# PSL

## T4A FORMS AND REPORTS

- *The Canadian Government states that a company needs to issue a T4A to an individual if the payer or (an independent worker who is not an employee), relating to a contract for services paid during the current year and if you have paid a service provider $500 CA or more in 2021.*
- *General instructions of the Form T4A <u>can be obtained here</u> at the Canada Revenue Agency.*
- *The Canadian T4A filing deadline for the upcoming year is February 28, 2022.*

==**Please note if the T4A payee is missing the "T" in the # 9 field of the AP/s you will need to send an email to <u>pslsupport@castandcrew.com</u> so they can pull your T4A summary in the backend for you. Let them know what tags you used in free fields 1-4 to identify the T4A payees in your database. PSL requires this field to be filled out for the report to be pulled.==

| W9 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ACH/EFT | | Customer # | | | | | | | | | |

| PO Number | Account | Sers | Locs | Sets | W/A | | 9 | In | FF1 | FF2 | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |

## RECOMMENDATION

As with all tax reporting, Cast & Crew strongly supports a quality review of all data and client informationbefore filing to prevent erroneous notices from being mailed to payees.

## Verify Accuracy of Production Company Information

**SETUP MENU > COMPANY CODE ENTRY**

1. Verify all company information is correct on Company Entry.
2. Production Company Name, Address, Federal Tax ID will all be printed on the T4A form.
3. Contact Information section will be submitted on the E-file document.

# Verify/Update Vendor T4a Information

**AP Menu > Vendor Entry**

- Verify Vendor Information:
  - Name
  - Full Address
- Verify TIN Information:
  - Name (This will be the name printed on the T4A form)
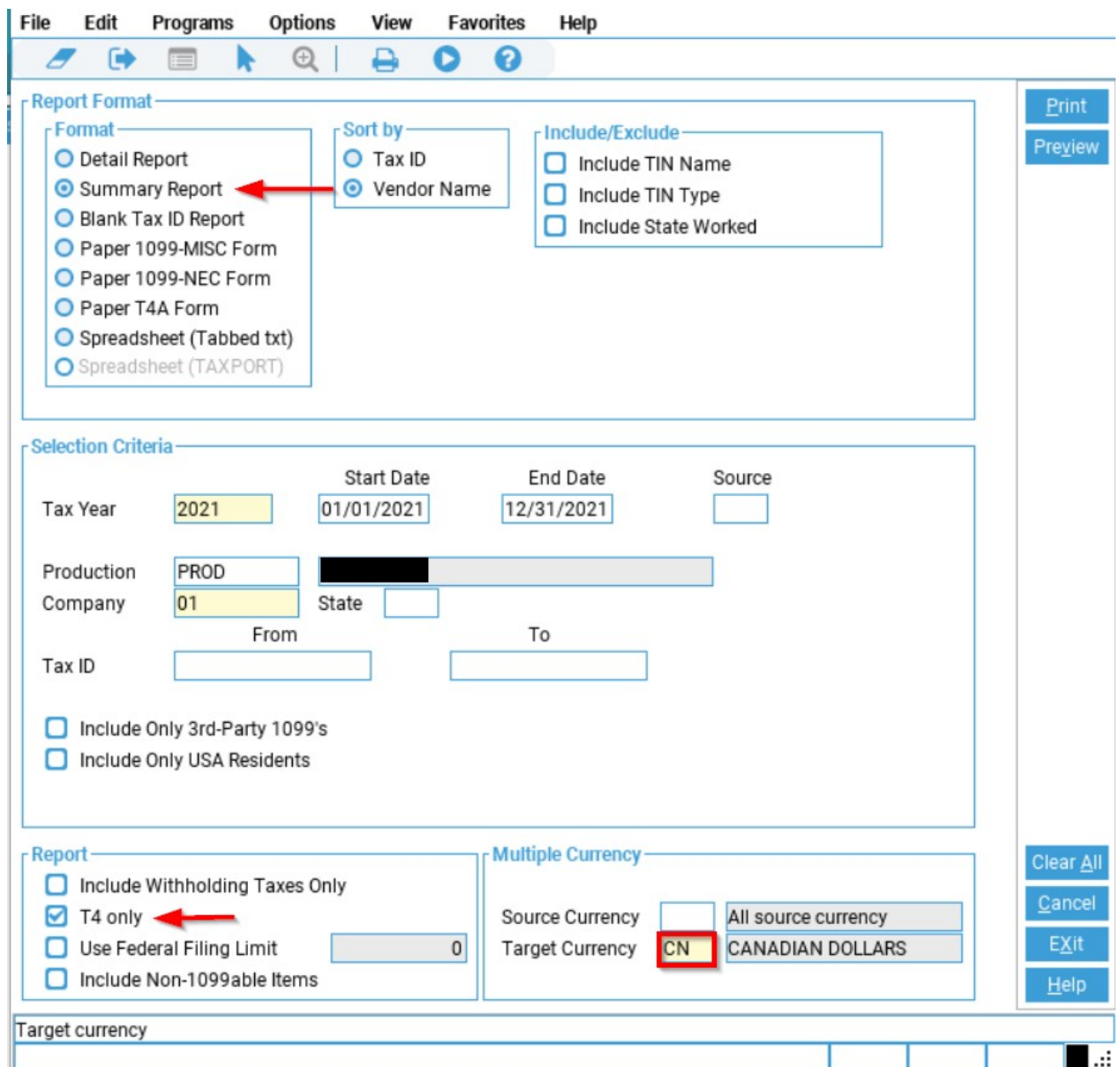  - If Tin Name is left blank, then Name vendor name will be printed on the form.
  - Tax ID Number.

# T4A SUMMARY REPORTS

**AP MENU > 1099 > 1099 FORMS AND REPORTS**

Verify:

- Vendor Name and Tax ID and T4A'd amounts are correct by running the Summary T4A Report.
- Number of payees listed on the Summary report corresponds to the number of T4A forms.
- Make sure that the **Summary Report** is selected, the **T4A only check box** and the **Target Currency** is set to **CN.**



After reviewing, check if any changes need to be made to the flagging of the vendors.
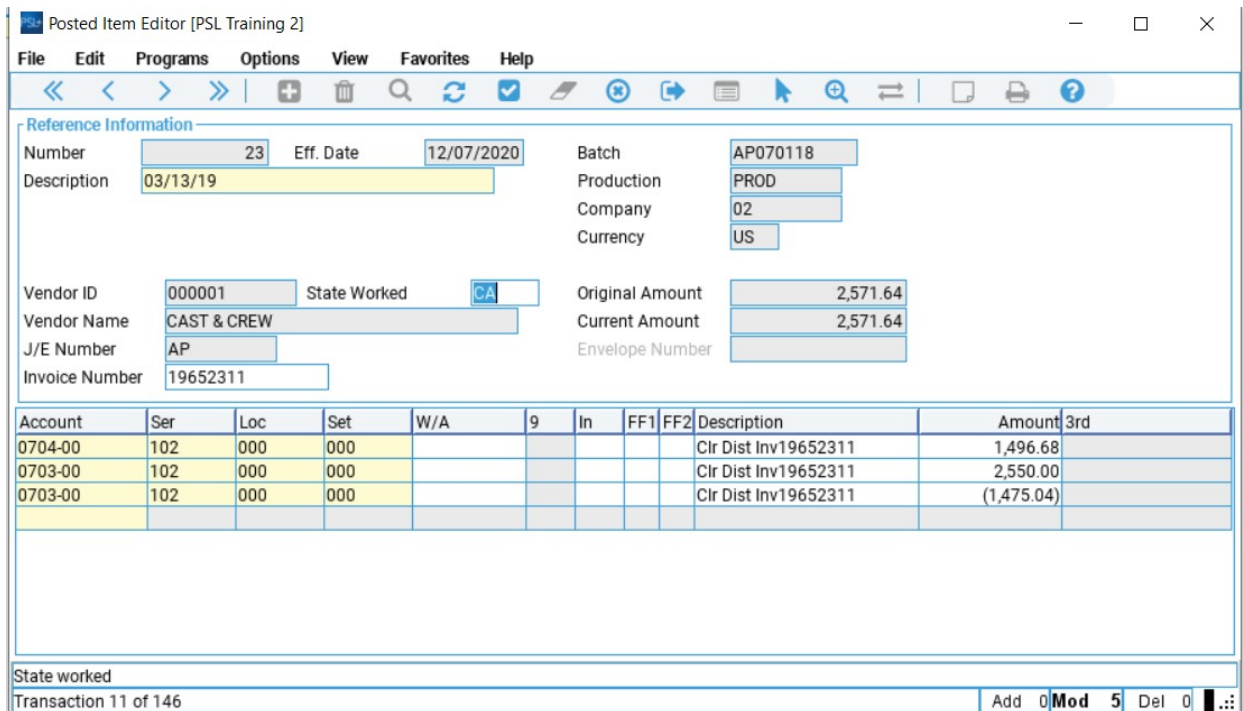
## Posted Transaction Editor

### JE MENU > POSTED TRANSACTION EDITOR

Verify that the vendor and line items have been tagged in the #9 section of the AP (denoted by at "T") and other free fields (FF1-FF4) have the required tags.

The T4A coding can then be updated in the Posted Item editor module.

If you need to split distribution lines, you will need to request FULL access to the posted transaction editor to split lines and specifically amounts.



Once all changes have been made and the summary report has gone through final approval, you are now ready to print T4A forms.
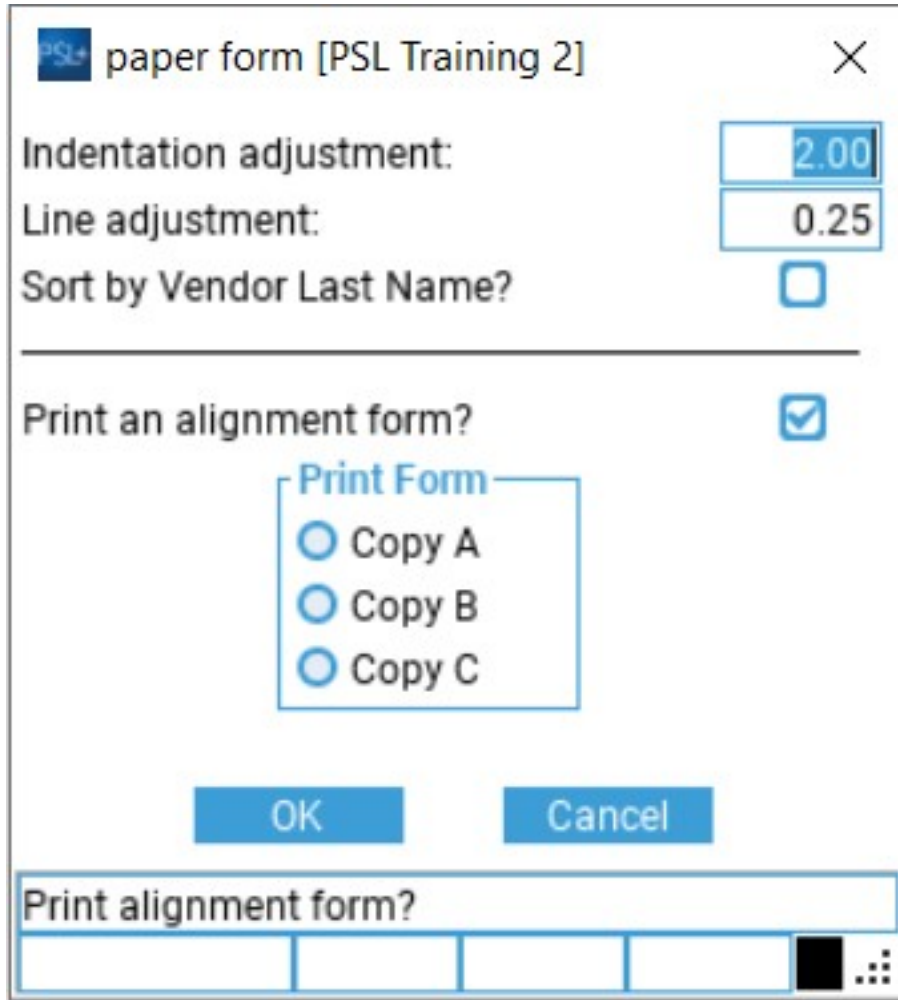
## Printing T4a Forms

If you are printing for a single show, proceed on to the next step here.

**AP MENU > 1099 MENU > 1099 FORMS**

Insert T4A forms into the printer.  Validate the feed by completing a test print so you can identify which way to place the forms in the tray.

Check "Print an alignment form" – this will verify printing settings are set.

| paper form [PSL Training 2] | ✕ |
|---|---|
| Indentation adjustment: | 2.00 |
| Line adjustment: | 0.25 |
| Sort by Vendor Last Name? | ☐ |

Print an alignment form? ☑

**Print Form**
- ◯ Copy A
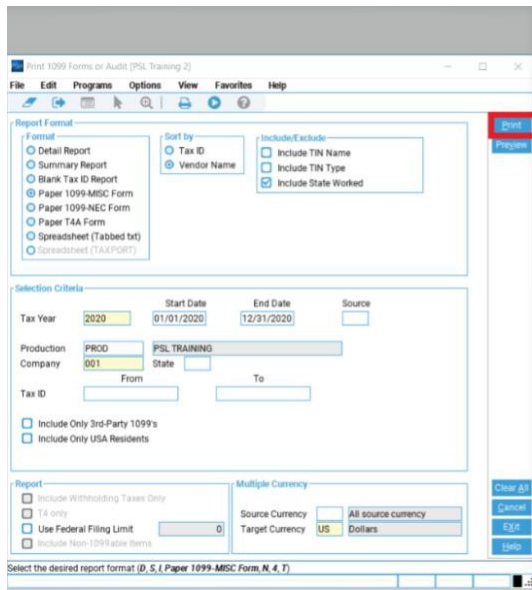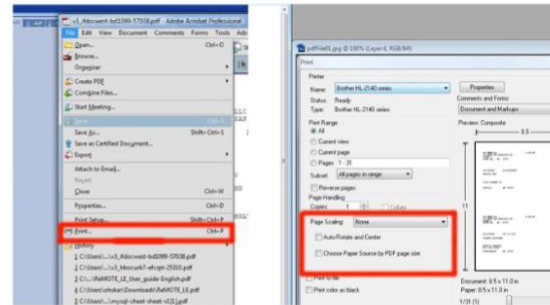- ◯ Copy B
- ◯ Copy C

OK          Cancel
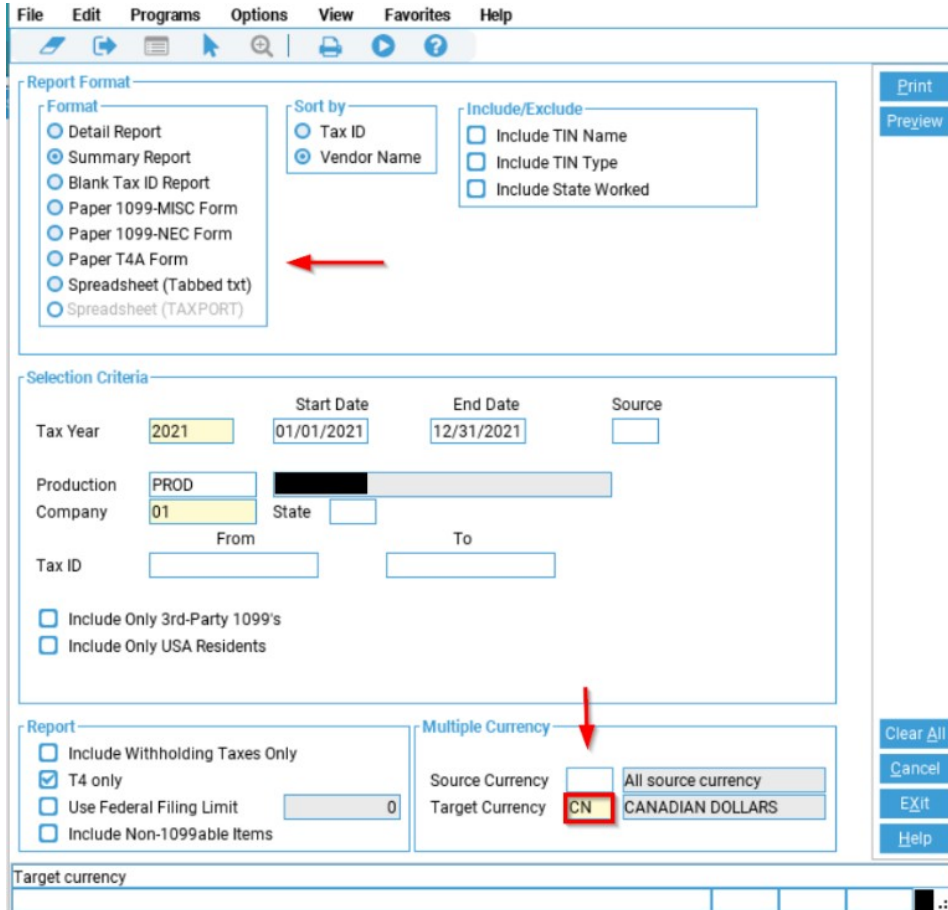
Print alignment form?

## Printer Settings





- Click FILE.
- Click PRINT.
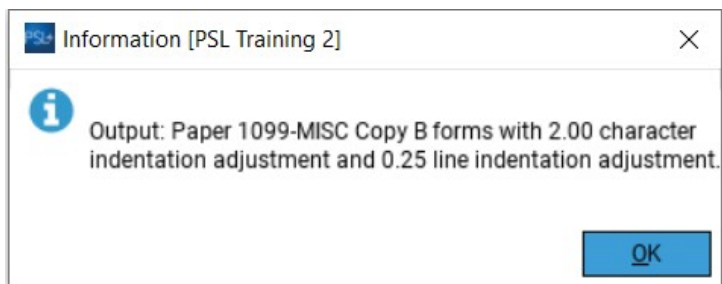- Set Page Scaling to NONE.
- Uncheck Auto Rotate and Center.

**Ready To Print:**
- Check Mark – Paper T4A Forms.
- Tax Year- Year you are printing.
- Company Code you are printing for.
- Remember to change the "Target Currency".

- Click Print
- Click OK on This notification prompt



PSL will print T4A's. You will need to process the print job.