TAX REPORTING SUITE

CRS

CANADA

VERSION 20.02

USERS'S MANUAL

Published: Feb 2020

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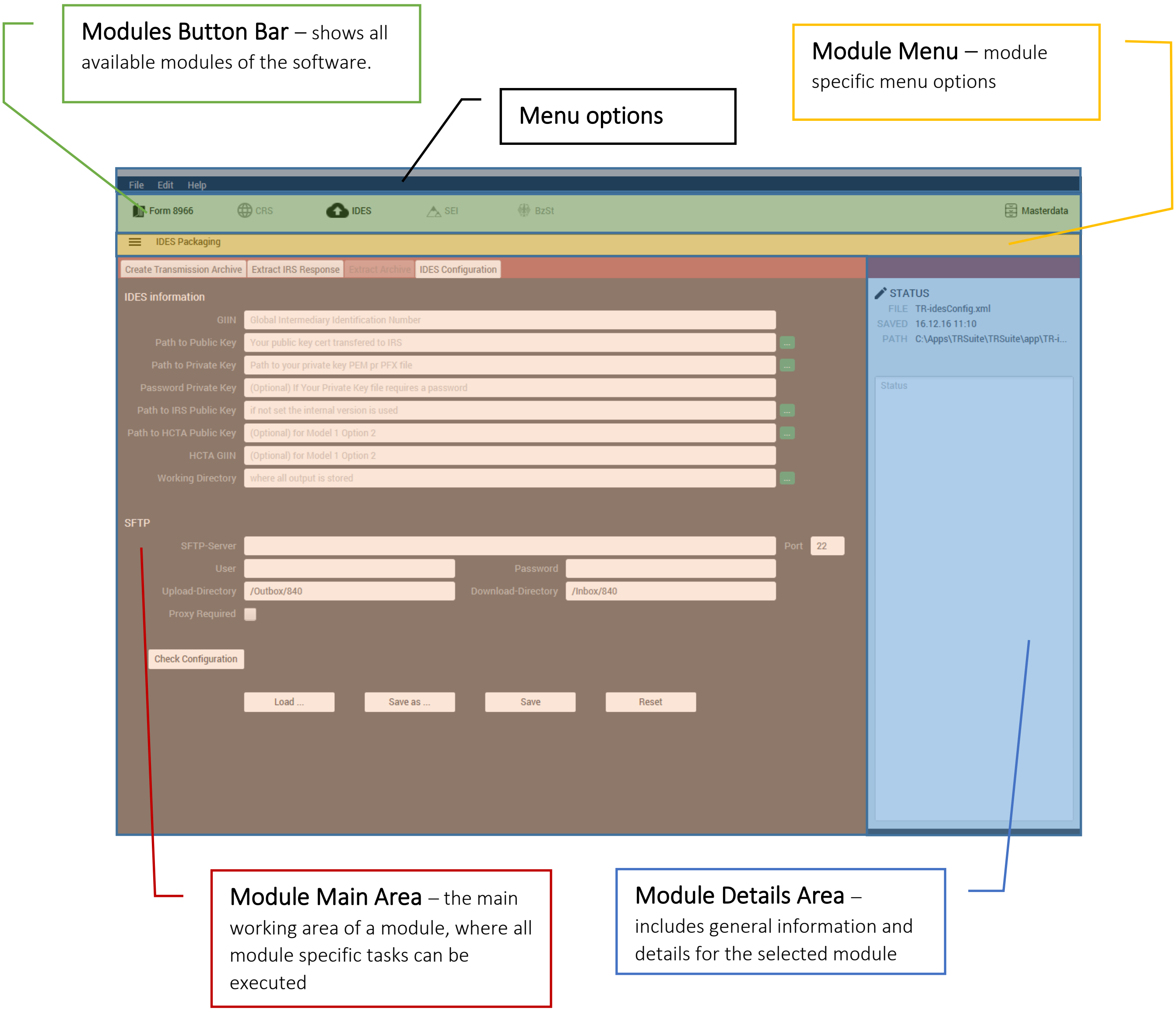
Revision History

Product Version	Document Version	Revision Date	Description
1812	Rev 0	01.01.2019	Initial Release
1902	Rev 1	12.02.2019	typo corrections
1911	Rev 1	07.11.2019	No updates
20.02	Rev 2	24.02.2020	No changes

The Main Window

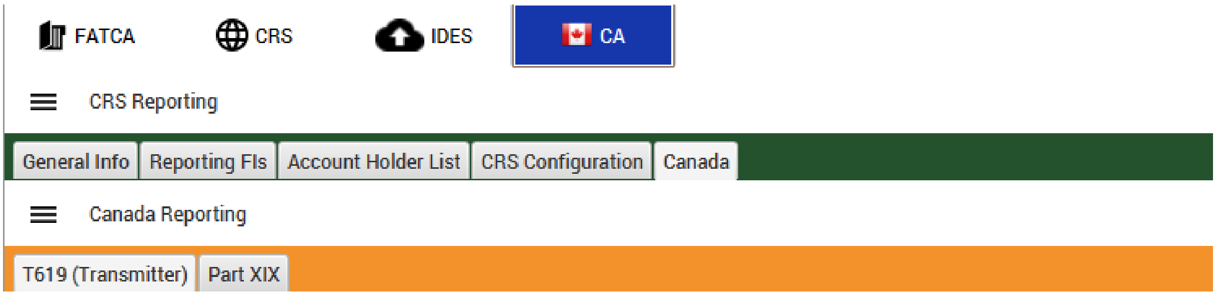
The Main window is the launch point for the entire application. You can select the licensed module in the modules button bar and perform the module specific tasks within main area of the module.

Each module comes with its own module menu and detail area.



CRS CA: Module Overview

This guide provides information about the Canada specific extension of the CRS module of the TRSuite software package. It describes processes and procedures for importing excel templates or CRS OECD XML 1.0 files and exporting XML files compatible with the Canadian T619/PartXIX information return.



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The CRS module includes the following:

- General Info Tab
- Reporting FIs Tab
- Account Holder List
- XML- / Excel-Import
- XML-Export
- Configuration

The functions are described in the CRS User Guide.

The CRS CA module covers the following extension

- CA Reporting Tab

The screenshots throughout the USER's MANUAL are produced on Windows 10 using the Windows Look and Feel.

In addition to this Users Guide, the following online resources may be useful:

- OECD AEOI portal
  http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/
- The Common Reporting Standard
  http://www.oecd.org/ctp/exchange-of-tax-information/standard-for-automatic-exchange-of-financial-account-information-for-tax-matters-9789264216525-en.htm
- The CRS XML Schema User Guide
  http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/schema-and-user-guide/#d.en.345315
- T619, Electronic Transmittal
  https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/upcoming-year-t619.html
- CRA Part XIX Information Return
  https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/t619/part-xix.html

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/completing-slips-summaries/financial-slips-summaries/partxix-information-return-international-exchange-information-financial-accounts-slips-summary/completing-partxix-information-return-slips-summary.html

Reference

The following information is used to generate a CRS OECD 1.0 XML compliant document. Before filing a OECD CRS Report, please ensure that you are familiar with your country specific Guidance Notes.

CRS CA

The Canadian Revenue Agency (CRS) allows filing electronic information return via the Internet. The TRSuite CRS CA module let you generate a file in the eXtensible Markup Language (XML) format that meets the minimum requirements outlined in the CRA's schema.

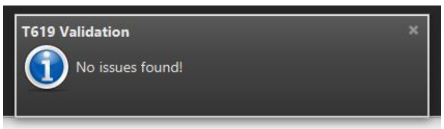
The file must include a so called T619 Electronic Transmittal record along with the Part XIX Information Return (International Exchange of Information on Financial Accounts) to create a complete CRS submission. The T619 record data is collected in the T619 (Transmitter) tab as shown below:

1. **Submission reference identification**: Required 8 alphanumeric.
   Note: This is a unique number that is created by the transmitter to identify each submission filed.
2. **Transmitter number**: required MM + 6 numeric, example: MM555555
   a. 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.
   b. If you are filing 1 return and currently have an existing transmitter number (MM) use that number.

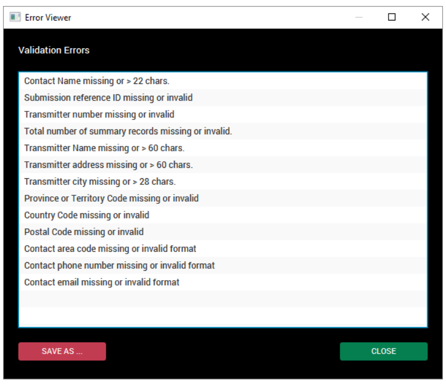
3. **Total number of summary records**: required 6 numeric. Total number of summary records filed on this electronic medium.
4. **Report type code**: required **1 alpha**
   - Original = O
   - Amended = A
5. **Transmitter type indicator**
   - 1 if you are submitting your returns
   - 2 if you are submitting returns for others (service providers)
   - 3 if you are submitting your returns using a purchased software package
   - 4 if you are a software vendor
6. **Language of communication indicator:** required
7. **Transmitter name: required.** 60 alphanumeric
8. **Transmitter address: required,** 60 alphanumeric
9. **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.
10. **Transmitter province or territory code**: Required **2 alpha**
11. **Transmitter city**: Required 28 alphanumeric. City in which the transmitter is located.
12. **Transmitter country code:** 3 alpha, Country in which the transmitter is located.
   - CAN for Canada
   - USA for the United States of America
13. **Contact name:** required 22 alphanumeric. Contact's first name followed by surname. Do not include titles (for example, Mr. or Mrs.).
14. **Contact phone area code -** required 3 numeric
15. **Contact telephone number:** required 3 numeric, followed by (-) and 4 numeric.
16. **Contact extension number** 7 numeric
17. **Contact e-mail address:** required - 60 alphanumeric
18. **Contact e-mail address – 2**: 60 alphanumeric

By pressing the Store-Button, the current T619 data is stored for later usage locally. Existing data is replaced after user's confirmation. Previous data can be loaded by pressing the **Load** -Button (20).

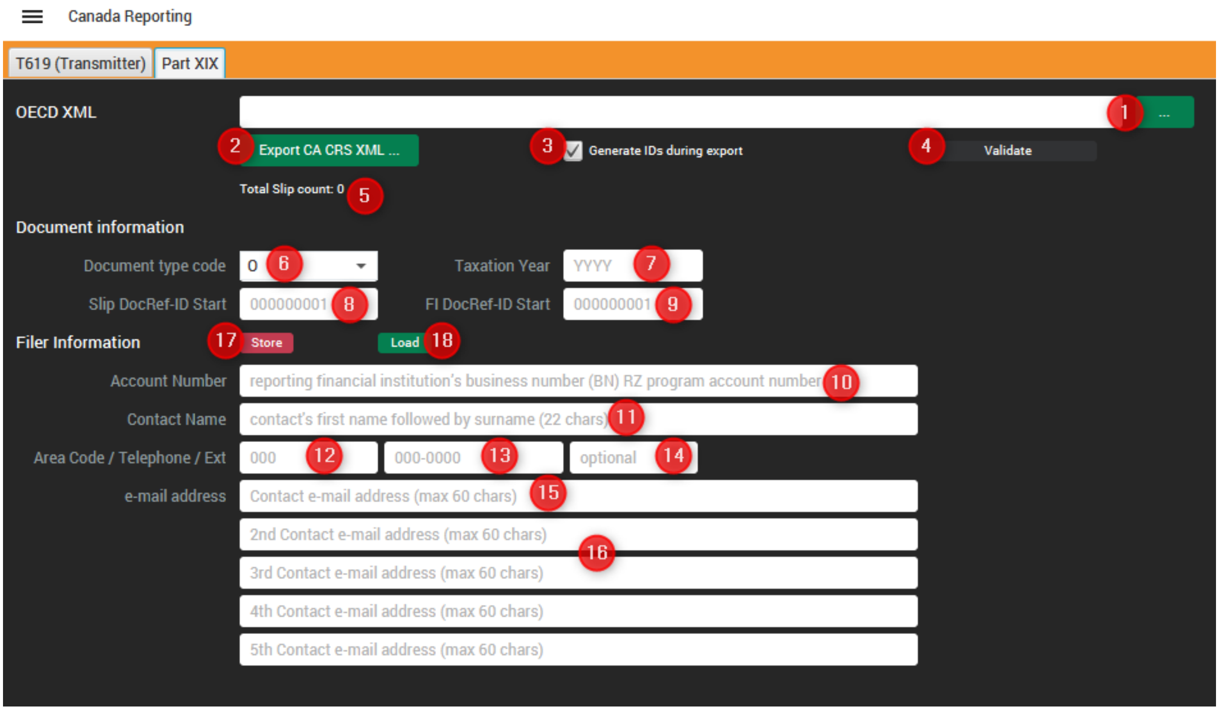
Validate (21) let the user validate the current entered data. If no errors are detected, the following message is displayed:



In case of a validation error, the error list is displayed in the validation notification dialog:



This section gives details about the information to be entered in the part XIX specific fields.



6. **DocumentTypeCode**: Indicate the type of data being sent:
   - O = Original
   - A = Amendment
   - C = Cancel
   - F = Fix

   Note: 1 - An original return cannot contain an amended, cancelled or fix slip.
   2 - An amended return cannot contain an original or fix slip.
   3 - An amended return can contain only amended slips or only cancelled slips, not a mix.
   4 - A fix return (with fixed records) is used only following cancelled records due to a change to: the number of Residence Country Codes for an individual, organisation or controlling person(s); the values of Residence Country Codes for an individual, organisation or controlling person(s); or the number of controlling persons.
   5 - A fix return can contain only "Fix" Document Type Codes.
7. **Taxation Year:** required, 4 numeric. Enter the tax year (example: 2019).
8. Document Reference sequence start number for slips – see information about IDs below
9. Document Reference sequence start number for the reporting financial institution (FI) – see information about IDs below
10. **Account Number**: Required, 15 alphanumeric composed of: the 9 digits business number, the program identifier RZ, 4 digits program account reference number (example: 000000000RZ0000). Enter the reporting FI's information returns program account number (BN RZ) for Part XIX information returns (that is, the BN for the T5 group program account, as per Information returns program account. Enter the BN RZ of the fund manager if you are filing for a mutual fund trust that has no BNRZ.
11. **Contact Name:** required, 22 characters. Enter the contact's name for this return: contact's first name followed by surname. Omit titles such as Mr., Mrs., etc.
12. **Contact phone area code - Required** 3 numeric
13. **Contact telephone number:** required 3 numeric, followed by (-) and 4 numeric.
14. **Contact extension number** 7 numeric

15. **Contact e-mail address:** required - 60 alphanumeric
16. **Additional Contact e-mail address**

By pressing the Store-Button, the current Part XIX data is stored for later usage locally. Existing data is replaced after user's confirmation. Previous data can be loaded by pressing the **Load** -Button (18).

Document Reference ID for a reporting FI / slip

A new Document Reference Identifier must be assigned for each record, whether it is an original, amended, cancelled or fixed. To ensure its uniqueness, the sequential number cannot be reused in the same tax year for the same BNRZ. The structure of the Document Reference Identifier for the Reporting Financial Institution Record is the same as the Document Reference Identifier field at the slip level, with one exception. The fourth segment of the Document Reference Identifier indicates that this Document Reference Identifier is for a financial institution (FI) rather than for a slip (SL).

Format to be used for a reporting FI: CA-YY-BNRZ-FI-SEQ#

Format to be used for a slip: CA-YY-BNRZ-SL-SEQ#

Example: CA-18-123456789RZ0001-FI-123456789
CA = Canada
YY = Taxation year
BNRZ = The reporting FI's RZ program account number, used at the summary level (15 alphanumeric)
FI = Identifies that this Document Reference Identifier is for a reporting FI.
SEQ# = Sequence number of 9 digits, created by the filer (see 8/9)

After entering the start sequence numbers in the according fields 8/9 TRSuite generates new IDs for all entries during export, if the (3) option is set. Otherwise existing IDs will be used.

Workflow

1. Select the OECD XML 1.0 file previous generated with TRSuite or any other source generating a valid XML file (1)
2. Enter/Load the required Part XIX and T619 data
3. Validate the entered data (4)
4. Export the CA submission XML (2)

Significant variations from the OECD XML 1.0 standard

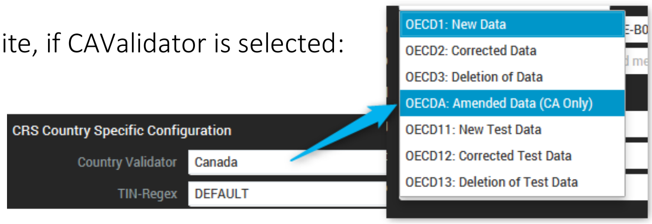
It is important to note the following variations when completing a Part XIX information return and how to collect/prepare the data.

Document Type Code Mapping

The Document Type Code indicate the type of data being submitted. It is used for the reporting financial institution record as well as for a slip record. The defined values differ from the ones defined in the OECD standard. The following mapping is used during the export:

OECD Type		CA PART XIX Type	
OECD_0	Resend data (only for FI)	R	Resend record (only FI)
OECD_1	New data	O	Original record
OECD_2	Corrected data	F	Fix record
OECD_3	Deletion of data	C	Cancel record
OECD_A	Only visible in TRSuite, if CAValidator is selected	A	Amendment record
OECD_11	New test data	O	
OECD_12	Corrected test data	F	
OECD_13	Deletion of test data	C	

Note: The OECDA option is only visible in TRSuite, if CAValidator is selected:

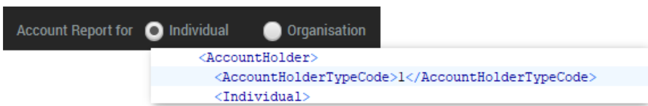


Account Holder Type Code

Additional data element to identify the type of the account holder:

- “1” for an individual
- “3” for a non-natural person, that is, an entity or organization (for example, corporation, association, institution)

Following rule is applied during the export: If the account holder element contains an individual element the type is set to 1, else 3.



Individual Identification Number

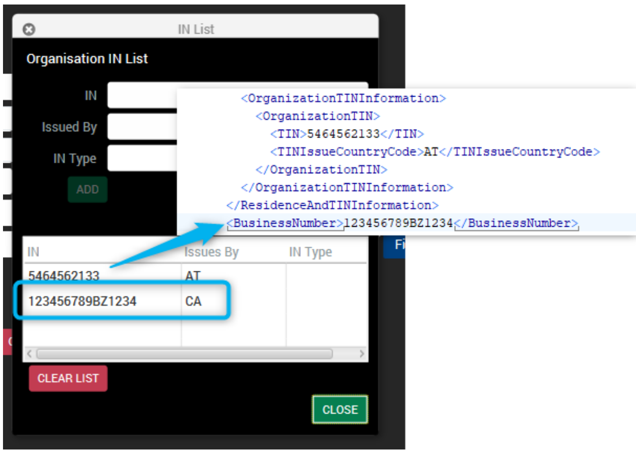
For an individual record the Individual Identification Number is an optional field in the CA schema, which is not part of the OECD standard. To enter the individual’s Canadian social insurance number (SIN) or individual tax number (ITN), if applicable, capture the ID together with CA as issuer country in the individual’s TIN-List.

During the export TRSuite will set the “CA”-TIN as individual Identification number.

Business Number

Similar to the individual identification number element, the CA Part XIX schema defines a business number element for account holders of type “3”. To enter the Canadian business number (BN) or trust account number of the entity or organization, capture the ID together with CA as issuer country in the IN-List.

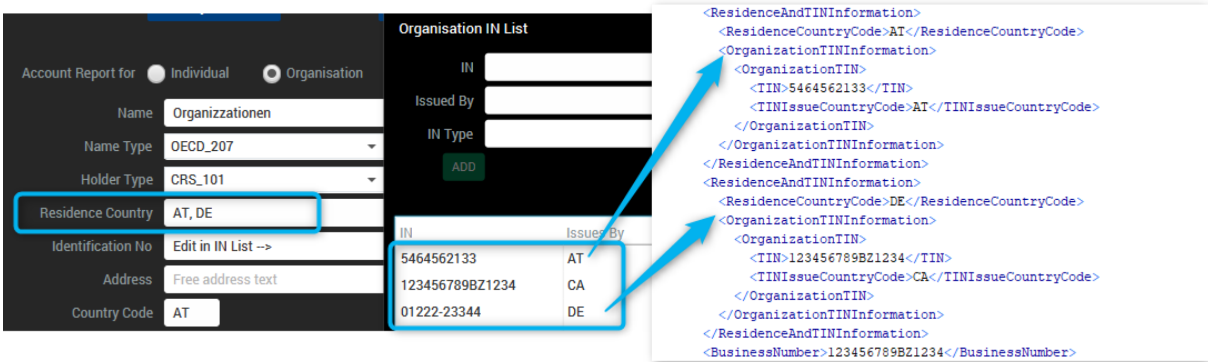
During the export TRSuite will set the “CA”-IN as business number.



Fields related to the residence and the TIN information

These fields include the Residence Country Code and the fields related to the tax identification number (TIN) of the individual, entity or organization account holder. They are repeatable up to five times. If you give a Residence Country Code, you must enter a value in the fields related to the TIN (Taxpayer Identification Number, Taxpayer Identification Number Issue Country Code and Taxpayer Identification Number Type (for type “3” account holder only), or the No TIN Reason Code – see below for further details).

To report a list of residence country code in TRSuite, simply capture the 2-letter ISO-Codes in the according field as a comma-separated value list.



If a residence country code is entered, but no foreign TIN can be found in the list during the export, a No TIN element is generated automatically with reason code “3”.

With the CA specific version of the excel template it is now possible to capture the list elements inside a single cell as comma separated list:

IN01	IN02	IN03
	TIN INFO	
Tax Residence	TIN	Issued By
CA,DE	123466789,11233345-95	CA,DE
CH	54661-4564-1123	CH

To capture empty values an empty can be entered, e.g. CA,DE,,AT would be a list of four countries, 3rd is empty.

No TIN Reason Code

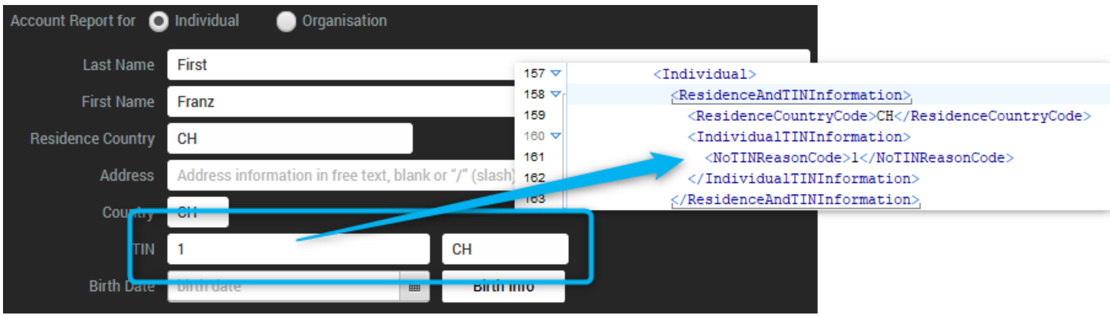
The No TIN Reason Code element is used to report to the CRA that you do not have a foreign tax identification number (TIN) despite reasonable efforts to get it. The CRA does not share this information with the jurisdictions of tax residence. As a result, you may still get a notification of errors if your slips don’t have a foreign TIN.

If you do not have the foreign TIN, indicate the reason why using one of the following codes:

- “1” for the individual will apply or has applied for a TIN but has not yet received it
- “2” for the individual’s jurisdiction of tax residence does not issue TINs to its residents
- “3” for other reason

If you do not give a TIN, it is possible that the jurisdictions of tax residence may send us a notification of error after the exchange even if you give us a reason why you don’t have it.

If one of the three codes is entered as regular TIN in the OECD XML, during the export TRSuite interprets it as no TIN reason code and the according element is generated.



Mapping CA - CRS standard elements

The separate available excel file gives an overview of the data mapping between CRS/TRSuite and the OECD CRS standard. Data not mapped is not applicable to the CA Part XIX return schema.

Appendix

Definitions

The following definitions apply to these instructions:

- "**record**" is used for the information within a slip or the information related to the reporting financial institution in the summary.
- "**slip**" is used for a detailed record of one reportable account.
- "**summary**" is used to report information that is common to all slips in the return. It also includes the number of slips in the return and sums up those slips' financial amounts. The reporting financial institution's details are reported on a record in the summary. A summary must be present in each return.
- "**return**" refers to a summary and all its associated slips.
- "**submission**" is used for all of the returns that are filed or submitted to the CRA during a single transmission (the same electronic filing).
- "**filer**" is used to designate the entity responsible for reporting these accounts, that is, the reporting financial institution or, in some cases, the fund manager if the mutual fund trust has no information return RZ program account. Note that the term "filer" in these instructions does not apply to the transmitter or the agent who is sending the returns electronically on behalf of the reporting financial institution.
- "**jurisdiction of tax residence**" is used for the jurisdiction destined to receive this data as part of the exchange, that is, the country of residence of the account holder and controlling persons for tax purposes.

Export control information

This distribution includes cryptographic software. The country in which you currently reside may have restrictions on the import, possession, use, and/or re-export to another country, of encryption software. BEFORE using any encryption software, please check your country's laws, regulations and policies concerning the import, possession, or use, and re-export of encryption software, to see if this is permitted. See http://www.wassenaar.org/ for more information.

TRSuite uses the Java Cryptography Architecture (JCA) and the Bouncy Castle libraries for handling de-/encryption.