Human Resources and Skills Development Canada | Ressources humaines et Développement des compétences Canada

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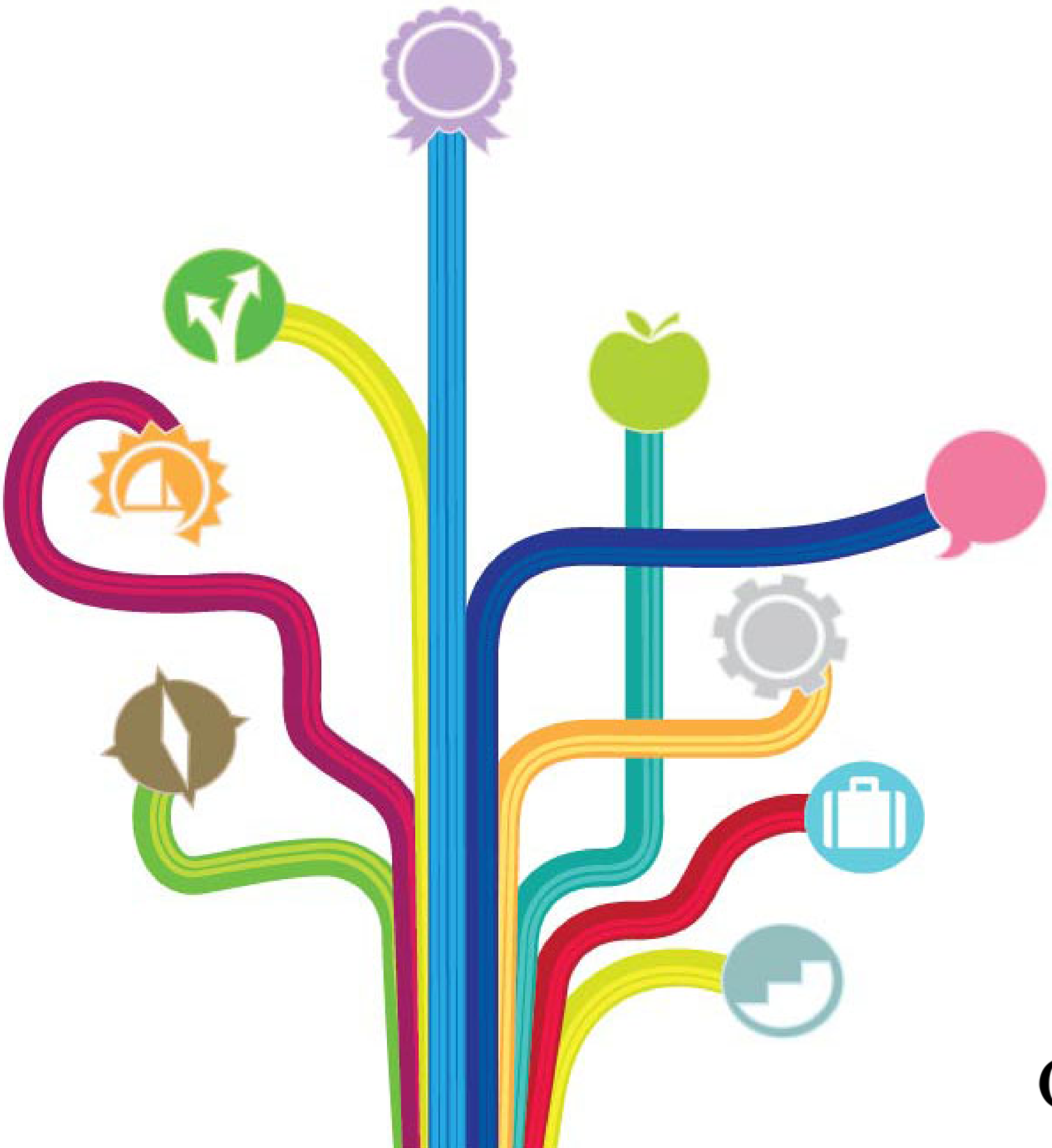
## Service Canada College@HRSDC

# Tax Information Slips (TIS) – Internet

## Participant's Guide



Canada

# Table of Contents

# Section 1 – About this Training Guide

## 1.1 Purpose

This training guide has been designed to familiarize you with the Tax Information Slips (TIS), Service Canada's online method of viewing and printing tax information slips (T4's). Clients are able to view their T4 slip for:

- Canada Pension Plan – T4A (P);
- Old Age Security – T4A (OAS);
- Employment Insurance T4E;
- NR4;
- International CPP/OAS; and
- Reimbursements of benefits paid during a previous year.

They are also able to stop the mailing of their tax slips as well as restart it if they wish.

This guide provides you with the necessary background and knowledge to:

- Understand how this application is used by our clients; and
- Respond to client inquiries about this application.

## 1.2 Audience

This training guide is primarily intended for employees expected to answer questions related to viewing and making changes to personal information. This includes employees working in:

- Service Canada Call Centres;
- Service Canada Mail Processing Centres; and
- Service Canada Centres.

# 1.3 Prerequisites

As this guide only deals with the functional requirements of this application, it is expected that you already have extensive background knowledge related to EI and/or CPP/OAS online services, and registration and authentication.

Ensure that you have completed these modules before you begin the TIS training in accordance with the program you serve:

- CPP/OAS employees:
  - Introduction to the NTP modules;
  - Orientation to Income Security Programs (ISP);
  - Worktools Overview;
  - CPP/OAS Common Maintenance;
  - Specific training related to Citizen Service Officers; and
  - Training for SDA Assist.

- EI employees:
  - Service Canada Orientation presentation; and
  - Payment Service Agent Training for Front-End Delivery and Service Canada Call Center.

# 1.4 Learning Objective

Upon completion of this guide, you will have a basic understanding of the TIS Internet service. You will be able to respond effectively to inquiries about this service, specifically:

- Viewing tax slips;
- Printing an official tax slip; and
- Stopping/starting the mailing of tax slips.

## 1.5 Working with this Guide

This guide has been designed to demonstrate how the TIS application functions. Since you are already able to respond to client inquiries, we will only focus on how this application will affect your daily functions.

Included are examples of screen shots with detailed explanations of the process and other related information. Although you will not actually use the Internet component of TIS, you will be better equipped to answer client questions relating to it.

## 1.6 Completion Time

This guide will take you approximately one hour to complete.

## 1.7 Comments and suggestions

If you have any comments or suggestions about this module, please send an email to the Operational Training Team at Service Canada College at the following email address:
NC-OTG_INQUIRIES-GFO_DEMANDES-GD

# Section 2 – Introduction to Tax Information Slips

## 2.1 Background

"The Speech from the Throne for the [2000] session of Parliament announced a new government-wide initiative to provide improved online services to individual Canadians and businesses. Online delivery of services will be via telephone, fax, self-service kiosk, e-mail and Internet. The delivery of services will be provided through common Government of Canada (GoC) channels and therefore integrated from the client's perspective. Human Resources and Skills Development Canada (HRSDC) administers Service Canada and will be a major GoC originator of these new services. HRSDC has responded to this new initiative through the formation of the Government On-Line (GOL) Project."[1]

The rationale for GOL addresses the need to modernize our programs and services, taking into account factors like our changing society, technology and the evolving demands and expectations of Canadians. These factors will continue to play a crucial role in how we develop and deliver our policies and programs, as well as client's service improvement considerations.

"The Internet could become the primary way of doing business for individuals, businesses and groups around the world. Therefore, GOL will enable the federal government to reach Canadians and portray Canada positively to the world. The benefits for clients/citizens service include convenience, more attention to citizen/business needs and concerns, 24 hours/day-7days/week accessibility, responsiveness, privacy, security, and choice".[2]

On February 12, 2004, the first of Income Security Programs five major GOL initiatives for 2004, Tax Information Slips Online, was successfully launched.

[1] HRDC Frequently Asked Questions – Government On-Line, dated October 10, 2000. http://intracom.hq-ac.prv/dept/service/faq_e.shtml

[2] Service Delivery – Synthesis, dated March 27, 2001. http://intracom.hq-ac.prv/dept/vision/information/gol/sdsyn.shtml

In keeping with the concept of Service Canada to improve the Tax Information Slips (TIS), service has expanded to include Employment Insurance (EI) recipients as of February 1st, 2006.

This service is another example of our ability to meet our commitment to make programs and services more accessible and convenient to our clients.

## 2.2 Objectives

The objective of this online service is to make it possible for certain authenticated EI and CPP/OAS clients to perform the following activities:

- View their tax slips;
- Print an official copy;
- Stop/start the mailing of their tax slips; and
- Obtain tax information for past years.

## 2.3 Benefits

The benefit of this online service is that it allows clients a secure and convenient method of accessing their CPP, OAS and EI tax slips, using the Internet, from wherever they are located, as long as they have the use of a computer and access to the Internet. It increases the level of client satisfaction by providing more choices to match their preferred mode of service. This service allows our clients to:

- View tax slips as far back as 6 years plus the current year;
- Print official EI, CPP and OAS tax slips as early as February 1st of each year;
- Choose to stop receiving their tax slips by mail; therefore, reducing costs for Service Canada;
- Choose to re-start mailing of tax slips;
- Receive 'Transaction Record' (confirmation of action taken) for online changes; and
- View online help and frequently asked questions.

## 2.4 Effects of Change

As clients become aware of and use the TIS service, we are anticipating client inquiries about this online service regarding:

- Requests for information about the TIS service – what it is and how it works;
- Lost or forgotten access codes GCKey/Sign-In Partner and password; and/or
- Requests to stop/start mailing of tax slips.
- The security of TIS.

## 2.5 Who can use this service?

When a client attempts to access this service, all of the following conditions need to be met in order to gain access:

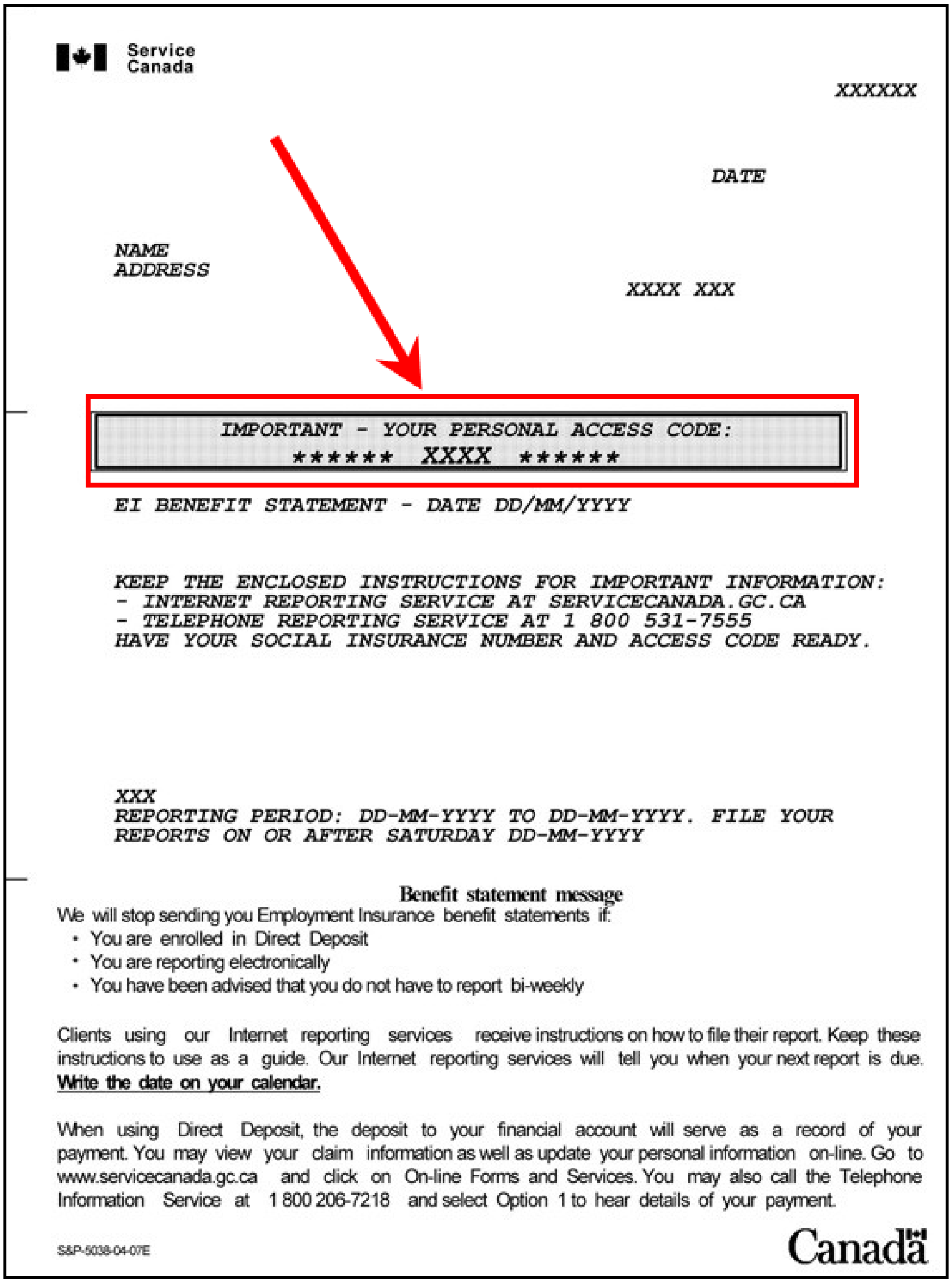
- The client must have received a payment under CPP, OAS or EI;
- The client must have a valid prime SIN;
- The client must not be deceased;
- The client's account must not be under the control of a Trustee;
- The client must not be receiving a +18 Children's Benefit through CPP;
- The client must not have different dates of birth on CPP and OAS;
- The client must not be an EI debtor who does not have CPP or OAS accounts; or
- The client must not be an EI debtor.

If any one of the condition is not met, the client will be denied access.

In addition:

- The client is required to enter their GCKey\Sign-In Partner; or
- A first time user will need either their Employment Insurance Access Code or a Personal Access Code (PAC) in order to validate their identity; and
- Use a computer that meets our minimum computer requirement.

The EI Access Code is a four-digit code that can be found at the top of the Benefit Statement in the shaded area.



Service Canada

XXXXXX

DATE

NAME
ADDRESS

XXXX XXX

IMPORTANT - YOUR PERSONAL ACCESS CODE:
****** XXXX ******

EI BENEFIT STATEMENT - DATE DD/MM/YYYY

KEEP THE ENCLOSED INSTRUCTIONS FOR IMPORTANT INFORMATION:
- INTERNET REPORTING SERVICE AT SERVICECANADA.GC.CA
- TELEPHONE REPORTING SERVICE AT 1 800 531-7555
HAVE YOUR SOCIAL INSURANCE NUMBER AND ACCESS CODE READY.

XXX
REPORTING PERIOD: DD-MM-YYYY TO DD-MM-YYYY. FILE YOUR REPORTS ON OR AFTER SATURDAY DD-MM-YYYY

**Benefit statement message**

We will stop sending you Employment Insurance benefit statements if:

- You are enrolled in Direct Deposit
- You are reporting electronically
- You have been advised that you do not have to report bi-weekly

Clients using our Internet reporting services receive instructions on how to file their report. Keep these instructions to use as a guide. Our Internet reporting services will tell you when your next report is due. **Write the date on your calendar.**

When using Direct Deposit, the deposit to your financial account will serve as a record of your payment. You may view your claim information as well as update your personal information on-line. Go to www.servicecanada.gc.ca and click on On-line Forms and Services. You may also call the Telephone Information Service at 1 800 206-7218 and select Option 1 to hear details of your payment.

S&P-5038-04-07E

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# Section 3 – Internet Component Overview

## 3.1 Getting Started

The Tax Information Slip Internet component is used by clients to access Service Canada's online application.

The next pages demonstrate how this application is used by our clients.

Online applications are accessed from the Service Canada Internet site at: www.servicecanada.gc.ca.


The client selects their language of choice from the screen above.

TIS can also be accessed through other sites such as:

- Human Resources and Skills Development Canada under the *Service Canada* link. www.hrsdc.gc.ca;

- CRA under *Change your address*: http://www.cra-arc.gc.ca/menu-e.html.

From the Service Canada site, the client will then need to enter the **Access My Service Canada Account** in order to access My Service Canada Account.

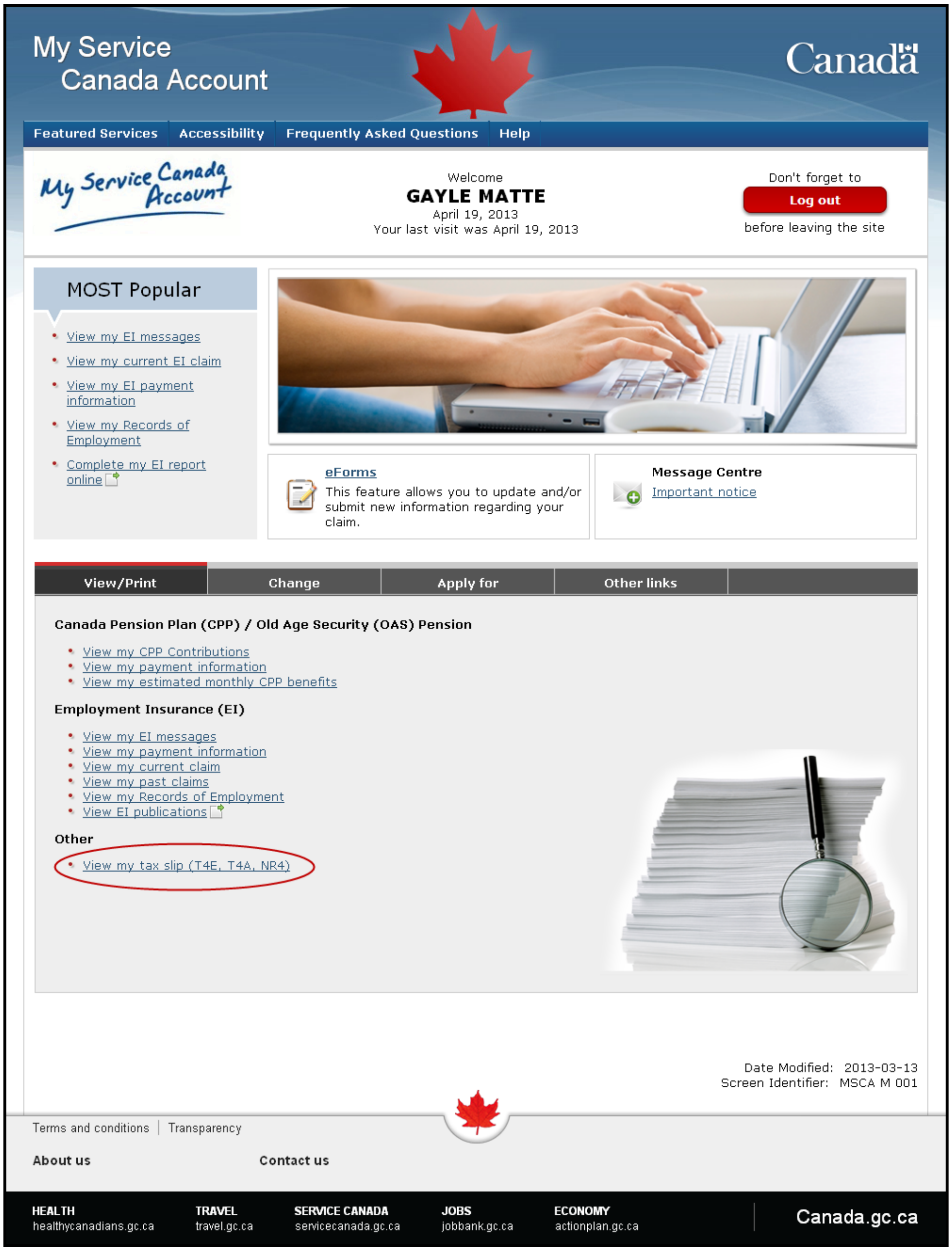

The client will need to login using their GCKey or Sign-In Partner and go through the Registration and Authentication process in order to gain access to My Service Canada Account.

If you need to refresh the steps on how to register for GCKey, Sign-In, how to login to My Service Canada Account or how to navigate the Service Canada Website, you can access the My Service Canada Account computer based training (CBT) at:
http://intracom.hq-ac.prv/sc-college/eng/nodd/training/program/cbt/msca2/msca2-info.shtml
(Select the **Launch CBT** link to start.)

Registration and Authentication (R&A) and Personal Access Code (PAC) training for online services informs you on the R&A and Personal Access Code (PAC) process.

# 3.2 Welcome Screen

Once the client has successfully completed the Registration and Authentication, they will find themselves on the home page for My Service Canada Account, where they can access all services that are available to them. The client's name and the date of their last login are displayed on the top of the page.



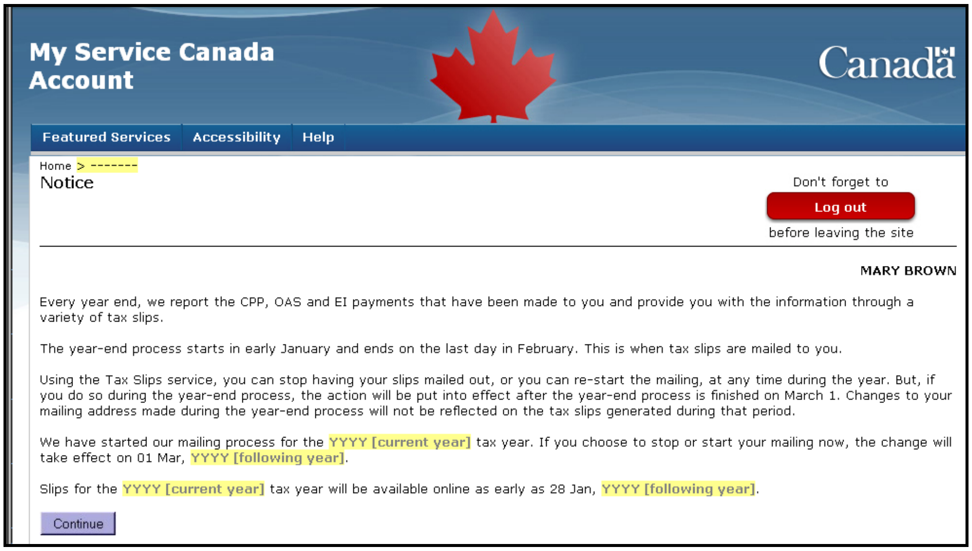

To access the ***View Tax Slips*** screen, the client must select the **View my tax slip (T4E, T4A, NR4)** link as seen above.

# 3.3 Notice

Depending on what time of year the client accesses TIS, they may be presented with a Notice screen. This screen appears from January through February of each year when the tax slips are being processed and loaded into the TIS database.

The ***Notice*** screen informs the client that any changes to the **Stop/Start mailing** will not take effect until the current year's mailing process is complete and that the tax slips for the current tax year are not yet available online.

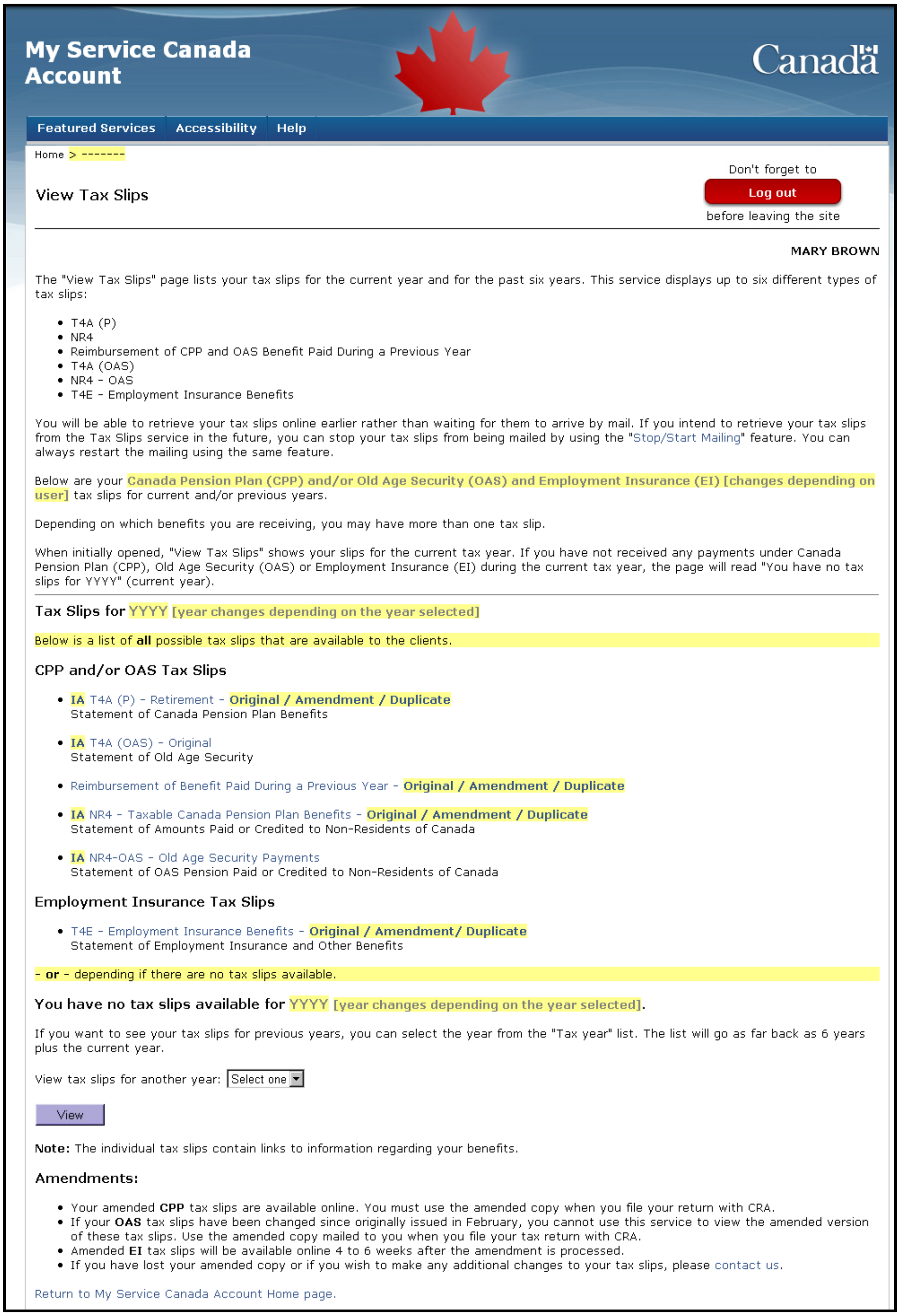
Here is an example of the ***Notice*** screen:




The client would then select **Continue** to proceed to the ***View Tax Slips*** screen.

# 3.4 View Tax Slips Screen

The ***View Tax Slips*** screen is a personalized page that greets the client by name and gives them all of the CPP, OAS and/or EI tax slip information that is available to them.



My Service Canada Account

Canada

Featured Services | Accessibility | Help

Home > -------

Don't forget to **Log out** before leaving the site

View Tax Slips

MARY BROWN

The "View Tax Slips" page lists your tax slips for the current year and for the past six years. This service displays up to six different types of tax slips:

- T4A (P)
- NR4
- Reimbursement of CPP and OAS Benefit Paid During a Previous Year
- T4A (OAS)
- NR4 - OAS
- T4E - Employment Insurance Benefits

You will be able to retrieve your tax slips online earlier rather than waiting for them to arrive by mail. If you intend to retrieve your tax slips from the Tax Slips service in the future, you can stop your tax slips from being mailed by using the "Stop/Start Mailing" feature. You can always restart the mailing using the same feature.

Below are your **Canada Pension Plan (CPP) and/or Old Age Security (OAS) and Employment Insurance (EI) [changes depending on user]** tax slips for current and/or previous years.

Depending on which benefits you are receiving, you may have more than one tax slip.

When initially opened, "View Tax Slips" shows your slips for the current tax year. If you have not received any payments under Canada Pension Plan (CPP), Old Age Security (OAS) or Employment Insurance (EI) during the current tax year, the page will read "You have no tax slips for YYYY" (current year).

Tax Slips for YYYY **[year changes depending on the year selected]**

Below is a list of **all** possible tax slips that are available to the clients.

CPP and/or OAS Tax Slips

- **IA** T4A (P) - Retirement - **Original / Amendment / Duplicate**
  Statement of Canada Pension Plan Benefits
- **IA** T4A (OAS) - Original
  Statement of Old Age Security
- Reimbursement of Benefit Paid During a Previous Year - **Original / Amendment / Duplicate**
- **IA** NR4 - Taxable Canada Pension Plan Benefits - **Original / Amendment / Duplicate**
  Statement of Amounts Paid or Credited to Non-Residents of Canada
- **IA** NR4-OAS - Old Age Security Payments
  Statement of OAS Pension Paid or Credited to Non-Residents of Canada

Employment Insurance Tax Slips

- T4E - Employment Insurance Benefits - **Original / Amendment/ Duplicate**
  Statement of Employment Insurance and Other Benefits

- **or** - depending if there are no tax slips available.

**You have no tax slips available for** YYYY **[year changes depending on the year selected]**.

If you want to see your tax slips for previous years, you can select the year from the "Tax year" list. The list will go as far back as 6 years plus the current year.

View tax slips for another year: Select one

View

**Note:** The individual tax slips contain links to information regarding your benefits.

Amendments:

- Your amended **CPP** tax slips are available online. You must use the amended copy when you file your return with CRA.
- If your **OAS** tax slips have been changed since originally issued in February, you cannot use this service to view the amended version of these tax slips. Use the amended copy mailed to you when you file your tax return with CRA.
- Amended **EI** tax slips will be available online 4 to 6 weeks after the amendment is processed.
- If you have lost your amended copy or if you wish to make any additional changes to your tax slips, please contact us.

Return to My Service Canada Account Home page.

***Take Note**: TIS expires if it has been inactive for 15 minutes. After 14 minutes and 30 seconds of inactivity (no mouse clicks), a pop-up, lasting 30 seconds, will appear with an option to extend the session for another 15 minutes. If the client does not acknowledge, they will be logged out and any changes made before a Transaction Record is received will be lost.*

If a client has more than one tax slip to choose from, they must select the tax slip they wish to view. A client will have more than one tax slip if they have received more than one benefit, or if a benefit was combined during the previous year for the same program.

If a tax slip is not showing, then that tax slip is not available through this service, or the client did not receive the money in the current fiscal year. Current year tax slips may be viewed as early as February 1st each year.

Amended OAS tax slips are not available in TIS, but amended CPP tax slips are available 7 to 10 business days after the amendment has been processed. EI tax slips are available 4-6 weeks after the amendment has been processed.

Also, a client is not able to view any manually produced tax slips or OAS tax slips with a negative monetary amount (i.e. overpayment).

There are several links the client can choose from on the **View Tax Slips** screen such as:

- Stop/Start mailing link;
- View the current year's tax slip for CPP, OAS and/or EI;
- View tax slips for previous years for CPP, OAS and/or EI;
- Contact us link; and
- Return to My Service Canada Account Home page link.

Each one of these links will be explained further in this guide.

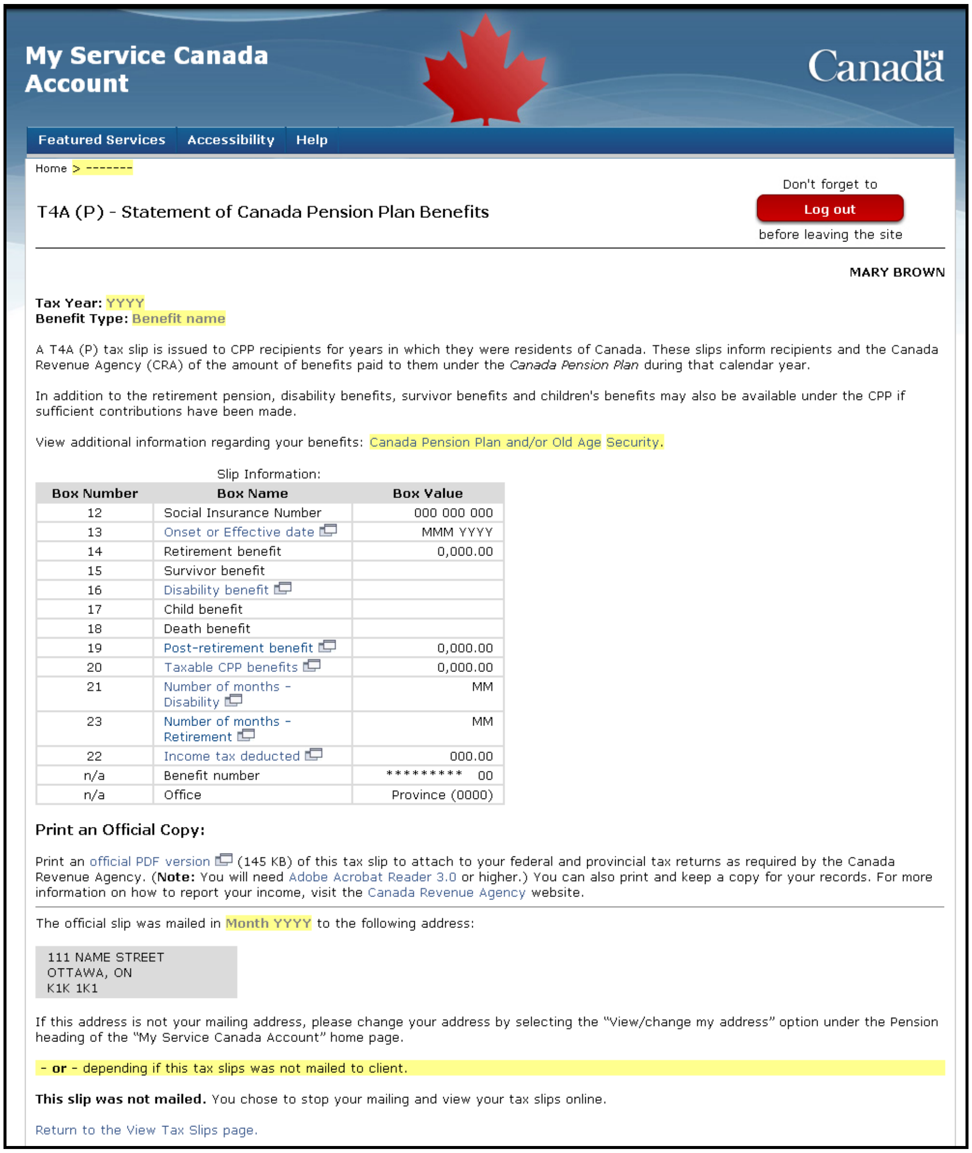
Let's start by viewing the information the client will be presented with once they select to view a tax slip.

# 3.5 Tax Slip

To view a tax slip, the client selects the desired tax slip from the ***View Tax Slips*** screen.


The next screen will display the information pertaining to the specific CPP, OAS or EI tax slip selected.

Here is an example of a **T4A (P) – Statement of Canada Pension Plan Benefits.**



My Service Canada Account

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Featured Services | Accessibility | Help

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T4A (P) - Statement of Canada Pension Plan Benefits

Don't forget to **Log out** before leaving the site

MARY BROWN

**Tax Year:** YYYY
**Benefit Type:** Benefit name

A T4A (P) tax slip is issued to CPP recipients for years in which they were residents of Canada. These slips inform recipients and the Canada Revenue Agency (CRA) of the amount of benefits paid to them under the *Canada Pension Plan* during that calendar year.

In addition to the retirement pension, disability benefits, survivor benefits and children's benefits may also be available under the CPP if sufficient contributions have been made.

View additional information regarding your benefits: Canada Pension Plan and/or Old Age Security.

Slip Information:

| Box Number | Box Name | Box Value |
|---|---|---|
| 12 | Social Insurance Number | 000 000 000 |
| 13 | Onset or Effective date | MMM YYYY |
| 14 | Retirement benefit | 0,000.00 |
| 15 | Survivor benefit | |
| 16 | Disability benefit | |
| 17 | Child benefit | |
| 18 | Death benefit | |
| 19 | Post-retirement benefit | 0,000.00 |
| 20 | Taxable CPP benefits | 0,000.00 |
| 21 | Number of months - Disability | MM |
| 23 | Number of months - Retirement | MM |
| 22 | Income tax deducted | 000.00 |
| n/a | Benefit number | ********* 00 |
| n/a | Office | Province (0000) |

**Print an Official Copy:**

Print an official PDF version (145 KB) of this tax slip to attach to your federal and provincial tax returns as required by the Canada Revenue Agency. (**Note:** You will need Adobe Acrobat Reader 3.0 or higher.) You can also print and keep a copy for your records. For more information on how to report your income, visit the Canada Revenue Agency website.

The official slip was mailed in Month YYYY to the following address:

111 NAME STREET
OTTAWA, ON
K1K 1K1

If this address is not your mailing address, please change your address by selecting the "View/change my address" option under the Pension heading of the "My Service Canada Account" home page.

- **or** - depending if this tax slips was not mailed to client.

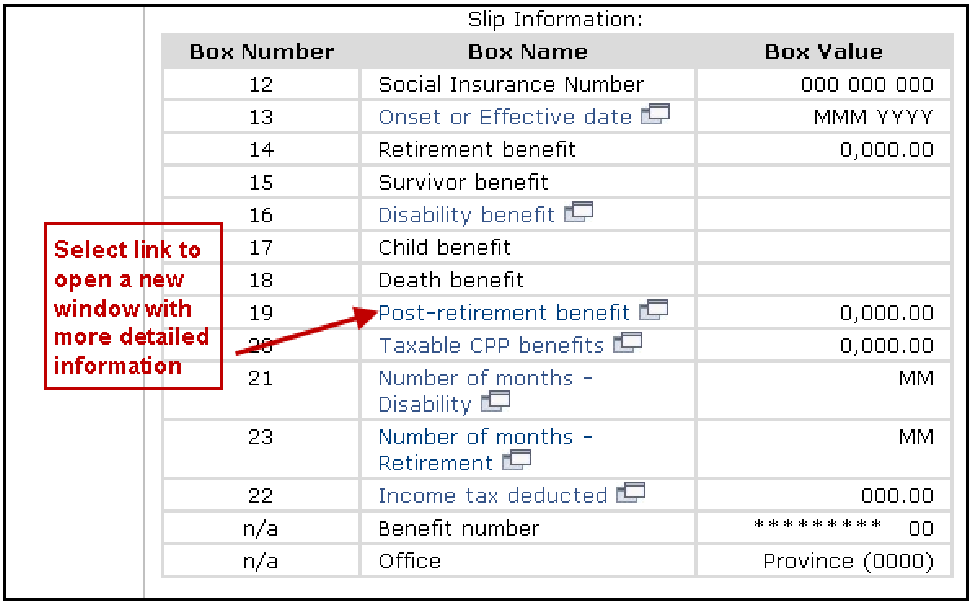
**This slip was not mailed.** You chose to stop your mailing and view your tax slips online.

Return to the View Tax Slips page.

On this page, the client will see their name, the tax year, tax slip information (if applicable), and a link to print an official tax slip as well as when and where the official tax slip was mailed.

The **Box Number**, **Box Name** and **Box Value** correspond to the same information the client would find on the official tax slip.

If the field in the **Box Name** is underlined, then the client can get further details by selecting the desired link.

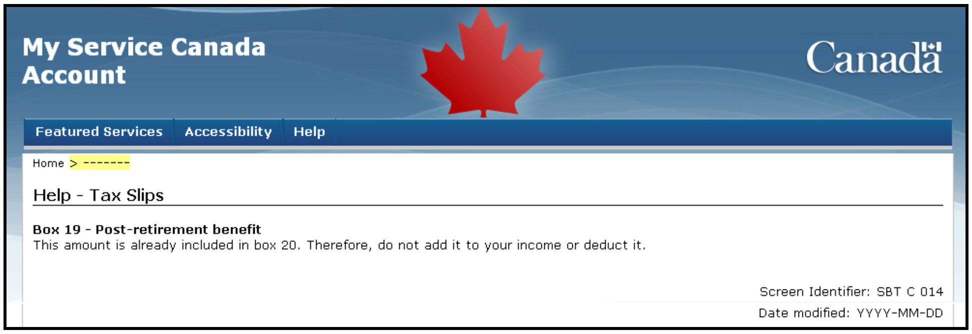


Slip Information:

| Box Number | Box Name | Box Value |
|---|---|---|
| 12 | Social Insurance Number | 000 000 000 |
| 13 | Onset or Effective date | MMM YYYY |
| 14 | Retirement benefit | 0,000.00 |
| 15 | Survivor benefit | |
| 16 | Disability benefit | |
| 17 | Child benefit | |
| 18 | Death benefit | |
| 19 | Post-retirement benefit | 0,000.00 |
| 20 | Taxable CPP benefits | 0,000.00 |
| 21 | Number of months - Disability | MM |
| 23 | Number of months - Retirement | MM |
| 22 | Income tax deducted | 000.00 |
| n/a | Benefit number | ********* 00 |
| n/a | Office | Province (0000) |



By selecting that link, a new window will open showing the information relating to that field, as seen below.




The information shown in this window is the same information that appears in the legend of the mailed tax slip.

The client can print an official copy from this screen but we will see how this is done in Section 4 of this training guide.

## 3.5.1 Links

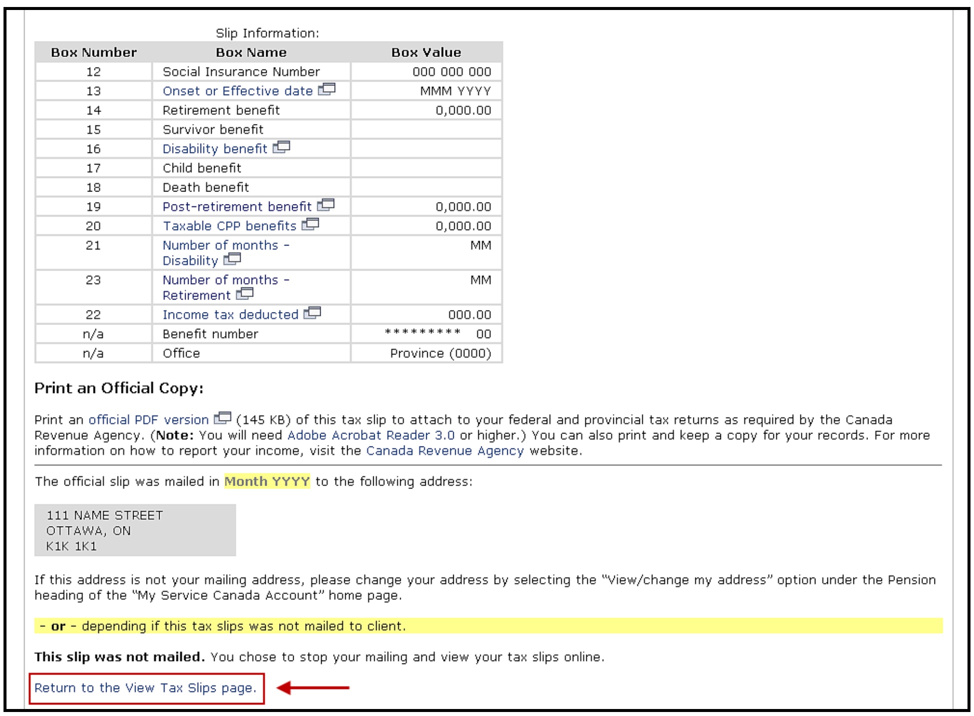
Some tax slips will also include a link to important information that may affect benefit amounts. This link will display only information pertaining to the client and will only appear if the information is available. Links can include:

- Important information about Government of Canada programs, benefits and services; or

- Why a client would need to let Service Canada know about changes that can affect their CPP/OAS or EI benefits.
- Itemized Statement of Benefits Paid which is a detailed account of all the Employment Insurance benefits that were paid to the client in a tax year.

An example of such a link is the "Staying in Touch" newsletter. This link will only appear to clients receiving CPP disability benefits.

Now you know what the client will see when they access their tax slip using TIS. So let's return to the ***View Tax Slips*** screen to view another tax slip. To do that, the client must use the breadcrumbs or the **Return to the View Tax Slip** page link.



Slip Information:

| Box Number | Box Name | Box Value |
|---|---|---|
| 12 | Social Insurance Number | 000 000 000 |
| 13 | Onset or Effective date | MMM YYYY |
| 14 | Retirement benefit | 0,000.00 |
| 15 | Survivor benefit | |
| 16 | Disability benefit | |
| 17 | Child benefit | |
| 18 | Death benefit | |
| 19 | Post-retirement benefit | 0,000.00 |
| 20 | Taxable CPP benefits | 0,000.00 |
| 21 | Number of months - Disability | MM |
| 23 | Number of months - Retirement | MM |
| 22 | Income tax deducted | 000.00 |
| n/a | Benefit number | ********* 00 |
| n/a | Office | Province (0000) |

**Print an Official Copy:**

Print an official PDF version (145 KB) of this tax slip to attach to your federal and provincial tax returns as required by the Canada Revenue Agency. (**Note:** You will need Adobe Acrobat Reader 3.0 or higher.) You can also print and keep a copy for your records. For more information on how to report your income, visit the Canada Revenue Agency website.

The official slip was mailed in Month YYYY to the following address:

111 NAME STREET
OTTAWA, ON
K1K 1K1

If this address is not your mailing address, please change your address by selecting the "View/change my address" option under the Pension heading of the "My Service Canada Account" home page.

- **or** - depending if this tax slips was not mailed to client.

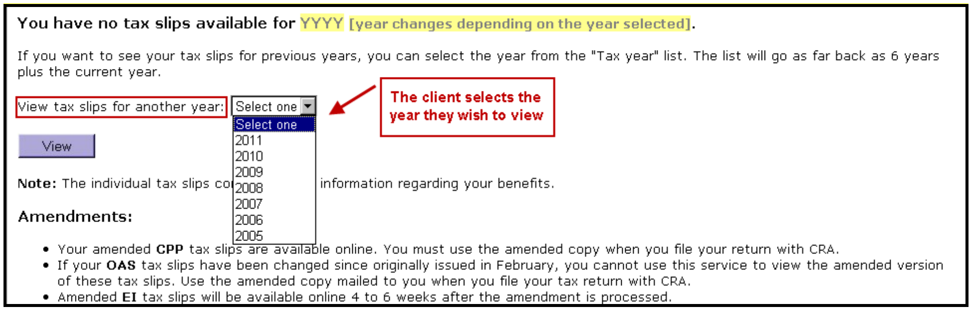
**This slip was not mailed.** You chose to stop your mailing and view your tax slips online.

Return to the View Tax Slips page.

The links within TIS should be used to navigate within the application. Using the browser's **Back** button to return to a previously viewed screen may cause application errors.

# 3.6 View Tax Slips for Previous Years

A client can also view their tax slips for previous years by selecting the year they wish to view in the **View tax slips for another year** drop down menu.



You have no tax slips available for YYYY [year changes depending on the year selected].

If you want to see your tax slips for previous years, you can select the year from the "Tax year" list. The list will go as far back as 6 years plus the current year.

View tax slips for another year: Select one

Select one
2011
2010
2009
2008
2007
2006
2005

The client selects the year they wish to view

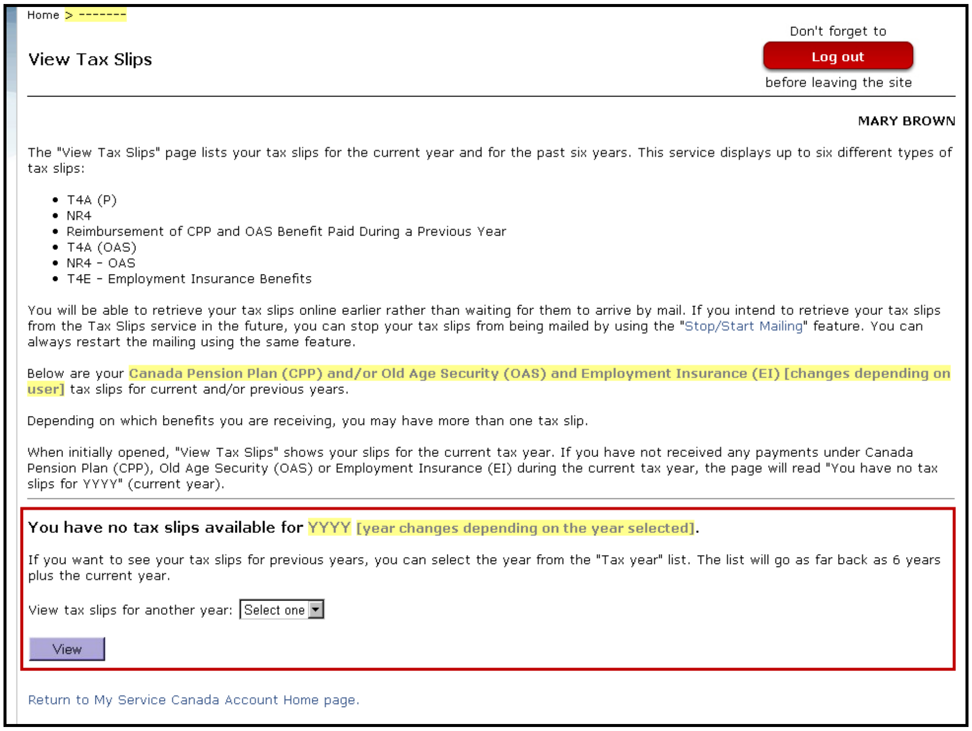
View

Note: The individual tax slips co[...] information regarding your benefits.

Amendments:

- Your amended CPP tax slips are available online. You must use the amended copy when you file your return with CRA.
- If your OAS tax slips have been changed since originally issued in February, you cannot use this service to view the amended version of these tax slips. Use the amended copy mailed to you when you file your tax return with CRA.
- Amended EI tax slips will be available online 4 to 6 weeks after the amendment is processed.

If a client selects a year for which no tax slip was issued, a screen will appear informing them that there is no tax slip available for that year.



Home > -------

View Tax Slips

Don't forget to
Log out
before leaving the site

MARY BROWN

The "View Tax Slips" page lists your tax slips for the current year and for the past six years. This service displays up to six different types of tax slips:

- T4A (P)
- NR4
- Reimbursement of CPP and OAS Benefit Paid During a Previous Year
- T4A (OAS)
- NR4 - OAS
- T4E - Employment Insurance Benefits

You will be able to retrieve your tax slips online earlier rather than waiting for them to arrive by mail. If you intend to retrieve your tax slips from the Tax Slips service in the future, you can stop your tax slips from being mailed by using the "Stop/Start Mailing" feature. You can always restart the mailing using the same feature.

Below are your Canada Pension Plan (CPP) and/or Old Age Security (OAS) and Employment Insurance (EI) [changes depending on user] tax slips for current and/or previous years.

Depending on which benefits you are receiving, you may have more than one tax slip.

When initially opened, "View Tax Slips" shows your slips for the current tax year. If you have not received any payments under Canada Pension Plan (CPP), Old Age Security (OAS) or Employment Insurance (EI) during the current tax year, the page will read "You have no tax slips for YYYY" (current year).

You have no tax slips available for YYYY [year changes depending on the year selected].

If you want to see your tax slips for previous years, you can select the year from the "Tax year" list. The list will go as far back as 6 years plus the current year.

View tax slips for another year: Select one

View

Return to My Service Canada Account Home page.

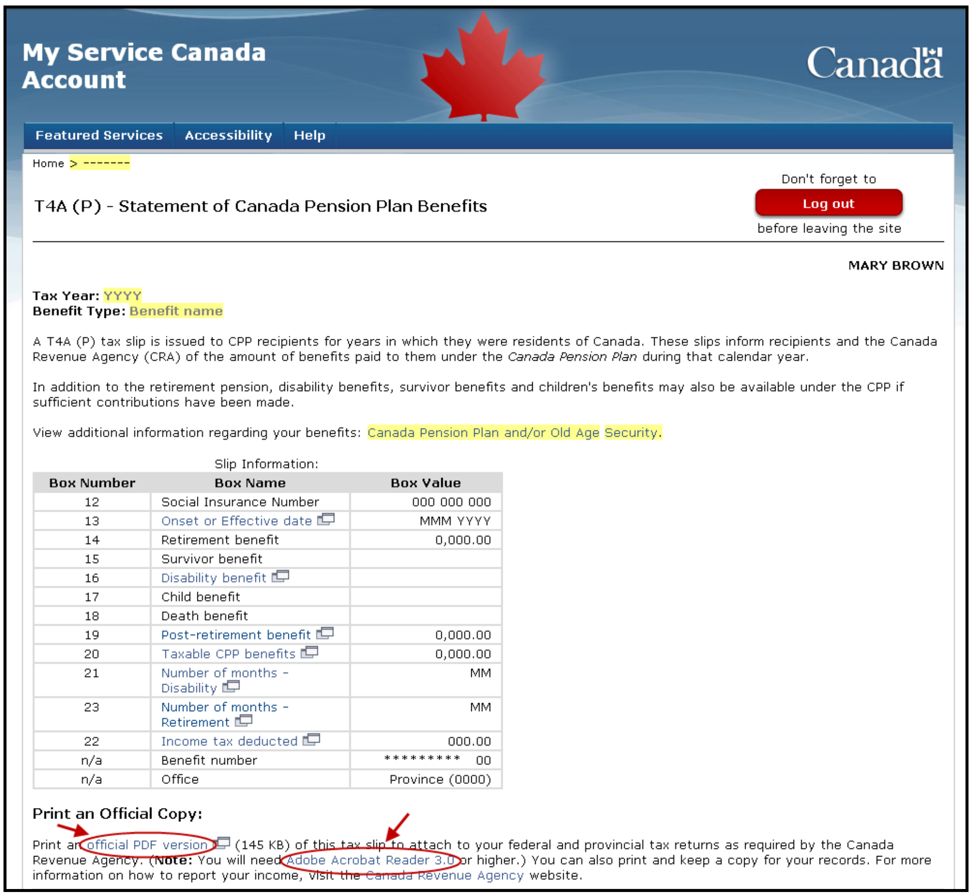
***Take Note**: A client is able to access their historical tax data as far back as 6 years plus the current year.*

# Section 4 – Print Tax Slips

Service Canada is required to provide tax information slips for payments (taxable and non-taxable) made to beneficiaries of the CPP, OAS and EI programs.

Rather than having to wait for their tax slips to be delivered by mail, a client can elect to view and print their tax slips online.

To print an official copy of the tax slip, the client needs to select the **official copy** link located on the tax slip.


My Service Canada Account

Canada

Featured Services | Accessibility | Help

Home > -------

T4A (P) - Statement of Canada Pension Plan Benefits

Don't forget to **Log out** before leaving the site

**MARY BROWN**

**Tax Year:** YYYY
**Benefit Type:** Benefit name

A T4A (P) tax slip is issued to CPP recipients for years in which they were residents of Canada. These slips inform recipients and the Canada Revenue Agency (CRA) of the amount of benefits paid to them under the *Canada Pension Plan* during that calendar year.

In addition to the retirement pension, disability benefits, survivor benefits and children's benefits may also be available under the CPP if sufficient contributions have been made.

View additional information regarding your benefits: Canada Pension Plan and/or Old Age Security.

Slip Information:

| Box Number | Box Name | Box Value |
|---|---|---|
| 12 | Social Insurance Number | 000 000 000 |
| 13 | Onset or Effective date | MMM YYYY |
| 14 | Retirement benefit | 0,000.00 |
| 15 | Survivor benefit | |
| 16 | Disability benefit | |
| 17 | Child benefit | |
| 18 | Death benefit | |
| 19 | Post-retirement benefit | 0,000.00 |
| 20 | Taxable CPP benefits | 0,000.00 |
| 21 | Number of months - Disability | MM |
| 23 | Number of months - Retirement | MM |
| 22 | Income tax deducted | 000.00 |
| n/a | Benefit number | ********* 00 |
| n/a | Office | Province (0000) |

**Print an Official Copy:**

Print an official PDF version (145 KB) of this tax slip to attach to your federal and provincial tax returns as required by the Canada Revenue Agency. (**Note:** You will need Adobe Acrobat Reader 3.0 or higher.) You can also print and keep a copy for your records. For more information on how to report your income, visit the Canada Revenue Agency website.

A new window will open displaying an official copy of the tax slip which looks exactly like the tax slip the client is used to receiving in the mail. The client can only view this information for the purpose of printing it; they will be unable to alter this document as it is in PDF format.

Clients need Adobe Acrobat Reader 3.0 or higher to print their tax slips. A link to a free download of Acrobat Reader 3.0 is provided to the client.

If the client has a variety of different tax slips, they can print a copy of each one by viewing each tax slip and selecting **official copy** from each one.

The client can now print an official tax slip by selecting the printer icon in their Adobe toolbar.

To return to TIS, the client would either close or minimize the new window.

To see official copies of a T4E, T4A (P) and T4A (OAS), go to Appendix A.

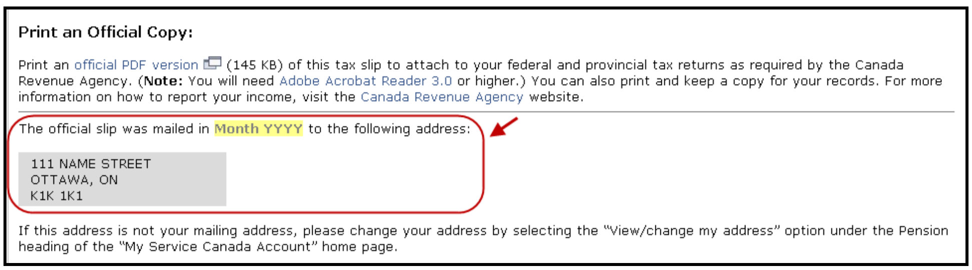
# Section 5 – Stop/Start Mailing Tax Slips

## 5.1 Stop Mailing Tax Slips

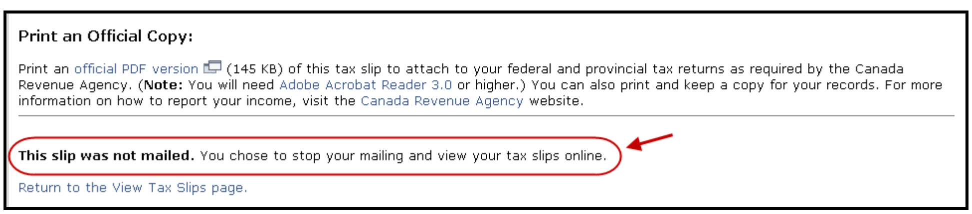
A client can choose to receive their tax slip through the mail or they can choose to stop the mailing and opt for printing an official copy from this internet service, which they can include with their income tax return.

When the client accesses their tax slip, one of the following messages will appear at the bottom of the screen informing them of the method of delivery that they have chosen for that tax slip.

Tax slip **mailed** to client:

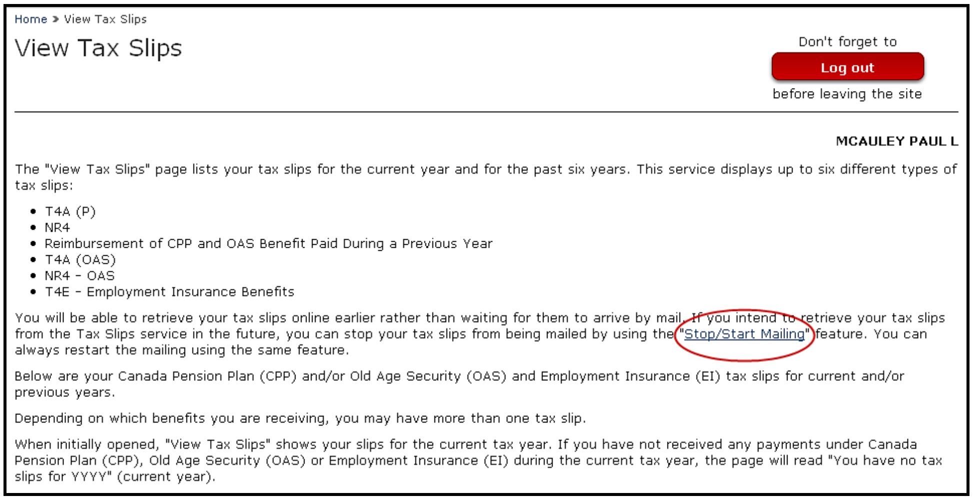



Client **stopped mailing** of tax slip – must be printed by client:




By default, a tax slip will be mailed to the client unless they opt to stop their tax slips from being mailed by accessing TIS and requesting that the mailing of the tax slip be stopped.

To stop the mailing of the tax slips, the client may select the **Stop/Start Mailing** link located on the ***View Tax Slips*** screen or from the **My Service Canada Account** home page under the **Change** tab.


Home > View Tax Slips

View Tax Slips

Don't forget to
Log out
before leaving the site

MCAULEY PAUL L

The "View Tax Slips" page lists your tax slips for the current year and for the past six years. This service displays up to six different types of tax slips:

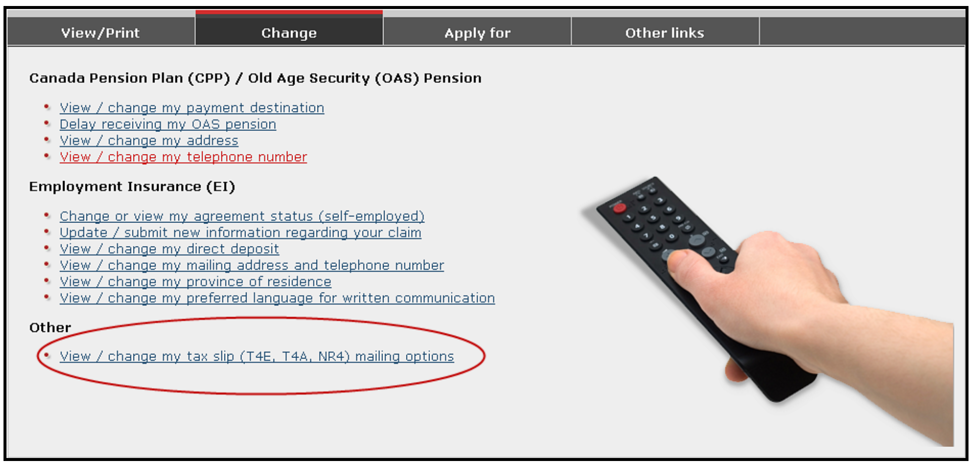
- T4A (P)
- NR4
- Reimbursement of CPP and OAS Benefit Paid During a Previous Year
- T4A (OAS)
- NR4 - OAS
- T4E - Employment Insurance Benefits

You will be able to retrieve your tax slips online earlier rather than waiting for them to arrive by mail. If you intend to retrieve your tax slips from the Tax Slips service in the future, you can stop your tax slips from being mailed by using the "Stop/Start Mailing" feature. You can always restart the mailing using the same feature.

Below are your Canada Pension Plan (CPP) and/or Old Age Security (OAS) and Employment Insurance (EI) tax slips for current and/or previous years.

Depending on which benefits you are receiving, you may have more than one tax slip.

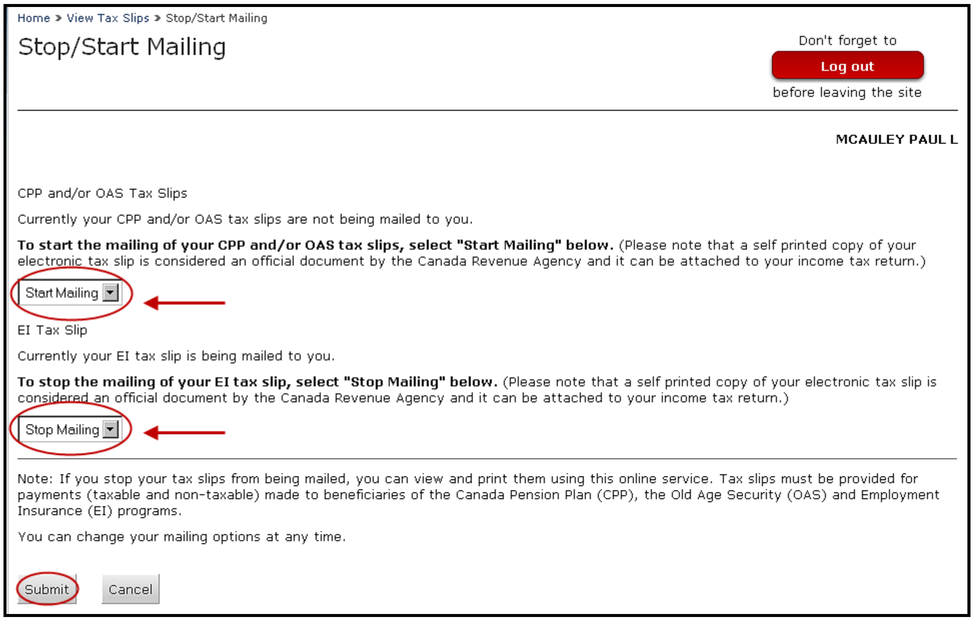
When initially opened, "View Tax Slips" shows your slips for the current tax year. If you have not received any payments under Canada Pension Plan (CPP), Old Age Security (OAS) or Employment Insurance (EI) during the current tax year, the page will read "You have no tax slips for YYYY" (current year).




The client is then presented with the ***Stop/Start Mailing*** screen, as seen below. The system recognizes the client's current mailing status and it will be reflected on this screen. Therefore, if a client has opted to stop the mailing, the system will only give the client the option of starting the mailing again, and vice versa.

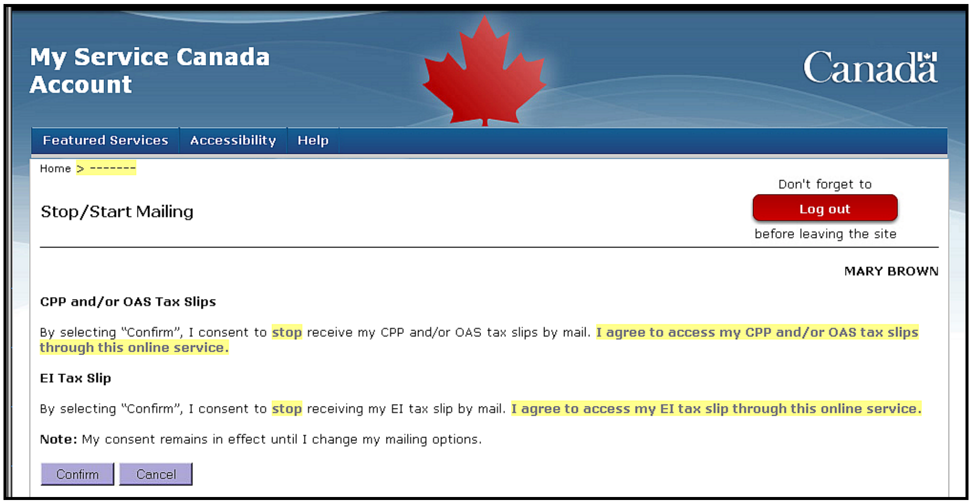
If the client has multiple tax slips, they have the option of stopping the mailing of one or all of the tax slips at the same time.

In order for a client to change the method of mailing of their T4 slips, they must select **Stop Mailing** or **Start Mailing** then select the **Submit** button at the bottom of the page.




# 5.2 Confirmation

Once the client has selected SUBMIT, they must confirm their choice before it can take effect. The **Confirmation** screen below allows the client to verify their choice. The client then selects **Confirm** if they want the new settings or select **Cancel** if they do not want the new settings.




# 5.3 Transaction Record

The ***Transaction Record*** screen informs the client that the mailing status has now officially been changed. Clients are encouraged to print this page for their records.


The client can then select the **View Tax Slips** link from the Breadcrumbs to return to the ***View Tax Slips*** screen, or select the **Return to My Service Canada Account Home page** link or the **Home link** to return to the **My Service Canada Account** home page.

# Section 6 – Online Help and Logout

## 6.1 Online Help

If the client needs additional information or explanation, they can select the **Help** link located at the top of each screen.


Selecting **Help** provides the client with information related to the application they are currently in.

A new window will open and the client simply needs to scroll down to the required topic and select the link to display the desired information.

The client can also contact us by phone, by mail, by e-mail or in-person at one of our local offices if they can't find the information they are searching. The contact information can be found under the **Contact us** link located at the bottom of each screen.


## 6.2 Logout

The client should always log out of the application by using the **Logout** link located on the top right of the screen. This option is available from each screen within the application.

***Take Note**: It is important for clients to fully logout of the application, clear their browser's cache, and close down their browser to ensure that no one else can access any personal information they may have entered.*

# Appendix A

## Example of a T4E – Employment Insurance

### First page

Canada Revenue Agency / Agence du revenu du Canada

**STATEMENT OF EMPLOYMENT INSURANCE AND OTHER BENEFITS**
**ÉTAT DES PRESTATIONS D'ASSURANCE-EMPLOI ET AUTRES PRESTATIONS** **T4E**

| Year / Année | 7 Repayment rate / Taux de remboursement | 14 Total benefits paid / Prestations totales versées | 15 Regular and other benefits paid / Prestations régulières et autres prestations versées | 17 Employment benefits & support measures paid / Prestations d'emploi et mesures de soutien versées | 20 Taxable tuition assistance / Aide visant les frais de scolarité imposables | 21 Non-taxable tuition assistance / Aide visant les frais de scolarité non imposables |
|---|---|---|---|---|---|---|
| 22 Income tax deducted / Impôt sur le revenu retenu | | 23 Quebec income tax deducted / Impôt du Québec sur le revenu retenu | 12 Social insurance number / Numéro d'assurance sociale | | | |

**Other information** (see the back) – **Autres renseignements** (voir au verso)

| Box / Case | Amount / Montant | Box / Case | Amount / Montant |
|---|---|---|---|
| Box / Case | Amount / Montant | Box / Case | Amount / Montant |
| | | Box / Case | Amount / Montant |
| | | Box / Case | Amount / Montant |

Payer's name – Nom du payeur

T4E (12)

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Canada Revenue Agency / Agence du revenu du Canada

**STATEMENT OF EMPLOYMENT INSURANCE AND OTHER BENEFITS**
**ÉTAT DES PRESTATIONS D'ASSURANCE-EMPLOI ET AUTRES PRESTATIONS** **T4E**

| Year / Année | 7 Repayment rate / Taux de remboursement | 14 Total benefits paid / Prestations totales versées | 15 Regular and other benefits paid / Prestations régulières et autres prestations versées | 17 Employment benefits & support measures paid / Prestations d'emploi et mesures de soutien versées | 20 Taxable tuition assistance / Aide visant les frais de scolarité imposables | 21 Non-taxable tuition assistance / Aide visant les frais de scolarité non imposables |
|---|---|---|---|---|---|---|
| 22 Income tax deducted / Impôt sur le revenu retenu | | 23 Quebec income tax deducted / Impôt du Québec sur le revenu retenu | 12 Social insurance number / Numéro d'assurance sociale | | | |

**Other information** (see the back) – **Autres renseignements** (voir au verso)

| Box / Case | Amount / Montant | Box / Case | Amount / Montant |
|---|---|---|---|
| Box / Case | Amount / Montant | Box / Case | Amount / Montant |
| | | Box / Case | Amount / Montant |
| | | Box / Case | Amount / Montant |

Payer's name – Nom du payeur

T4E (12)

**Repayment chart**

**Complete this chart if the rate in box 7 is 30% and, on your return, the total of lines 213 and 234 plus the amount of registered disability savings plan (RDSP) income repayment included on line 232, minus the total of lines 117 and 125 is more than $57,375.**

| | | |
|---|---|---|
| Enter the amount from box 15 minus any amount from box 30 (if negative, enter "0") | | 0 |
| Total of amounts on lines 213 and 234 **plus** the amount of RDSP included on line 232 of your return, **minus** the amounts on lines 117 and 125 | | 1 |
| Line 1 minus $57,375 (if negative, enter "0") | | 2 |
| Enter the amount from line 0 or 2, whichever is **less** | | 3 |
| Multiply the amount on line 3 by 30% | = | 4 |

**Enter the amount from line 4 on lines 235 and 422 of your return. However, if you also received Old Age Security benefits and the amount on line 234 of your return is more than $69,562, see line 235 in your tax guide.**

**Tableau de remboursement**

**Remplissez ce tableau si le taux de 30 % figure à la case 7 et que, selon votre déclaration, le total des lignes 213 et 234 plus le montant pour le remboursement des revenus d'un régime enregistré d'épargne-invalidité (REEI) inclus à la ligne 232, moins le total des lignes 117 et 125, dépasse 57 375 $.**

| | | |
|---|---|---|
| Inscrivez le montant de la case 15 moins le montant de la case 30 (si négatif, inscrivez « 0 ») | | 0 |
| Total des montants des lignes 213 et 234 **plus** le montant de REEI inclus à la ligne 232 de votre déclaration, **moins** les montants des lignes 117 et 125 | | 1 |
| Ligne 1 moins 57 375 $ (si négatif, inscrivez « 0 ») | | 2 |
| Inscrivez le montant le **moins élevé** : ligne 0 ou ligne 2 | | 3 |
| Multipliez le montant de la ligne 3 par 30 % | = | 4 |

**Inscrivez le montant de la ligne 4 aux lignes 235 et 422 de votre déclaration. Toutefois, si vous avez aussi reçu la pension de sécurité de la vieillesse et que le montant de la ligne 234 de votre déclaration dépasse 69 562 $, lisez votre guide d'impôt à la ligne 235.**

*Privacy Act*, Personal Information Bank number CRA PPU 005
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005

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# Example of a T4E – Employment Insurance (Cont'd)

## Second page

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*Privacy Act*, Personal Information Bank number CRA PPU 005
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005

See your tax guide for information on how to report your income.

**Box 7** – If the rate is 30%, see the repayment chart on the front.

**Box 14** – Take this amount and **subtract** any amount in box 18. Write the total on line 119 of your return. These benefits may include benefits earned in the previous year but paid in the year shown on this slip. Box 14 includes amounts in boxes 15, 17, 18, 33, and 36.

**Box 15** – This box includes work-sharing benefits paid and the income benefits under section 25 of the *Employment Insurance Act*.

**Box 17** – This box includes employment insurance funded financial assistance paid while you were taking part in an approved employment program (that is not included in box 15). This amount is included in box 14.

**Box 20** – See Form T2202 or T2202A and line 323 in your tax guide for details on claiming a tax credit. This amount is included in box 17 or 33.

**Box 21** – Enter this amount on line 256 of your return. This amount **does not qualify** for a non-refundable tax credit. This amount is included in box 17 or 33.

**Box 22** – Enter this amount on line 437 of your return.

**Box 23** – If you were a resident of Quebec on December 31, enter this amount on your Quebec provincial return. If you were a resident of a province or territory other than Quebec, enter this amount on line 437 of your federal return.

### Other information

**Box 18 – Tax exempt benefits**: This box applies to Indians registered, or eligible to be registered, under the *Indian Act*.

**Box 24 – Non-resident tax deducted**: Enter this amount on line 437 of your return.

**Box 26 – Overpayment recovered or repaid**: The amount recovered from benefits paid, cash or a returned warrant applied to an overpayment.

**Box 27 – Reversal of income tax deducted**: This amount is included in box 30.

**Box 30 – Total repayment**: Enter this amount on line 232 of your return. The amount in this box is the total of boxes 26 and 27. Use the amount in box 30 to determine the amount to report on line 0 of the repayment chart on the front.

**Box 33 – Payments out of the consolidated revenue fund**: This amount is included in box 14.

**Box 36 – Provincial Parental Insurance Plan benefits**: This amount is included in box 14.

Consultez votre guide d'impôt pour en savoir plus sur la façon de déclarer votre revenu.

**Case 7** – Si le taux est de 30 %, consultez le tableau de remboursement au recto.

**Case 14** – Prenez ce montant et **soustrayez** tout montant de la case 18. Inscrivez le total à la ligne 119 de votre déclaration. Ces prestations peuvent inclure des prestations gagnées au cours de l'année précédente mais payées au cours de l'année visée par ce feuillet. La case 14 comprend les montants inscrits aux cases 15, 17, 18, 33 et 36.

**Case 15** – Cette case comprend des prestations d'un programme de travail partagé et des prestations de revenu selon l'article 25 de la *Loi sur l'assurance-emploi*.

**Case 17** – Cette case comprend de l'aide financière de l'assurance-emploi payée lorsque vous participiez à un programme d'emploi agréé (qui n'est pas inclus à la case 15). Ce montant est inclus à la case 14.

**Case 20** – Consultez votre formulaire T2202 ou T2202A et votre guide d'impôt à la ligne 323 pour en savoir plus sur la façon de demander un crédit d'impôt. Ce montant est inclus à la case 17 ou 33.

**Case 21** – Inscrivez ce montant à la ligne 256 de votre déclaration. Ce montant **ne donne pas droit** à un crédit d'impôt non remboursable. Ce montant est inclus à la case 17 ou 33.

**Case 22** – Inscrivez ce montant à la ligne 437 de votre déclaration.

**Case 23** – Si vous étiez un résident du Québec le 31 décembre, inscrivez ce montant dans votre déclaration provinciale du Québec. Si vous étiez un résident d'une province ou d'un territoire autre que le Québec, inscrivez ce montant à la ligne 437 de votre déclaration fédérale.

### Autres renseignements

**Case 18 – Prestations exonérées d'impôt** : Cette case s'applique aux Indiens inscrits ou ayant le droit de l'être selon *Loi sur les Indiens*.

**Case 24 – Impôt retenu des non-résidents** : Inscrivez ce montant à la ligne 437 de votre déclaration.

**Case 26 – Paiement en trop recouvré ou remboursé** : Le montant recouvré des prestations versées, en argent comptant ou par mandat retourné, s'appliquant à un paiement en trop.

**Case 27 – Annulation de l'impôt sur le revenu retenu** : Ce montant est inclus à la case 30.

**Case 30 – Total des remboursements** : Inscrivez ce montant à la ligne 232 de votre déclaration. Ce montant correspond au total des cases 26 et 27. Utilisez le montant de la case 30 pour déterminer le montant à inscrire à la ligne 0 du tableau de remboursement au recto.

**Case 33 – Montants versés du fonds du revenu consolidé** : Ce montant est inclus à la case 14.

**Case 36 – Prestations du Régime provincial d'assurance parentale** : Ce montant est inclus à la case 14.

# Example of a T4A (P) – Canada Pension Plan Benefits

Government of Canada Gouvernement du Canada

PROTECTED B (when completed)
PROTÉGÉ B (une fois rempli)

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF CANADA PENSION PLAN BENEFITS**
**ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA**

**T4A (P)**

| Year / Année | 20 Taxable CPP benefits / Prestations imposables du RPC | 21 Number of months -Disability / Nombre de mois - invalidité | 23 Number of months -Retirement / Nombre de mois - retraite | 22 Income tax deducted / Impôt sur le revenu retenu | 12 Social insurance number / Numéro d'assurance sociale | 13 Onset or Effective date / Date de début ou d'entrée en vigueur |
|---|---|---|---|---|---|---|
| | | | | | | |

Issued by: Service Canada
Émis par : Service Canada

| | |
|---|---|
| 14 | Retirement benefit / Prestation de retraite |
| 15 | Survivor benefit / Prestation de survivant |
| 16 | Disability benefit / Prestation d'invalidité |
| 17 | Child benefit / Prestation pour enfant |
| 18 | Death benefit / Prestation de décès |
| 19 | Post-retirement benefit / Prestation après-retraite |
| | Benefit number / Numéro de prestation |

RC-12-946

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (P) (12)
SC-ISP-0136 nat (2012-12-01)

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Canada

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF CANADA PENSION PLAN BENEFITS**
**ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA**

**T4A (P)**

| Year / Année | 20 Taxable CPP benefits / Prestations imposables du RPC | 21 Number of months -Disability / Nombre de mois - invalidité | 23 Number of months -Retirement / Nombre de mois - retraite | 22 Income tax deducted / Impôt sur le revenu retenu | 12 Social insurance number / Numéro d'assurance sociale | 13 Onset or Effective date / Date de début ou d'entrée en vigueur |
|---|---|---|---|---|---|---|
| | | | | | | |

Issued by: Service Canada
Émis par : Service Canada

| | |
|---|---|
| 14 | Retirement benefit / Prestation de retraite |
| 15 | Survivor benefit / Prestation de survivant |
| 16 | Disability benefit / Prestation d'invalidité |
| 17 | Child benefit / Prestation pour enfant |
| 18 | Death benefit / Prestation de décès |
| 19 | Post-retirement benefit / Prestation après-retraite |
| | Benefit number / Numéro de prestation |

RC-12-946

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (P) (12)
SC-ISP-0136 nat (2012-12-01)

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Canada

See your tax guide for information on how to report your income. When making enquiries to Service Canada about the Canada Pension Plan (CPP), please give your benefit number.

**Box 13 -** For a disability benefit, this is the date a person is determined to be disabled for CPP purposes. For a retirement benefit, this is the date the benefit became payable.
**Box 16 -** Enter this amount on line 152 of your return. This amount is already included in the amount in box 20. Therefore, do not add it to your income or deduct it.
**Box 19 -** This amount is already included in box 20. Therefore, do not add it to your income or deduct it.
**Box 20 -** Enter this amount on line 114 of your return. Box 20 includes any benefits shown in boxes 14, 15, 16, 17, 18 and 19. It also includes any recovery of CPP overpayments or payments for arrears.
**Box 21 -** This is the number of months in receipt of CPP disability benefits (excluded from your contributory period).
**Box 23 -** This is the number of months in receipt of CPP retirement benefits.
**Box 22 -** Enter this amount on line 437 of your return.

Consultez votre guide d'impôt pour obtenir des renseignements sur la façon de déclarer votre revenu. Veuillez mentionner votre numéro de prestation lorsque vous communiquez avec Service Canada pour obtenir des renseignements sur le Régime de pensions du Canada (RPC).

**Case 13 -** Pour une prestation d'invalidité, ceci est la date à laquelle une personne est déclarée invalide aux fins du RPC. Pour une prestation de retraite, ceci est la date à laquelle la prestation est devenue payable.
**Case 16 -** Inscrivez ce montant à la ligne 152 de votre déclaration. Puisque ce montant est déjà inclus dans le montant de la case 20, vous ne devez pas l'ajouter à vos revenus, ni le déduire de ceux-ci.
**Case 19 -** Ce montant est déjà inclus dans le montant de la case 20, alors vous ne devez pas l'ajouter à vos revenus, ni le déduire de ceux-ci.
**Case 20 -** Inscrivez ce montant à la ligne 114 de votre déclaration. Ce montant comprend les montants des prestations indiquées aux cases 14, 15, 16, 17, 18 et 19. Il tient aussi compte de tout paiement en trop recouvré ou de tout paiement d'arrérages du RPC.
**Case 21 -** Nombre de mois de réception de la prestation d'invalidité au RPC (exclus de votre période de cotisation).
**Case 23 -** Nombre de mois de réception de la prestation de retraite au RPC.
**Case 22 -** Inscrivez ce montant à la ligne 437 de votre déclaration.

# Example of a T4A (OAS) – Old Age Security Benefit

Government of Canada Gouvernement du Canada

PROTECTED B (when completed)
PROTÉGÉ B (une fois rempli)

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE**

**T4A (OAS)**

| Year / Année | 18 Taxable pension paid / Versement de pension imposable | 19 Gross pension paid / Versement brut de pension | 20 Overpayment recovered / Paiement en trop recouvré | 21 Net supplements paid / Versement net des suppléments | 22 Income tax deducted / Impôt sur le revenu retenu | 23 Quebec income tax deducted / Impôt sur le revenu du Québec retenu |
|---|---|---|---|---|---|---|
| | | | | | | |

Issued by: Service Canada
Émis par : Service Canada

12 Social insurance number / Numéro d'assurance sociale

13 Old Age Security number / Numéro de la Sécurité de la vieillesse

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

RC-12-946
T4A (OAS) (10)
SC-ISP-0137 nat (2012-12-01)

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Canada

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE**

**T4A (OAS)**

| Year / Année | 18 Taxable pension paid / Versement de pension imposable | 19 Gross pension paid / Versement brut de pension | 20 Overpayment recovered / Paiement en trop recouvré | 21 Net supplements paid / Versement net des suppléments | 22 Income tax deducted / Impôt sur le revenu retenu | 23 Quebec income tax deducted / Impôt sur le revenu du Québec retenu |
|---|---|---|---|---|---|---|
| | | | | | | |

Issued by: Service Canada
Émis par : Service Canada

12 Social insurance number / Numéro d'assurance sociale

13 Old Age Security number / Numéro de la Sécurité de la vieillesse

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

RC-12-946
T4A (OAS) (10)
SC-ISP-0137 nat (2012-12-01)

**Attach this copy to your provincial or territorial return**
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Canada

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE**

**T4A (OAS)**

| Year / Année | 18 Taxable pension paid / Versement de pension imposable | 19 Gross pension paid / Versement brut de pension | 20 Overpayment recovered / Paiement en trop recouvré | 21 Net supplements paid / Versement net des suppléments | 22 Income tax deducted / Impôt sur le revenu retenu | 23 Quebec income tax deducted / Impôt sur le revenu du Québec retenu |
|---|---|---|---|---|---|---|
| | | | | | | |

Issued by: Service Canada
Émis par : Service Canada

12 Social insurance number / Numéro d'assurance sociale

13 Old Age Security number / Numéro de la Sécurité de la vieillesse

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

RC-12-946
T4A (OAS) (10)
SC-ISP-0137 nat (2012-12-01)

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Canada

# Example of an NR4 – Old Age Security Benefit

Government of Canada / Gouvernement du Canada

PROTECTED B (when completed)
PROTÉGÉ B (une fois rempli)

Canada Revenue Agency / Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA**

**NR4-OAS**

| | | | | | |
|---|---|---|---|---|---|
| 10 Year / Année | 11 Recipient code / Code du bénéficiaire | 12 Country code / Code du pays | Old Age Security Number / Numéro de Sécurité de la vieillesse | Non-resident account number / Numéro de compte non-résident | 13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt |
| Line 1 Ligne | 14 Income code / Code de revenu | 15 Currency code / Code de devise | 16 Gross Income / Revenu brut | 17 Non-resident tax withheld / Impôt des non-résidents retenu | 18 Exemption code / Code d'exemption |
| Line 2 Ligne | 24 Recovery tax code / Code de l'impôt de récupération | 25 Currency code / Code de devise | | 27 Recovery tax withheld / Impôt de récupération retenu | |

Non-resident recipient's name and address - Nom et adresse du bénéficiaire non-résident

**Name and address of payer or agent**
**Nom et adresse du payeur ou de l'agent**

RC-12-946
NR4-OAS (12)
SC-ISP-0138 nat (2012-12-01)

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

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Canada

Canada Revenue Agency / Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA**

**NR4-OAS**

| | | | | | |
|---|---|---|---|---|---|
| 10 Year / Année | 11 Recipient code / Code du bénéficiaire | 12 Country code / Code du pays | Old Age Security Number / Numéro de Sécurité de la vieillesse | Non-resident account number / Numéro de compte non-résident | 13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt |
| Line 1 Ligne | 14 Income code / Code de revenu | 15 Currency code / Code de devise | 16 Gross Income / Revenu brut | 17 Non-resident tax withheld / Impôt des non-résidents retenu | 18 Exemption code / Code d'exemption |
| Line 2 Ligne | 24 Recovery tax code / Code de l'impôt de récupération | 25 Currency code / Code de devise | | 27 Recovery tax withheld / Impôt de récupération retenu | |

Non-resident recipient's name and address - Nom et adresse du bénéficiaire non-résident

**Name and address of payer or agent**
**Nom et adresse du payeur ou de l'agent**

RC-12-946
NR4-OAS (12)
SC-ISP-0138 nat (2012-12-01)

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

**Attach this copy to your section 217 Income Tax Return**
**Annexer cette copie à votre Déclaration selon l'article 217**

Canada

Canada Revenue Agency / Agence du revenu du Canada

**STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA**
**RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA**

**NR4-OAS**

| | | | | | |
|---|---|---|---|---|---|
| 10 Year / Année | 11 Recipient code / Code du bénéficiaire | 12 Country code / Code du pays | Old Age Security Number / Numéro de Sécurité de la vieillesse | Non-resident account number / Numéro de compte non-résident | 13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt |
| Line 1 Ligne | 14 Income code / Code de revenu | 15 Currency code / Code de devise | 16 Gross Income / Revenu brut | 17 Non-resident tax withheld / Impôt des non-résidents retenu | 18 Exemption code / Code d'exemption |
| Line 2 Ligne | 24 Recovery tax code / Code de l'impôt de récupération | 25 Currency code / Code de devise | | 27 Recovery tax withheld / Impôt de récupération retenu | |

Non-resident recipient's name and address - Nom et adresse du bénéficiaire non-résident

**Name and address of payer or agent**
**Nom et adresse du payeur ou de l'agent**

RC-12-946
NR4-OAS (12)
SC-ISP-0138 nat (2012-12-01)

*Privacy Act*, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

**Attach this copy to your Old Age Security Return of Income**
**Annexer cette copie à votre Déclaration des revenus pour la sécurité de la vieillesse**

Canada

# Example of an NR4 – Canada Pension Plan

Government of Canada Gouvernement du Canada

PROTECTED B (when completed)
PROTÉGÉ B (une fois rempli)

Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA**
**ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA**

**NR4**

| 10 Year / Année | 11 Recipient code / Code du bénéficiaire | 12 Country code / Code du pays | Payer or agent identification number / Numéro d'identification du payeur ou de l'agent | Non-resident account number / Numéro de compte non-résident | 13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt |
|---|---|---|---|---|---|
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Line 1 Ligne | 14 Income code / Code de revenu | 15 Currency code / Code de devise | 16 Gross Income / Revenu brut | 17 Non-resident tax withheld / Impôt des non-résidents retenu | 18 Exemption code / Code d'exemption |
| Line 2 Ligne | 24 Income code / Code de revenu | 25 Currency code / Code de devise | 26 Gross Income / Revenu brut | 27 Non-resident tax withheld / Impôt des non-résidents retenu | 28 Exemption code / Code d'exemption |

Non-resident recipient's name and address - Nom et adresse du bénéficiaire non-résident

Name and address of payer or agent
Nom et adresse du payeur ou de l'agent

RC-12-946

NR4 (12)
SC-ISP-0139 nat (2012-12-01)

*Privacy Act*, Personal Information Bank CRA PPU 150 and CRA PPU 065
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 150 et ARC PPU 065

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Canada Revenue Agency Agence du revenu du Canada

**STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA**
**ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA**

**NR4**

| 10 Year / Année | 11 Recipient code / Code du bénéficiaire | 12 Country code / Code du pays | Payer or agent identification number / Numéro d'identification du payeur ou de l'agent | Non-resident account number / Numéro de compte non-résident | 13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt |
|---|---|---|---|---|---|
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Line 1 Ligne | 14 Income code / Code de revenu | 15 Currency code / Code de devise | 16 Gross Income / Revenu brut | 17 Non-resident tax withheld / Impôt des non-résidents retenu | 18 Exemption code / Code d'exemption |
| Line 2 Ligne | 24 Income code / Code de revenu | 25 Currency code / Code de devise | 26 Gross Income / Revenu brut | 27 Non-resident tax withheld / Impôt des non-résidents retenu | 28 Exemption code / Code d'exemption |

Non-resident recipient's name and address - Nom et adresse du bénéficiaire non-résident

Name and address of payer or agent
Nom et adresse du payeur ou de l'agent

RC-12-946

NR4 (12)
SC-ISP-0139 nat (2012-12-01)

*Privacy Act*, Personal Information Bank CRA PPU 150 and CRA PPU 065
*Loi sur la protection des renseignements personnels*, Fichier de renseignements personnels ARC PPU 150 et ARC PPU 065

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This statement shows amounts paid or credited to a non-resident recipient during the year, and the tax withheld.

| Code | Type of Income |
|---|---|
| 46 - | Taxable Canada Pension Plan benefits |
| 47 - | Canada Pension Plan - Disability benefits |
| 48 - | Canada Pension Plan death benefits - Lump-sum payment |

Cet état indique des montants payés ou crédités à un bénéficiaire non résident au cours de l'année indiquée et l'impôt qui en a été retenu.

| Code | Genre de revenu |
|---|---|
| 46 - | Prestations imposables du Régime de pensions du Canada |
| 47 - | Prestations d'invalidité du Régime de pensions du Canada |
| 48 - | Prestations de décès provenant du Régime de pensions du Canada - Paiements forfaitaires |