**Business Problem Definition:**

Tax departments needs to file a large volume (500+) of T1204 tax slips for 2017.

CRA’s filing instructions require the use of “Internet File Transfer”, which requires data of XML file format.

Tax group has nobody to generate XML files for 2017 and needs IT help.

Tax group can provide the available information in Excel format.

**Previous/Current State:**

Tax department previously filed T1205 tax slips using “Internet File Transfer” and had data prepared in XML file format.

Tax resource that filed this tax slip for 2016 and was proficient in XML file generation left the company.

**Future State:**

There is no commercial software for T1204 slip filing, so Tax department will continue to file T1205 tax slips using “Internet File Transfer” as per CRA instructions for that year.

Based on the process for 2017, IT & Tax will create a wiki page that will outline the process for the future years.

Wiki-page: Process for the Future years (to be finalized after 2017 T1204 is submitted – swim lanes diagram)

#### Step 1: Get the XML specifications for T1204 and T619 from the CRA web-site

**Owner:** Tax team

**Timeline:** Beginning of the calendar year (by mid-January CRA posts the instructions for the precious calendar year tax)

**Steps:**

1. Locate and save the XML specifications for:

* The Form T1204, information return (go to [Find XML specifications to file electronically.](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html#xmlspcs))
* You must include Form [T619, Electronic Transmittal](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-electronic-transmittal-1.html), along with your information returns. This identifies the person submitting the file and the number of returns submitted.

1. Compare the XML specifications for the current year with the ones used the previous year.

* If they are the same, you can use the last year’s excel template (no need to contact IT for help) – go to Step 2
* If they are different, a different template than last year need to be used (reach out to IT for help) – go to Step 1a

#### Step 1a: Update conversion process for T1204 and T619

**Owner:** IT team

**Timeline:** Beginning of February

**Steps:**

1. Update the conversion from Excel to XML process to support the CRA changes

#### Step 2: Download the CRA schema

**Owner:** Tax team

**Timeline:** Beginning of the calendar year (by mid-January CRA posts the instructions for the precious calendar year tax)

**Steps:**

1. Download CRA schema file (for 2017 that is [xmlschm1-18-3.zip](https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/esrvc-srvce/rf/xmlschm1-18-3.zip) file (version 1-18-3), 88 KB, last updated December 19, 2017)
2. Save the .zip file on your computer
3. Use an extracting software (for example WinZip) to extract the .xsd files. You have to extract and save **all files** to one location on your hard drive.
4. Tax will use the new excel template to provide data

#### Step 3: Create and save your file

**Owner:** Tax team

**Timeline:** Beginning of March

**Steps:**

1. Create your .xml file using the IT process for conversion from Excel to XML.
2. Save the .xml file on your computer. Name your file with extension **.xml**. Note the location.

#### Step 4: Validate your file

**Owner:** Tax team

**Timeline:** Mid of March

**Steps:**

1. Check both the format and the content of your .xml file against CRA schema files using a validating parser.

NOTE: You can download validating parsers from the Internet. The software is not provided or supported by the CRA. If you have questions, ask the software companies that created the validating parser.

1. Launch the validating parser
2. Include in the parser the path to the schema files you saved
3. Follow the instructions in the parser to locate and open your .xml file
4. Correct all errors the parser finds and re-validate
5. Change the schema path in Form T619 to xsi:noNamespaceSchemaLocation="layout-topologie.xsd"> before sending your .xml file to the CRA

#### Step 5: Use the Internet file transfer (XML) application

**Owner:** Tax team

**Timeline:** End of March

**Steps:**

1. File T1204 tax slips using the Internet File Transfer application

NOTE: Login using:

* an account number
* the [Web access code (WAC)](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html#wbccsscd) associated to this number

**Tax team provided:**

T1204 slips info in Excel format

T619 in Excel format

CRA web-page for tax filing:

<https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview.html>

**Timeline to complete this activity:**

Excel Spreadsheet should be ready by Mar 7, 2018 (Completed by Tax)

The hard deadline for filing is Mar 31, 2018

Would be ideal if it can be completed by mid-March (Mar 16, 2018).

**Government of Canada: Filing Information Returns Electronically**

Internet filing is available from **January 8, 2018**.

Two options are available:

1. [Web Forms](https://apps.cra-arc.gc.ca/ebci/leb0/webform/pub/entry-e.do), allows to file **up to 100 slips. (NOT APPLICABLE TO CPPIB DUE TO NUMBER OF SLIPS)**
2. [Internet file transfer](https://apps.cra-arc.gc.ca/ebci/leb0/upload/pub/entry-e.do) allows use of payroll, commercial, or in-house developed software, to submit an xml file of up to 150 MB over the Internet. **(CPPIB OPTION)**

## How to file by Internet file transfer (XML)

**If you use commercial software**, it will automatically create your .xml file. Go directly to step 5. **(NO COMMERCIAL SOFTWARE FOR T1204 SLIP FILING. NEED TO CREATE .xml FILE)**

**If you use your own software**, you have to create your own .xml file. Your file name must have the extension .xml. **(CPPIB OPTION)**

#### Step 1: Get the XML specifications

If you are going to create your own software, you need the XML specifications to file an information return. To get a list of the specifications you need for each different type of return, go to [Find XML specifications to file electronically.](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html#xmlspcs)

You must include Form [T619, Electronic Transmittal](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-electronic-transmittal-1.html), along with your information returns. This identifies the person submitting the file and the number of returns submitted.

* Need 2 .xml files
* 1 file for T1204 information return
* 1 file for T619 form

#### Step 2: Download the CRA schema

The XML schema defines the building blocks of an .xml file. The schemas are in .xsd format.

##### Schema for filing information returns

To file information returns in 2018, download the [xmlschm1-18-3.zip](https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/esrvc-srvce/rf/xmlschm1-18-3.zip) file  
(version 1-18-3), 88 KB, last updated December 19, 2017).

After you save the .zip file on your computer, use an extracting software (for example WinZip) to extract the .xsd files. You have to extract and save **all files** to one location on your hard drive.

##### Schema for Form T550, Application for Registration of RSP's, ESP's or RIF's Under Section 146, 146.1 and 146.3 of the Income Tax Act

For Form T550, Application for Registration of RSP's, ESP's or RIF's Under Section 146, 146.1 and 146.3 of the Income Tax Act, point your parser directly to the URL of the schema to always have the most recent version.

The URL for this schema is: [www.cra-arc.gc.ca/tx/rgstrd/rrsprrif-reerferr/layout-topologieRPD.xsd](https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/tx/rgstrd/rrsprrif-reerferr/layout-topologieRPD.xsd.xml).

#### Step 3: Create and save your file

Create your .xml file using the specifications for the information return you are filing. Save your .xml file on your computer. Name your file with extension **.xml**. Note the location.

#### Step 4: Validate your file

To validate your file, check both the format and content of an .xml file against our schema files using a validating parser. You can download validating parsers from the Internet. The software is not provided or supported by the CRA. If you have questions, ask the software companies that created the validating parser.

1. Launch the validating parser
2. Include in the parser the path to the schema files you saved
3. Follow the instructions in the parser to locate and open your .xml file
4. Correct all errors the parser finds and re-validate
5. Change the schema path in Form T619 to xsi:noNamespaceSchemaLocation="layout-topologie.xsd"> before sending your .xml file to the CRA

#### Step 5: Use the Internet file transfer (XML) application

To use the Internet file transfer (XML) application, log in using

* an account number
* the [Web access code (WAC)](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html#wbccsscd) associated to this number (NO PAGE)

[Hours of service](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/hours-service.html)

Internet filing is available from **January 9, 2017.**

Returns can be filed only during the following hours, every day of the week

|  |  |
| --- | --- |
| **National hours of operation by time zone** | |
| **Time Zone** | **Hours of service** |
| Ontario, Quebec, and Nunavut (Eastern Time) | 6 a.m. to 3 a.m. |

[Contact us](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/contact-us.html)

* For information about completing slips and summaries or filing an information return electronically, see [Completing slips and summaries](https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/completing-slips-summaries.html) or call **1-800-959-5525**.
* For information or assistance creating an XML file call the Electronic Media Processing Unit at **1-800-665-5164** , between 7:00 and 17:00 (EST).

Filing due date for your information return

|  |  |
| --- | --- |
| **Filing due dates for type of information return** | |
| **Type of information return** | **Filing due date** |
| **T1204** | File by March 31 of the year following the calendar year to which the information return applies. If March 31 falls on a Saturday or Sunday, your return is due the next business day. |

### *What if you file your information return late?*

If you file your information return past the due date you may be charged a penalty. To learn more, see [late-filing penalties for information returns.](https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-overview/penalties-interest-other-consequences/payroll-penalties/penalty-failure-file-information-return-date.html) (NONE APPLY TO T1204)

### *Will you be penalized if you do not file electronically?*

The Canada Revenue Agency will begin charging penalties starting January 2016 if you do not file electronically.

Every information return is considered a slip. If you file more than 50 information returns (slips) for a calendar year and you do not file by Internet file transfer or Web Forms, you may be charged a penalty. The following table lists the penalties for not filing electronically.

|  |  |
| --- | --- |
| **Penalty by number of information returns (slips)** | |
| **Number of information returns (slips)** | **Penalty** |
| 51 to 250 | $250 |
| 251 to 500 | $500 |
| 501 to 2,500 | $1,500 |
| 2,501 or more | $2,500 |

### *Find XML specifications to file electronically*

The xml specifications assist you in creating your xml file by identifying what we can accept in the file. You only require the xml specifications if you are creating your own xml file.

You must include a [T619, Electronic Transmittal](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-2018.html) record along with one of the following return types to create a complete submission.

The first column of the table has links to the XML specifications for year 2017.

## New for 2018

An amendment reason explanation tag has been added at the Summary level for the following form types : T4, T4A ,T4A-NR,  T4RSP,  T4RIF, T4E, T4AP, T4OAS, **T1204**, PRPP, T5, T5007, T5008, T5013, T5018, T3, NR4, TFSA, RRSP. The tag is not mandatory and is intended to allow a filer to provide a brief explanation for the amendments within the file up to 1309 characters.

**Links to the XML specifications for 2019 will be listed in the last column when they become available.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Electronic filing options by return type** | | | | | |
| **Type of return** | **File using Internet file transfer** | **File using Web Forms** | **Amend using Internet file transfer** | **Amend using Web Forms** | **2019** |
| [T1204, Government Service Contract Payments](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-2018/t1204-2018.html) | Yes | Yes | Yes | Yes | - |

### *What you need to file your information return electronically*

Before you file, have your documentation ready. You will also need your business number and Web access code.

#### What is a Web access code?

A Web access code is a personalized code that is associated with your account number. Your Web access code contains two letters and four numbers. It is case sensitive.

#### Where do you find your Web access code?

The Canada Revenue Agency no longer mails Web access codes.

If you do not remember your code or you need a code for a new account, you can:

* use our [Web access code online service](https://apps.cra-arc.gc.ca/ebci/leb0/wacretrieve/pub/entry-e.do)
* call business enquiries at **1-800-959-5525**

### *What if you have a balance due?*

When you [make a payment to the Canada Revenue Agency](https://www.canada.ca/en/revenue-agency/services/make-a-payment-canada-revenue-agency.html), do not resubmit your return.

## How to amend

After you file your information return, you may notice that you made an error when preparing the slips. To correct these errors you will have to file amended or cancelled slips.

### Amending or cancelling slips using the Internet file transfer application

When you are filing amended slips

* include only the slips that need to be amended
* use the report type code “A” on the summary and slips
* enter all data that has not changed for the slip and make changes to fields that require corrections
* include **only** the totals from the amended slips on the amended summary

When you are filing cancelled slips

* include only the slips that need to be cancelled
* use the report type code “A” on the summary
* use report type code “C” on the slips
* enter all data that was on the original slip
* include **only** the totals from the amended slips on the amended summary

Source: <https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-2018/t1204-2018.html>

# **T1204 Government Service Contract Payments**

**2018V1 - updated 2017-10-16**

**<Return>**

**<T1204>**

**<T1204Slip>**   
**Note:** When completing the T1204 return, include either the Corporation Information or the Recipient Information, **NOT** both.

**<RCPNT\_NM>**

<snm></snm>  
**Sole proprietorship recipient last name**   
**- Required**,20 alphanumeric  
- first 20 letters of the recipient's surname  
- omit titles such as Mr., Mrs., etc.  
- do not include first name or initials

<gvn\_nm></gvn\_nm>  
**Sole proprietorship recipient first name**   
- 12 alphanumeric  
- first 12 letters of the recipient's first given name  
**Note:** If only initials are available, provide the recipient's first initial.

<init></init>  
**Sole proprietorship recipient initial**   
- 1 alphanumeric  
- initial of the recipient's second given name

**</RCPNT\_NM>**   
Must enter **one** of the two following **required** tags:  
• recipient Social Insurance Number (SIN)  
• recipient Business Number (BN)

<sin></sin>  
**Recipient social insurance number (SIN)**   
**- Required**, 9 numeric  
- T1204 slip, box 12  
- when the recipient has failed to provide a SIN, enter zeroes in the entire field

<rcpnt\_bn></rcpnt\_bn>  
**Recipient Account Number**   
**- Required**,15 alphanumeric, 9 digits, RC 4 digits, example 000000000RC0000, or 000000000RZ0000, or 000000000RT0000  
- T1204 slip, box 61  
- the recipient's corporate RC Business Number or their RT Goods and Services Tax (GST) Number, or the RZ Account Number assigned by the CRA  
- when the recipient has failed to provide an Account number, enter 000000000RC0000, or 000000000RZ0000, or 000000000RT0000 in the field

**<RCPNT\_BUS\_NM>**

<l1\_nm></l1\_nm>  
**Recipient business name - line 1**   
**- Required**,30 alphanumeric  
- first line of the recipient's business name  
- if "&" is used in the name area enter as "&amp;"

<l2\_nm></l2\_nm>  
**Recipient business name - line 2**   
- 30 alphanumeric  
- second line of the recipient's business name

**</RCPNT\_BUS\_NM>**

<rcpnt\_tcd></rcpnt\_tcd>  
**Recipient type code**   
**- Required**,1 numeric  
- T1204 slip, box 23  
**- 1** if the recipient is a sole proprietor  
**- 3** if the recipient is a corporation  
**- 4** if the recipient is a partnership

**<RCPNT\_BUS\_ADDR>**  
  
< addr\_l1\_txt></addr\_l1\_txt>  
**Recipient business address - line 1**   
- 30 alphanumeric  
- first line of the recipient's address  
  
< addr\_l2\_txt></addr\_l2\_txt>  
**Recipient business address - line 2**   
- 30 alphanumeric  
- second line of the recipient's address  
  
< cty\_nm></cty\_nm>  
**Recipient city**   
- 28 alphanumeric  
- city in which the recipient is located

<prov\_cd></prov\_cd>  
**Recipient province or territory code**   
- 2 alpha  
- recipient's Canadian province or territory in which the recipient is located or the state in the USA where the recipient is located  
- use the abbreviations listed in the pdf document entitled "T619 - Electronic media transmittal" under section: Transmitter province or territory code  
- when the recipient's country code is neither CAN nor USA, enter **ZZ** in this field

<cntry\_cd></cntry\_cd>  
**Recipient country code**   
- 3 alpha  
- country in which the recipient is located  
- use the alphabetic country codes as outlined in the International Standard (ISO) 3166 Codes for the Representation of Names of Countries  
- always use **CAN** for Canada, and **USA** for the United States of America

<pstl\_cd></pstl\_cd>  
**Recipient postal code**   
- 10 alphanumeric  
- recipient's Canadian postal code, format: alpha, numeric, alpha, numeric, alpha, numeric, example: A9A9A9  
- or the recipient's USA zip code  
- or where the recipient's country code is neither CAN nor USA, enter the foreign postal code

**</RCPNT\_BUS\_ADDR>**  
  
  
< payr\_bn></payr\_bn>  
**Payer Business Number (BN)**   
**- Required**,15 alphanumeric, 9 digits RP 4 digits, example 000000000RP0000  
- must correspond to the "Business Number (BN)" on the related T1204 Summary record  
- enter the Account Number as used on Form PD7A, Statement of Account for Current Source Deductions   
**Note:** In order to process a return, the complete BN is required.

**<T1204\_AMT>**  
  
< srvc\_pay\_amt></srvc\_pay\_amt>  
**Service payments only**   
- 12 numeric, enter dollar and cents  
- T1204 slip, box 82

<mxd\_gd\_pay\_amt></mxd\_gd\_pay\_amt>  
**Mixed services and goods payments**   
- 12 numeric, enter dollars and cents  
- T1204 slip, box 84

**</T1204\_AMT>**  
  
< ptnrp\_filr\_id></ptnrp\_filr\_id>  
**Partnership filer identification number (FIN)**   
Amendments only  
- 2 alpha and 7 numeric, example HA0000000  
- T1204 slip, box 86  
- recipient's partnership FIN assigned by the CRA  
- when the recipient has failed to provide a FIN, enter HA0000000 in the field

<rpt\_tcd></rpt\_tcd>  
**Report Type Code**   
**- Required**,1 alpha  
- originals = O  
- amendments = A  
- cancel = C  
**Note**: An amended return cannot contain an original slip.

**</T1204Slip>**

**<T1204Summary>**

<bn></bn>  
**Business Number (BN)**   
**- Required**,15 alphanumeric, 9 digits RP 4 digits, example 000000000RP0000  
- enter the Account Number as used on Form PD7A, Statement of Account for Current Source Deductions   
**Note:** In order to process a return, the complete BN is required.

**<PAYR\_NM>**

<l1\_nm></l1\_nm>  
**Payer name - line 1**   
**- Required**,30 alphanumeric  
- first line of payer's name  
- if "&" is used in the name area enter as "&amp;"  
  
< l2\_nm></l2\_nm>  
**Payer name - line 2**   
- 30 alphanumeric  
- second line of payer's name

<l3\_nm></l3\_nm>  
**Payer name - line 3**   
- 30 alphanumeric  
- use for "care of" or "attention"

**</PAYR\_NM>**  
  
**<PAYR\_ADDR>**

<addr\_l1\_txt></addr\_l1\_txt>  
**Payer address - line 1**   
- 30 alphanumeric  
- first line of the payer's address

<addr\_l2\_txt></addr\_l2\_txt>  
**Payer address - line 2**   
- 30 alphanumeric  
- second line of the payer's address

<cty\_nm></cty\_nm>  
**Payer city**   
- 28 alphanumeric  
- city in which the payer is located  
  
< prov\_cd></prov\_cd>  
**Payer province or territory code**   
- 2 alpha  
- Canadian province or territory in which the payer is located or the state in the USA where the payer is located  
- use the abbreviations listed in the pdf document entitled "T619 - Electronic media transmittal" under section: Transmitter province or territory code  
- when the payer's country code is neither CAN nor USA, enter **ZZ** in this field

<cntry\_cd></cntry\_cd>  
**Payer country code**   
- 3 alpha  
- country in which the payer is located  
- use the alphabetic country codes as outlined in the International Standard (ISO) 3166 Codes for the Representation of Names of Countries   
- always use **CAN** for Canada, and **USA** for the United States of America

<pstl\_cd></pstl\_cd>  
**Payer postal code**   
- 10 alphanumeric  
- payer's Canadian postal code, format: alpha, numeric, alpha, numeric, alpha, numeric, example: A9A9A9 or the payer's USA zip code  
- when the payer's country code is neither CAN nor USA, enter the foreign postal code

**</PAYR\_ADDR>**  
  
**<CNTC>**

<cntc\_nm></cntc\_nm>  
**Contact name**   
**- Required**,22 alphanumeric  
- contact's first name followed by surname for this return  
- omit titles such as Mr., Mrs., etc.  
  
< cntc\_area\_cd></cntc\_area\_cd>  
**Contact area code**   
**- Required**,3 numeric  
- area code of telephone number

<cntc\_phn\_nbr></cntc\_phn\_nbr>  
**Contact telephone number** – **required**  
**-** 3 numeric with a (-), followed by 4 numeric.  
- telephone number of contact  
  
< cntc\_extn\_nbr></cntc\_extn\_nbr>  
**Contact extension**   
- 5 numeric  
- extension of contact

**</CNTC>**  
  
< tx\_yr></tx\_yr>  
**Taxation year**   
**- Required**, 4 numeric (e.g., **2005**)

<slp\_cnt></slp\_cnt>  
**Total number of T1204 slip records**   
**- Required**, 7 numeric  
- total number of T1204 slip records filed with this T1204 Summary  
  
< rpt\_tcd></rpt\_tcd>  
**Report Type Code**   
**- Required**,1 alpha  
- originals = O  
- amendments = A  
**Note**: An amended return cannot contain an original slip.

<fileramendmentnote></fileramendmentnote>  
**Filer amendment note**   
- use for report type A only  
- 1309 alphanumeric

**<T1204\_TAMT>**

<tot\_srvc\_pay\_amt></tot\_srvc\_pay\_amt>  
**Total service payments**   
- 14 numeric, enter dollar and cents.  
- accumulated total of recipients' Service payments only, as reported on the T1204 slip records filed with this T1204 Summary

<tot\_mxd\_gd\_pay\_amt></tot\_mxd\_gd\_pay\_amt>  
**Total mixed services and goods payments**   
- 14 numeric, enter dollar and cents  
- accumulated total of recipients' payment for Mixed services and goods payments, as reported on the T1204 slip records filed with this T1204 Summary

**</T1204\_TAMT>**  
  
**</T1204Summary>**  
  
**</T1204>**

**</Return>**

# **Source:** <https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619-2018.html>

# **T619, Electronic Transmittal**

**2017V2 - updated 2016-11-01**

<?xml version="1.0" encoding="UTF-8"?>  
<Submission xmlns:ccms="http://www.cra-arc.gc.ca/xmlns/ccms/1-0-0"  
xmlns:sdt="http://www.cra-arc.gc.ca/xmlns/sdt/2-2-0"  
xmlns:ols="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols/1-0-1"  
xmlns:ols1="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols1/1-0-1"  
xmlns:ols10="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols10/1-0-1"  
xmlns:ols100="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols100/1-0-1"  
xmlns:ols12="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols12/1-0-1"  
xmlns:ols125="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols125/1-0-1"  
xmlns:ols140="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols140/1-0-1"  
xmlns:ols141="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols141/1-0-1"  
xmlns:ols2="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols2/1-0-1"  
xmlns:ols5="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols5/1-0-1"  
xmlns:ols50="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols50/1-0-1"  
xmlns:ols52="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols52/1-0-1"  
xmlns:ols6="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols6/1-0-1"  
xmlns:ols8="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols8/1-0-1"  
xmlns:ols8-1="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols8-1/1-0-1"   
xmlns:ols9="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/ols9/1-0-1"  
xmlns:olsbr="http://www.cra-arc.gc.ca/enov/ol/interfaces/efile/partnership/olsbr/1-0-1"  
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"  
xsi:noNamespaceSchemaLocation="layout-topologie.xsd">

**<T619>**

<sbmt\_ref\_id></sbmt\_ref\_id>   
**Submission reference identification**   
- Required 8 alphanumeric   
**Note: This is a unique number that is created by the transmitter to identify each submission filed.**

<rpt\_tcd></rpt\_tcd>   
**Report type code**   
- Required **1 alpha**   
- Original = O   
- Amended = A

<trnmtr\_nbr></trnmtr\_nbr>   
**Transmitter number**   
required MM + 6 numeric, example: MM555555

- If you are filing 1 return only and do not have an existing Transmitter number please use generic transmitter number MM555555 to file this return. If you still wish to obtain a Transmitter number, please call 1-800-665-5164 to obtain one.

- If you will be filing more than 1 return please use the Transmitter (MM) number that we have assigned to you. If you do not have a transmitter number and will be filing more than 1 return, please call 1-800-665-5164 to obtain one.

- If you are filing 1 return and currently have an existing transmitter number (MM) use that number.

<trnmtr\_tcd></trnmtr\_tcd>   
**Transmitter type indicator**   
1 numeric   
- 1 if you are submitting your returns   
- 2 if you are submitting returns for others (service providers)   
- 3 if you are submitting your returns using a purchased software package   
- 4 if you are a software vendor

<summ\_cnt></summ\_cnt>   
**Total number of summary records**   
**- Required** 6 numeric  
- Total number of summary records filed on this electronic medium.

<lang\_cd></lang\_cd>   
**Language of communication indicator**   
- **Required** 1 alpha   
- E = English   
- F = French

<TRNMTR\_NM>

<l1\_nm></l1\_nm>   
**Transmitter name - line 1**  
-Required 30 alphanumeric

<l2\_nm></l2\_nm>   
**Transmitter name – line 2**   
- 30 alphanumeric   
- If the transmitter name is more than 30 alphanumeric characters, enter the remaining characters on this line.  
  
</TRNMTR\_NM>

<TRNMTR\_ADDR>

<addr\_l1\_txt></addr\_l1\_txt>   
**Transmitter address - line 1**   
- 30 alphanumeric   
- First line of the transmitter’s address.  
  
<addr\_l2\_txt></addr\_l2\_txt>   
**Transmitter address – line 2**   
- 30 alphanumeric   
**-** If the transmitter address is more than 30 alphanumeric characters, enter the remaining characters on this line**.**   
   
<cty\_nm></cty\_nm>   
**Transmitter city**   
- Required 28 alphanumeric   
- City in which the transmitter is located.

<prov\_cd></prov\_cd>   
**Transmitter province or territory code**   
- Required **2 alpha**   
-If the transmitter is located in Canada, use the following abbreviations:

* NL-Newfoundland and Labrador
* PE-Prince Edward Island
* NS-Nova Scotia
* NB-New Brunswick
* NT-Northwest Territories
* QC-Quebec
* ON-Ontario
* NU-Nunavut
* MB-Manitoba
* SK-Saskatchewan
* AB-Alberta
* BC-British Columbia
* YT-Yukon Territory

If the transmitter is located in the U.S., use the following abbreviations:

* AL-Alabama
* AK-Alaska
* AZ-Arizona
* AR-Arkansas
* CA-California
* CO-Colorado
* CT-Connecticut
* DE-Delaware
* DC-District of Columbia
* FL-Florida
* GA-Georgia
* HI-Hawaii
* ID-Idaho
* IL-Illinois
* IN-Indiana
* IA-Iowa
* KS-Kansas
* KY-Kentucky
* LA-Louisiana
* ME-Maine
* MD-Maryland
* MA-Massachusetts
* MI-Michigan
* MN-Minnesota
* MS-Mississippi
* MO-Missouri
* MT-Montana
* NE-Nebraska
* NV-Nevada
* NH-New Hampshire
* NJ-New Jersey
* NM-New Mexico
* NY-New York
* NC-North Carolina
* ND-North Dakota
* OH-Ohio
* OK-Oklahoma
* OR-Oregon
* PA-Pennsylvania
* PR-Puerto Rico
* RI-Rhode Island
* SC-South Carolina
* SD-South Dakota
* TN-Tennessee
* TX-Texas
* UT-Utah
* VT-Vermont
* VA-Virginia
* WA-Washington
* WV-West Virginia
* WI-Wisconsin
* WY-Wyoming
* If the transmitter’s country code is not CAN or USA, enter ZZ in this field

<cntry\_cd></cntry\_cd>   
**Transmitter country code**   
- CAN for Canada   
- USA for the United States of America   
- 3 alpha   
- Country in which the transmitter is located. Use the alphabetic country codes as outlined in the International Standard (ISO) 3166 - Codes for the Representation of Names of Countries.

<pstl\_cd></pstl\_cd>   
**Transmitter postal code**   
- **Required** 10 alphanumeric   
**-** Canadian postal code, format is alpha, numeric, alpha, numeric, alpha, numeric, example: A9A9A9  
- or the US zip code of the transmitter.   
**-** or if the transmitter's country code is not CAN or USA, enter the foreign postal code**.**

</TRNMTR\_ADDR>  
  
<CNTC>

<cntc\_nm></cntc\_nm>   
**Contact name**   
- **Required** 22 alphanumeric   
**-** contact's first name followed by surname. Do not include titles (for example, Mr. or Mrs.).

<cntc\_area\_cd></cntc\_area\_cd>   
**Contact area code - Required** 3 numeric

<cntc\_phn\_nbr></cntc\_phn\_nbr>   
**Contact telephone number**   
**- Required** 3 numeric, followed by (-) and 4 numeric.  
  
<cntc\_extn\_nbr></cntc\_extn\_nbr>   
**Contact extension number**   
7 numeric

<cntc\_email\_area></cntc\_email\_area>   
**Contact e-mail address**   
**Required**- 60 alphanumeric

<sec\_cntc\_email\_area></sec\_cntc\_email\_area>  
**Contact e-mail address - 2**   
60 alphanumeric

</CNTC>  
  
</T619>

**Note:** All returns to be filed in this submission would be included at this point in the XML document. See [XML specifications to file electronically](https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-what-you-should-know-before.html#xmlspcs) for a list of specifications that apply to your return.

</Submission>