 13:		Modified			2013.1.0			
13/12/02 13:		Modified			2013.1.0			
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