

JANUARY 1, 2020 TAX RELEASE GUIDE

AVANTI VERSION 9.41

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CHANGES SINCE THE DECEMBER 12, 2019 RELEASE

Only applicable to clients that have run a Year End. If you have not run a year end, the correct values will be used when Year End is run after installing the update provided December 18, 2019. You can skip to section [What Is Included In This Release?](#)

The changes below are only applicable for clients that have run a Year End since installing 9.41 with 'Set employee Federal and Provincial 2019 tax factors to 2020 values' selected in Initialize Employee Totals.

ALBERTA – TUITION AND EDUCATION AMOUNT REMOVED

The Tuition and Education Amount can no longer be claimed on the Alberta Provincial TD1.

NEW BRUNSWICK - TUITION AMOUNT ADDED

New Brunswick has added Tuition Amount to the TD1 for 2020. Employees that wish to claim the Tuition Amount should submit a new provincial TD1 form.

TD1 INDEXING ROUNDING

For some Federal and Provincial TD1 Amounts, the indexed amounts provided in the December 12, 2019 9.41 Release were slightly different than the final amounts from the published TD1s due to rounding.

Additionally, the provincial TD1 amounts that are significantly different from the indexed TD1 amounts are listed below. There are significant changes in the following provinces:

- Manitoba
- New Brunswick
- Prince Edward Island

For information on the Federal TD1 Amounts, please refer to [Federal TD1 Values](#). For information on the Provincial TD1 Amounts, please refer to [2020 Provincial TD1 Values](#).

Hosted Clients

Hosted clients will not need to do anything once the 9.41 Release from December 18, 2019 is applied. Avanti will run schema on your behalf to apply the changes to indexed values outlined below. Any indexed values that have been updated will appear in the Change Log.

On Premise Clients

Once the 9.41 Release from December 18, 2019 is installed, you will need to [Run Company DataBase Schema](#) to apply the changes to indexed values outlined below. Once schema is run, any values that have been updated will appear in the Change Log.

MANITOBA– TD1 VALUES

Manitoba did not index any amounts other than Basic Personal, however these values were indexed in the December 12, 2019 Release.

If the employee claimed the full amount, the amount will be updated to the new maximum with this 9.41 Release.

Employees that have a partial claim for TD1 values will have their amount indexed, which may result in the amount being too high. Please have these employees submit a new provincial TD1 form to ensure the correct amount is claimed.

PRINCE EDWARD ISLAND – SPOUSAL AMOUNT & ELIGIBLE DEPENDANT

Prince Edward Island increased the Spousal Amount and Eligible Dependant claim amounts more than the indexed values.

If the employee claimed the full amount, the amount will be updated to the new maximum with this 9.41 Release.

Employees that have a partial claim for TD1 values will have their amount indexed, which may result in the amount being too low. Please have these employees submit a new provincial TD1 form to ensure the correct amount is claimed.

NUNAVUT – SPOUSAL AMOUNT & ELIGIBLE DEPENDANT

Nunavut increased the Spousal Amount and Eligible Dependant claim amounts more than the indexed values.

If the employee claimed the full amount, the amount will be updated to the new maximum with this 9.41 Release.

Employees that have a partial claim for TD1 values will have their amount indexed, which may result in the amount being too low. Please have these employees submit a new provincial TD1 form to ensure the correct amount is claimed.

WHAT IS INCLUDED IN THIS RELEASE?

9.41 Avanti Tax Release Guide

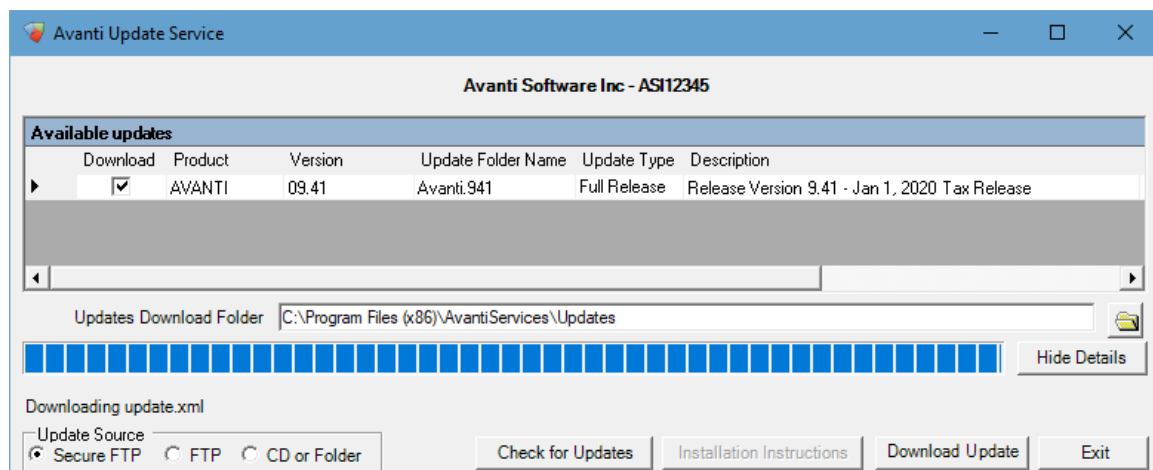
- Outlines the Tax updates effective January 1, 2020
- Includes details of the additional changes included in this release

Downloadable Avanti software release version 9.41

- Includes complete software installation. Please note that this release supersedes any previous updates/releases.
- The provincial and federal tax updates effective January 1, 2020.
- Minor fixes to improve usability.

INSTALLING THE UPDATE – APPLICABLE FOR ON-PREMISE CLIENTS

Instructions to install the release are available on the help.avanti.ca. Additionally, these instructions can be accessed by selecting 'Installation Instructions' once the update has been downloaded on the Avanti Update Service.



Request a Feature

Included in this release are some client feature suggestions. Thank you to everyone who contributed ideas for changes to the Avanti software.



Any of the features in this release document that were added as a result of your suggestions will be identified with this icon.

Do you have an idea that could improve Avanti? Avanti now has a link located on the Avanti Help Center, help.avanti.ca. To submit an enhancement, click the link and fill out the form.

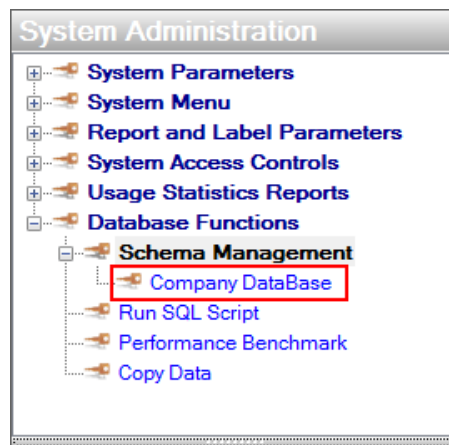
We appreciate your input on how we can improve the Avanti experience for everyone involved.

RUN COMPANY DATABASE SCHEMA – ON-PREMISE CLIENTS THAT HAVE RUN YEAR END

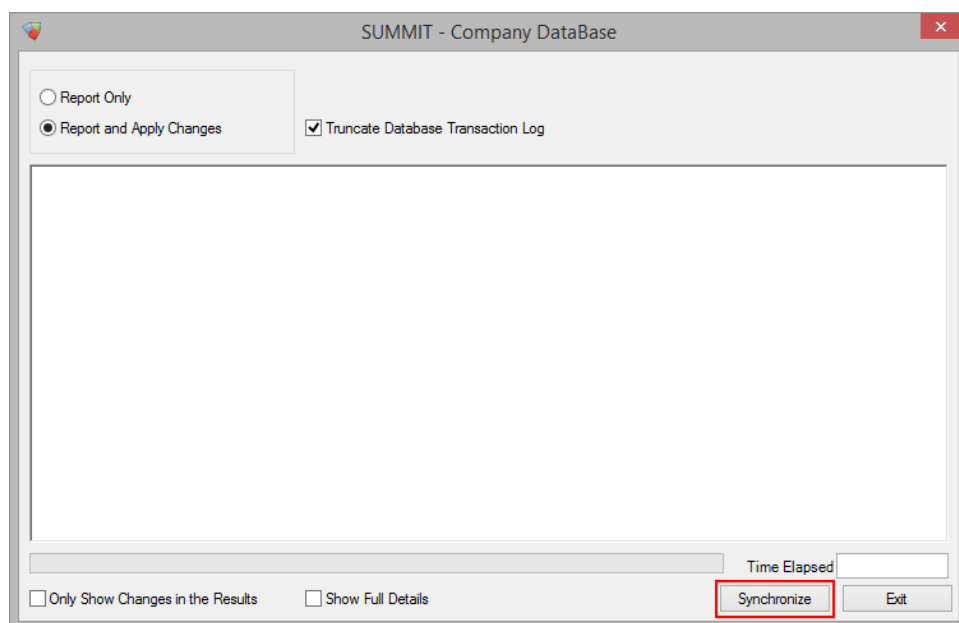
Only applicable for On-Premise Clients that have installed 9.41 and run Year End. Clients can skip to section [Additional Menu Items](#) if:

- You are a hosted client
or
- The December 12, 2019 Release was not installed
or
- Year End has not been run for 2019

Schema will need to be run on each company in Avanti once the December 18, 2019 Release is installed. To run Schema, please select Company Database in System Administration >> Database Functions >> Schema Managements.



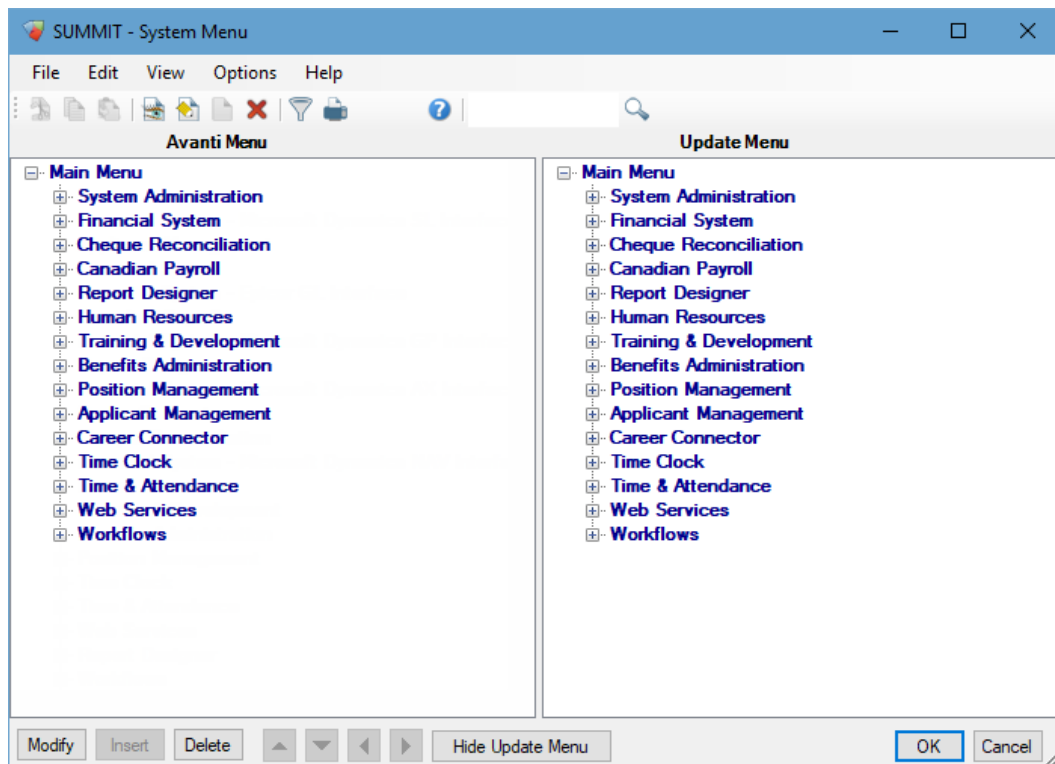
Select synchronize.



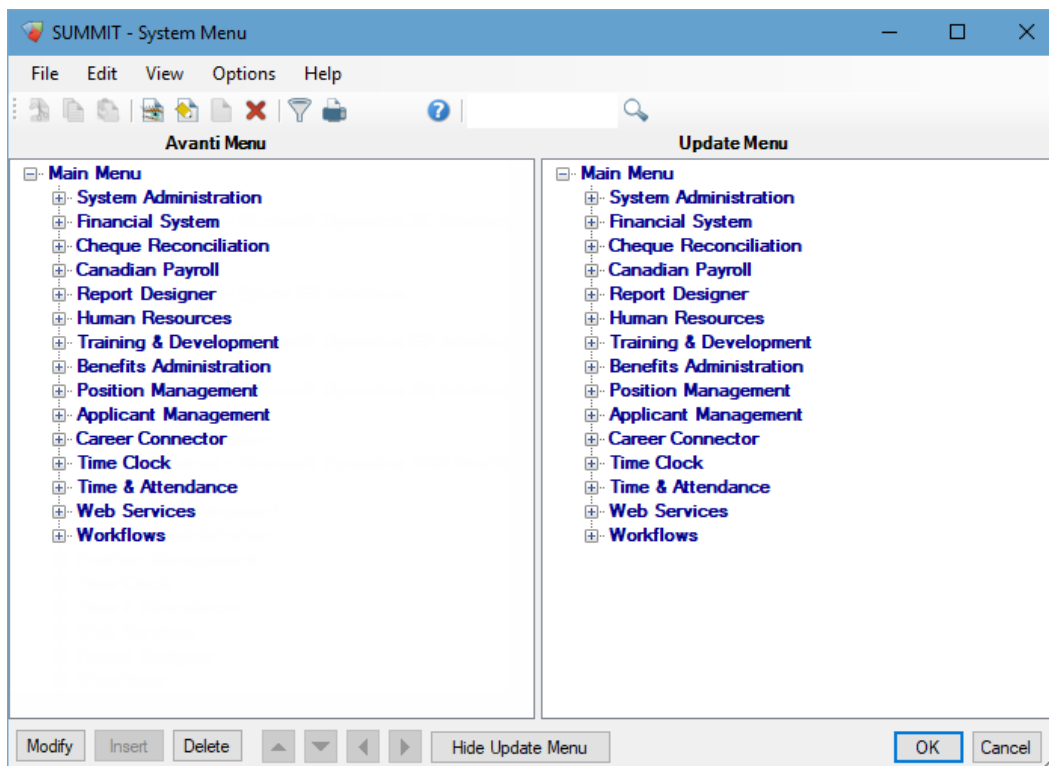
ADDITIONAL MENU ITEMS

There are no new menu items in the 9.41 Release. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Year End Checklist](#).

Display Update Menu' provides the ability to identify newly released or updated menu items. Menu items can be updated or added by selecting 'Display Update Menu' in System Administration >> System Menu >> System Menu.



When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.



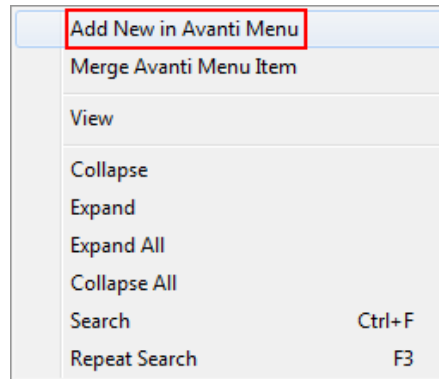
The Avanti Menu column displays all the menu items currently in your system. The Update Menu column displays the standard Avanti menu items. These menu items are colour coded for easy comparison of the menu items. Items that appear in **red** in the Update Menu are items that are available but are not in the Avanti Menu.

Avanti Menus Colour Coding Legend:

- **Blue** – The menu item is the same in the Avanti Menu and Update Menu. No changes are required.
- **Green** – The menu item does not exist in the Update Menu. This menu item currently exists on the Avanti menu only. It may be a custom program or a manually added program. This is for informational purposes only.
- **Yellow** – This menu item can be found in the Avanti Menu and Update Menu, but there is a discrepancy between the menu items. To identify the difference, right-click on the menu item and select View.
- **Red** – The menu item does not exist in the Avanti menu. This item currently exists on the Update Menu only. It may be a menu item that was made available in a Release that was added to the Avanti Menu.

ADDING NEW MENU ITEMS INTO THE AVANTI MENU

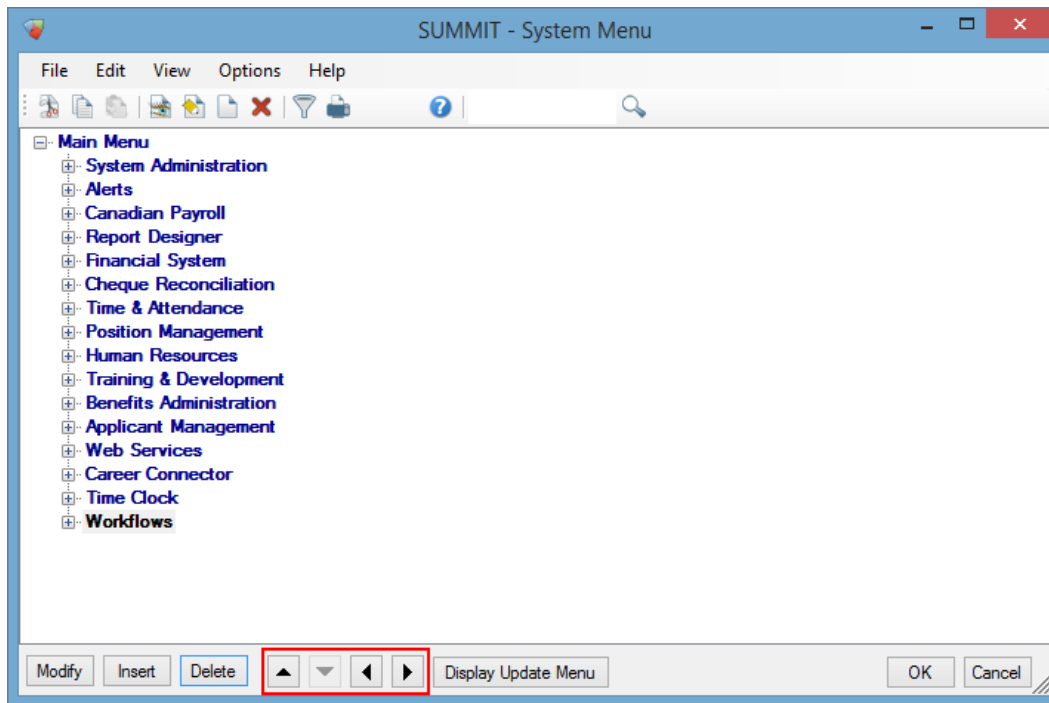
To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select 'Add New in Avanti Menu.' For a menu item to be inserted into the Avanti Menu, it must only appear on the Update Menu. Menu items that only appear on the Update Menu will appear in **red**.







RE-ARRANGING THE MENU ITEMS

Once the menu item has been added, it can be moved to a different location using the navigation panel available in System Administration >> System Menu >> System Menu.

Please Note: The navigation panel is disabled when 'Display Update Menu' is selected. If 'Display Update Menu' has been selected, please select 'Hide Update Menu.'



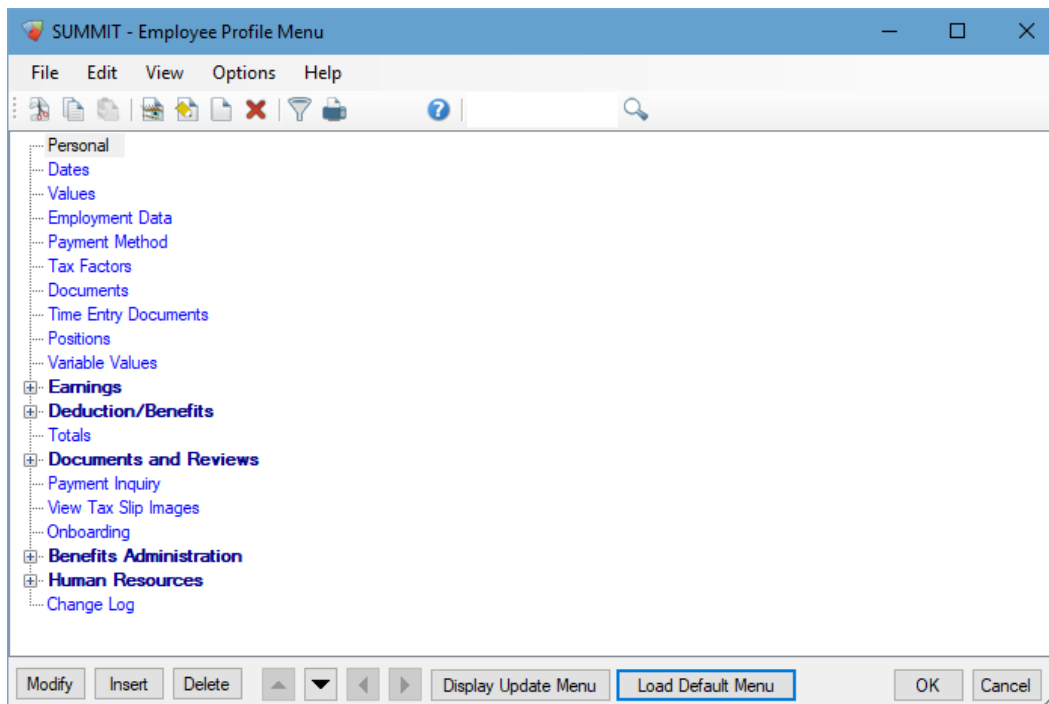
-  This moves the highlighted menu item up on the menu.
-  This moves the highlighted menu item down on the menu.
-  This moves the highlighted menu item to the left on the menu.
-  This moves the highlighted menu item to the right on the menu.

ADD NEW EMPLOYEE PROFILE MENU ITEMS

There are no new menu items in the 9.41 Release for Employee Profile. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Add And/Or update Web Service Menu Items](#).

'Display Update Menu' provides the ability to compare the menu items setup to the standard menu items provided by Avanti. Menu items can be updated or added to the Employee Profile Menu. To access this functionality, select 'Display Update Menu' in System Administration >> System Menu >> Employee Profile Menu. When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.

To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select Add New in Avanti Menu. For a menu item to be inserted into the Avanti Menu, it must only appear in Update Menu. Menu items that only appear on the Update Menu will appear in red.

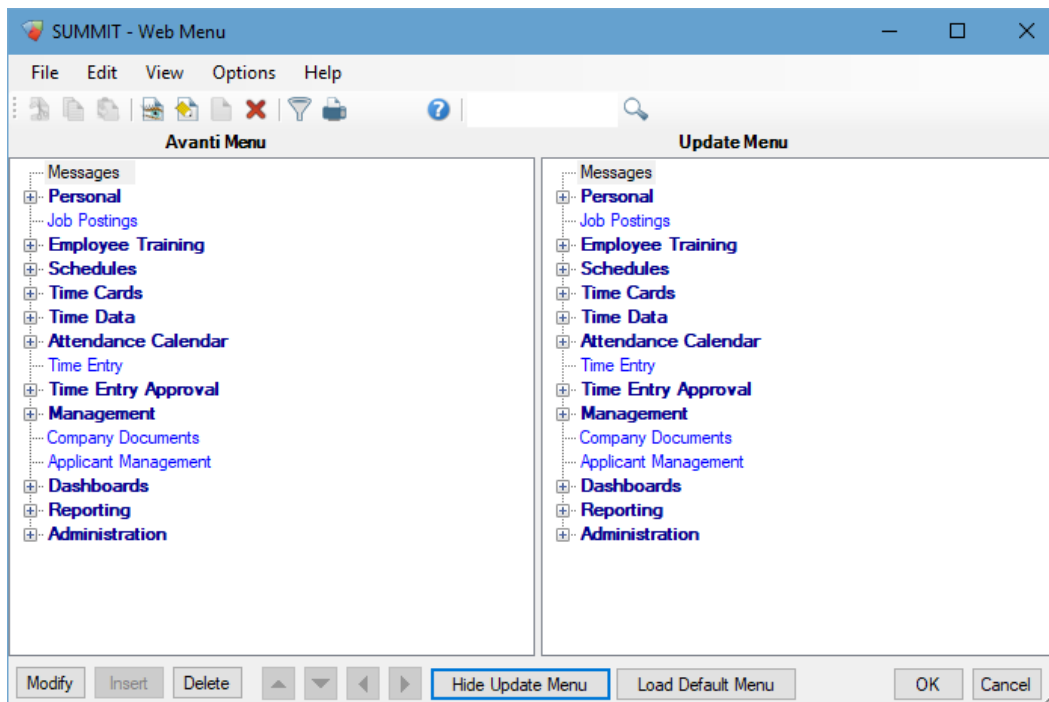


ADD AND/OR UPDATE WEB SERVICE MENU ITEMS

There are no new menu items in the 9.41 Release for Web Services. This is only applicable to clients who wish to install the menu items that were released in a previous version. Clients who do not wish to install the menu items that were previously released can skip to [Year End Checklist](#).

'Display Update Menu' provides the ability to compare the menu items setup to the standard menu items provided by Avanti. Menu items can be updated or added to the Web Menu. To access this functionality, select 'Display Update Menu' in System Administration >> System Menu >> Web Menu. When 'Display Update Menu' is selected, an additional column that displays the standard menu items will appear. Once selected, the 'Display Update Menu' button becomes a 'Hide Update Menu' button.

To insert one of the menu items, right-click on the Update Menu Item that should be moved to the Avanti Menu and select Add New in Avanti Menu. For a menu item to be inserted into the Avanti Menu, it must only appear in Update Menu. Menu items that only appear on the Update Menu will appear in red.



YEAR END CHECKLIST

- ☐ Verify that all applicable earning codes have T4/T4A/RL boxes indicated (Tip: look for codes set to incorrect boxes or to box 99)
- ☐ Verify that all applicable deduction/benefit codes have T4/T4A/RL boxes indicated (Tip: check to see that all taxable benefits are marked as such and are set to box 40)
- ☐ Print/view earnings and deduction/benefit codes and review to ensure that all are marked appropriately for tax, CPP and EI compliance
- ☐ Make sure all employee Addresses and Social Insurance Numbers have been updated
- ☐ Verify that 'Employment Status' has been indicated on all employee profiles (these are used to retain terminated employees at Initialization process)
- ☐ Verify that all 2019 payrolls, manual and cancelled payments have been processed and updated (Tip: make sure there are no unprocessed or incomplete time batches in Payroll Data Entry for 2019)
 - Verify that all entitlements have been paid out for the current year (if applicable)
 - Verify that there are no outstanding payroll batches for the current (2019) year
 - Ensure that payroll processing has been updated for the last pay (2019) of the year
- ☐ Make a complete backup of your data
- ☐ Install the 2020 Avanti Tax Update (this can be installed as soon as it is available in December)
- ☐ Verify that the 2020 Avanti update has been installed correctly (Tip: check to see you are running Avanti version 9.41)

YEAR END PROCESS

Once you begin the Year End process you cannot revert back, please ensure you have a complete back-up of your database before you start this process.

- ☐ Initialization: Employee Totals (this will set all YTD's to zero and ready you to produce T4's for 2019 and process your first pay of 2020)
 - ☐ Initialization: Vacation, Entitlements (Tip: only required if your entitlement year aligns with your payroll year-end)
 - ☐ Verify the new EI Rate and enter any EI Reduced Rates
 - ☐ Verify the new CPP/QPP rate
 - ☐ Verify the new QPIP rate
 - ☐ Enter your new WCB Rates and maximum assessable values
 - ☐ Insert your new G/L Financial Calendar
 - ☐ Insert new Payroll Calendars for all pay groups for 2020 (Tip: if you are weekly or bi-weekly check to see if you have 53 or 27 pays in 2020)
 - ☐ Insert Receiver General or Vendor Remittance Reports for 2020
 - ☐ Insert Quebec Remittance Report (if required)
 - ☐ Check all formula based earnings, deductions, & benefit codes for date formulas that must be re-set at the beginning of every year
- If using Time & Attendance Insert new Statutory Holiday dates
- If using ASSP (Self-Service) modify the company web settings to include 2020 dates
- If using Time Entry Templates open the date range to include 2020

The order of these events is very critical. Make sure you complete them in this order.

Once all of the above steps have been completed, you are ready to process your first pay for 2020.

***The Avanti update can be installed at any time **before** the year end process is initiated.

CANADA REVENUE AGENCY 110TH EDITION TAX UPDATE

FEDERAL TD1 VALUES

If 'Set employee Federal and Provincial 2019 tax factor to 2020 values' is selected in Initialize Employee Totals, Avanti adjusts all indexed items to the indicated maximum, according to the CRA, using the January 1, 2020 index factors. Any TD1 values that are not updated will be displayed in the Result Listing once Initialize Employee Totals is complete.

Please note: The amounts will automatically update to the new maximum if the field has the old maximum indicated, except for values that have two maximums for a claim amount.

TD1 claim amounts for 'Spouse or common-law partner amount' and 'Amount for an eligible dependent' have different claims, depending on whether the individual is infirmed. Avanti automatically indexes these amounts to the lesser value. For any employees who qualify for the larger claim amount, the value will have to be manually modified. These amounts can be inserted on the Tax Factors tab of the Employee Profile.

If 'Set employee Federal and Provincial 2020 tax factors to zero' is selected during Initialize Employee Totals, all values except Basic Personal Amount will be zero.

As per the Canadian Payroll Association, employees are not required to complete a new TD1 form annually unless there are changes to their personal tax credit amounts. Employees who claim additional credits, such as spousal or tuition, should complete a new form:

- each year based on their allowable personal tax credits
- at any time during the tax year if there is a change to their personal situation

As the TD1s are now published, the amounts below are the final values provided by the CRA and the amounts based on the indexing values. The final amounts are the amounts found on the TD1 forms.

Any values that differ from the indexed values published on December 12, 2019 are highlighted.

Federal TD1 Fields	Final Jan 1, 2020	Indexed Jan 1, 2020	Jan 1, 2019
Basic Personal	12,298	12,298	\$12,069
Caregiver amount for infirmed children under age 18	\$2,273	\$2,272	\$2,230
Age amount	\$7,637	\$7,636	\$7,494
Pension Income Amount	\$2,000	\$2,000	\$2,000
Disability Amount	\$8,576	\$8,576	\$8,416
Spouse or common-law partner amount	\$12,298	\$12,298	\$12,069
Amount for eligible dependant	\$12,298	\$12,298	\$12,069
Caregiver amount for dependants, spouse or common-law	\$7,276	\$7,276	\$7,140
Caregiver amount for dependant(s) 18+	\$7,276	\$7,276	\$7,140
Indexing Factor	1.9%	1.9%	2.2%

CANADA/QUEBEC PENSION PLAN (CPP/QPP)

Avanti adjusts all indexed items to the indicated maximum, according to the CRA, using the January 1, 2020 index factors during year-end initialization. Please note: the amounts will automatically update to the new maximum if the field has the old maximum indicated. If the value is anything other than the old maximum value, the system will not change the amounts automatically.

CPP and QPP Groups can be viewed or modified in Canadian Payroll >> Taxation & Assessment Tables >> CPP/QPP Groups.

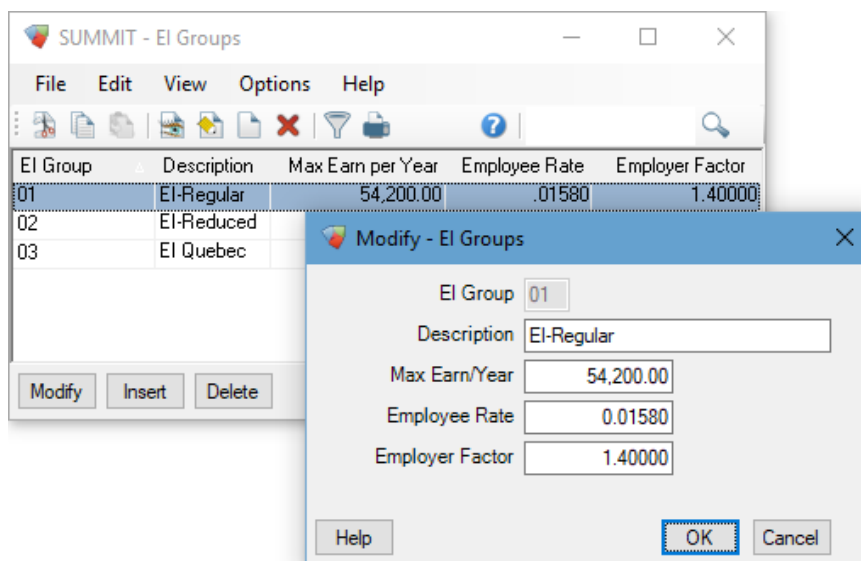
CPP	
Yearly Maximum Pensionable Earnings 2020	\$58,700
Basic exemption	\$3,500
Contribution rate	5.25%
Annual Maximum Contribution (Employee/Employer)	\$2,898.00
Employer contribution factor	1
QPP	
Yearly Maximum Pensionable Earnings 2020	\$58,700
Basic exemption	\$3,500
Contribution rate	5.70%
Annual Maximum Contribution (Employee/Employer)	\$3,146.40
Employer contribution factor	1

EMPLOYMENT INSURANCE (EI) & QUEBEC PARENTAL INSURANCE PLAN (QPIP)

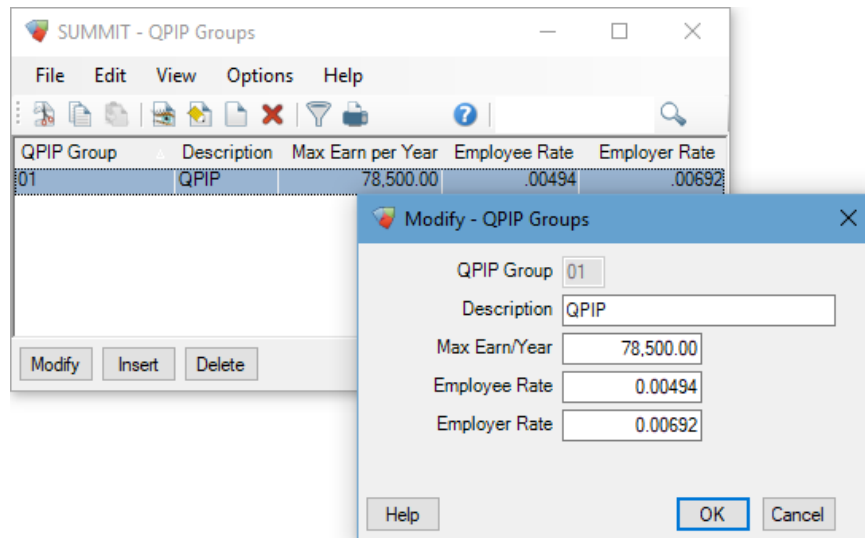
Avanti adjusts all indexed items to the indicated maximum, according to the CRA, using the January 1, 2020 index factors during year-end initialization. Please note that the amounts will automatically update to the new maximum if the field has the old maximum indicated, otherwise, the system will not change the amounts automatically. **Reduced EI Employer factor(s) must be adjusted manually.**

	Federal EI	Quebec EI	QPIP
Annual Maximum Insurable Earnings	\$54,200	\$54,200	\$78,500
Premium/Contribution Rate (Employee)	1.58%	1.20%	0.494%
Premium Rate (Employer 1.4* x Employee EI)	2.212%	1.68%	
Contribution Rate Employer QPIP			0.692%
Annual Maximum Premium (Employee) EI/QPIP	\$856.36	\$650.40	\$387.79
Annual Maximum EI Premium (Employer 1.4* x Employee)	\$1,198.90	\$910.56	
Annual Maximum QPIP contribution (Employer)			\$543.22

Review your Employment Insurance rates in Canadian Payroll >> Taxation and Assessment Tables >> EI Groups to ensure they have been updated.



Review the Quebec Parental Insurance Plan rates in Canadian Payroll >> Taxation and Assessment Tables >> QPIP Groups to ensure they have been updated.



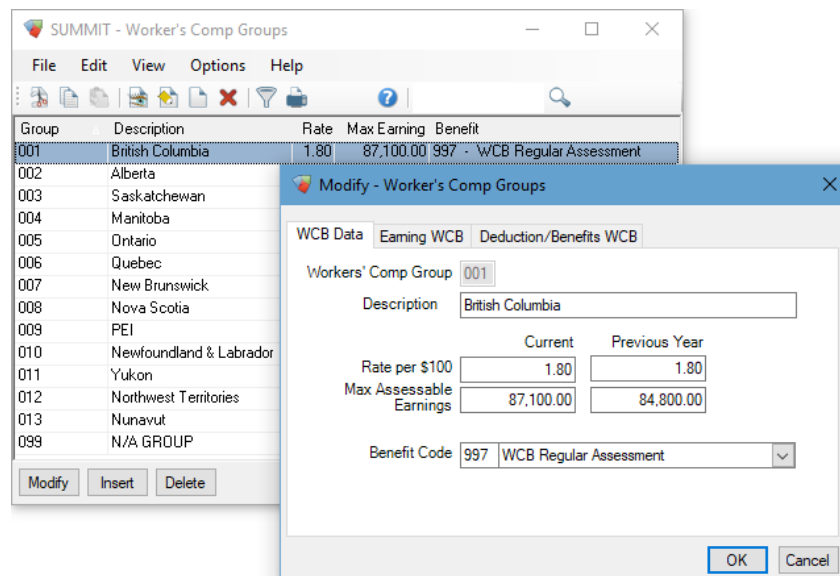
2020 WORKER'S COMPENSATION RATES (WCB, WSIB, & CSST)

The maximum assessable earnings are compiled using data that was available at the time of printing this release guide. Please verify and confirm these amounts with the applicable Worker's Compensation provincial office.

Province	Maximum Assessable Earnings
British Columbia	\$87,100
Alberta	\$98,700
Saskatchewan	\$88,906
Manitoba	\$127,000
Ontario	\$95,400
Quebec	\$78,500
New Brunswick	\$66,200
Nova Scotia	\$62,000
Prince Edward Island	\$55,300
Newfoundland and Labrador	\$66,980
Yukon	\$90,750
Northwest Territories	\$94,500
Nunavut	\$94,500

The Worker's Compensation amounts must be updated manually in Canadian Payroll >> Taxation & Assessment Tables >> Worker's Comp Groups.

During Year End initialization, the current year values are copied to the previous year. Current year values must be adjusted manually.



2020 PROVINCIAL TD1 VALUES

If 'Set employee Federal and Provincial 2019 tax factor to 2020 values' is selected during Initialize Employee Totals, Avanti adjusts all indexed items to the indicated maximum, according to the CRA, using the January 1, 2020 index factors. Any TD1 values that are not updated will be displayed in the Result Listing once Initialize Employee Totals is complete.

Please note: The amounts will automatically update to the new maximum if the field has the old maximum indicated, except for values that have two maximums for a claim amount.

If 'Set employee Federal and Provincial 2020 tax factors to zero' is selected during Initialize Employee Totals, all values except Basic Personal Amount will be zero.

As the TD1s are now published, the amounts below are the final values provided by the CRA and the amounts based on the indexing values. The final amounts are the amounts found on the TD1 forms.

Any values that differ from the indexed values published on December 12, 2019 are highlighted.

Provincial TD1 Factors January 1, 2020 – Final Amounts												
	AB	BC	MB	NB	NL	NS	ON	PE	SK	NU	NT	YT
Adjustment Factor	0	2.5	2.2	1.9	0.9	0	1.9	0	0	1.9	1.9	1.9
Basic personal	19369	10949	9838	10459	9498	8481	10783	10000	16065	16304	15093	12298
Age amount	5397	4910	3728	5107	6063	4141	5265	3764	4894	10408	7382	7637
Age Supp (NS)	0	0	0	0	0	1465	0	0	0	0	0	0
Senior Supp (Sask)	0	0	0	0	0	0	0	0	1292	0	0	0
Pension Income	1491	1000	1000	1000	1000	1173	1491	1000	1000	2000	1000	2000
Disability amount	14940	8212	6180	8468	6409	7341	8712	6890	9464	13877	12239	8576
Spousal	19369	9376	9134	8882	7761	8481	9156	8493	16065	16304	15093	12298
Spousal Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Eligible Dependent	19369	9376	9134	8882	7761	8481	9156	8493	16065	16304	15093	12298
Eligible Dependent Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Caregiver amount for children under age 18 (SK & YT)	0	0	0	0	0	0	0	0	6094	0	0	2273
Caregiver amount	11212	4792	3605	4940	3016	4898	5082	2446	9464	5002	5002	7276
Infirm dependent 18+	11212	0	3605	4940	3016	2798	0	2446	9464	5003	5003	7276

Indexed Provincial TD1 Factors January 1, 2020 - Released December 12, 2019												
	AB	BC	MB	NB	NL	NS	ON	PE	SK	NU	NT	YT
Adjustment Factor	0	2.5	2.2	1.9	0.9	0	1.9	0	0	1.9	1.9	1.9
Basic personal	19369	10949	9838	10459	9498	8481	10783	10000	16065	16304	15093	12298
Age amount	5397	4911	3810	5107	6063	4141	5264	3764	4894	10408	7383	7636
Age Supp (NS)	0	0	0	0	0	1465	0	0	0	0	0	0
Senior Supp (Sask)	0	0	0	0	0	0	0	0	1292	0	0	0
Pension Income	1491	1000	1000	1000	1000	1173	1491	1000	1000	2000	1000	2000
Disability amount	14940	8212	6316	8468	6409	7341	8711	6890	9464	13877	12239	8576
Spousal	19369	9376	9335	8882	7761	8481	9156	7780	16065	13877	15092	12298
Spousal Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Eligible Dependent	19369	9376	9335	8882	7761	8481	9156	7780	16065	13877	15092	12298
Eligible Dependent Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Caregiver amount for children under age 18 (SK & YT)	0	0	0	0	0	0	0	0	6094	0	0	2272
Caregiver amount	11212	4791	3684	4940	3017	4898	5082	2446	9464	5003	5003	7276
Infirm dependent 18+	11212	0	3684	4939	3017	2798	0	2446	9464	5002	5002	7276

Provincial TD1 Factors July 1, 2019												
	AB	BC	MB	NB	NL	NS	ON	PE	SK	NU	NT	YT
Basic personal	19369	10682	9626	10264	9414	8481	10582	9160	16065	13618	14811	12069
Age amount	5397	4791	3728	5012	6009	4141	5166	3764	4894	10214	7245	7494
Age Supp (NS)	0	0	0	0	0	1465	0	0	0	0	0	0
Senior Supp (Sask)	0	0	0	0	0	0	0		1292	0	0	0
Pension Income	1491	1000	1000	1000	1000	1173	1463	1000	1000	2000	1000	2000
Disability amount	14940	8012	6180	8310	6352	7341	8549	6890	9464	13618	12011	8416
Spousal	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Spousal Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Eligible Dependent	19369	9147	9134	8716	7692	8481	8985	7780	16065	13618	14811	12069
Eligible Dependent Supp (NS)	0	0	0	0	0	3000	0	0	0	0	0	0
Caregiver amount for children under age 18 (SK & YT)	0	0	0	0	0	0	0	0	6094	0	0	2230
Caregiver amount	11212	4674	3605	4848	2990	4898	4987	2446	9464	4910	4910	0
Infirm dependent 18+	11212	0	3605	4847	2990	2798	0	2446	9464	4909	4909	7140

ALBERTA – TD1 – TUITION AND EDUCATION AMOUNTS DISCONTINUED

The Tuition and Education Amount can no longer be claimed on the Alberta Provincial TD1. This amount will become zero when Year End is run.

NEW BRUNSWICK - TUITION AMOUNT

New Brunswick has added Tuition Amount to the TD1 for 2020.

Employees that wish to claim the Tuition Amount should submit a new provincial TD1 form. The amount will need to be updated on the Tax Factors tab of the Employee Profile.

PRINCE EDWARD ISLAND – SPOUSAL AMOUNT & ELIGIBLE DEPENDANT

Prince Edward Island increased the Spousal Amount and Eligible Dependant claim amounts more than the indexed values.

If the employee claimed the full amount, the amount will be updated to the new maximum during Year End.

Employees that have a partial claim for TD1 values will have their amount indexed, which may result in the amount being too low. Please have these employees submit a new provincial TD1 form to ensure the correct amount is claimed.

NUNAVUT – SPOUSAL AMOUNT & ELIGIBLE DEPENDANT

Nunavut increased the Spousal Amount and Eligible Dependant claim amounts more than the indexed values.

If the employee claimed the full amount, the amount will be updated to the new maximum during Year End.

Employees that have a partial claim for TD1 values will have their amount indexed, which may result in the amount being too low. Please have these employees submit a new provincial TD1 form to ensure the correct amount is claimed.

2020 QUEBEC TP-1015.3-V VALUES

Avanti adjusts all indexed items to the indicated maximum, according to Revenu Quebec, using the January 1, 2020 index factors during year-end initialization.

Please note that the following amounts will automatically update to the new maximum if the field has the old maximum indicated, otherwise, the amounts will be indexed:

- Basic Amount
- Amount transferred from one spouse to the other
- Amount for a severe and prolonged impairment in mental or physical functions

All other fields will not change automatically.

Source Deductions Return January 1, 2020	2020	2019
Basic Amount	\$15,532	\$15,269
Amount transferred from one spouse to the other	\$15,532	\$15,269
Amount for other dependants who are 18 or older	\$4,348	\$4,274
Amount for a child under 18 enrolled in post-secondary studies	\$2,983	\$2,933
Additional amount for a person living alone (single parent family)	\$2,197	\$2,160
Amount for a severe and prolonged impairment in mental or physical functions	\$3,449	\$3,391
Amount for a person living alone	\$1,780	\$1,750
Age amount	\$3,267	\$3,212
Amount for retirement income	\$2,902	\$2,853
Reduction threshold used to calculate net family income	\$35,205	\$34,610
Indexing Factor	1.72%	1.71%

FEDERAL/PROVINCIAL TAX RATES AND ANNUAL TAXABLE INCOME THRESHOLDS

These tax table changes are included in the Avanti software update and do not require any user changes.

Federal			Alberta		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	48,535	15.0%	0	131,220	10%
48,535	97,069	20.5%	131,220	157,464	12%
97,069	150,473	26.0%	157,464	209,952	13%
150,473	214,368	29.0%	209,952	314,928	14%
214,368	Over	33.0%	314,928	Over	15%
Federal Indexing Factor for 2020 is 1.9%			No Indexing		
British Columbia			Manitoba		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	41,725	5.06%	0	33,389	10.80%
41,725	83,451	7.70%	33,389	72,164	12.75%
83,451	95,812	10.50%	72,164	Over	17.40%
95,812	116,344	12.29%	Provincial Indexing factor for 2020 is 2.2%		
116,344	157,748	14.70%			
157,748	Over	16.80%			
Provincial Indexing factor for 2020 is 2.5%					
New Brunswick			Newfoundland & Labrador		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	43,401	9.68%	0	37,929	8.7%
43,401	86,803	14.82%	37,929	75,858	14.5%
86,803	141,122	16.52%	75,858	135,432	15.8%
141,122	160,776	17.84%	135,432	189,604	17.3%
160,776	Over	20.30%	189,604	Over	18.3%
Provincial Indexing factor for 2020 is 1.9%			Provincial Indexing factor for 2020 is 0.9%		
Northwest Territories			Nova Scotia		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	43,957	5.90%	0	29,590	8.79%
43,957	87,916	8.60%	29,590	59,180	14.95%
87,916	142,932	12.20%	59,180	93,000	16.67%
142,932	Over	14.05%	93,000	150,000	17.50%
Provincial Indexing factor for 2020 is 1.9%			150,000	Over	21.00%
			No Indexing		
Nunavut			Ontario		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	46,277	4.0%	0	44,740	5.05%
46,277	92,555	7.0%	44,740	89,482	9.15%
92,555	150,473	9.0%	89,482	150,000	11.16%
150,473	Over	11.5%	150,000	220,000	12.16%
Provincial Indexing factor for 2020 is 1.9%			220,000	Over	13.16%
			Provincial Indexing factor for 2020 is 1.9%		

Prince Edward Island			Quebec		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	31,984	9.80%	0	44,545	15.00%
31,984	63,969	13.80%	44,545	89,080	20.00%
63,969	Over	16.70%	89,080	108,390	24.00%
No Indexing			108,390	Over	25.75%
			Provincial Indexing factor for 2020 is 1.72%		
Saskatchewan			Yukon		
Over	But Not Over	Rate	Over	But Not Over	Rate
0	45,225	10.5%	0	48,535	6.4%
45,225	129,214	12.5%	48,535	97,069	9.0%
129,214	Over	14.5%	97,069	150,473	10.9%
No Indexing			150,473	500,000	12.8%
			500,000	Over	15.0%
			Provincial Indexing factor for 2020 is 1.9%		

MINIMUM WAGE CHANGES

Recently, some provinces have increased their minimum wages. The amounts will automatically update to the new minimum wage if the old minimum wage is indicated, otherwise, the system will not change the amounts automatically.

Minimum Wages can be viewed or modified in Canadian Payroll >> Taxation & Assessment Tables >> Provincial Tax.

Province	New Minimum Wage	Old Minimum Wage
Manitoba	11.65	11.35
Saskatchewan	11.32	11.06

TAX SLIP CHANGES OVERVIEW: EFFECTIVE JANUARY 2020

T4 SLIP

Please refer to *RC4120- Employers' Guide - Filing the T4 Slip and Summary* for detailed instructions on completing and filing T4 slips.

If you file more than 50 T4 slips for a calendar year, you **must** file the return over the Internet.

Please Note: If your return is more than 150 MB, you can either compress your return or you can split it up so that each submission is no more than 150 MB.

DISCONTINUED – CODE 68, INDIAN (EXEMPT INCOME) – ELIGIBLE RETIRING ALLOWANCES

The Indian (exempt income) – Eligible retiring allowances has been eliminated for 2019 and subsequent taxation years.

If the tax slip is being generated for 2019, Code 68 will not be populated during Extract Employee Tax Slip Data. A validation message will display when Extract Employee Tax Slip and Validate Tax Slip Data is run.

DISCONTINUED – CODE 70, MUNICIPAL OFFICER'S EXPENSE ALLOWANCE

Code 70 has been eliminated for 2019 and subsequent taxation years. This is no longer required as non-accountable allowances paid to members of legislative assemblies and certain municipal officers will be fully included in their income.

If the tax slip is being generated for 2019, Code 70 will not be populated during Extract Employee Tax Slip Data. A validation message will display when Extract Employee Tax Slip and Validate Tax Slip Data is run.

T4A SLIP

Please refer to *RC4157- Deducting Income Tax on Pension and Other Income, and Filing the T4A Slip and Summary* for detailed instructions on completing and filing T4A slips.

If the total number of T4A slips you file is more than 50 slips for the same calendar year, you have to file them over the Internet.

Please Note: If your return is more than 150 MB, you can either compress your return or you can split it up so that each submission is no more than 150 MB.

RL-1 SLIP

Please refer to *RL-1.g-v Guide for Filing the RL-1 Slip – Employment and Other Income* for detailed instructions on completing and filing RL-1 slips.

If you are filing more than 50 RL-1 slips, you **must** transmit your RL-1 slip data online in an XML file.

RL-2 SLIP

Please refer to *RL-2.g-v Guide for Filing the RL-2 Slip – Retirement and Annuity Income* for detailed instructions on completing and filing RL-2 slips.

NEW – C-10 – ADDITIONAL INFO FOR SINGLE PAYMENTS MADE UNDER AN RPP OR A DPSP

If box C includes a single payment made under a registered pension plan (RPP) or a deferred profit-sharing plan (DPSP), specify the date of payment in Box C-10 on Modify Tax Slip Data.

NR4 SLIP

Please refer to *T4061- NR4 – Non-Resident Tax Withholding, Remitting, and Reporting* for detailed instructions on completing and filing NR4 slips.

If you file more than 50 NR4 slips for a calendar year, you **must** file the return over the Internet.

T4A-RCA SLIP

Please refer to *T4041- Retirement Compensation Arrangements Guide* for detailed instructions on completing and filing T4A-RCA slips.

AVANTI TAX CHANGES

TAX SLIPS – RL-1 - BOX L-9 25% OR 50% OF BENEFIT AMOUNT

Box L-9 - Deduction for stock options of a corporation, other than a CCPC, or options to purchase mutual fund units - can include either 25% or 50% of the total benefit.

When Box L-9 is included during the RL-2 extraction, the claim amount will be 25% of the Benefit Amount. If the employee qualifies to claim 50% of the Benefit Amount, please update L-9B on the RL-2 with the total amount and remove it from L-9 in Modify Employee Tax Slip Data.

Please refer to *IN-253-V Taxable Benefits* for details about which employees qualify to claim 50% of the Benefit Amount.

AVANTI SYSTEM MODIFICATIONS OVERVIEW

Further details for each of the changes are provided in the following sections.



REPORT DEFINITION – NEW REPORT SOURCES

Only applicable to clients with Training and Development or Human Resources. Clients who do not have either of these modules can skip to [T2200 – Car Allowance Included on the T4](#).

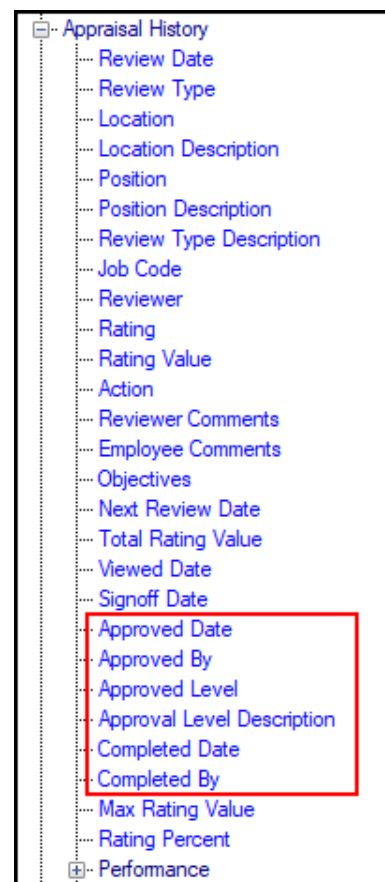
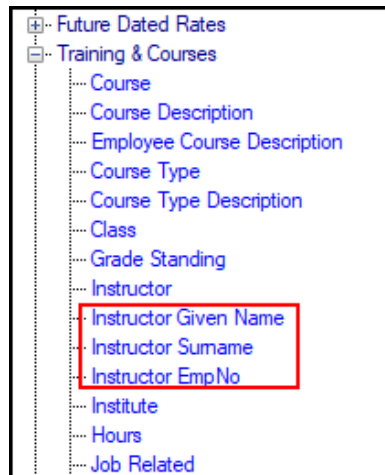
Benefits: There are new report sources to assist with designing reports.

Clients with Training & Development:

- Training & Courses >> Instructor Given Name
- Training & Courses >> Instructor Surname
- Training & Courses >> Instructor Empno

Clients with Human Resources:

- Appraisal History >> Approved Date
- Appraisal History >> Approved By
- Appraisal History >> Approved Level
- Appraisal History >> Approved Level Description
- Appraisal History >> Completed Date
- Appraisal History >> Completed By





T2200 – CAR ALLOWANCE INCLUDED ON THE T4

An additional option has been added to Part B5 of the Generate T2200 Forms, which will populate the amount of car allowance which was included on the employee T4.

To populate this field when T2200 forms are generated, select the earning codes that were included on employees' T4 Tax Slips on the B5 tab of Generate T2200 Form.

SUMMIT - Generate T2200 Form

Form Defaults | Data Filter | Results

Output Folder: C:\Avanti\

☒ Include Employee Name in File Name ☒ Generate as Fillable PDF

Employer Declaration | Part B2 | Part B3 | Part B4 | **Part B5** | Part B6 | Part B7 | Part B8 | Part B9 | Part B10 | Part B11 | Part B12 | Part B13

Did this employee receive or was he or she entitled to receive a motor vehicle allowance? ☒ Yes ☐ No

Fixed Vehicle Allowance Earning Codes: 051,082 [Select]

Per Km Earning Code: [Select]

Included on the employee's T4 Earning Codes: 051,082 [Select]

When the T2200 is generated, the employee's YTD earnings for these codes will be used to populate 'the amount of the allowance that was included on the employee's T4 slip' on section 5 of the form.

Canada Revenue Agency / Agence du revenu du Canada

DECLARATION OF CONDITIONS OF EMPLOYMENT

Protected B when completed

The employer must complete this form for the employee to deduct employment expenses from his or her income.

The employee does not have to file this form with his or her return, but must keep it in case we ask to see it. For details about claiming employment expenses, see Guide T4044, *Employment Expenses*, or interpretation bulletins IT-352, *Employee's Expenses, Including Work Space in Home Expenses*, and IT-522, *Vehicle, Travel and Sales Expenses of Employees*.

Part A – Employee information (please print)

Last name Smith	First name Mike	Tax year 2019	Social insurance number 9 9 9 9 9 9 9 9
Home address 123 4 Avenue, Calgary, AB, T2T2T2		Business address	
Job title and brief description of duties Reception - Shop 1			

Part B – Conditions of employment

1. Did this employee's contract require him or her to pay his or her own expenses while carrying out the duties of employment? ☒ Yes ☐ No
Answer "yes" even if you provide an allowance or a reimbursement in respect of some or all such expenses.
If no, the employee is not entitled to claim employment expenses, and you are not required to answer any of the other questions.

2. Did you normally require this employee to travel to locations that were not your place of business or between different locations of your places of business, during the course of performing his or her employment duties? ☐ Yes ☒ No
If yes, what was the employee's area of travel (be specific)?

3. Did you require this employee to be away for at least 12 consecutive hours from the municipality and metropolitan area (if there is one) of your business where the employee normally reported for work? ☐ Yes ☒ No
If yes, how frequently?

4. Indicate the period(s) of employment during the year: From Year: 2, 0, 1, 9, Month: 0, 1, Day: 0, 1 to Year: 2, 0, 1, 9, Month: 1, 2, Day: 3, 1
If there was a break in employment, specify dates:

5. Did this employee receive or was he or she entitled to receive a motor vehicle allowance? ☒ Yes ☐ No
If yes, indicate:

the amount received as a fixed allowance, such as a flat monthly allowance	\$	3000.00
the per km rate used 0.00000 (\$/km), and the amount received	\$	0.00
the amount of the allowance that was included on the employee's T4 slip	\$	3000.00

TAX SLIP PROCESSING CHECKLIST

- ☐ Review and update Transmitter Data for the 2019 tax year.
- ☐ Review tax slip groups for tax year. Insert, modify and/or delete as required (if you have processed year end in Avanti in a prior year there is an option to roll forward your tax slip groups. PLEASE NOTE if you have created any NEW tax slip groups or this is your first year processing tax slips in Avanti you will need to insert them as they will not be rolled forward automatically).
- ☐ Extract employee tax slip data for tax year.
- ☐ Import external tax slip data for adjustments or employees from an external source (if applicable).
- ☐ Review and modify extracted/imported tax slip data for employees.
- ☐ Validate tax slip groups to prepare for review listings.
- ☐ Print review listings for all validated tax slip groups. Compare values to Receiver General Reports, Quebec Remittance reports, and any tax year reports created in Report Designer for reconciliation purposes.
- ☐ Repeat extraction, import processes as necessary. Make any additional modifications to employee tax slip data as required. Validate and review after repeating any of these steps.
- ☐ Print summary forms to reconcile against review listings.
- ☐ Generate Transmission Media and create all files for submission to the reporting agencies.
- ☐ Submit transmission files over the internet to the reporting agencies.
- ☐ Save all tax slip images.
- ☐ Print all required tax forms.

AVANTI SUPPORT

Phone: 1.800.660.0464

Local (Calgary): 403.225.2366

E-mail: support@avanti.ca

Web site: avanti.ca

AVANTI 2019/2020 HOLIDAY HOURS

December 25, 2019	Closed
January 1, 2019	Closed

USEFUL LINKS

Canadian Payroll Association: payroll.ca

Government Websites

Canada Revenue Agency	cra-arc.gc.ca
Human Resource Skills & Dev Corp	hrsdc.gc.ca
Revenu Quebec	revenuquebec.ca

Workers' Compensation Websites

Alberta	wcb.ab.ca
British Columbia	worksafebc.com
Saskatchewan	wcbsask.com
Manitoba	wcb.mb.ca
Ontario	wsib.on.ca
Quebec	csst.qc.ca
New Brunswick	worksafenb.ca
Newfoundland	workplacenl.ca
Nova Scotia	wcb.ns.ca
PEI	wcb.pe.ca
NWT/Nunavut	wcb.nt.ca
Yukon	wcb.yk.ca