



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 can be obtained here 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 pslsupport@castandcrew.com 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.**

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 information before 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.

PSL Company Entry [PSL Training 2]
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Company

Code

Name

Name on Reports

Address

Line 1

Line 2

Line 3

City

State Zip Code

Tax Info

Federal Tax ID

State Tax ID

Company Info

Project ID

Uploadable Downloading

Contact Info

Contact Name

Phone Number

Email Address

State Tax ID

Company Information Entry 1 of 3 Add 0 Mod 1 Del 0 ...

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.

PSA Vendor Entry [PSL Training 2]
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Vendor Information

Vendor ID: 000004

Name: GENERAL VENDOR

Address: 123 W MAGNOLIA BLVD

Address 2:

City: BURBANK

State, Zip: CA 91505

Country:

Contact:

Phone #:

Fax #:

Email:

Card #:

Sort #:

Account #:

Hi Value #:

ACH Rt #:

ACH Acct #:

Acct Type

TIN Information

Name: GENREAL VENDOR

Tax ID #: 95-8224556

Type:

1099: W9 on file N

Work State: BC

Terms

Terms: Due days:

Other Information

Comment:

Studio Vendor:

Vendor Type: T

Petty Cash

PCard

ACH/EFT

Inactive

Customer #:

Detail

Clear All

Cancel

Exit

Help

Defaults

Currency Code: US Dollars

Default Account:

P/C Advance Account:

PCard Advance Account:

ICR 1099 Information

First Name:

MI:

Last Name:

State worked (California)

Vendor 1 of 1

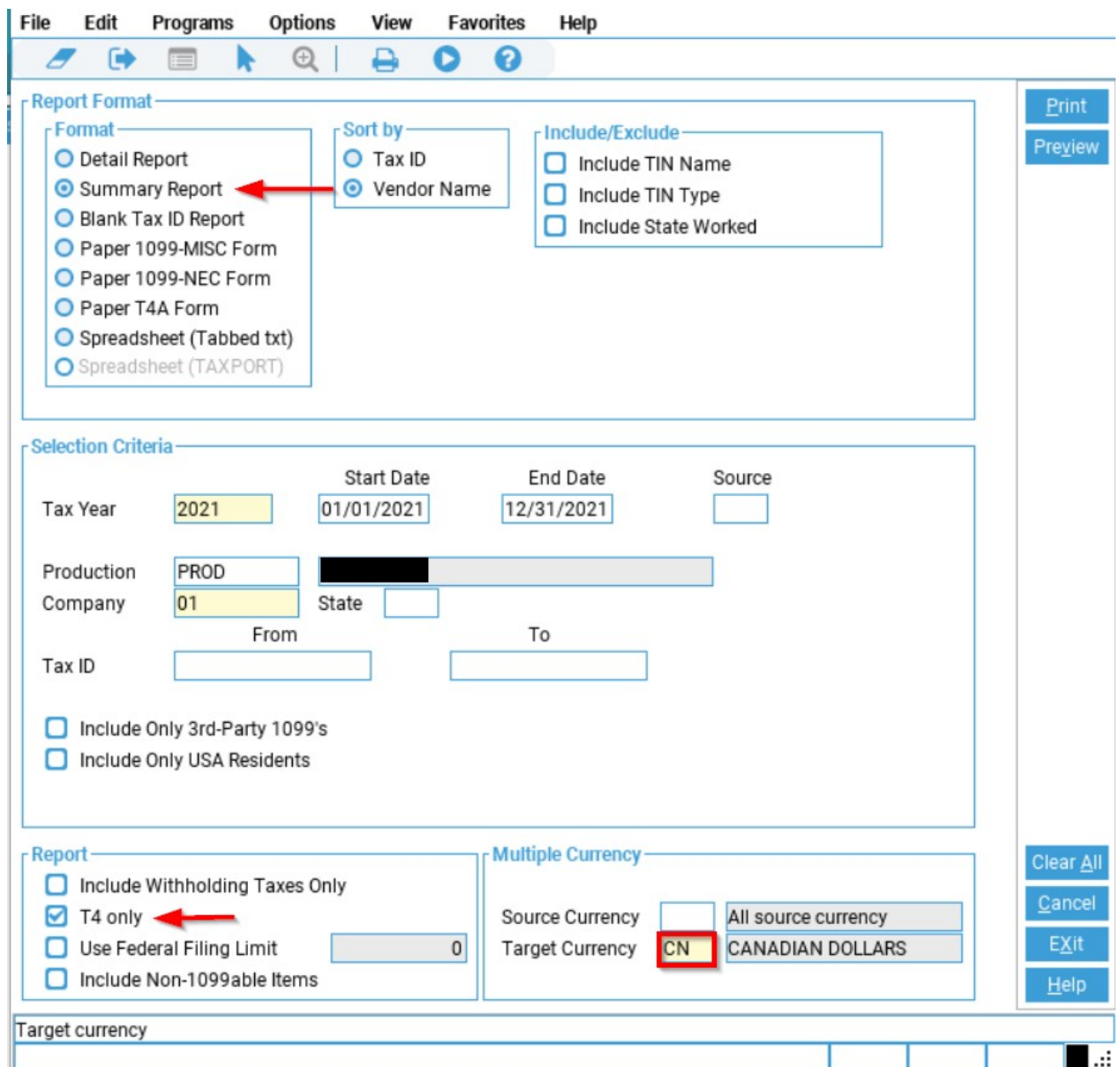
Add 0 Mod 1 Del 0

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**.



Report Format

Format

- Detail Report
- Summary Report
- Blank Tax ID Report
- Paper 1099-MISC Form
- Paper 1099-NEC Form
- Paper T4A Form
- Spreadsheet (Tabbed txt)
- Spreadsheet (TAXPORT)

Sort by

- Tax ID
- Vendor Name

Include/Exclude

- Include TIN Name
- Include TIN Type
- Include State Worked

Selection Criteria

Tax Year: 2021 Start Date: 01/01/2021 End Date: 12/31/2021 Source: []

Production: PROD []

Company: 01 State: []

Tax ID: [] From: [] To: []

Include Only 3rd-Party 1099's

Include Only USA Residents

Report

- Include Withholding Taxes Only
- T4 only
- Use Federal Filing Limit: 0
- Include Non-1099able Items

Multiple Currency

Source Currency: [] All source currency

Target Currency: CN CANADIAN DOLLARS

Target currency: []

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

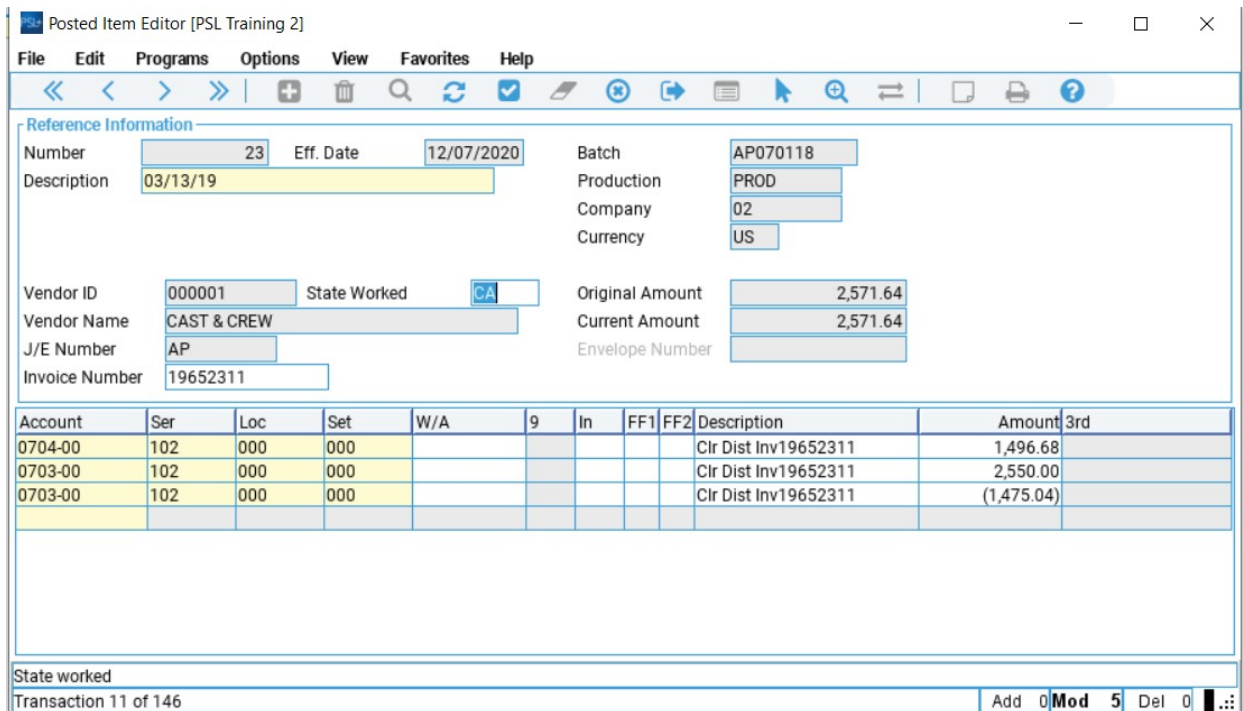
Posted Transaction Editor

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.



Posted Item Editor [PSL Training 2]

File Edit Programs Options View Favorites Help

Reference Information

Number: 23 Eff. Date: 12/07/2020 Batch: AP070118
 Description: 03/13/19 Production: PROD
 Company: 02 Currency: US

Vendor ID: 000001 State Worked: CA Original Amount: 2,571.64
 Vendor Name: CAST & CREW Current Amount: 2,571.64
 J/E Number: AP Envelope Number:
 Invoice Number: 19652311

Account	Ser	Loc	Set	W/A	9	In	FF1	FF2	Description	Amount	3rd
0704-00	102	000	000						Cir Dist Inv19652311	1,496.68	
0703-00	102	000	000						Cir Dist Inv19652311	2,550.00	
0703-00	102	000	000						Cir Dist Inv19652311	(1,475.04)	

State worked
 Transaction 11 of 146 Add 0 Mod 5 Del 0

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

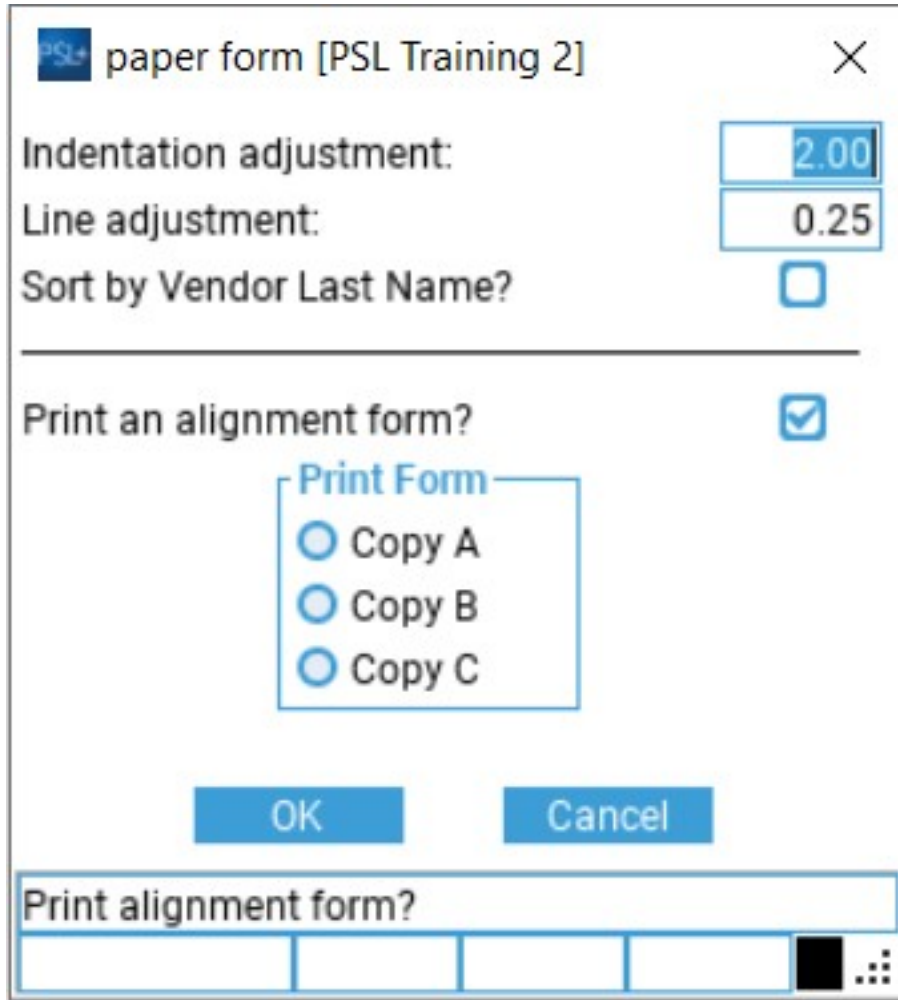
Printing T4a Forms

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] [X]

Indentation adjustment:

Line adjustment:

Sort by Vendor Last Name?

Print an alignment form?

Print Form

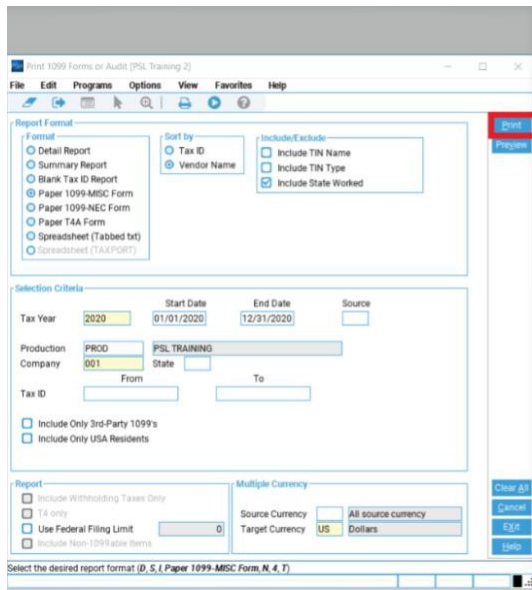
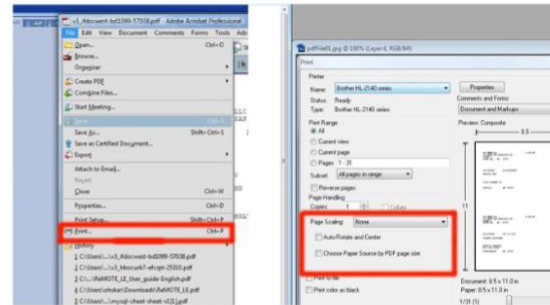
Copy A

Copy B

Copy C

Print alignment form? [Progress Bar]

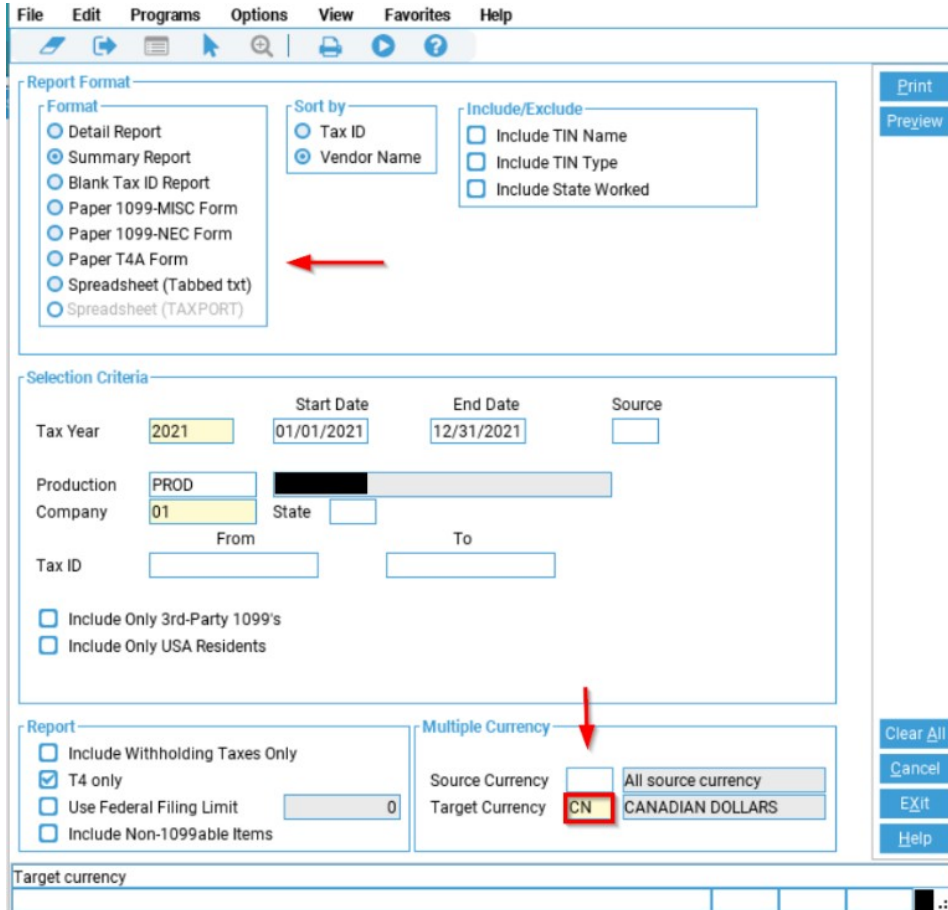
Printer Settings

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

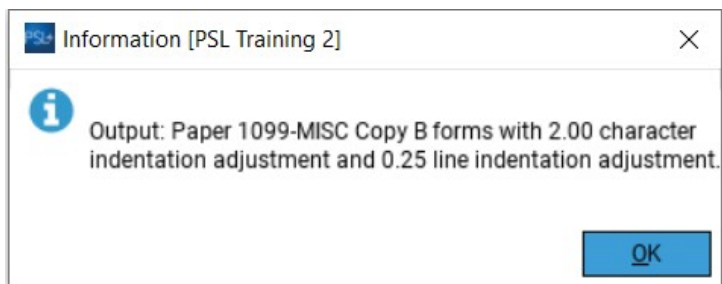
Ready To Print:

- Check Mark – Paper T4A Forms.
- Tax Year- Year you are printing.
- Company Code you are printing for.
- Remember to change the “Target Currency”.



The screenshot shows the 'Report Format' window in the Cast & Crew software. The 'Format' section has 'Spreadsheet (Tabbed txt)' selected. The 'Sort by' section has 'Vendor Name' selected. The 'Include/Exclude' section has 'Include TIN Name', 'Include TIN Type', and 'Include State Worked' checked. The 'Selection Criteria' section shows 'Tax Year' as 2021, 'Start Date' as 01/01/2021, and 'End Date' as 12/31/2021. The 'Production' is 'PROD' and 'Company' is '01'. The 'Report' section has 'T4 only' checked. The 'Multiple Currency' section has 'Source Currency' as 'All source currency' and 'Target Currency' as 'CN' (CANADIAN DOLLARS). A red arrow points to the 'Print' button on the right side of the window.

- Click Print
- Click OK on This notification prompt



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