

T4/Relevé 1 Tax News

Have you received your 2012 T4/RL-1 for Relocation Taxable Benefits reimbursed in 2012?

Brookfield Global Relocation Services (Brookfield GRS) will issue your 2012 T4/RL-1 for your Relocation Taxable Benefits reimbursed in 2012. In February 2013, your T4/RL-1 will be available on your Secure Website, accessible through www.irp-pri.com. Simply select the “Secure Website Login” link, enter your User ID and Password, and select the T4 tab. The electronic tax slip is a PDF version that you may print for your records.

What do I do if I wish to obtain my 2012 T4/RL-1 or a previous year’s electronically?

Transferees whose files were authorized in 2012 will have the tax slip uploaded to their Secure Website. You simply select the “Secure Website Login” link, enter your User ID and Password, and select the T4 tab. The electronic tax slip is a PDF version that you may print for your records.

Should payments on a previous year’s file require a 2012 tax slip, an email will be sent to your attention requesting consent to post the tax slip to your Secure Website. Should consent not be provided on the previous year’s files, a hard copy will be mailed to you.

Should an adjustment be necessary on a previously issued T4/RL-1, for the tax year 2010 or earlier, a hard copy will be mailed to you.

Should an adjustment be necessary on a previously issued 2011 T4/RL-1, it will be available on your Secure Website.

To confirm your mailing address, please visit your Secure Website and follow these steps:

- Go to www.irp-pri.com and select the “Secure Website Login” link
- Enter your User ID and Password
- Click on ‘**Home Tab**’ at the top of the page
- Click on ‘**Your Profile**’ on the left side of the page
- Click on ‘**Mailing Address**’ on the left side of the page

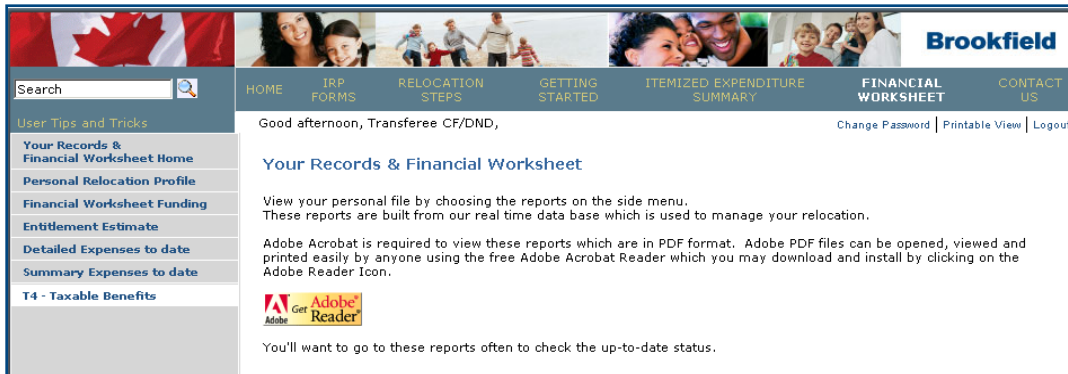
Please contact your Brookfield GRS Advisor to notify of any mailing address changes so that we can request a duplicate T4/RL-1 if required.

Important Note: Each relocation file has a separate and unique User ID and Password for the Secure Website. Should you have had a relocation file from 2012 and an adjustment from a previous year’s file, two separate T4/RL-1s are created, one for each file, according to the year of the taxable income/benefit. Each tax slip will be uploaded to the appropriate file and must be accessed separately. Please contact your Advisor if you do not have access to all the required files.

Why did I get a T4/RL-1?

Usually, funds received to cover relocation expenses are a reimbursement and are generally not taxable. However, as discussed during the planning sessions, Canada Revenue Agency (CRA) does deem certain relocation expenses as taxable when reimbursed by an employer. This information can also be found in the *It’s Your Move Manual* which we invite you to review for your reference via your Secure Website.

NOTE: The Financial Worksheet Tab located on your Secure Website provides a 'T4 – Taxable Benefits' sub-menu which identifies those expenses which have been reimbursed as taxable benefits during your relocation.



The screenshot shows the Brookfield website interface. At the top, there are navigation tabs: HOME, IRP FORMS, RELOCATION STEPS, GETTING STARTED, ITEMIZED EXPENDITURE SUMMARY, FINANCIAL WORKSHEET (selected), and CONTACT US. Below the navigation, there is a search bar and a sidebar menu with options like 'User Tips and Tricks', 'Your Records & Financial Worksheet Home', 'Personal Relocation Profile', 'Financial Worksheet Funding', 'Entitlement Estimate', 'Detailed Expenses to date', 'Summary Expenses to date', and 'T4 - Taxable Benefits'. The main content area displays 'Your Records & Financial Worksheet' and includes text about viewing reports and a note about Adobe Acrobat Reader.

What if there's an error on my 2012 T4/RL-1 sent by Brookfield GRS?

If you believe that your 2012 T4/RL-1 is incorrect, you should contact your Brookfield GRS Advisor. They will review the information and if a correction is required, an amended T4/RL-1 will be issued and uploaded to your Secure Website within 2-3 weeks. The amended T4/RL-1 will be clearly identified with 'AMENDED' printed on it. Brookfield GRS will also send a copy of the amended T4/RL-1 to CRA explaining the amendment. The invalid T4/RL-1 should be discarded and not used for income tax calculation purposes.

Why have I received a T4/RL-1 several years after my last move?

If you have used non-core funds to reduce the interest in your mortgage through the "Home Relocation Loan" you have received a benefit that must be reported to CRA as income. This amount is included in T4 Box 14 and is used for reporting purposes only. This amount is not taxable because you are provided with an offsetting deduction in Box 37. When you complete your Tax Return, enter on line 248 the total of the amount shown in box 37 of your T4. **Please note that this amount is provided by CIBC Group Mortgage Plan.**

Why have I received two T4s and an RL-1?

If you have received two cash payments in two different provinces, one of which is Quebec, separate T4s have to be issued, indicating the payment and deductions for each location. Also you will receive an RL-1 for the cash payment made in Quebec. Please note that the amount reported on the RL-1 on Box A is less than the amount reported on Box 14 of the T4 issued for Quebec, as Quebec allows a deduction of 2 weeks' salary on the RL-1 for reported income.

Who gets an RL-1?

As a rule, the salaries and wages that must be entered on the RL-1 slip are those paid:

- To an employee who reports for work at an establishment of an employer in Quebec;
- To an employee who, though not required to report for work at an establishment of the employer (in Quebec or elsewhere), is remunerated by an establishment of the employer in Quebec.