# Filing T4s and RL1s

QuickBooks Payroll lets you create, print, email, and EFILE both T4 and Relevé 1 (RL-1) slips. In the following section we focus on the T4 process, but a similar process is available for Relevé 1 slips for those who live in Québec.

**EFILE T4 slips to the CRA**

The CRA encourages businesses to file T4s through the secure Internet file transfer (XML) service. You'll receive electronic confirmation of receipt, have faster processing, and save on mailing costs. QuickBooks Payroll makes it easy to do this.

**To EFILE your T4 slips you'll need the following information:**

• Your Business Number. You'll enter this in the Company Information window.

• A Web Access Code. If you do not have one, visit http://www.cra-arc.gc.ca

• A transmitter number or Magnetic Media (MM) number. If this is your first time using EFILE to submit your T4s, you can use the following number: 555 555

  **Note:** Once you've successfully sent your T4s electronically, the CRA will send you a unique transmitter number you can then use to EFILE in the future.

**Once you have the above information, proceed as follows:**

1. Select the type of form you want to EFILE and click the Process Form button.

2. In the Process End of Year Forms window, make sure that the correct form and year are displayed. You must review the T4 slips before you can EFILE them.

3. Click **EFILE**.

4. Fill in all the fields marked as required.

5. Click **Send**.

   QuickBooks compiles an XML file called "_T4Slips.xml" that contains your T4 data. By default, this file is stored in your My Documents directory; when you close QuickBooks, the file is deleted.

6. QuickBooks opens the CRA Web site for you. You will need to enter the path to the _T4Slips.xml file, your Business Number, and your Web Access Code.