



Canada Revenue
Agency

Agence du revenu
du Canada

Employers' Guide

Filing the T4F Slip and Summary Form

Do you need more information?

If you need more help after you read this publication, visit our Web at www.cra.gc.ca or call 1-800-959-5525.

You can get forms and publications, including blank copies of T4F slips, from our Web site at www.cra.gc.ca/forms or by calling 1-800-959-2221.

Teletypewriter users

If you use a teletypewriter (TTY), you can call our toll free bilingual enquiry services at 1-800-665-0354.

Your opinion counts!

If you have any comments or suggestions that would help us improve the information contained in this publication, we would like to hear from you.

Please send your comments to:

Client Services Directorate
Canada Revenue Agency
Lancaster Road
Ottawa ON K1A 0L5

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La version française de cette publication est intitulée *Comment établir le feuillet T4F et le formulaire Sommaire*.

Table of Contents

	Page
What's new?	4
Chapter 1 – General Information	4
Who should use this publication?	4
Reporting the correct social insurance number (SIN)	4
Chapter 2 – T4F Information Return	5
Forms to use	5
How to file the T4F information return	5
When to file the information return	5
Where to send the information return	5
Failure to file the T4F information return.....	6
How can you amend, cancel, or replace slips?.....	6
Amending slips	6
Cancelling slips	6
Replacing slips.....	6
Chapter 3 – Completing T4F Slips	7
General guidelines.....	7
Detailed instructions	7
Chapter 4 – Completing the T4F Summary Form	9
General guidelines.....	9
Detailed instructions	9
Addresses of Tax Centres	12

In this publication, we use the name “Canada Revenue Agency” and the acronym “CRA” to represent the Canada Customs and Revenue Agency. This reflects recent changes in the structure of the Agency.

What's New?

Effective for the 2006 tax year

For the 2004 and 2005 tax years, you can report the fisher's income on either a T4F slip or a T4 slip. However, as of the 2006 tax year, we will no longer produce the T4F slip or T4F Summary. Each fisher's income will have to be reported on a T4 slip. For more information, see the publication called *Filing the T4 slip and Summary Form (T4120)*.

Related publications

- *Fishers and Employment Insurance (T4005)*
- *Payroll Deductions Tables (T4032)*
- *Filing the T4 Slip and Summary Form (RC4120)*

Chapter 1 – General Information

Who should use this publication?

If you are a self-employed fisher's designated employer (for example, the buyer of the catch) or a buyer with whom, in a calendar year, a self-employed fisher has filed Form TD3F, *Fisher's Election to Have Tax Deducted at Source*, you have to file an information return for that year. This publication will help you complete the T4F slip and the T4F Summary form.

If you are a designated employer, and you want to calculate the insurable earnings of a self-employed fisher, see the publication called *Fishers and Employment Insurance (T4005)*.

Reporting the correct social insurance number (SIN)

You have to report an employee's SIN correctly on the T4F slips. Make sure you always use the name and number shown on the employee's SIN card.

Even if you cannot get a SIN from your employee, file your information return without the SIN no later than the last day of February. If you do not, you may be subject to a **penalty** for late filing.

For more information, see Information Circular 82-2, *Social Insurance Number Legislation That Relates to the Preparation of Information Slips*.

Chapter 2 – T4F Information Return

Forms to use

Use the T4F slip, *Statement of Fishing Income*, to report:

- the gross and insurable earnings of each self-employed fisher;
- the EI premiums that you deducted as the designated employer (for example, the buyer of the catch)*; and
- the remuneration and tax you withheld when a self-employed fisher asked that these amounts be withheld (by providing you with a completed Form TD3F, *Fisher's Election to Have Tax Deducted at Source*).

* To find out if you are a designated employer, see the publication called *Fishers and Employment Insurance* (T4005).

Use the T4F Summary form, *Summary of Fishing Income*, to report the totals of all of the amounts you record on the related slips.

Note

The T4F slip and T4F Summary form apply **only** to resident payers.

How to file the T4F information return

To prepare an information return, you must complete the slips **and** the related summary form.

A summary form alone is not an information return.

When to file the information return

You have to file your T4F information return by the **last day of February following the calendar year to which the information return applies** (for example, you have to file your 2004 T4F information return by the **last day of February 2005**).

Notes

If the last day of February is a Saturday, or Sunday, your information return is due the next business day.

When you send us copies of the slips, **keep T4Fs three to a page**. This will help us process your information return faster.

Where to send the information return

After you complete your information return, mail it to:

Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1G9

Failure to file the T4F information return

You have to file the T4F information return and give T4F slips to your employees **by the last day of February following the calendar year to which the information return applies**. If you fail to do this, the penalty for each failure is \$25 a day, with a minimum penalty of \$100 and a maximum of \$2,500.

How can you amend, cancel, or replace slips?

Amending slips

After you file your information return, you may notice that you made an error when preparing the T4F slips. If so, you will have to prepare amended slips to correct the information. Clearly identify the new slips by writing “amended” at the top. When you amend slips, make sure you complete all the necessary boxes, including the ones that were correct on the original slips. Distribute the amended slips to your employees the same way as you did the originals. Send copy 1 of the slips to any tax centre with a letter explaining the reason for the amendment. The addresses of our tax centres are listed at the end of this publication.

Note

You do not have to file an amended summary form when you send in amended slips.

Cancelling slips

If you are cancelling a T4F slip, send us a copy of the original clearly marked “cancelled.”

If you notice errors on the T4F slips **before** you file them with us, you can correct them by preparing new slips and **removing** any incorrect slips from the return. If you do not prepare a new slip, initial any changes you make on the slip.

Make sure you also correct the summary form.

Replacing slips

If you issue T4F slips to replace copies that employees lost or destroyed, do not send these copies to us. Clearly identify them as **duplicate** copies, and keep any copies you do not distribute with your records.

Chapter 3 – Completing T4F Slips

General guidelines

Before you start to enter information on the slips, please keep the following points in mind:

- Complete the slips clearly and put them in alphabetical order.
- Use a standard 10- or 12-character per inch font if typed or computer generated.
- Make sure the SIN and name you enter on the T4F slip for each employee is the same as the one on his or her SIN card.
- Report, in **Canadian** dollars, all of the amounts you paid to employees during the year.
- Do not show hyphens or dashes between numbers or names.
- Do not print or type the dollar sign (\$).
- Do not show negative dollar amounts on slips. To change an amount for a previous year, send us an amended T4F slip for the year in question. For more information, see the section called “How can you amend, cancel, or replace slips?” on page 6.
- If you do not have to enter an amount in a box, leave the box blank.
- Do not change the headings of any of the boxes.
- **Do not** report CPP contributions for self-employed fishers on a T4F slip. Self-employed fishers report their CPP contributions on self-employed earnings on their income tax and benefit returns.

Detailed instructions

Fisher’s name and address

First print or type the self-employed fisher’s last name, followed by his or her first name and initials. Directly below the name, enter the self-employed fisher’s address, including the province or territory, postal code, and country.

Designated employer’s name

Enter the name of the designated employer.

Box 12 – Social insurance number (SIN)

Enter the social insurance number (SIN) that appears on the self-employed fisher’s SIN card. For more information on reporting a SIN, see “Reporting the correct social insurance number (SIN)” in Chapter 1.

Year

Enter the calendar year in which the self-employed fisher earned the income.

Box 14 – Gross earnings

Enter the gross earnings of the self-employed fisher who **does not** own or lease the boat or gear. To calculate this amount, see the section called “Earnings of a Fisher” in the publication called *Fishers and Employment Insurance* (T4005).

If the self-employed fisher owns or leases the boat or gear, the amount of gross earnings is the value of all the catches delivered.

When a partnership is involved, the gross earnings of each partner (self-employed fisher) is the value of all the catches delivered.

Box 16 – Employment Insurance (EI) insurable earnings

Enter the amount of the self-employed fisher’s insurable earnings. For instructions on how to calculate insurable earnings, see the publication called *Fishers and Employment Insurance* (T4005). Leave this box blank if there are no insurable earnings.

Box 18 – EI premiums

Enter the amount of EI premiums you deducted from the self-employed fisher’s earnings. Leave this box blank if you did not deduct any premiums.

Box 20 – EI exempt

Do not complete this box if you have completed box 18 or box 16. Enter an “X” in this box if an exemption applies for the total period of employment or deemed employment. To find out if an exemption applies, see the publication called *Fishers and Employment Insurance* (T4005).

Box 22 – Income tax deducted

Enter the amount of income tax you deducted during the year. Leave this box blank if you did not deduct any tax.

Do not include instalment payments you remitted for a self-employed fisher, or any amount you withheld under the authority of a garnishee or a requirement to pay that applies to the fisher’s previously assessed tax arrears.

Box 24 – Fisher’s number

Use of the fisher’s number is optional if you put the T4F slips in alphabetical order. If you do not put the T4F slips in alphabetical order, enter all of the relevant information such as department, unit, payroll, and fisher’s number.

Box 28 – Business Number

Enter the 15-digit Business Number belonging to the designated employer.

Chapter 4 – Completing the T4F Summary Form

General guidelines

The summary form is used to report the totals of the amounts that you reported on the related slips.

Before you start to enter information on the summary form, please keep the following points in mind:

- Report amounts in Canadian dollars and cents on the T4F Summary form.
- Complete a separate summary form for each one of your payroll deductions accounts. Ensure each summary form is in front of the related slips (do not use staples).
- **The totals you report on your summary form have to match the totals you report on your slips.** Errors or omissions can cause unnecessary processing delays.
- You may want to make a photocopy of the original T4F Summary form to use as your working copy. Keep the working copy for your records.
- Send the original T4F Summary form and the related slips to the Ottawa Technology Centre. The address is on the back of the summary form.

Detailed instructions

In the box at the top of the T4F Summary form, enter your name and address and the 15-digit Business Number that you use to send us your employees' deductions.

Year

Enter the last two digits of the calendar year for which you are filing the return.

Line 14 – Gross earnings

Add the amounts in box 14 on all T4F slips. Enter the total on line 14.

Line 16 – Employment Insurance (EI) insurable earnings

Add the amounts in box 16 on all T4F slips. Enter the total on line 16.

Line 18 – Fishers' Employment Insurance premiums

Add the amounts in box 18 on all T4F slips. Enter the total on line 18.

Line 22 – Income tax deducted

Add the amounts in box 22 on all T4F slips. Enter the total on line 22.

Line 26 – Designated employer’s Employment Insurance premiums

Enter the total amount of your share of EI premiums (multiply the total employees’ premiums by the employer’s premium rate).

Lines 76 and 78 – Person to contact about this return and telephone number

Enter the name and telephone number of a person we can contact to get or clarify information reported on the T4F Summary form.

Line 80 – Total deductions reported

Add the amounts reported on lines 18, 26, and 22 of the summary form. Enter the total on line 80.

Line 82 – Remittances

Enter the amount that you remitted under your Business Number for the year.

Difference

Subtract line 82 from line 80. Enter the difference in the space provided. If there is no difference between the total deductions you reported and the amount you remitted for the year, leave lines 84 and 86 blank. We do not refund or charge a difference of \$2 or less.

Line 84 – Overpayment

If the amount on line 82 is more than the amount on line 80 (and you do not have to file another type of return for this account number), enter the difference on line 84. Attach a note indicating the reason for the overpayment and whether you want us to transfer this amount to another account another year, or refund the overpayment to you.

Line 86 – Balance due

If the balance on line 80 is more than the amount on line 82, enter the difference on line 86.

Amount enclosed

If you have a balance due, attach a cheque or money order, payable to the Receiver General for Canada, to the T4F Summary form. If you remit your payment late, any balance owing may be subject to penalty and interest at the prescribed rate.

Line 88 – Total number of T4F slips filed

Enter the total number of T4F slips that you are including with the T4F Summary form.

Certification

A current officer of the business has to sign the T4F information return to show that the information is correct and complete.

Addresses of Tax Centres

Summerside Tax Centre 275 Pope Road Summerside PE C1N 6A2	Jonquière Tax Centre 2251 René-Lévesque Boulevard Jonquière QC G7S 5J1
Shawinigan-Sud Tax Centre 4695 – 12th Avenue Shawinigan-Sud QC G9N 7S6	Sudbury Tax Services Office 1050 Notre-Dame Avenue Sudbury ON P3A 5C1
Winnipeg Tax Centre 66 Stapon Road Winnipeg MB R3C 3M2	Surrey Tax Centre 9755 King George Highway Surrey BC V3T 5E1
St. John's Tax Centre 290 Empire Avenue St. John's NL A1B 3Z1	

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