

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet VARIABLE DATA - T4 TAX SLIPS	
Solicitation No. - N° de l'invitation G8034-120005/A	Date 2013-07-30
Client Reference No. - N° de référence du client G8034-120005	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-63198	
File No. - N° de dossier cw010.G8034-120005	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-28	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk, Janet	Buyer Id - Id de l'acheteur cw028
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: see herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Issuing Office - Bureau de distribution
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

CANADA PENSION PLAN AND OLD AGE SECURITY TAX FORMS TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. SACC Manual Clauses

List of Annexes:

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

Annex A Statement of Work

Annex B Basis of Payment

Annex D Evaluation Grid

Annex E Security Requirements Check List

Annex F Annex 1 - Annex 24

Annex G M.3.Table worksheet in the Excel spreadsheet

Annex H R.1.2 and R.1.3 worksheet in the Excel spreadsheet

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Evaluation Grid, the Security Requirements Check List and Attachments to Annex A, Statement of Work

2. Summary

Service Canada's programs, the Canada Pension Plan (CPP) and Old Age Security (OAS), are legislated to provide tax forms to clients for payments received during the previous year ending December 31. The forms are to be received by all clients no later than February 28 of the following calendar year. Service Canada has a requirement for data processing, variable printing, mail matching, supply of printed envelopes and distribution of an estimated 10,900,000 personalized T4 forms to more than 7,362,000 program beneficiaries for the 2013 tax year.

The tax forms include the CPP and OAS versions of the Canada Revenue Agency (CRA) T4A and NR4 tax information forms and a Service Canada Credit Slip (ISP-1611).

The work must be completed within a five (5) week period. The actual volume for both requirements will only be determined at calendar year end and is estimated to be close to the above.

The period of the Contract is from award of Contract to April 30, 2014 with the irrevocable option to extend the term of the Contract up to two (2) additional one (1) year period(s) under the same conditions.

"There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

The requirement is limited to Canadian goods and/or services.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (four (4) hard copies)

Section II: Financial Bid (one (1) hard copy), and one (1) soft copy on USB.

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, **using staples or clips instead of** cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Bidders should reference to Annex D, Evaluation Criteria for details on the Technical Evaluation.

Section II: Financial Bid

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Evaluation Criteria

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

See Annex D, Evaluation Grid

1.1.2 Point Rated Technical Criteria

See Annex D, Evaluation Grid

1.2 Financial Evaluation see Annex B

To determine the total value price the Contracting Authority will use the information submitted by the Bidder in Annex B - Basis of Payment which is distributed by GETS <https://buyandsell.gc.ca/procurement-data/tenders>. The evaluated price per point, will be calculated as follows: the Total Value of the financial evaluation will be divided by the total number of points achieved under the technical evaluation to obtain the evaluated price per point.

2. Basis of Selection

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. comply with the mandatory technical evaluation criteria;
 - c. obtain the required **336** minimum points of **448** for the technical evaluation criteria which are subject to point rating.
- 2. Bids not meeting (a) (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - [Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award. Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Canadian Content Certification

2.1.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2030 (2013-06-27), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List attached at Annex D,
 - (b) Industrial Security Manual (Latest Edition).

3.1 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30, 2014 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5

Telephone: 613-998-3968
Facsimile: 613-993-2581

E-mail address: Janet.Werk@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (available with contract)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or

- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.
2. Each invoice, including delivery charges, must be supported by:
 - a) a certified copy of the prepaid bill of lading;
3. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

8.3 SACC Manual Clause

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions - 2030 (2013-06-27), General Conditions - Higher Complexity - Goods
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification
- (f) Annex D, Evaluation Grid
- (g) Annex E, Security Requirements Check List;
- (h) Annex F, Attachments to Annex A, Statement of Work (Annex 1 - 24)
- (i) the Contractor's bid dated _____

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11

ANNEX A STATEMENT OF WORK**CANADA PENSION PLAN AND OLD AGE SECURITY TAX FORMS 2012****1. PROJECT OVERVIEW**

Service Canada's programs, the Canada Pension Plan (CPP) and Old Age Security (OAS), are legislated to provide tax forms to clients for payments received during the previous year ending December 31. The forms are to be received by all clients no later than February 28 of the following calendar year. Service Canada requires data processing, variable printing, mail matching, supply of printed envelopes and distribution of these forms. It is estimated that 10,900,000 forms will be mailed to more than 7,362,000 program beneficiaries for the 2013 tax year.

The tax forms include the CPP and OAS versions of the Canada Revenue Agency (CRA) T4A and NR4 tax information forms and a Service Canada Credit Slip (ISP-1611). These forms declare client income as received under the CPP and OAS plans, or under an International Agreement (IA) for the taxation year ending December 31 of the previous year. The Contractor must print the forms (listed below) and will insert one (1) or two (2) of the forms*, as necessary, along with a tax information insert into an envelope for mailing.

*Refer to Section 9.1 for more information on the special requirements to match a client's CPP and OAS T4s, and have them both inserted into one envelope.

The forms required and the estimated quantities of each form for the tax year 2013 are as follows:

T4A (P)*:	Statement of Canada Pension Plan Benefits.....	5,241,000
T4A (OAS)*:	Statement of Old Age Security.....	5,316,000
NR4-CPP:	Statement of Amounts Paid or Credited to Non-Residents of Canada.	186,000
NR4-OAS:	Statement of Old Age Security Pension Paid or Credited to Non-Residents of Canada.....	151,000
Credit Slip:	Reimbursement of Benefit Paid During a Previous Year (ISP-1611) CPP only	6,000

2. CPP AND OAS TAXATION FORMS

All forms consist of four panels on 8.5" x 14" paper.

2.1. All Tax Forms (Panel One):

Panel One at the top, is common format to all forms and will bear the Government of Canada logo identity, a return address for the region/office of account origin as well as the client's name and mailing address. This panel will have an additional CPP T4A (P) or OAS T4A (OAS) provided message text, printed next to the client name and address. **(See attachment – Annex #1)**

The Contractor must print the return addresses at the top left of each panel one, which must be visible through the window at the upper left of the mailing envelope. Return addresses will vary. Each beneficiary's dataset contains a region or office identifier imbedded in the name and address coding. The Contractor will be provided with a table of addresses that corresponds to the region/office identifier. The matrix will consist of a maximum of 16 return addresses with 14 OAS region codes and 14 CPP office identifiers.

There will be a further requirement pertaining to the return addresses on certain CPP accounts whereby the office identifier AND the type of benefit paid will both be used to determine the return address to be printed. The Central Operation return address may contain up to 84 CPP office identifiers. There is one (1) return address for the IA accounts. **(See attachment – Annex #2)**

2.2. Canada Pension Plan (Panels Two, Three and Four)

2.2.1. Domestic T4A (P)

The T4A (P) has two (2) forms which are issued to CPP and IA clients.

The most common T4A (P) displays static and variable data repeated in Panel Two and Panel Three. Panel Four will have static text. **(See attachment - Annex # 3)**

A second T4A (P), for CPP residents of Quebec only, displays static and variable data repeated in Panel Two, Panel Three and Panel Four. Static text will be repeated on the reverse of Panel Two, Panel Three and Panel Four. **(See attachment – Annex # 4)**

One (1) or more data field(s) on the T4A (P) will be moved and / or added to the current version of the form to accommodate a new type of benefit that will be available under the Canada Pension Plan.

Updated versions of the T4A (P) print file layout and data mapping will be provided to the Contractor by Service Canada once finalized.

2.2.2 Non-Resident NR4

The NR4 has two (2) forms which are issued to CPP and IA clients.

The most common NR4 displays static and variable data repeated in Panel Two and Panel Three. Panel Four will have static text. **(See attachment – Annex # 5)**

A second NR4, for CPP residents of Quebec only, displays static and variable data repeated in Panel Two, Panel Three and Panel Four. There will be static text repeated on the reverse of Panel Two, Panel Three and Panel Four. **(See attachment – Annex # 6)**

These two (2) CPP forms (T4A (P) and NR4) are governed by a special requirement as outlined in Section 8.2.

2.2.3. ISP-1611 – Credit Slip

There is only one (1) Credit Slip which is issued to CPP clients only.

Static and variable data are repeated in Panel Two and Panel Three. Panel Four will have static text. **(See attachment – Annex #7)**

2.3. Old Age Security (Panels Two, Three and Four)

There are two forms for Old Age Security recipients. One is the T4A (OAS) **(See attachment - Annex #8)** and the other, the NR4-OAS **(See attachment - Annex #9)**. These forms are issued to OAS and IA clients.

Both of these forms will display static and variable data repeated in Panel Two, Panel Three and Panel Four. There will be static text repeated on the reverse of Panel Two, Panel Three and Panel Four.

3. DELIVERY REQUIREMENTS

All live (production) data will be transferred to the Contractor during the **second and/or third week of January** in the year following the tax year, with the tax forms being produced for delivery to Canada Post mail streams **starting the last week of January of the same year.**

The legal deadline for delivery to the recipients is February 28. All work must be completed and delivered to Canada Post no later than February 21. The Contractor must work with Service Canada to establish a schedule of deliveries to Canada Post in order to deliver the material in a phased manner between the start of production and February 21. (If February 21 falls on a Saturday or Sunday, all work must be delivered to Canada Post no later than the Friday prior to February 21).

The Contractor must provide the necessary service to ensure that the material delivered to Canada Post is prepared in such a way to meet Canada Post's requirement for Incentive Lettermail postage rates wherever possible. The Contractor, prior to delivery, must also meet any other stipulations as set out by Canada Post in order to ensure that Service Canada will pay the lowest possible postage rate per piece of mail.

3.1. Electronic Statements of Mailing (ESOM)

The Contractor must provide the Project Authority with an Electronic Statement of Mailing (ESOM) for each print file delivered to Canada Post. In cases where a large print file is delivered to Canada Post over a period of 2 or more days, a separate ESOM can be prepared for each portion of that print file.

Each ESOM is to contain the Unique Identifier (see Section 8.7) of the applicable print file for reference purposes. Postage for mail from different print files cannot be contained in the same ESOM.

4. FORM PAPER

5.1 million [CPP T4A (P)] - No 2 Offset, 120M or 48M bond. This paper is to be coloured as **orange, PMS 021U, screen 10% of 133 line with orange on the front and white on the back (full bleed).**

5.2 million [OAS T4A (OAS)] - No 2 Offset, 120M or 48M bond. This paper is to be coloured as **yellow, PMS 100U, screen 10% of 133 line with yellow on the front and white on the back (full bleed).**

The Contractor has the option of either purchasing coloured paper or printing a colour on the front of each sheet, 100% ink coverage, bleeds 4 sides.

Paper samples must be approved by Service Canada prior to final order.

5. FORM PERFORATIONS AND FOLDING

3 perforations on 14" dimension at 3.5", 7.0", and 10.5" from top of sheets. Fold each sheet to fit No. 10 envelopes - 3 parallel folds. Panel one, address information, must appear on face after folding.

6. PRINTING COLORS

Static text prints black on the back of the form where required. The form body and variable information prints black on the front of each form, flag symbol top left, and the Canada Wordmark bottom right. The variable printing must be at 600 DPI.

7. FILE DESCRIPTION

There are **14** file compositions:

Listed below are the files for the production printing of the CPP, OAS and IA tax forms. All data will be provided in compressed format.

CPP T4A (P) (age +65)	IA T4A (P)
CPP T4A (P) (Balance of File)	IA T4A (OAS) (Quebec)
CPP T4A (P) (Disability)	IA T4A (OAS) (Balance of File)
CPP NR4 (Disability)	IA NR4
CPP NR4 (Balance of File)	IA NR4 (OAS)
CPP Credit Slip (Active)	OAS T4A (OAS)
CPP Credit Slip (Estate)	OAS NR4 (OAS)

ALL DATA FILES WILL BE PRODUCED ON 3490 CARTRIDGES, CD or transmitted by File Transfer Protocol (FTP). FTP could be in a format such as ASCII. The Contractor must be able to process all three formats.

If the format in which the print files are provided to the Contractor changes during the term of the contract (including any option year(s)), Service Canada will not incur any additional charges by the Contractor.

The Data Type is IBM OS390 mainframe system standard (EBCDIC, hexadecimal) and, its organization is sequential.

Logical Record Size: 133 characters ==> 132 printable + 1 carriage control (may vary from application to application).

The order of presentation of the following information is by the form to be printed and by production run for that form. Content will be file description, file layout, record format and data map.

7.1. Old Age Security T4A (OAS)

Solicitation No. - N° de l'invitation

G8034-120005/A

Client Ref. No. - N° de réf. du client

G8034-120005

Amd. No. - N° de la modif.

File No. - N° du dossier

cw010G8034-120005

Buyer ID - Id de l'acheteur

cw010

CCC No./N° CCC - FMS No/ N° VME

OAS T4A (OAS):

These are the files (one [1] per region) for the production printing of the OAS T4A (OAS).
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #10)**

IA T4A (OAS):

One (1) file is for residents of Quebec and the other is for the balance of file.
These are the files for the production printing of the IA T4A (OAS).
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #11)**

7.2. Canada Pension Plan T4A (P)

CPP T4A (P):

There are three (3) files produced. One file is made up of clients who are aged 65 and older, the second is strictly Disability Pension recipients, and the last constitutes the balance of the CPP file.
These are the files for the production printing of the CPP T4A (P).
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #12)**

IA T4A (P):

This is the file for the production printing of the IA T4A (P).
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #13)**

7.3. Canada Pension Plan Credit Slip (ISP 1611)

Credit Slip:

There are two (2) files produced. One file is for active recipients and the other is for the Estate accounts.
These are the files for the production printing of the CPP Credit Slips.
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #14)**

7.4. Old Age Security NR4-OAS

OAS NR4-OAS:

These are the files (one [1] per region) for the production printing of the OAS NR4-OAS.
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #15)**

IA NR4-OAS:

This is the file for the production printing of the IA NR4-OAS.
The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex # 16)**

7.5. Canada Pension Plan NR4

CPP NR4:

There are two (2) files produced. One is for clients who are strictly Disability Pension recipients, and the other is the balance of the file.

These are the files for the production printing of the CPP NR4.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

The File Layout, Record Format and Data Map are shown in the Annex. (See attachment – Annex #17)

IA NR4:

This is the file for the production printing of the IA NR4.

The File Layout, Record Format and Data Map are shown in the Annex. **(See attachment – Annex #18)**

8. ADDRESS ACCURACY

Statements of Address Accuracy will be presented with all files passed to the Contractor. The Contractor must maintain address accuracy verification and correction of the supplied files and to meet all other Canada Post requirements for Incentive Lettermail Presort postage rates on as many of the files as possible. The Contractor must provide all final address accuracy and any other Canada Post reports to Service Canada at the completion of the project.

9. SPECIAL REQUIREMENTS AND INSERTION OF FORMS

9.1. Matching of Forms for Insertion (Document Merge for Mailing in Common Envelope)

The Contractor must perform a match (merge) of T4A (P) and T4A (OAS) tax forms that belong to the same client (approximately 3.4 million). The Contractor must run the T4A (P) +65 file (approximately 3.6 million clients) against the T4A (OAS) files (approximately 5.1 million clients). The primary and secondary keys to affect the merge are the Social Insurance Number (SIN) and the postal code - BOTH keys must match exactly to merge the forms. The select account SIN and postal code for the matching must be taken from the CPP files and compared to the OAS files (The reverse is not acceptable).

Once the merge of all accounts is completed, the matched T4A (P) and T4A (OAS) forms must be folded together and inserted into the same envelope with the appropriate insert. The T4A (P) must be the facing document so that the name and address on the T4A (P) appears in the envelope's address window. The Contractor must ensure that the correct SIN and postal code are printed, with the rest of the relevant data, on each form.

The match process described for 9.1 above will not be applied to the Quebec CPP and Quebec OAS files. They will be issued as standalone (single) packages.

9.2. The T4A (P) and NR4 Quebec Residents

There is a special requirement whereby the Contractor must identify all Quebec resident CPP tax form recipients. This requirement applies to all CPP files and is to be achieved by use of the Postal Code FSA. As indicated earlier in Section 2.2, the format for the T4A (P)s and NR4s being sent to residents of Quebec is different in that, on the T4/NR4, there are three (3) panels of income information and the descriptive narrative is on the reverse of these forms.

9.3. The Disability Newsletter

The CPP files (T4A (P) and NR4) for Disability pension recipients require an insert that is different to that being forwarded with all other tax forms. This insert, a disability newsletter called "Staying in Touch", will be provided to the Contractor by Service Canada in sufficient English and French quantities for inclusion with the tax forms. The size of this insert is anticipated to be 25.5" X 11" (8.5" x 3.75" folded).

9.4. Other Inserts (T4 and NR4)

An additional T4 insert or NR4 insert containing program information is normally inserted into each mailing piece. The size of the T4 insert is 17" X 11" (8.5" x 3.75" folded). The size of the NR4 insert is 17" X 11" (8.5" x 3.75" folded). The inserts must be folded to fit No. 10 envelopes, and inserted into the envelopes with the required T4/NR4 form(s).

The three (3) different information inserts referred to above (9.3 & 9.4) will be printed in separate unilingual (English and French) versions. A language preference indicator (E or F) will be included on each print record. The Contractor must prove the ability to insert the appropriate language insert for each record based on that record's language preference.

The print file type will determine which of the information inserts described above (sec. 9.3 & 9.4) is to be inserted (only [1] information insert per mail piece). It is possible that 1 or more of the information inserts described in sections 9.3 and 9.4 may be eliminated from this project.

9.5. Specifications for Receiving Goods

The Contractor must provide the criteria for how they wish to receive the inserts supplied by Service Canada. As a minimum, bidders should provide the following information plus any other requirements relevant to their receiving goods:

- Basic packaging within cartons
 - Carton size and weight
 - Skid size and type
 - Criteria for loading skids
- Labeling criteria for cartons and skids

9.6. Single Forms - No Matching Required Before Insertion

The balance of the forms will not require matching but will be inserted individually along with at least one other printed insert. These requirements are as follows:

Item	Program	File Name	Description	Form	Estimated Quantity	Insert	Estimated Mail Pieces
1*	CPP	T4A(P) +65 (Y0901)	CPP over 65	T4A(P)	3,837,000	T4	295,000*
2	CPP	T4A(P) Others (Y0902)	CPP 60 - 64 Other CPP T4	T4A(P)	1,075,000	T4	1,075,000
3	CPP	T4A(P) DSB (Y0904)	CPP T4 disability	T4A(P)	330,000	Staying in Touch	330,000
4	CPP	NR4 CPP (Y6401)	CPP NR4	NR4	175,000	NR4	175,000
5	CPP	NR4 DSB (Y6402)	CPP NR4 disability	NR4	1,300	Staying in Touch	1,300
6	CPP	CREDIT SLIP (Y1202&Y1203)	CPP Credit Slip	Credit Slip	5,950	T4	5,950
7*	OAS	T4A(OAS)	OAS T4	T4A(OAS)	5,303,000	T4	1,761,000 *
8	OAS	NR4(OAS)	OAS NR4	NR4(OAS)	59,000	NR4	59,000
9	IA	IATON (D5740)	IA T4A(OAS) non-Québec	T4A(OAS)	11,500	T4	11,500
10	IA	IATOQ (D5741)	IA T4A(OAS) Quebec	T4A(OAS)	1,950	T4	1,950
11	IA	IATP (D5742)	IA T4 CPP	T4A(P)	3,600	T4	3,600
12	IA	IANRC (D5746)	IA NR4 CPP	NR4	9,600	NR4	9,600
13	IA	IANRO (D5748)	IA NR4 OAS	NR4(OAS)	91,100	NR4	91,100
14	CPP/OAS	CPP and OAS MERGED	MERGED T4 CPP and OAS	T4A(P) & T4A(OAS)	3,542,000	T4	3,542,000

*The total number of mail pieces for these two programs will be determined by how many accounts are merged. The Contractor must create a separate print file which will become the merged (CPP and OAS) file. (See section 9.1).

9.7. Removal of Accounts from CPP, OAS and IA Print Files (Do Not Print)

Service Canada will provide two (2) separate lists of accounts that the Contractor must remove from designated print files.

The first list, the TISO Extraction List, is a list of account numbers (SINs) that will be run against each print file. Where an account number (SIN) from the extract list matches any account number on any print file, these accounts are to be removed from the print file(s) in which they appear.

The second list, the Exception List, is a list of account numbers (SINs). This list is to be run against each CPP print file. Where an account number from the Exception List matches an account number on any CPP print file, the account is to be removed from the print file(s) in which it appears.

9.8. Unique Identifiers

The Contractor must print an alpha-numeric identifier code on each tax form that will be visible through the address window of the envelope once inserted. The alpha portion of this code will indicate which print file the form belongs to (and the region, where applicable) and the numeric portion will be an 8 character, system-generated number that will be printed on each form sequentially as they are produced. **(See Attachment – Annex #19)**

10. MAIL PREPARATION

Forms must be inserted into the envelopes with the recipient address visible in the window. The inserts must be inserted behind the form(s) as per the requirements stated above.

The Contractor must provide the necessary service, including either provincial or national sorting of the supplied files, to ensure that material delivered to Canada Post meets the Canada Post requirements for Incentive Lettermail Presort postage rates wherever possible. Any amendments or changes to these requirements set out by Canada Post during the term of the contract and option period must also be followed by the Contractor prior to delivery of the material to Canada Post, so that Service Canada always pays the lowest possible postage rate per piece of mail.

The Contractor must contact Canada Post and Service Canada, before the mailings to confirm that, at the time of mailing, the Contractor is meeting all Canada Post requirements for mail preparation for Incentive Lettermail Presort postage rates in order to pay the lowest possible postage rate per piece of mail. Before the mailing is started, the Contractor must provide the Service Canada Project Officer written confirmation that the Contractor has obtained from Canada Post what the requirements are in order for Service Canada to pay the lowest possible postage rate per piece of mail. Before the mailings are sent to Canada Post, the Contractor must send a copy of the Incentive Lettermail Mailing Summary to the Service Canada Project Officer.

Should Service Canada be charged more than the lowest possible rate for postage, the Contractor is responsible for the repayment to Service Canada of the amount in excess of the lowest possible rate unless the Contractor can demonstrate that the overcharge is not due to the non-compliance of the Contractor with regards to the Canada Post requirements for Incentive Lettermail Presort postage rates.

Postage is the responsibility of Service Canada.

Each morning, the Contractor must provide the Service Canada Project Authority with a summary of all material that was forwarded to Canada Post on the previous day.

11. ENVELOPES

The Contractor must produce two (2) types of envelopes:

1. Domestic mail (Lettermail); and
2. US and foreign mail (Letter-post).

Description: Double-window envelope with Service Canada logo (front and flap) and indicia on front (the form version is also to be printed on the flap). Two (2) side seam, open side (the side glued flaps must be inside the back panel)

Dimensions: 9 ½" wide x 4" high.
Back panel 3 ¾" high.

Paper: 24 lb. Natural Kraft

Flap: 1 ¼" full glue wallet flap (straight) - not V shaped - with double score. Second score on flap must be 1/8" from top.

Estimate quantities for these envelopes are:

Lettermail	7,175,000
Letter-post	334,000

Envelope Window:

Envelope Window:

Window Material: Avpexine, only one (1) patch for both windows.

Glue must be evenly distributed (no dots).

The window material must be glued around the edges of the windows in a manner that will not interfere with automated insertion of inserts into the envelopes.

Window size:	Top window:	3 ¾" wide x ¾" high
	Bottom window:	4 11/16" x 1 ¼"

Window location:	Top window:	¾" from left edge and 2 5/16" from bottom edge
	Bottom window:	¾" from left edge and ¾" from bottom edge. (See Attachment – Annex # 20 & 21)

12. DELIVERY SCHEDULE

Due to the large volume of tax forms to be mailed, and to lessen the impact these mailings have on the Service Canada Call Centres, delivery of these tax forms are to be made over a period of approximately one (1) month commencing approximately the 3rd week of January and ending no later than February 21 (see Section 3 for further details regarding latest delivery date).

The T4A(OAS) singles for Quebec and the IA and NR4 tax forms should be printed and inducted into the mail stream first. The volume of mailings toward the end of January should be reduced so that the Service Canada Call Centres are not overburdened.

The schedule must be constructed in such a way that no particular geographic area will be overwhelmed with calls from clients that have received their tax form(s).

Distance from printing site to mailing address should also be taken into consideration because, as mailing distance increases, so does the amount of time for it to be received by the addressee. (**See attachment – Annex #22** for sample delivery schedule).

13. PROOFS AND QUALITY ASSURANCE

13.1. Testing

Service Canada staff will conduct a facility inspection.

Each year, for the duration of the contract, Service Canada will provide several test files to the Contractor for a full systems test, to produce test tax forms and produce reports for verification by Service Canada prior to actual production. This test includes the special requirement to match a client's CPP and OAS T4 as outlined in Section 9.1 of these requirements, and to exhibit the ability to perform the file extracts as outlined in Section 9.7. More than one set of samples may be required for each test file depending on the accuracy of the output.

13.1.1 Production Phase

Samples

When Production print files are received from Service Canada by the Contractor in January, the Contractor must submit to Service Canada, production sample forms for each print file. Initial samples can be sent electronically in PDF form, but only hardcopy samples will be approved by Service Canada.

Based on review of the hardcopy samples, should alteration be necessary, Service Canada must receive new hardcopy proofs for review and approval as quickly as possible. Revision and the subsequent hardcopy samples may be requested as many times as necessary prior to final approval.

All revisions and approvals for each form must be finalized one day prior to the Production start date.

The Contractor must process test files for Service Canada during the period of November 1 to December 24 for the first year of the contract (testing is to be done between September 1 and October 31 in any subsequent year(s) through the term of the contract), and provide output back to Service Canada for verification processes. Test files will be provided by Service Canada in electronic media (tapes, CD or FTP).

Several test files will be passed to the Contractor (between September and October) for a full systems test to produce test tax forms and reports for verification by Service Canada prior to actual production. This test includes the special requirement to match a client's CPP and OAS T4 as outlined in Section 9.1 of these requirements, and to exhibit the ability to perform the file extract as outlined in Section 9.7. This may occur on more than one occasion depending on output.

The testing period may start earlier in subsequent years (between May and June, for example).

13.2. Proofs

The Contractor must provide one (1) complete set of proofs to the Service Canada Project Authority before printing. Proofs must be accounted for in the schedule.

13.2.1 Envelopes

The Contractor must provide one (1) complete set of blueprints or digital (paper copy) proofs. Proofs must be backed-up, trimmed and folded to specification.

13.2.1 Forms

A laminated colour proof and blueprint or, if a direct to plate system is used a high-resolution digital colour proof, folded and trimmed to size for the insert must be provided.

13.2.2 Proofs must be sent to the following address:

Service Canada

Address to be provided

Gatineau, QC

K1S 0S5

Attn: To be provided

13.3. Quality Control

There is no acceptable tolerance for mistakes in the variable printing, the matching of forms, or the insertion of the forms. The Contractor must employ a method of continuous monitoring of the matching and inserting processes that includes identifying errors in matching and inserting to ensure that the correct forms are being inserted into each individual mailing envelope. The Contractor must provide a daily report containing the daily production of inserted envelopes. The report should also include the number of inserted envelopes successfully processed, any problems that occurred during processing and the corrective action(s) taken. Random checks of the inserted envelopes, either during the insertion operation or after inserting is completed, is not acceptable as the only method used by the Contractor for controlling the matching of the forms.

The Contractor must have an automated reader system in place that is capable of reading unique sequence numbers on each mail piece to eliminate the risk of double insertions.

Service Canada staff will be conducting on-site quality control inspections on random samples of the final products at the production site during the production phase.

At the beginning of production, the front-end live data product of each application must be submitted to Service Canada for review and validation.

The Contractor must permit Service Canada to access the print facility at all stages of production (printing, folding, insertion) and to allow random batches to be taken, on-site, by Service Canada staff and compared with hard copy reports to verify the totals being printed.

13.4. Reporting

The Contractor must provide a separate Control Report for each print file. The report is to contain:

- File name;
- Total number of records before any records are extracted;
- Number of records removed by the TISO extract file;
- Number of records removed by the Exception list (where applicable);
- The total monetary amount for each box before any records are extracted;
- Monetary amount removed from each box by TISO list;
- Monetary amount removed from each box by the Exception list (where applicable);
- Net number of records; and
- Net monetary amounts for each box.

Each report must also indicate the number or records with English language preference and French language preference **(See attachment – Annex 23)**.

The Contractor must produce a separate report for each print file listing all accounts that were removed by the "TISO Extract List" and a separate report for each print file listing all accounts that were removed by the by the "CPP Exception List" (referred to in Section 9.7). **(See attachment – Annex #24)**.

14. PROBLEM RESOLUTION

Any call from the Service Canada Tax Form Project Team must be responded to within one hour. The Contractor will be required to have and identify problem escalation procedures. The Contractor must provide a report within 24 hours of being notified of a problem.

15. SECURITY

The Contractor must comply with all security provisions during all testing and production phases during the period of the contract.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

16. STORAGE CAPABILITIES

The Contractor must have sufficient warehouse space to store all required paper, inserts, and envelopes.

17. OUTSOURCING

If the Contractor outsources any work that falls under this contract, Service Canada must be notified in advance and give approval to the use of any subcontractor(s).

18. COMPONENTS

All components are required to complete the Contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.

The Contractor must return all components to the Service Canada Project Authority within five working days of receiving the request to do so and at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

ANNEX B BASIS OF PAYMENT

The Bidder must submit, including all services, operations and materials for the supply of the final printed products, preparation for mailing and delivery of the required quantities to Canada Post as specified in the Annex A Statement of Work, FOB destination, GST/HST extra if applicable, **freight included**.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX B, Basis of Payment.

The quantities for evaluation purposes in Annex B, Basis of Payment, do not represent a firm commitment that the same quantities will be produced under this Contract. These quantities will be used as a quantity for evaluation to evaluate the Bids

Failure to price one of the components in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PROVIDED WITH THE RFP.

THE BIDDERS ARE ALSO REQUIRED TO RETURN WITH THEIR BIDS, A PRINTED COPY OF THE FILE AND THE COMPLETED FOLLOWING CLAUSE.

ESCALATION FOR PAPER

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*insert the date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - (a.1) Stock: _____ lb. at a base transaction cost per Cwt. of \$_____, and which represents _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - (b.1) Stock _____ lb. at a base transaction cost per Cwt. of \$_____, and which represents _____ percent of the unit price(s).
Brand name and paper supplier: _____.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

G8034-120005/A

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

(c.1) Stock _____ lb. at a base transaction cost per Cwt. of \$_____, and
which represents _____ percent of the unit price(s).

Brand name and paper supplier: _____.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

ANNEX C**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.**A. Check only one of the following:**

() A1. The Bidder certifies having no work force in Canada.

() A2. The Bidder certifies being a public sector employer.

() A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.

() A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

() A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

() A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

B. Check only one of the following:

☐ B1. The Bidder is not a Joint Venture.

OR

☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

Solicitation No. - N° de l'invitation

G8034-120005/A

Client Ref. No. - N° de réf. du client

G8034-120005

Amd. No. - N° de la modif.

File No. - N° du dossier

cw010G8034-120005

Buyer ID - Id de l'acheteur

cw010

CCC No./N° CCC - FMS No/ N° VME

ANNEX D EVALUATION GRID

Title: **SERVICE CANADA - T4 Tax Forms**

Bidder:

Date:

EVALUATION SUMMARY

MANDATORY CRITERIA

Met Not Met

POINT RATED CRITERIA

POINT RATED CRITERIA	Maximum Points	SCORE ACHIEVED
R.1 Implementation of Work	272	
R.2 Production Management	30	
R.3 Quality Assurance	40	
R.4 Business Continuity Plan	96	
R.5 Environmental Practices	10	
Minimum required points 336		Total Points _____/448

MANDATORY EVALUATION CRITERIA

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Definitions for the purposes of evaluation:

"External client(s)" means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

"Internal client(s)" means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

"Multiple" means two (2) or more.

"Print Outputs/Outputs" means print production from supplied data sets

"Large data sets " means data files of at least 5,000,000 records

"Selective Insertion" means Insertion equipment capable of choosing the appropriate version information insert (from 2 possible versions), and inserting it into an envelope, based on a single character indicator contained within each print record.

Bidders **MUST** meet the mandatory criteria of the RFP. No further consideration will be given to bidders not meeting all of the mandatory criteria.

		MET	NOT MET
M.1	CORPORATE EXPERIENCE		
	<p>The Bidder must demonstrate that it has contracted or has been contractually bound to an external client or to external clients (outside of the Bidder's own company) for two (2) contracts to provide the services described in the Statement of Work.</p> <p>These two (2) contracts must have been undertaken within the last four (4) years prior to the closing date of this RFP.</p> <p>When combined, these two (2) contracts must, at a minimum, include all of the following services (M.1.a - M.1.f):</p> <p>M.1.a Data Processing - Preparation of large data sets for variable printing consisting of multiple outputs with each output having multiple forms requiring the merging of static and variable information;</p> <p>M.1.b Preparation of large data sets for mailing including sortation for incentive lettermail presort and matching of multiple variable items;</p> <p>M.1.c Variable printing. Printing of multiple outputs with each output having multiple forms requiring printing of variable information;</p> <p>M.1.d Mailing preparation with sortation and handling in accordance with Canada Post requirements for incentive lettermail presort, matching and insertion of variable print items, selective insertion of multiple additional inserts and delivery to Canada Post;</p> <p>M.1.e Supply of printed envelopes for mailing;</p> <p>M.1.f Storage of material for mailing in addition to the variably printed forms, including material produced or supplied in advance of the printing and mailing activities.</p> <p>Response Format:</p> <p>For each contract the Bidder must provide the following information:</p> <ul style="list-style-type: none"> As applicable to the contract, a description of the required services (M.1.a, M.1.b, M.1.c, M.1.d, M.1.e and M.1.f) provided to the client(s) as specified to meet M.1; The start date and/or end date of the Contract for which the services were provided; (example: July 2009 or April 10, 2010 or July 2009 to present); The Bidder must identify any activities undertaken by sub-contractors and/or joint venture partners. <ul style="list-style-type: none"> The client information for the Contract 		

M.2	<p>PRODUCTION CAPABILITY</p> <p>The Bidder must demonstrate their capability to process data files on 3490 cartridges. The data type is OS390 mainframe system standard (EBCDIC, hexadecimal) and its organization is sequential.</p> <p>Response Format:</p> <ul style="list-style-type: none"> • The Bidder must provide a written confirmation that they can process data files on 3490 cartridges. • The Bidder must provide a description of the drive(s) and equipment that would be used to process data files supplied on 3490 cartridges. 		
M.3	<p>PRODUCTION CAPABILITY</p> <p>The Bidder must demonstrate their capability to complete the data processing, variable printing and mailing of the Service Canada T4 forms within a five (5) week period as per the production schedule in Annex 22.</p> <p>The information provided for M.3 will also be used as part of the rated requirements evaluation (R1).</p> <p>Response Format:</p> <p>Bidders must provide their response by completing the M.3.a Table and the M.3.b Table worksheet in the Excel spreadsheet at Annex G.</p> <p>The information provided must demonstrate the total capability of the Bidder and also show a breakdown of how the quantities are produced. Where multiple facilities contribute to the overall total of documents produced each must be identified and the production capability shown. Evaluation will be done on the total quantities. However, if the Bidder does not show how the totals were arrived at, the proposal will be considered non-responsive and the proposal will not be evaluated further.</p>		
M3. a	<p>Bidders must provide the number of days required to complete individual products and the number of days to complete the total requirement in the cells of the M.3.a Table in the Excel spreadsheet at Annex G.</p> <p>Packages that are produced concurrently, or completed within the same day, may be shown together in column G. These grouped packages should be entered in the row for the last package identified.</p>		
M3. b	<p>The number of days to complete production of concurrent packages entered in column I should be entered in the row for the last package identified.</p> <p>Bidders must show the breakdown of how the total quantities of each type of document will be produced by providing the required information in the cells of the M.3.b.1 and M.3.b.2 Tables in the Excel spreadsheet at Annex G.</p>		

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

POINT RATED CRITERIA

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

R.1. Implementation of Work:

(R.1.1 + R.1.2 + R.1.3 + R.1.4 + R.1.5) Maximum 272 points

The Bidder should provide a detailed work plan describing how the Bidder proposes to implement and manage the requirement as described in the Statement of Work. The plan should give a comprehensive description of all procedures and activities which will be completed, or managed by the bidder, as well as, how all of the activities are integrated in order to provide the required service.

The Work Plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement.

The Work Plan should address the main areas of data processing, printing of the variable information, mailing preparation, the warehousing of material that would be supplied by Service Canada and the supply of envelopes (printing and conversion).

The Work Plan should describe how the Bidder will manage the OAS & CPP requirement.

The Bidder should identify the facility, or facilities, where the data processing, variable printing, mail preparation and warehousing of supplied material will be done.

R.1.1. Data Processing:

Maximum of 70 points

The Work Plan should clearly describe the Bidder's methodology for completing the data processing activities for preparing the CPP/OAS files for printing and mailing as described in the Statement of Work. The Work Plan should describe the processes and management procedures for:

R.1.1.1 Initial Test Period (October - November)

R.1.1.2 Production Period - Old Age Security (OAS) and Canada Pension Plan (CPP)

In addition to describing the methodology for completing the data processing the Bidder should provide the following:

- The Canada Post approved software, and version, to be used for completing the requirement.
- The resources (equipment and personnel) the Bidder will dedicate to this requirement.
- The resources (equipment and personnel) the Bidder has available should extra resources be necessary

R.1.1.1 Initial Test Period (October - November)

- File acceptance and data verification
- Processing for test output
- Verification of test output - internal and client
- Feedback process for client review
- Process for modifications/changes if required

R.1.1.1.a: Processes - Initial Test Period (October - November)			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear	Information clear and complete.
	0 Points	1 Point	2 Points
The facility or facilities for completing the data processing activities			
The processes for File Acceptance			
The processes for Data verification			
The Processing for test output			
The processes for initial verification of test output			
The processes for verification of test output for client review			
The feedback process for client review			
The process for modifications/changes			
R.1.1.1.a Points Allocated _____ / 16			

R.1.1.1.b: Management Procedures - Initial Test Period (October - November)			
The Work Plan should provide the required information to describe how the Bidder will manage the following activities for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear	Information clear and complete
	0 Points	1 Point	2 Points
File acceptance			
Data verification			
Processing for test output			
Initial verification of test output			
Verification of test output for client review			
Feedback process for client review			
Modifications/changes			
R.1.1.1.b Points Allocated _____ / 14			

R.1.1.1.c Initial Test Period (October - November)			
The Work Plan should provide the required information to describe the following elements of the evaluation:	Information not provided	Information incomplete or unclear	Information clear and complete
	0 Points	1 Point	2 Points
The Canada Post approved software, and version to be used for completing the requirement			
The resources (equipment and personnel) the Bidder will dedicate to this requirement in each facility identified to complete the requirement			
The resources (equipment and personnel) the Bidder has available in each facility identified to complete the requirement, should extra resources be necessary			
R.1.1.1.c Points Allocated _____ / 6			

R.1.1.2 Production Period - Old Age Security (OAS) and Canada Pension Plan (CPP)

- Processes for file acceptance and data verification
- Processing and testing procedures for:
- Merging variable and static information
- Providing control mechanisms for matching requirements
- Address accuracy and correction
- Providing control mechanisms for mail sortation for Incentive Lettermail Presort

R.1.1.2.a: Processes - Production Period			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear	Information clear and complete
	0 Points	1 Point	2 Points
Facility or facilities for completing the data processing activities			
Processes for File Acceptance			
Processes for Data verification			
Processing and testing procedures for merging variable and static information for printing			
Processing and testing procedures for providing control mechanisms for matching requirements			
Processing and testing procedures for address accuracy and correction			
Processing and testing procedures for providing control mechanisms for mail sortation			
R.1.1.2.a Points Allocated _____ /14			

R.1.1.2.b: Management Procedures - Production Period			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear	Information clear and complete
	0 Points	1 Point	2 Points
The procedures for managing the File Acceptance process			
The procedures for managing the Data Verification process			
The procedures for managing the data processing and print production			

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

requirements for merging variable and static information			
The procedures for managing the data processing for print production and mailing to provide control mechanisms for forms matching requirements			
The procedures for managing the data processing and CPC mailing requirements to complete the required address accuracy and correction			
The procedures for managing the data processing for print production and mailing to provide control mechanisms for mail sortation			
The procedures for managing the process for incorporating modifications/changes required at data processing			
R.1.1.2.b Points Allocated _____ /14			

R.1.1.2.c: Production Period			
The Work Plan should provide the required information to describe the following elements of the evaluation:	Information not provided	Information incomplete or unclear	Information clear and complete
	0 Points	1 Point	2 Points
The Canada Post approved software, and version to be used for completing the requirement			
The resources (equipment and personnel) the Bidder will dedicate to this requirement in each facility identified to complete the requirement			
The resources (equipment and personnel) the Bidder has available in each facility identified to complete the requirement, should extra resources be necessary			
R.1.1.2.c Points Allocated _____ / 6			

R.1.1.2 Production Period: Total Points Allocated _____ / 34

R.1.1 TOTAL POINTS OBTAINED: _____ / 70

R.1.2. Variable Printing:
Maximum of 66 points

The Work Plan should clearly describe the Bidder's capability and procedures for completing the variable printing requirements as described in the Statement of Work for the CPP/OAS requirement.

R.1.2.1 Variable Print Production Capability

The Bidder should describe their variable print production capability by completing the *Annex H - R.1.2.1.1- Variable Print Capability* table of printer hardware suitable for high volume variable printing as described in the Statement of Work. **Bidders are to provide their response by completing the R.1.2.1.1- Variable Print Capability table worksheet in the Annex H spreadsheet and returning it with their bid.**

The Bidder should identify all facilities where work will be conducted, however, points will not be allocated for the facility address.

Refer to Annex H - R.1.2.1.1- Variable Print Capability table							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Facility Address	Printer Type	Hourly output of T4 forms from identified printer	Total number of identified printers in facility	Identified printers in facility assigned to T4 requirement	Total daily output of identified printers assigned to T4 requirement	Number of hours used to calculate total daily output of identified printers assigned to T4 requirement	*Downtime included in calculating the number of hours used to calculate total daily output of identified printers

*Downtime in column 8 above refers to anticipated factors that may reduce the potential overall output of the identified equipment, such as: shift change/start up, misfeeds, paper loading, etc.

Evaluation of R.1.2.1, Variable Print Production Capability, will be conducted with the information provided in M.3, Annex 22, the R.1.2.1.1- Variable Print Capability table in the spreadsheet at Annex H, R.1.2.1.a and R.1.2.1.b.

R.1.2.1.a Variable Print Production Capability

R.1.2.1.a Variable Print Production Capability			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided OR Information does not demonstrate capacity to complete Service Canada requirements	Information incomplete or unclear Information demonstrates capacity to complete Service Canada requirements BUT does not clearly demonstrate capacity to complete the OAS/CPP requirement by the deadlines for mailing preparation in Annex 22	Information clear and complete Information clearly demonstrates capacity to complete Service Canada requirements AND demonstrates capacity to complete the OAS/CPP requirement by the deadlines for mailing preparation in Annex 22
	0 Points	1 Point	2 Points
Facility Address for each facility used to complete the requirement			
Printer Type			
Hourly Output of T4 forms from Identified Printer			
Total Number of Identified Printers in the Facility			
Identified Printers in Facility Assigned to T4 Requirement			
Total Daily Output of Identified Printers Assigned to T4 Requirement			
Number of Hours Used to Calculate Total Daily Output of Identified Printers Assigned to T4 Requirement			
Downtime Included in calculating the number of hours used to calculate total daily output of identified printers			
<p style="text-align: right;">R.1.2.1.a Points allocated: _____ / 14</p> <p style="text-align: right;">multiplied by w.f. 1.5 = _____ /21</p>			

R.1.2.1.b The Bidder should provide the hardware product information/specifications for each printer identified in the Column 2-Printer Type of the R.1.2.1.1- Variable Print Capability table in the spreadsheet at Annex G. The product information/specifications should clearly demonstrate the suitability of the hardware for printing the type and quantities of variable printing required for the Service Canada T4 requirement. The product information/specifications should also support the information provided in table R.1.2.1.1. The Bidder should ensure that, at a minimum, the product information/specifications include the following information:

- Resolution of printed output, dots per inch (DPI)
- Rated speed, number of 8 ½" by 14" pages per minute (PPM)
- Suitability of the equipment for variable imaging

R.1.2.1.b hardware product information/specifications		
The product information demonstrates:	Not demonstrated in product information	Demonstrated in product information
	0 Points	1 point
The resolution of printed output at least 600 DPI		
The rated speed, number of 8 ½" by 14" pages per minute at least 100 PPM		
The suitability of the equipment for variable imaging		
R.1.2.1.b Points allocated _____/3		

R.1.2.1 Variable Print Production Capability: Total Points Allocated _____ / 24
--

R.1.2.2 Print Production Processes

The Bidder should clearly describe the processes for print production management of the variable data including the mail management controls in all facilities identified in Table-R.1.2.1.1. The description should provide information for all of the following production stages:

- Processes for accurate and complete transfer of OAS & CPP files to print area,
- Processes for start-up of printing for OAS & CPP requirements,
- Processes for ongoing monitoring of printing OAS & CPP requirements.

R.1.2.2 Print Production Processes			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided.	Information incomplete or unclear Does not clearly demonstrate capability to complete requirements.	Information clear and complete. Clearly demonstrates capability to complete requirements
	0 Points	1 Point	2 Points
Processes for accurate and complete transfer of OAS files to print area			

Processes for accurate and complete transfer of CPP files to print area			
Processes for start-up of printing for OAS requirements			
Processes for start-up of printing for CPP requirements			
Processes for ongoing monitoring of printing OAS requirements			
Processes for ongoing monitoring of printing CPP requirements			
<p style="text-align: right;">Points allocated for R.1.2.2: _____ / 12</p> <p style="text-align: right;">multiplied by w.f. 1.5 = _____ /18</p>			

R.1.2.2 Print Production Processes: Total Points Allocated: _____ / 18

R.1.2.3 Print Production, Transfer of Printed Material

The Bidder should clearly describe how the finished material is prepared for the mailing operations and their processes for managing the transfer of the printed output to the mailing area.

- Process for verifying the completeness and accuracy of each of the OAS & CPP printed outputs
- Process for identifying each OAS & CPP output for mailing production
- Process for preparing the OAS & CPP printed outputs for transfer to the mailing area
- Process for ensuring the safe transfer of the OAS & CPP printed outputs into the mailing area

R.1.2.3 Print Production, Transfer of Printed Material			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear Does not clearly demonstrate capability to complete requirements.	Information clear and complete Clearly demonstrates capability to complete requirements
	0 Points	1 Point	2 Points.
Process for verifying the completeness and accuracy of each of the OAS printed outputs			
Process for verifying the completeness and accuracy of each of the CPP printed outputs			
Process for identifying each OAS output for mailing production			
Process for identifying each CPP output for mailing production			

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

Process for preparing the OAS printed outputs for transfer to the mailing area			
Process for preparing the CPP printed outputs for transfer to the mailing area			
Process for ensuring the safe transfer of the OAS printed outputs into the mailing area			
Process for ensuring the safe transfer of the CPP printed outputs into the mailing area			
Points allocated for R.1.2.3: _____ /16 multiplied by w.f. 1.5 = _____ /24			

R.1.2.3 Print Production, Transfer of Printed Material:
Total Points Allocated: _____ / 24

R.1.3. Mailing Operations **Maximum of 48 points**

The Work Plan should clearly describe the Bidder's capability and procedures for completing the mailing requirements as described in the Statement of Work for the CPP/OAS requirement.

R.1.3.1 Automated Mailing Capability

The Bidder should describe their automated mailing capability by completing the *Annex H - R.1.3.1.1- Automated Mailing Capability* table of insertion hardware suitable for high volume, multi-item mailing as described in the Statement of Work. **Bidders are to provide their response by completing the R.1.3.1.1- Automated Mailing Capability table Worksheet in the Annex H spreadsheet and returning it with their bid.**

The Bidder **should identify all facilities where work will be conducted**, however, points will not be allocated for the facility address.

Refer to Annex H - R.1.3.1.1- Automated Mailing Capability Table								
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>	<i>Column 7</i>	<i>Column 8</i>	<i>Column 9</i>

<i>Facility Address</i>	<i>Inserters Type</i>	<i>Number of Insertion Stations and mail matching controls on Identified Inserters</i>	<i>Hourly Output of sealed T4 envelopes from Identified Inserters</i>	<i>Total Number of Identified Inserters in Facility</i>	<i>Total Number of Identified Inserters Assigned to T4 Requirement</i>	<i>Total Daily Output of Identified Inserters Assigned to T4 Requirement</i>	<i>Number of Hours Used to Calculate Total Daily Output of Identified Inserters Assigned to T4 Requirement</i>	<i>*Downtime Included in Calculating the Number of Hours Used to Calculate Total Daily Output of Identified Inserters</i>

*Downtime in column 9 above refers to anticipated factors that may reduce the potential overall output of the identified equipment, such as: shift change/start up, misfeeds, paper loading, etc.

Evaluation of R.1.3.1. Automated Mailing Capability, will be conducted with the information provided for M3, R.1.3.1.1 and R.1.3.1.b

R.1.3.1.a Automated Mailing Capability			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided OR Information does not demonstrate suitability of equipment for the T4 requirement	Information incomplete or unclear Demonstrates suitability of equipment for the T4 requirement BUT does not clearly demonstrate capacity to complete the OAS/CPP requirements by the date to commence delivery in Annex 22	Information clear and complete Clearly demonstrates suitability of equipment for the T4 requirement AND clearly demonstrates capacity to complete the OAS/CPP requirements by the date to commence delivery in Annex 22
	0 Points	1 Point	2 Points
Facility Address	0	0	0
Inserters Type			
Number of Insertion Stations on Identified Inserters			
Mail matching controls on Identified Inserters			
Hourly Output of sealed T4 envelopes from Identified Inserters			
Total Number of Identified Inserters in Facility			
Total Number of Identified Inserters Assigned to T4 Requirement			

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

Total Daily Output of Identified Inserters Assigned to T4 Requirement			
Number of Hours Used to Calculate Total Daily Output of Identified Inserters Assigned to T4 Requirement			
Downtime Included in Calculating the Number of Hours Used to Calculate Total Daily Output of Identified Inserters			
<p style="text-align: right;">Points allocated for R.1.3.1: _____ / 18</p> <p style="text-align: right;">multiplied by w.f. 1.5 = _____ /27</p>			

R.1.3.1.a Automated Mailing Capability:**Total Points Allocated: _____ / 27****R.1.3.1.b Processes for Completing Mailing Requirements**

The Bidder should describe their processes for completing the mailing requirements of inserting of forms, inserts, sortation and mail handling to obtain incentive rates required for each of the OAS & CPP requirements as described in the Statement of Work.

At a minimum the Bidder should describe:

- The process for set-up and monitoring of mailing equipment controls for ensuring the correct matching and inserting of items into each envelope;
- The processes for ensuring the correct insertion of the inserts with the various forms
- The processes for monitoring the insertion to ensure the completeness and accuracy of the insertion process
- The processes for corrective action to correct any errors in the insertion process
- The processes for mail handling in order to obtain the required incentive rates

R.1.3.2 Processes for Completing Mailing Requirements			
The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear.	Information clear and complete.
	0 Points	Does not clearly demonstrate capability to complete requirements. 1 Point	Clearly demonstrates capability to complete requirements 2 Points
The process for set-up and monitoring of mailing equipment controls for ensuring the correct matching and inserting of OAS items into each envelope			

The process for set-up and monitoring of mailing equipment controls for ensuring the correct matching and inserting of CPP items into each envelope			
The processes for ensuring the correct insertion of the inserts with the OAS forms			
The processes for ensuring the correct insertion of the inserts with the CPP forms			
The processes for monitoring the insertion to ensure the completeness and accuracy of the insertion process			
The processes for corrective action to correct any errors in the insertion process			
The processes for mail handling in order to obtain the required incentive rates			
Points allocated for R.1.3.2: _____ / 14 multiplied by w.f. 1.5 = _____ /21			

Total Points Allocated for R.1.3.2 Processes for Completing Mailing Requirements: _____ / 48
--

R.1.3 TOTAL POINTS OBTAINED: _____/48

**R.1.4. Warehousing of Envelopes and Service Canada Supplied Material:
Maximum of 76 points**

The Work Plan should clearly describe the Bidder's capability and procedures for warehousing the envelopes and for warehousing the inserts supplied by Service Canada and entering the material into the production process.

For evaluation, a skid of material will be considered to be 4' x 4' x 4'.

For evaluation, the OAS & CPP requirement will be based on 78 skids of envelopes and 193 skids of inserts.

The Bidder should provide the company name and address of each warehouse facility used for the storage of the material.

The Bidder should provide information on all of the following factors related to the storage of envelopes and of the supplied material:

R.1.4.1 Facility

R.1.4.2 Storage

R.1.4.3 Warehouse Management System (WMS)

R.1.4.4 Material Reception

R.1.4.5 Proximity

R.1.4.6 Production Scheduling

R.1.4.7 Material Transfer

R.1.4.1 Warehousing of Envelopes and Service Canada Supplied Material - Facility:

The Bidder should provide the required information for the following elements of the evaluation:

- a. The number of skid positions the warehouse facility can hold,
- b. The number of skid positions available for the Service Canada requirement,
- c. The automated climate controls in the facility

The Bidder should provide the address of each warehouse facility used and company name(s) if the storage of the material, or any portion of the material, is sub-contracted. **Should the Bidder not provide the company name and address of each warehouse facility used for the storage of the material zero (0) points will be allocated for Facility.**

R.1.4.1 a. The number of skid positions the identified warehouse facility can hold									
Up to 300:	301 to 500:	501 to 750	751 to 1,000	1,001 to 1,500	1,501 to 2,000	2,001 to 2,500	2,501 to 3,000	3,001 to 3,500	Over 3,500
1 Point	2 Points	3 Points	4 Points	5 Points	6 Points	7 Points	8 Points	9 Points	10 Points
Points allocated for R.1.4.1.a: _____ /10									
R.1.4.1 b. The number of skid positions available for the Service Canada requirement									
Up to 100:	100 to 150	151 to 175	176 to 200	201 to 250	251 to 275	276 to 300	301 to 350	351 to 400	Over 400
1 Point	2 Points	3 Points	4 Points	5 Points	6 Points	7 Points	8 Points	9 Points	10 Points
Points allocated for R.1.4.1.b: _____ /10									
c. The automated climate controls in the facility: minimum temperature and humidity.									
Information not provided for temperature or humidity controls in any facility identified	The description demonstrates only temperature controls or only humidity controls in any of the facilities identified		Description demonstrates temperature and humidity controls in all of the facilities identified		Description demonstrates climate controls suitable for storing printed material for automated mailing (folded inserts, envelopes) in all of the facilities identified				
0 Points	1 Point		2 Points		4 Points				
Points allocated for R.1.4.1.c: _____ /4									
R.1.4.1. Facility: Total Points Allocated _____ /24									

R.1.4.2 Storage:

The method of storing the envelopes and the supplied material in the warehouse in order to prevent damage (crushing, curling etc.) that could affect the automated insertion process

R.1.4.2.a Skids for inserts			
Information not provided 0 Points	Description demonstrates the Bidder will triple stack skids for inserts in any facility identified 1 Point	Description demonstrates the Bidder will double stack skids for inserts in any facility identified 2 Points	Description demonstrates the Bidder will not stack skids for inserts in any facility identified 3 Points
Points allocated for R.1.4.2.a: _____ /3			
R.1.4.2.b Skids for envelopes			
Information not provided 0 Points	Description demonstrates the Bidder will triple stack skids for envelopes in any facility identified 1 Point	Description demonstrates the Bidder will double stack skids for envelopes in any facility identified 2 Points	Description demonstrates the Bidder will not stack skids for envelopes in any facility identified 3 Points
Points allocated for R.1.4.2.b: _____ /3			
R.1.4.2.Storage: Total Points Allocated _____ /6			

R.1.4.3 Warehouse Management System (WMS):

A description of the automated warehouse management system (WMS) for identifying Service Canada material.

The Bidder should describe:

- The method of tracking the WMS utilizes;
- How the OAS & CPP envelopes will be identified and recorded in the WMS for future inventory management;
- How each of the OAS & CPP inserts will be identified and recorded in the WMS for future inventory management;
- The level of detail by which the WMS can track the material in storage and the time required for any actions affecting the level of inventory to be displayed in the WMS.

R.1.4.3 Warehouse Management System (WMS)			
The Work Plan should provide the required information to describe the following elements of the	Information not provided.	Information incomplete or unclear.	Information clear and complete.

evaluation for each facility used to complete the requirement:		Does not clearly demonstrate capability to complete requirements.	Clearly demonstrates capability to complete requirements.
	0 Points	1 Point	2 Points
The method of tracking the WMS utilizes.			
How each of the OAS & CPP envelopes will be identified and recorded in the WMS for future inventory management.			
How each of the OAS & CPP inserts will be identified and recorded in the WMS for future inventory management.			
The level of detail by which the WMS can track the material in storage and the time required for any actions affecting the level of inventory to be displayed in the WMS.			
<p style="text-align: right;">Points allocated for R.1.4.3: _____ / 8</p> <p style="text-align: right;">multiplied by w.f. 1.5 = _____ /12</p>			

R.1.4.3.Warehouse Management System (WMS): Total Points Allocated _____ /12

R.1.4.4 Material Reception

The Bidder should describe the material reception criteria specific to inserts and envelopes:

- The process for receiving material,
- The process for inspecting material,
- The process for accepting, or not accepting material
- The process for remedial actions regarding non acceptable material

R.1.4.4 Material Reception			
The Work Plan should provide the required information to describe the following elements of the	Information not provided.	Information incomplete or unclear	Information clear and complete.

evaluation for each facility used to complete the requirement:		Does not clearly demonstrate capability to complete requirements. 1 Point	Clearly demonstrates capability to complete requirements. 2 Points
	0 Points		
The process for receiving material			
The process for inspecting material			
The process for accepting, or not accepting material			
The process for remedial actions regarding non acceptable material			
<p style="text-align: right;">Points allocated for R.1.4.4: _____ / 8</p> <p style="text-align: right;">multiplied by w.f. 1.5 = _____ /12</p>			

R.1.4.4 Material Reception: Total Points Allocated _____ /12

R.1.4.5 Proximity:

The Bidder should describe the proximity of the warehouse facility to the mailing site and the time required to move material from the warehouse to the mailing site.

R.1.4.5 Proximity					
a. Proximity of the warehouse facility to the mailing site					
Information not provided	Mail production facility stores material sufficient for daily production. All material stored off-site - 5 or more kilometres from production facility.	Mail production facility stores material sufficient for daily production. All material stored off-site within 2 to 5 kilometres of production facility.	Mail production facility stores material sufficient for daily production. All material stored off-site within 1 to 2 kilometres of production facility.	¼ to ½ of all material stored in same facility as mailing production. Balance of material stored off-site within 1 kilometre of production facility.	All material stored in same facility as mailing production.
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<p style="text-align: right;">Points allocated for R.1.4.5.a: _____ /5</p>					
b. The time required to move material from the warehouse to the mailing site					

Information not provided	Material can be moved from storage to production in more than 4 hours	Material can be moved from storage to production in more than 3 and up to 4 hours	Material can be moved from storage to production in more than 2 and up to 3 hours	Material can be moved from storage to production in more than 1 and up to 2 hours	Material can be moved from storage to production within 1 hour
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
Points allocated for R.1.4.5.b: _____ /5					
R.1.4.5 Proximity: Total Points Allocated: _____ /10					

R.1.4.6 Production Scheduling:

The Bidder should describe the procedures for scheduling the movement of the relevant material to mailing production.

R.1.4.6 Production Scheduling		
R.1.4.6.a The procedures for scheduling the movement of OAS/CPP inserts from storage to mailing production		
Information not provided	Information incomplete or unclear. Information does not clearly describe the process for scheduling the movement of OAS/CPP inserts from storage to mailing production in any facility used to complete the requirement.	Information clear and complete. Information clearly describes the process for scheduling the movement of OAS/CPP inserts from storage to mailing production in any facility used to complete the requirement.
0 Points	1 Point	2 Points
R.1.4.6.a Points allocated _____ /2		
multiplied by w.f. 1.5 = _____ /3		
R.1.4.6.b The procedures for scheduling the movement of OAS/CPP envelopes from storage to mailing production		
Information not provided	Information incomplete or unclear. Information does not clearly describe the process for scheduling the movement of OAS/CPP envelopes from storage to mailing production in any facility used to complete the requirement.	Information clear and complete. Information clearly describes the process for scheduling the movement of OAS/CPP envelopes from storage to mailing production in any facility used to complete the requirement.
0 Points	1 Point	2 Points
R.1.4.6.b Points allocated _____ /2		
multiplied by w.f. 1.5 = _____ /3		
R.1.4.6 Production Scheduling: Total Points Allocated: _____ /6		

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

The Work Plan should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information unclear, incomplete. Does not clearly demonstrate capability to complete requirements.	Information clear and complete. Clearly demonstrates capability to complete requirements.
	0 Points	1 Point	2 Points
Facility Address			
Daily production capability of facility for the printing of CPP/OAS envelopes			
Daily production capability of facility for the conversion to final format of CPP/OAS envelopes			
<p style="text-align: right;">R.1.5 Points Allocated _____ / 6</p> <p style="text-align: right;">multiplied by w.f. 2 = _____ /12</p>			

R.1.5 TOTAL POINTS OBTAINED: _____ /12

R.1 TOTAL POINTS OBTAINED: _____ /272

R.2 Production Management: (R.2.1 + R.2.2) Maximum 30 points

The Bidder should describe how they will manage the integration of the data processing, variable printing, mail preparation, supply of envelopes and warehousing into the production flow. The Bidder should describe their production management systems, and how their processes are applied to schedule and coordinate production management in all facilities identified as necessary to complete the Service Canada requirement.

R.2.1 Production Management – Systems (Maximum of 12 points)

The Bidder should describe their production management systems to schedule and coordinate the following activities in all facilities identified as necessary to complete the Service Canada requirement.

- The data processing portion of the work
- The variable printing portion of the work
- The mailing operations portion of the work
- The portion of the work that relates to the supply of envelopes
- The transfer of envelopes into production
- The transfer of client supplied material into production.

R.2.1 Production Management – Systems			
The description should provide the required information to describe the production management systems to coordinate production management for the following activities in all facilities identified as necessary to complete the requirement:	Information not provided. OR Description does not demonstrate that the Bidder utilizes computerized systems for production management	Description provides sufficient information to demonstrate the Bidder utilizes computerized systems for production management	Description clearly demonstrates the Bidder utilizes computerized systems for production management. AND Demonstrates method for updating management systems
	0 Points	1 Point	2 Points
The data processing portion of the work.			
The variable printing portion of the work.			
The mailing operations portion of the work			
The portion of the work that relates to the supply of envelopes			
The transfer of envelopes into production			
The transfer of client supplied material into production			
Points allocated for R.2.1: _____ / 12			

R.2.1 Production Management – Systems: Total Points Allocated: _____ /12
**R.2.2 Production Management – Processes
Maximum of 18 points**

The Bidder should describe their production management processes and how their processes are applied to schedule and coordinate production management of all of the following activities in all facilities identified as necessary to complete the Service Canada requirement.

- The data processing portion of the work
- The variable printing portion of the work
- The mailing operations portion of the work
- The portion of the work that relates to the supply of envelopes
- The transfer of envelopes into production
- The transfer of client supplied material into production.

R.2.2 Production Management – Processes			
The description should provide the required information to describe the production management processes and how they are applied to schedule and coordinate the following activities in all facilities identified as necessary to complete the requirement:	Information not provided. OR Information does not describe how the processes are applied to schedule the work.	Information incomplete or unclear. Does not clearly demonstrate capability to complete requirements.	Information clear and complete. Clearly demonstrates capability to complete requirements.
	0 Points	1 Point	2 Points
The data processing portion of the work.			
The variable printing portion of the work.			
The mailing operations portion of the work			
The portion of the work that relates to the supply of envelopes			
The transfer of envelopes into production			
The transfer of client supplied material into production			
Points allocated for R.2.2: _____ / 12 multiplied by w.f. 1.5 = _____ /18			

R.2.2 Production Management – Processes: Total Points Allocated: _____ /18
R.2 TOTAL POINTS OBTAINED: _____ /30
**R.3 Quality Assurance:
Maximum 40 points**

The Bidder should respond to R.3 by providing the information required **for either R.3.a ISO certification OR for R.3.b.**

The Bidder should identify all facilities where work will be carried out and the work completed in each.

The points allocated will be based on the Bidder's response for R.3.a *ISO certification* **OR** for R.3.1.b

R.3.a ISO Certification

The Bidder should demonstrate ISO certification relevant to variable imaging/printing, printing and manufacturing of envelopes and mailing. The Bidder should identify all facilities where the work activities will be conducted and which work activities would be completed by sub-contractors.

R.3.a.1 The Bidder should provide a copy of their current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the current ISO certification for each facility should be submitted with the proposal.**

15 points will be allocated for R.3.1.a.1, certification

R.3.a.2 The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement - data processing, variable imaging/printing, printing and manufacturing of envelopes, mailing and storage of material. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.**

A maximum of 25 points will be allocated for R.3.1.a.2, supplied copies of the ISO work procedures

R.3 Quality Assurance - Single Facility OR Multiple Facilities (includes sub-contractors)	
R.3.a.1 - ISO certification relevant to variable imaging/printing, printing and manufacturing of envelopes and mailing.	
Copy of current ISO certification supplied - Copy of current ISO certification(s) supplied for each facility identified.	
_____ 15 Points	
R.3.a.2 Copy of ISO work procedures relevant to facility supplied for:	
Data processing	_____ 5 Points
Variable imaging/printing	_____ 5 Points
Printing and manufacturing of envelopes	_____ 5 Points
Mailing	_____ 5 Points
Storage of material	_____ 5 Points
Points awarded for R.3.1 ISO certification: _____ / 40	

Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.3.b. In this case, only the information provided for R.3.b will be evaluated.

3.1.b Quality Assurance: Single Facility or Multiple Facilities (includes sub-contractors)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize in the identified facilities for data processing, variable printing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage of material.

R.3.b.1 The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.3.b.2 The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities:

- the quality control procedures for data processing from initial acceptance and verification of the data through establishing and verifying the controls for sortation and matching as required in the Statement of Work.
- the print quality control procedures for acceptance and verification of the print files and monitoring of production.
- the mailing quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post. The Bidder must ensure that the quality assurance procedures for the matching and sortation requirements are included in the description.
- the quality control procedures for managing the integration of the supplied inserts into the mailing production.
- the quality control procedures for printing and manufacturing of envelopes including provision of proofs, monitoring of production and final acceptance into the warehouse.
- the quality control procedures for the Storage of material.

R.3.b.3 The Bidder should describe how they will manage the quality control procedures for data processing, variable printing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage of material between relevant facilities.

R.3.b.4 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

R.3.b.1 The facilities where work will be carried out and the work completed in each		
The description should identify all facilities where the following activities will be carried out:	The description does not identify the facility where the work will be carried out.	The description identifies the facility where the work will be carried out.
	0 Points	1 Point
Data processing		
Variable printing		
Mail matching, insertion and mail assembly		
Printing and manufacturing of envelopes		
Storage of material		
R.3.b.1 Points allocated _____ / 5		

R.3.b.2 The quality control procedures the Bidder proposes to utilize in all relevant facilities identified to complete the work:
--

The description should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear. Does not clearly demonstrate capability to complete the Quality Assurance required for this requirements.	Information clear and complete. Demonstrates capability to fully complete Quality Assurance requirements.
	0 Points	1 Point	2 Points
the quality control procedures for data processing from initial acceptance and verification of the data through establishing and verifying the controls for sortation and matching as required in the Statement of Work.			
the print quality control procedures for acceptance and verification of the print files and monitoring of production.			
the mailing quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post. The Bidder must ensure that the quality assurance procedures for the matching and sortation requirements are included in the description			
the quality control procedures for managing the integration of the supplied inserts into the mailing production.			
the quality control procedures for printing and manufacturing of envelopes including provision of proofs, monitoring of production and final acceptance into the warehouse.			
the quality control procedures for the Storage of material.			
<p style="text-align: right;">R.3.b.2 Points allocated _____ / 12</p> <p style="text-align: right;">multiplied by w.f. 1.25 = _____ /15</p>			

R.3.b.3 How the Bidder will manage the quality control procedures in all facilities identified as necessary to complete the requirement			
The description should provide the required information to describe how the Bidder will manage the quality control procedures for the following activities in all facilities identified as necessary to complete the requirement:	Information not provided.	Information incomplete or unclear	Information clear and complete.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

	0 Points	1 Point	2 Points
Data processing			
Variable printing			
Mail matching, insertion, mail and assembly			
Printing and manufacturing of envelopes			
Storage of material			
Points allocated for R.3.b.3: _____ / 10 multiplied by w.f. 1.4 = _____ /14			

R.3.b.4 The degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

Description not provided.	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy.	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees
0 Points	1 Point	2 Points	3 Points
R.1.3.b.4 Points allocated _____ /3			
multiplied by w.f. 2 = _____ /6			
R.3 TOTAL POINTS OBTAINED: _____ /40			

R.4 BUSINESS CONTINUITY PLAN (R.4.1 + R.4.2 + R.4.3) Maximum 96 points

Bidders should demonstrate their capability to maintain production and delivery of the T4 requirement during events that would negatively impact their normal operations. Bidders should demonstrate this capability by providing a Business Continuity Plan (BCP) for each facility (physical plant where work required under the Contract is carried out including facilities that are owned by same legal entity as the bidder and/or joint venture partner(s) and sub-contractor's facilities) identified in their proposal.

R.4.1 Bidders are to provide a Business Continuity Plan (BCP) for each facility identified in their proposal.

R.4.2 Corporate BCP

Bidders are to describe the extent to which a corporate BCP has been developed and implemented within the bidder's organization.

The information provided should clearly demonstrate the Bidder has implemented a corporate BCP that:

- Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current;
- Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;
- Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery;
- Is communicated throughout the company.

R.4.3 The BCP for each facility identified in the proposal as necessary to complete the work should address threats that could interrupt production of the T4 requirement, the mitigation strategy for each and an estimated timeframe for resuming production in each of the following areas:

- Facility
- Personnel
- Data processing and management
- Print production
- Mailing production
- Warehousing and management of supplied material.

R.4.1 Business Continuity Plan (BCP) for each facility identified in the proposal.		
No BCP provided for any facility identified in the proposal	BCP incomplete. BCP provided for some facilities identified in the proposal.	BCP complete. BCP provided for all facilities identified in the proposal
0 Points	1 Point	2 Points
<p>R.4.1 Points allocated _____ /2</p> <p>multiplied by w.f. 5 = _____ /10</p>		

Total Points Allocated Points for R.4.1 ____ / 10

R.4.2 The extent to which a corporate BCP has been developed and implemented within the organization.

The description of the extent to which a corporate BCP has been developed and implemented within the bidder's organization should provide sufficient details to demonstrate:	Information not provided	Information incomplete or unclear.	Information clear and complete.
	0 Points	1 Point	2 Points
That the BCP is a part of the Bidder's corporate policies and procedures			
That the BCP is tested for "real world" relevance			
That the BCP is reviewed and revised as required in order to be current			
That the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities			
That the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery			
That the BCP is communicated throughout the company.			
<p style="text-align: right;">R.4.2 Points allocated ____/12</p> <p style="text-align: right;">multiplied by w.f. 2.5 = ____/30</p>			

Total Points Allocated Points for R.4.2 ____ / 30

R.4.3.a Threats that could interrupt production of the T4 requirement

The BCP for each facility identified in the proposal should provide the required information to address threats that could interrupt production of the T4 requirement for all of the following areas:	Information not provided	Information incomplete or unclear.	Information complete.
	0 Points	1 Point	2 Points
Facility			
Personnel			
Data processing and management			
Print production			
Printing and fabrication of envelopes			
Mailing production			
Warehousing and management of supplied material			
<p style="text-align: right;">Points allocated for R.4.3.a ____/14 multiplied by w.f. 1 = ____/14</p>			

R.4.3.b The mitigation strategy for each threat identified for R.4.3.a

The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe the mitigation strategy for each threat identified for R.4.3.a in all of the following areas:

Facility

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. Some clarification required. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
--	--	--

Personnel

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate sufficient production staff to maintain production. 1 Point	Information clear and complete. Clearly demonstrates sufficient production staff and staffing flexibility to maintain production. 2 Points
--	--	--

Data processing and management

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to protect and retain data to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to protect and retain data to maintain production. 2 Points
--	--	---

Print production

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. Some clarification required. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. BCP is consistent with information from R.1.2.1. 2 Points
--	--	---

Printing and conversion of envelopes

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
--	---	--

Mailing production

Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate sufficient mailing resources to maintain production. 1 Point	Information clear and complete. Clearly demonstrates sufficient contingency mail resources to maintain production. BCP is consistent with information from R.1.3.1. 2 Points
--	---	--

Warehousing and management of supplied material

Information not provided	Information incomplete or unclear	Information clear and complete.
--------------------------	-----------------------------------	---------------------------------

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

	Does not clearly demonstrate capability to maintain production.	Clearly demonstrates capability to maintain production in alternate facilities.
0 Points	1 Point	2 Points
R.4.3.b Points allocated _____/14 multiplied by w.f. 2 = _____/28		

R.4.3.c Estimated timeframe for resuming production

The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to demonstrate the estimated timeframe for resuming production for each mitigation strategy identified in R.4.3.b for all of the following areas:

	Information not provided	Information incomplete or unclear Does not clearly demonstrate capability to meet deadline	Information complete. Clearly demonstrates capability to meet deadline
	0 Points	1 Point	2 Points
Facility			
Personnel			
Data processing and management			
Print production			
Printing and conversion of envelopes			
Mailing production			
Warehousing and management of supplied material			
R.4.3.c Points allocated _____/14 multiplied by w.f. 2 = _____/28			

Total Points Allocated Points for R.4.3 _____ / 28
R.4 TOTAL POINTS OBTAINED: _____/96
R.5 Environmental Practices

The Bidder should respond to R.5 by providing the information required **for either R.5.a OR for R.5.b.**

R5.a Certification

The Environmental program(s) under which the Bidder is certified. Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications that are claimed as part of their proposal.

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

Should a Bidder hold either Environmental Choice Program, certification for Digital Printing Services or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) **they are not required to respond to R.5.b.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.5.

R.5.a Certification :	
The Environmental program(s) under which the Bidder is certified :	
Environmental Choice Program, certification for Digital Printing Services And/Or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) And/Or ISO 140001	_____ 10 Points
Points Allocated for R.5.1.a _____ / 10	

OR

R.5.b Environmental practices

Bidders are to describe their current corporate environmental practices. At a minimum the description is to provide information on the Bidder's environmental practices related to materials and hardware.

R.5.b Environmental practices	
The description demonstrates the following elements of the evaluation:	
The Bidder :	
Recycles all scrap paper	_____ 1 Point
Recycles all scrap paper packaging material	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of all scrap shipping material	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of used toner and ink cartridges	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of binding adhesives and other chemicals	_____ 1 Point
Promotes use of paper containing recycled content; packaging material contains recycled content	_____ 1 Point
Has automated equipment that enters standby mode after one hour	_____ 1 Point
Has a company policy requires that non-automated equipment to be turned off when not in use	_____ 1 Point
Captures potentially harmful VOCs or dust from production processes	_____ 1 Point
Points Allocated for R.5.1.b _____ / 10	

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

G8034-120005

File No. - N° du dossier

cw010G8034-120005

CCC No./N° CCC - FMS No/ N° VME

R.5 TOTAL POINTS OBTAINED: _____/10

Solicitation No. - N° de l'invitation

G8034-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G8034-120005

cw010G8034-120005

ANNEX E
SECURITY REQUIREMENTS CHECK LIST

3 PAGES

ANNEX F

ANNEX 1 - ANNEX 24

ANNEX G

M.3.TABLE WORKSHEET IN THE EXCEL SPREADSHEET

ANNEX H

R.1.2 AND R.1.3 WORKSHEET IN THE EXCEL SPREADSHEET

Solicitation No. - N° de l'invitation
G8034-120005/A
Client Ref. No. - N° de réf. du client
G8034-120005

Amd. No. - N° de la modif.
File No. - N° du dossier
cw028G8034-120005

Buyer ID - Id de l'acheteur
cw028
CCC No./N° CCC - FMS No./N° VME

ANNEX D EVALUATION GRID

Title: **SERVICE CANADA - T4 Tax Forms**

Bidder:

Date:

EVALUATION SUMMARY

MANDATORY CRITERIA

Met

Not Met

POINT RATED CRITERIA

POINT RATED CRITERIA	Maximum Points	SCORE ACHIEVED
R.1 Implementation of Work	272	
R.2 Production Management	30	
R.3 Quality Assurance	40	
R.4 Business Continuity Plan	96	
R.5 Environmental Practices	10	
Minimum required points 336		Total Points _____/448

03-AUG-2012 09:55
of Canada

FROM-Servica Canada
du Canada

+

T-410 P.002/005 F-330

6 8034-12-0005

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

HRSDC

2. Branch or Directorate / Direction générale ou Direction

PFSB

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

Printing of EI, CSGC, OAS and CPP tax slips for 2012 tax year with options for 2013 and 2014.

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

☒ No ☐ Yes
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☐ No ☒ Yes
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☒ No ☐ Yes
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

S'agit-il d'un contrat de messagerie ou de livraison commerciale entreposage sans de nuit?

☒ No ☐ Yes
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada



NATO / OTAN



Foreign / Étranger



7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative à la diffusion



All NATO countries
Tous les pays de l'OTAN



No release restrictions
Aucune restriction relative à la diffusion



Not releasable
À ne pas diffuser



Restricted to: / Limité à:



Restricted to: / Limité à:



Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

7. c) Level of Information / Niveau d'information

PROTECTED A

PROTÉGÉ A



NATO UNCLASSIFIED

NATO NON CLASSIFIÉ



PROTECTED A

PROTÉGÉ A



PROTECTED B

PROTÉGÉ B



NATO RESTRICTED

NATO DIFFUSION RESTREINTE



PROTECTED B

PROTÉGÉ B



PROTECTED C

PROTÉGÉ C



NATO CONFIDENTIAL

NATO CONFIDENTIEL



PROTECTED C

PROTÉGÉ C



CONFIDENTIAL NATO

CONFIDENTIEL



SECRET

NATO SECRET



CONFIDENTIAL

CONFIDENTIEL



SECRET COSMIC

SECRET



TOP SECRET

COSMIC TRÈS SECRET



SECRET

SECRET



TOP SECRET

TRÈS SECRET



TOP SECRET

TRÈS SECRET



TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)



TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)



GC-TBS350103(2005-03-001)B

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

G8034-12-0005

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Non ☐ Yes Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No Non ☐ Yes Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No Non ☒ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☐ No Non ☒ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No Non ☒ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No Non ☐ Yes Oui



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

G8034-12-0005

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens		✓														
Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

03-AUG-2012 09:55

FROM-Service Canada

T-410 P.004/005 F-330

Government
of CanadaGouvernement
du CanadaContract Number / Numéro du contrat
G8034-12-0005

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme
Name (print) - Nom (en lettres moulées)

Travis Cameron

Title - Titre

Project Manager

Signature

Telephone No. - No de téléphone
(613) 954-7956Facsimile No. - No de télécopieur
() -E-mail address - Adresse courriel
travis.cameron@service

Date

19 June 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme
Name (print) - Nom (en lettres moulées)Regional Security Officer
For NHQ and SC
David Zorzo

Title - Titre

Signature

Telephone No. - No de téléphone
(819) 997-6469Facsimile No. - NO de télécopieur
(819) 953-2001E-mail address - Adresse courriel
david.zorzo@service.canada

Date

3 AOUT 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No
Non
 ☐ Yes
Oui
16. Procurement Officer / Agent d'approvisionnement
Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - No de téléphone
() -Facsimile No. - No de télécopieur
() -

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité
Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - No de téléphone
() -Facsimile No. - NO de télécopieur
() -

E-mail address - Adresse courriel

Date

Sept. 18/12

Jonelle Smith
Contract Security Officer, Contract Security Division
jonelle.smith@tpsgc-pwgsc.gc.ca
613-948-1726 / Fax/Téléc - 613-954-4171

SC-TBS360103(2005-03-001)B

Security Classification / Classification de sécurité

Canada

CPP MESSAGE TEXT

This is your **Canada Pension Plan T4A (P)**. You will need this when you file your income tax return.

Voici votre **T4A (P) du Régime de pensions du Canada**. Vous en aurez besoin pour votre déclaration de revenu.

Voici votre **T4A (P) du Régime de pensions du Canada**. Vous en aurez besoin pour votre déclaration de revenu.

This is your **Canada Pension Plan T4A (P)**. You will need this when you file your income tax return.

NOTE:

The Message text is always printed on the CPP/OAS/IA T4's. The applicable message is to be printed in the top right portion of the 1st panel.

OAS MESSAGE TEXT

This is your **Old Age Security T4A (OAS)**. You will need this when you file your income tax return.

Voici votre **T4A (OAS) de la Sécurité de la vieillesse**. Vous en aurez besoin pour votre déclaration de revenu.

Voici votre **T4A (OAS) de la Sécurité de la vieillesse**. Vous en aurez besoin pour votre déclaration de revenu.

This is your **Old Age Security T4A (OAS)**. You will need this when you file your income tax return.

Requirements:

The Postal Code of the clients home mailing address will determine which language (English or French) the Message text is to be printed first.

If the Postal Code is that of a client who lives in the province of Quebec, then the French Message text will appear first in each box, then followed below with the English Message text.

If the Postal Code is that of a client who's province is non-Quebec (rest of Canada) and/or outside of Canada, then the English Message text will appear first in the box, then followed below with the French Message text.

**CPP, OAS & IA PROCESSING CENTRES-
RETURN ADDRESSES FOR ANNUAL TAX SLIPS MAILING**

Tax slips with ONTARIO OCONs (CPP) [0510, 0520 & 0530] or ONTARIO Region Codes (OAS) [81, 82 & 83] are to be distributed differently this year. ALL CHANGES ARE IN **BLUE TEXT with GREY BACKGROUND**.

CPP accounts with the OCON 1410 should have the return address for NB printed on them. (OCON 1410 is for Quebec but these CPP accounts are now processed in NB).

Please note that return the address for accounts with OCON 1410 should have the (NB) return address formatted FRENCH FIRST.

<u>Processing Centre Address</u>	<u>CPP Office of Control</u>	<u>OAS Region Code</u>
PO BOX / CP 9430 STN / SUCC A ST. JOHN'S NL A1A 2Y5 CANADA	1210	12
PO BOX / CP 8000 STN / SUCC CENTRAL CHARLOTTETOWN PE C1A 8K1 CANADA	0110	01
PO BOX / CP 1687 STN / SUCC CENTRAL HALIFAX NS B3J 3J4 CANADA	0210	02
PO BOX / CP 250 STN / SUCC A FREDERICTON NB E3B 4Z6 CANADA	0310	03
CP / PO BOX 250 SUCC / STN A FREDERICTON NB E3B 4Z6 CANADA	1410	
PO BOX / CP 5100 STN / SUCC D SCARBOROUGH ON M1R 5C8 CANADA	0510 (non-DSB only) 0530 (non-DSB only)	81 83

(as of October 14, 2010)

<u>Processing Centre Address</u>	<u>CPP Office of Control</u>	<u>OAS Region Code</u>
PO BOX / CP 2013 STN / SUCC MAIN TIMMINS ON P4N 8C8 CANADA	0520 (non-DSB only)	82
PO BOX / CP 2020 STN/SUCC MAIN CHATHAM ON N7M 6B2 CANADA	ALL DSB PRINT FILES WITH OCON 0510, 0520 or 0530	
PO BOX / CP 818 STN / SUCC MAIN WINNIPEG MB R3C 2N4 CANADA	0610 <u>and</u> 0710	06 <u>and</u> 07
PO BOX / CP 2710 STN / SUCC MAIN EDMONTON AB T5J 2G4 CANADA	0810 <u>and</u> 1010	08 <u>and</u> 10
PO BOX / CP 1177 STN / SUCC CSC VICTORIA BC V8W 2V2 CANADA	0910 <u>and</u> 1110	09 <u>and</u> 11
CP / PO BOX 1816 SUCC / STN TERMINUS QUÉBEC QC G1K 7L5 CANADA		04

OTTAWA ON K1A 0L4
CANADA

IP = International Agreements

OTTAWA ON K1A 0L1
CANADA

All “other” CPP Office Of Control #'s controlled by
Central Operations - Vanier (see list below).

The following list are the “other” CPP Office of Control Numbers (OCON's) that apply to the CPP accounts that are maintained and controlled by Central Operations (Vanier HQ's). This list does not affect the OAS Region Codes. **NOTE:** ALL OF THE FOLLOWING CPP Office of Control #'s fall under the Processing Centre Address for: OTTAWA ON K1A 0L1 CANADA:

1214	1215	1216	1217	1218	1219
0114	0115	0116	0117	0118	0119
0214	0215	0216	0217	0218	0219
0314	0315	0316	0317	0318	0319
0514	0515	0516	0517	0518	0519
0524	0525	0526	0527	0528	0529
0534	0535	0536	0537	0538	0539
0614	0615	0616	0617	0618	0619
0714	0715	0716	0717	0718	0719
0814	0815	0816	0817	0818	0819
0914	0915	0916	0917	0918	0919
1014	1015	1016	1017	1018	1019
1114	1115	1116	1117	1118	1119
1414	1415	1416	1417	1418	1419



Regional Return Address (OCON)

Unique Identifier Sequence Number **13**
14 (Payee Name) X(39)
15 (Address Line 1) X(30)
18 (Address Line 2) X(30)
19 (Address Line 3) X(30)
20 (Address Line 4) X(30) 21 (Postal Code) X(7)



Canada Revenue Agency
Agence du revenu du Canada

STATEMENT OF CANADA PENSION PLAN BENEFITS
ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA

T4A (P)

Year 1 Année	20 Taxable CPP benefits Prestations imposables du RPC	21 No. of months Retirement Nombre de mois Retraite	23 No. of months Disability Nombre de mois Invalidité	22 Income tax deducted Impôt sur le revenu retenu	12 Social insurance number Numéro d'assurance sociale	13 Onset or Effective date Date de début ou d'entrée en vigueur
Issued by: Service Canada Émis par : Service Canada					RC-12-946	
14 (Payee Name) X(39)					14 Retirement benefit Prestation de retraite	8
15 (Address Line 1) X(30)					15 Survivor benefit Prestation de survivant	9
18 (Address Line 2) X(30)					16 Disability benefit Prestation d'invalidité	10
19 (Address Line 3) X(30)					17 Child benefit Prestation pour enfant	11
20 (Address Line 4) X(30) 21 (Postal Code) X(7)					18 Death benefit Prestation de décès	12
					Benefit number Numéro de prestation	16 17

T4A (P) (12)
SC-ISP-0136 nat (2012-09-06)

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150
Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale

Canada



Canada Revenue Agency
Agence du revenu du Canada

STATEMENT OF CANADA PENSION PLAN BENEFITS
ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA

T4A (P)

Year 1 Année	20 Taxable CPP benefits Prestations imposables du RPC	21 No. of months Retirement Nombre de mois Retraite	23 No. of months Disability Nombre de mois Invalidité	22 Income tax deducted Impôt sur le revenu retenu	12 Social insurance number Numéro d'assurance sociale	13 Onset or Effective date Date de début ou d'entrée en vigueur
Issued by: Service Canada Émis par : Service Canada					RC-12-946	
14 (Payee Name) X(39)					14 Retirement benefit Prestation de retraite	8
15 (Address Line 1) X(30)					15 Survivor benefit Prestation de survivant	9
18 (Address Line 2) X(30)					16 Disability benefit Prestation d'invalidité	10
19 (Address Line 3) X(30)					17 Child benefit Prestation pour enfant	11
20 (Address Line 4) X(30) 21 (Postal Code) X(7)					18 Death benefit Prestation de décès	12
					Benefit number Numéro de prestation	16 17

T4A (P) (12)
SC-ISP-0136 nat (2012-09-06)

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150
Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada

See your tax guide for information on how to report your income. When making enquiries to Service Canada about the Canada Pension Plan (CPP), please give your benefit number.

- Box 13 -** For a disability benefit, this is the date a person is determined to be disabled for CPP purposes. For a retirement benefit, this is the date the benefit became payable.
- Box 16 -** Enter this amount on line 152 of your return. This amount is already included in the amount in box 20. Therefore, do not add it to your income or deduct it.
- Box 20 -** Enter this amount on line 114 of your return. Box 20 includes any benefits shown in boxes 14 to 19. It also includes any recovery of CPP overpayments or payments for arrears.
- Box 21 -** This is the number of months in receipt of CPP disability benefits (excluded from your contributory period).
- Box 23 -** This is the number of months in receipt of CPP retirement benefits.
- Box 22 -** Enter this amount on line 437 of your return.

Consultez votre guide d'impôt pour obtenir des renseignements sur la façon de déclarer votre revenu. Veuillez mentionner votre numéro de prestation lorsque vous communiquez avec Service Canada pour obtenir des renseignements sur le Régime de pensions du Canada (RPC).

- Case 13 -** Pour une prestation d'invalidité, ceci est la date à laquelle une personne est déclarée invalide aux fins du RPC. Pour une prestation de retraite, ceci est la date à laquelle la prestation est devenue payable.
- Case 16 -** Inscrivez ce montant à la ligne 152 de votre déclaration. Puisque ce montant est inclus dans le montant de la case 20, vous ne devez pas l'ajouter à vos revenus, ni le déduire de ceux-ci.
- Case 20 -** Inscrivez ce montant à la ligne 114 de votre déclaration. Ce montant comprend déjà les montants des prestations indiquées aux cases 14 à 19. Il tient aussi compte de tout paiement en trop recouvré ou de tout paiement d'arrérages du RPC.
- Case 21 -** Nombre de mois de réception de la prestation d'invalidité au RPC (exclus de votre période de cotisation).
- Case 23 -** Nombre de mois de réception de la prestation de retraite au RPC.
- Case 22 -** Inscrivez ce montant à la ligne 437 de votre déclaration.



Government
of Canada

Gouvernement
du Canada

ANNEX 4

Protected B (when completed)
Protégé B (une fois rempli)



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF CANADA PENSION PLAN BENEFITS
ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA

T4A (P)

Year Année	20 Taxable CPP benefits Prestations imposables du RPC	21 Number of months Nombre de mois	22 Income tax deducted Impôt sur le revenu retenu	12 Social insurance number Numéro d'assurance sociale	13 Onset or Effective date Date de début ou d'entrée en vigueur	14 Retirement benefit Prestation de retraite	
Issued by: Service Canada Émis par : Service Canada					RC-11-946	15 Survivor benefit Prestation de survivant	16 Disability benefit Prestation d'invalidité
						17 Child benefit Prestation pour enfant	18 Death benefit Prestation de décès
						Benefit number N° de prestation	

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150

Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (P) (10)

SC-ISP0136que(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF CANADA PENSION PLAN BENEFITS
ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA

T4A (P)

Year Année	20 Taxable CPP benefits Prestations imposables du RPC	21 Number of months Nombre de mois	22 Income tax deducted Impôt sur le revenu retenu	12 Social insurance number Numéro d'assurance sociale	13 Onset or Effective date Date de début ou d'entrée en vigueur	14 Retirement benefit Prestation de retraite	
Issued by: Service Canada Émis par : Service Canada					RC-11-946	15 Survivor benefit Prestation de survivant	16 Disability benefit Prestation d'invalidité
						17 Child benefit Prestation pour enfant	18 Death benefit Prestation de décès
						Benefit number N° de prestation	

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150

Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (P) (10)

SC-ISP0136que(2011-11-01)

Attach this copy to your provincial or territorial return
Joignez cette copie à votre déclaration provinciale ou territoriale

Canada



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF CANADA PENSION PLAN BENEFITS
ÉTAT DES PRESTATIONS DU RÉGIME DE PENSIONS DU CANADA

T4A (P)

Year Année	20 Taxable CPP benefits Prestations imposables du RPC	21 Number of months Nombre de mois	22 Income tax deducted Impôt sur le revenu retenu	12 Social insurance number Numéro d'assurance sociale	13 Onset or Effective date Date de début ou d'entrée en vigueur	14 Retirement benefit Prestation de retraite	
Issued by: Service Canada Émis par : Service Canada					RC-11-946	15 Survivor benefit Prestation de survivant	16 Disability benefit Prestation d'invalidité
						17 Child benefit Prestation pour enfant	18 Death benefit Prestation de décès
						Benefit number N° de prestation	

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150

Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (P) (10)

SC-ISP0136que(2011-11-01)

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale

Canada

See your tax guide for information on how to report your income. When making enquiries to Service Canada about the Canada Pension Plan (CPP), please give your benefit number.

Box 13 – For a disability benefit, this is the date a person is determined to be disabled for CPP purposes. For a retirement benefit, this is the date the benefit became payable.

Box 16 – Enter this amount on line 152 of your return. This amount is already included in the amount in box 20. Therefore, do not add it to your income or deduct it.

Box 20 – Enter this amount on line 114 of your return. Box 20 includes any benefits shown in boxes 14, 15, 16, 17, and 18. It also includes any recovery of CPP overpayments or payments for arrears.

Box 21 – This is the number of months excluded from your CPP contributory period.

Box 22 – Enter this amount on line 437 of your return.

Consultez votre guide d'impôt pour obtenir des renseignements sur la façon de déclarer votre revenu. Veuillez mentionner votre numéro de prestation lorsque vous communiquez avec Service Canada pour obtenir des renseignements sur le Régime de pensions du Canada (RPC).

Case 13 – Pour une prestation d'invalidité, ceci est la date à laquelle une personne est déclarée invalide aux fins du RPC. Pour une prestation de retraite, ceci est la date à laquelle la prestation est devenue payable.

Case 16 – Inscrivez ce montant à la ligne 152 de votre déclaration. Puisque ce montant est inclus dans le montant de la case 20, vous ne devez pas l'ajouter à vos revenus, ni le déduire de ceux-ci.

Case 20 – Inscrivez ce montant à la ligne 114 de votre déclaration. Ce montant comprend déjà les montants des prestations indiquées aux cases 14, 15, 16, 17 et 18. Il tient aussi compte de tout paiement en trop recouvré ou de tout paiement d'arrérages du RPC.

Case 21 – Nombre de mois exclus de votre période de cotisation au RPC.

Case 22 – Inscrivez ce montant à la ligne 437 de votre déclaration.

Attach this copy to your provincial or territorial return
Joignez cette copie à votre déclaration provinciale ou territoriale

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale



Government of Canada
Gouvernement du Canada

Protected B (when completed)
Protégé B (une fois rempli)

Regional Return Address
(OCON)

Unique Identifier

Sequence number

16

17 (Payee Name)X(33)
20 (Address Line 1)X(30)
22 (Address Line 2)X(30)
24 (Address Line 3)X(30)
26 (Address Line 4)X(30) 28 (Postal Code)X(7)

Canada Revenue Agency		Agence du revenu du Canada		STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA				NR4			
10	Year 1	11	Recipient code 2	12	Country code 3	Payer or agent identification number 4		Non-resident account number 5	13	Foreign or Canadian tax identification number 13	
Année		Code du bénéficiaire		Code du pays		Numéro d'identification du payeur ou de l'agent		Numéro de compte non-résident		Numéro d'identification étranger ou canadien aux fins de l'impôt	
Line 1 Ligne	14	Income code 6	15	Currency code 7	16	Gross income 8	17	Non-resident tax withheld 9	18	Exemption code 10	
		Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption	
Line 2 Ligne	24	Income code 11	25	Currency code 12	26	Gross income 13	27	Non-resident tax withheld 14	28	Exemption code 15	
		Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption	

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

Unique Identifier

16

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent

SERVICE CANADA
CANADA PENSION PLAN

SERVICE CANADA
REGIME DE PENSION DU CANADA

Privacy Act, Personal Information Bank CRA PPU 150 and CRA PPU 065
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 150 et ARC PPU 065

NR4 (11)
SC-ISP0139nat(2011-11-01)

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale

Canada

Canada Revenue Agency		Agence du revenu du Canada		STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA				NR4			
10	Year 1	11	Recipient code 2	12	Country code 3	Payer or agent identification number 4		Non-resident account number 5	13	Foreign or Canadian tax identification number 13	
Année		Code du bénéficiaire		Code du pays		Numéro d'identification du payeur ou de l'agent		Numéro de compte non-résident		Numéro d'identification étranger ou canadien aux fins de l'impôt	
Line 1 Ligne	14	Income code 6	15	Currency code 7	16	Gross income 8	17	Non-resident tax withheld 9	18	Exemption code 10	
		Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption	
Line 2 Ligne	24	Income code 11	25	Currency code 12	26	Gross income 13	27	Non-resident tax withheld 14	28	Exemption code 15	
		Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption	

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

Unique Identifier

16

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent

SERVICE CANADA
CANADA PENSION PLAN

SERVICE CANADA
REGIME DE PENSION DU CANADA

Privacy Act, Personal Information Bank CRA PPU 150 and CRA PPU 065
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 150 et ARC PPU 065

NR4 (11)
SC-ISP0139nat(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada

This statement shows amounts paid or credited to a non-resident recipient during the year, and the tax withheld.

Cet état indique des montants payés ou crédités à un bénéficiaire non résident au cours de l'année indiquée et l'impôt qui en a été retenu.

Code Type of Income

- 46 – Taxable Canada Pension Plan benefits
- 47 – Canada Pension Plan - Disability benefits
- 48 – Canada Pension Plan death benefits - Lump-sum payment

Code Genre de revenu

- 46 – Prestations imposables du Régime de pensions du Canada
- 47 – Prestations d'invalidité du Régime de pensions du Canada
- 48 – Prestations de décès provenant du Régime de pensions du Canada - Paiements forfaitaires



Government
of Canada

Gouvernement
du Canada

ANNEX 6

Protected B (when completed)
Protégé B (une fois rempli)



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA
ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA

NR4

10	Year	11	Recipient code	12	Country code	Payer or agent identification number		Non-resident account number		13	Foreign or Canadian tax identification number
	Année		Code du bénéficiaire		Code du pays	Numéro d'identification du payeur ou de l'agent		Numéro de compte non-résident			Numéro d'identification étranger ou canadien aux fins de l'impôt
Line 1		14	Income code	15	Currency code	16	Gross income	17	Non-resident tax withheld	18	Exemption code
Ligne 1			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption
Line 2		24	Income code	25	Currency code	26	Gross income	27	Non-resident tax withheld	28	Exemption code
Ligne 2			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent

NR4 (11)
SC-ISP0139que(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA
ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA

NR4

10	Year	11	Recipient code	12	Country code	Payer or agent identification number		Non-resident account number		13	Foreign or Canadian tax identification number
	Année		Code du bénéficiaire		Code du pays	Numéro d'identification du payeur ou de l'agent		Numéro de compte non-résident			Numéro d'identification étranger ou canadien aux fins de l'impôt
Line 1		14	Income code	15	Currency code	16	Gross income	17	Non-resident tax withheld	18	Exemption code
Ligne 1			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption
Line 2		24	Income code	25	Currency code	26	Gross income	27	Non-resident tax withheld	28	Exemption code
Ligne 2			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent

NR4 (11)
SC-ISP0139que(2011-11-01)

Attach this copy to your provincial or territorial return
Joignez cette copie à votre déclaration provinciale ou territoriale

Canada



Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA
ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA

NR4

10	Year	11	Recipient code	12	Country code	Payer or agent identification number		Non-resident account number		13	Foreign or Canadian tax identification number
	Année		Code du bénéficiaire		Code du pays	Numéro d'identification du payeur ou de l'agent		Numéro de compte non-résident			Numéro d'identification étranger ou canadien aux fins de l'impôt
Line 1		14	Income code	15	Currency code	16	Gross income	17	Non-resident tax withheld	18	Exemption code
Ligne 1			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption
Line 2		24	Income code	25	Currency code	26	Gross income	27	Non-resident tax withheld	28	Exemption code
Ligne 2			Code de revenu		Code de devise		Revenu brut		Impôt des non-résidents retenu		Code d'exemption

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent

NR4 (11)
SC-ISP0139que(2011-11-01)

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale

Canada

Keep this copy for your records

This statement shows amounts paid or credited to a non-resident recipient during the year, and the tax withheld.

Code	Type of Income
46	– Taxable Canada Pension Plan benefits
47	– Canada Pension Plan - Disability benefits
48	– Canada Pension Plan death benefits - Lump-sum payment

Conservez cette copie pour vos dossiers

Cet état indique des montants payés ou crédités à un bénéficiaire non résident au cours de l'année indiquée et l'impôt qui en a été retenu.

Code	Genre de revenu
46	– Prestations imposables du Régime de pensions du Canada
47	– Prestations d'invalidité du Régime de pensions du Canada
48	– Prestations de décès provenant du Régime de pensions du Canada - Paiements forfaitaires



Government of Canada
Gouvernement du Canada

Protected B (when completed)
Protégé B (une fois rempli)

Regional Return Address
(OCON)

Unique Identifier

1

3 (Payee Name)X(39)
8 (Address Line 1)X(30)
9 (Address Line 2)X(30)
10 (Address Line 3)X(30)
13 (Address Line 4)X(30) 14 (Postal Code)X(7)



Government of Canada
Gouvernement du Canada

Reimbursement Of Benefit Paid During A Previous Year
Remboursement d'une prestation versée au cours d'une année antérieure

Issued by: Service Canada
Émis par: Service Canada

Unique Identifier

3 (Payee Name)X(39)
8 (Address Line 1)X(30)
9 (Address Line 2)X(30)
10 (Address Line 3)X(30)
13 (Address Line 4)X(30) 14 (Postal Code)X(7)

A	Year 4 Année	Date 5 Date	Receipt Number 6 Numéro de reçu	B	Amount 7 Montant
			C Social Insurance Number 11 Numéro d'assurance sociale		
			D Benefit Number 12 Numéro de prestation		
					2

RC-11-946

The net amount you may claim when filing your federal tax return is:
Le montant net que vous pouvez réclamer dans votre déclaration de revenus fédérale est :

15

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

SC-ISP1611nat(2011-11-01)

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale

Canada



Government of Canada
Gouvernement du Canada

Reimbursement Of Benefit Paid During A Previous Year
Remboursement d'une prestation versée au cours d'une année antérieure

Issued by: Service Canada
Émis par: Service Canada

Unique Identifier

3 (Payee Name)X(39)
8 (Address Line 1)X(30)
9 (Address Line 2)X(30)
10 (Address Line 3)X(30)
13 (Address Line 4)X(30) 14 (Postal Code)X(7)

A	Year 4 Année	Date 5 Date	Receipt Number 6 Numéro de reçu	B	Amount 7 Montant
			C Social Insurance Number 11 Numéro d'assurance sociale		
			D Benefit Number 12 Numéro de prestation		
					2

RC-11-946

The net amount you may claim when filing your federal tax return is:
Le montant net que vous pouvez réclamer dans votre déclaration de revenus fédérale est :

15

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

SC-ISP1611nat(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada

- The amount of this receipt is deductible from the income of the tax year shown in box "A" in compliance with the Taxation Act and the Income Tax Act.
- You make this claim in the item "Other Deductions" in your tax return.
- Box A – "Year"** - is the tax year from which this amount is deductible.
- Box B – "Amount"** - is the excess of refunds made over benefits received in the tax year.
- Box C – "Social Insurance Number"** - is the Social Insurance Number of the recipient of Canada Pension Plan Benefits.
- Box D – "Benefit Number"** - is the Social Insurance Number of the contributor to the Canada Pension Plan. Please quote this number on all correspondence.
- Le montant de ce reçu est déductible de votre revenu pour l'année d'imposition indiquée à la case « A » conformément à la Loi fiscale et la Loi de l'impôt sur le revenu.
- Vous l'inscrivez à la rubrique « Autres déductions » de votre déclaration d'impôt.
- Case A – « Année »** désigne l'année d'imposition pour laquelle le montant est déductible.
- Case B – « Montant »** désigne le surplus provenant de remboursements effectués à l'égard de prestations versées au cours de l'année d'imposition.
- Case C – « Numéro d'assurance sociale »** désigne le numéro d'assurance sociale du bénéficiaire des prestations du Régime de pensions du Canada.
- Case D – « Numéro de prestation »** désigne le numéro d'assurance sociale du cotisant au Régime de pensions du Canada. Dans la correspondance veuillez mentionner ce numéro.

Regional Return Address
(OAS)

Unique Identifier

Sequence number 11 12 13

14 (Payee Name)X(42)
 15 (Address Line 1)X(30)
 16 (Address Line 2)X(30)
 17 (Address Line 3)X(30)
 18 (Address Line 4)X(30) 20 (Prov/Country Code) 19 (Postal Code)X(7)


Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF OLD AGE SECURITY
RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE
T4A (OAS)

Year	18 Taxable pension paid	19 Gross pension paid	20 Overpayment recovered	21 Net supplements paid	22 Income tax deducted	23 Quebec income tax deducted
2	3	4	5	6	7	8
Année	Versement de pension imposable	Versement brut de pension	Paiement en trop recouvré	Versement net des suppléments	Impôt sur le revenu retenu	Impôt sur le revenu du Québec retenu

Issued by: Service Canada
Émis par : Service Canada

Unique Identifier

RC-11-946

14 (Payee Name)X(42)
 15 (Address Line 1)X(30)
 16 (Address Line 2)X(30)
 17 (Address Line 3)X(30)
 18 (Address Line 4)X(30) 20 (Prov/Country Code) 19 (Postal Code)X(7)

12 Social insurance number

9

Numéro d'assurance sociale

13 Old Age Security number

10

Numéro de la Sécurité de la vieillesse

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (OAS) (10)
SC-ISP0137nat(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers


Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF OLD AGE SECURITY
RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE
T4A (OAS)

Year	18 Taxable pension paid	19 Gross pension paid	20 Overpayment recovered	21 Net supplements paid	22 Income tax deducted	23 Quebec income tax deducted
2	3	4	5	6	7	8
Année	Versement de pension imposable	Versement brut de pension	Paiement en trop recouvré	Versement net des suppléments	Impôt sur le revenu retenu	Impôt sur le revenu du Québec retenu

Issued by: Service Canada
Émis par : Service Canada

Unique Identifier

RC-11-946

14 (Payee Name)X(42)
 15 (Address Line 1)X(30)
 16 (Address Line 2)X(30)
 17 (Address Line 3)X(30)
 18 (Address Line 4)X(30) 20 (Prov/Country Code) 19 (Postal Code)X(7)

12 Social insurance number

9

Numéro d'assurance sociale

13 Old Age Security number

10

Numéro de la Sécurité de la vieillesse

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (OAS) (10)
SC-ISP0137nat(2011-11-01)

Attach this copy to your provincial or territorial return
Joignez cette copie à votre déclaration provinciale ou territoriale


Canada Revenue
Agency

Agence du revenu
du Canada

STATEMENT OF OLD AGE SECURITY
RELEVÉ DE LA SÉCURITÉ DE LA VIEILLESSE
T4A (OAS)

Year	18 Taxable pension paid	19 Gross pension paid	20 Overpayment recovered	21 Net supplements paid	22 Income tax deducted	23 Quebec income tax deducted
2	3	4	5	6	7	8
Année	Versement de pension imposable	Versement brut de pension	Paiement en trop recouvré	Versement net des suppléments	Impôt sur le revenu retenu	Impôt sur le revenu du Québec retenu

Issued by: Service Canada
Émis par : Service Canada

Unique Identifier

RC-11-946

14 (Payee Name)X(42)
 15 (Address Line 1)X(30)
 16 (Address Line 2)X(30)
 17 (Address Line 3)X(30)
 18 (Address Line 4)X(30)

12 Social insurance number

9

Numéro d'assurance sociale

13 Old Age Security number

10

Numéro de la Sécurité de la vieillesse

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 150

T4A (OAS) (10)
SC-ISP0137nat(2011-11-01)

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale


Keep this copy for your records

See your tax guide for information on how to report your income.

- Box 18** – Enter this amount on line 113 of your return.
Box 19 – The amount of Old Age Security pension you received in the year.
Box 20 – The amount recovered from the gross Old Age Security pension amount in box 19 because of an overpayment you received in a previous period. Enter this amount on line 232 of your return.
Box 21 – The net amount of any Allowance, Allowance for the survivor, or Guaranteed Income Supplement you received in the year. Enter this amount on line 146 of your return. If the amount is negative, enter a "0". You may also be able to deduct it on line 250 of your return. See line 250 in your tax guide for details.
Box 22 – Enter this amount on line 437 of your return.
Box 23 – Report this amount on your Quebec provincial return. If you were not a resident of Quebec on December 31, enter this amount on line 437 of your federal return.

Conservez cette copie pour vos dossiers

Consultez votre guide d'impôt pour obtenir des renseignements sur la façon de déclarer votre revenu.

- Case 18** – Inscrivez ce montant à la ligne 113 de votre déclaration.
Case 19 – Montant de la pension de sécurité de la vieillesse que vous avez reçu au cours de l'année.
Case 20 – Montant soustrait du versement brut de la pension de sécurité de la vieillesse indiqué à la case 19 parce que vous avez reçu un paiement en trop au cours d'une période passée. Inscrivez ce montant à la ligne 232 de votre déclaration.
Case 21 – Montant net de l'Allocation, de l'Allocation au survivant ou du Supplément de revenu garanti que vous avez reçu au cours de l'année. Inscrivez ce montant à la ligne 146 de votre déclaration. Si ce montant est négatif, inscrivez « 0 ». Vous pourriez avoir droit à une déduction à la ligne 250 de votre déclaration. Lisez votre guide à la ligne 250 pour obtenir plus de précisions.
Case 22 – Inscrivez ce montant à la ligne 437 de votre déclaration.
Case 23 – Incluez ce montant dans votre déclaration provinciale du Québec. Si vous n'étiez pas un résident du Québec le 31 décembre, inscrivez ce montant à la ligne 437 de votre déclaration fédérale.

Attach this copy to your provincial or territorial return
Joignez cette copie à votre déclaration provinciale ou territoriale

Attach this copy to your federal return
Joignez cette copie à votre déclaration fédérale



Regional Return Address
(OAS)

Unique Identifier Sequence number
18 (Surname)X(20) 19 (Given name and initial)X(12)
21 (Address Line 1)X(30)
23 (Address Line 2)X(30)
25 (Address Line 3)X(30)
27 (Address Line 4)X(30) 31 (Region Code)X(3) 29 (Postal Code)X(7)

17

Canada Revenue Agency Agence du revenu du Canada **STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA NR4-OAS**
RELEVÉ DE LA SÉCURITÉ DE LA VIEillesse PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA

10	Year 1 2 Année	11	Recipient code 3 Code du bénéficiaire	12	Country code 4 Code du pays	Old Age Security Number 5 Numéro de Sécurité de la vieillesse	Non-resident account number 6 Numéro de compte non-résident	13	Foreign or Canadian tax identification number 11 Numéro d'identification étranger ou canadien aux fins de l'impôt	
Line 1 Ligne 1	14	Income code 7 Code de revenu	15	Currency code 8 Code de devise	16	Gross income 9 Revenu brut	17	Non-resident tax withheld 10 Impôt des non-résidents retenu	18	Exemption code 11 Code d'exemption
Line 2 Ligne 2	24	Recovery tax code 12 Code de l'impôt de récupération	25	Currency code 13 Code de devise	27	Recovery tax withheld 14 Impôt de récupération retenu				

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

Unique Identifier
18 (Surname)X(20) 19 (Given name and initial)X(12)
21 (Address Line 1)X(30)
23 (Address Line 2)X(30)
25 (Address Line 3)X(30)
27 (Address Line 4)X(30) 31 (Region Code)X(3) 29 (Postal Code)X(7)

16

17

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent
SERVICE CANADA
OLD AGE SECURITY

SERVICE CANADA
SECURITE DE LA VIEILLESSE

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

NR4-OAS (11)
SC-ISP0138nat(2011-11-01)

Keep this copy for your records
Conservez cette copie pour vos dossiers

Canada Revenue Agency Agence du revenu du Canada **STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA NR4-OAS**
RELEVÉ DE LA SÉCURITÉ DE LA VIEillesse PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA

10	Year 1 2 Année	11	Recipient code 3 Code du bénéficiaire	12	Country code 4 Code du pays	Old Age Security Number 5 Numéro de Sécurité de la vieillesse	Non-resident account number 6 Numéro de compte non-résident	13	Foreign or Canadian tax identification number 11 Numéro d'identification étranger ou canadien aux fins de l'impôt	
Line 1 Ligne 1	14	Income code 7 Code de revenu	15	Currency code 8 Code de devise	16	Gross income 9 Revenu brut	17	Non-resident tax withheld 10 Impôt des non-résidents retenu	18	Exemption code 11 Code d'exemption
Line 2 Ligne 2	24	Recovery tax code 12 Code de l'impôt de récupération	25	Currency code 13 Code de devise	27	Recovery tax withheld 14 Impôt de récupération retenu				

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

Unique Identifier
18 (Surname)X(20) 19 (Given name and initial)X(12)
21 (Address Line 1)X(30)
23 (Address Line 2)X(30)
25 (Address Line 3)X(30)
27 (Address Line 4)X(30) 31 (Region Code)X(3) 29 (Postal Code)X(7)

16

17

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent
SERVICE CANADA
OLD AGE SECURITY

SERVICE CANADA
SECURITE DE LA VIEILLESSE

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

NR4-OAS (11)
SC-ISP0138nat(2011-11-01)

Attach this copy to your section 217 Income Tax Return
Annexer cette copie à votre Déclaration selon l'article 217

Canada Revenue Agency Agence du revenu du Canada **STATEMENT OF OLD AGE SECURITY PENSION PAID OR CREDITED TO NON-RESIDENTS OF CANADA NR4-OAS**
RELEVÉ DE LA SÉCURITÉ DE LA VIEillesse PAYÉE OU CRÉDITÉE À DES NON-RÉSIDENTS DU CANADA

10	Year 1 2 Année	11	Recipient code 3 Code du bénéficiaire	12	Country code 4 Code du pays	Old Age Security Number 5 Numéro de Sécurité de la vieillesse	Non-resident account number 6 Numéro de compte non-résident	13	Foreign or Canadian tax identification number 11 Numéro d'identification étranger ou canadien aux fins de l'impôt	
Line 1 Ligne 1	14	Income code 7 Code de revenu	15	Currency code 8 Code de devise	16	Gross income 9 Revenu brut	17	Non-resident tax withheld 10 Impôt des non-résidents retenu	18	Exemption code 11 Code d'exemption
Line 2 Ligne 2	24	Recovery tax code 12 Code de l'impôt de récupération	25	Currency code 13 Code de devise	27	Recovery tax withheld 14 Impôt de récupération retenu				

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non résident

Unique Identifier
18 (Surname)X(20) 19 (Given name and initial)X(12)
21 (Address Line 1)X(30)
23 (Address Line 2)X(30)
25 (Address Line 3)X(30)
27 (Address Line 4)X(30) 31 (Region Code)X(3) 29 (Postal Code)X(7)

16

17

RC-11-946

Name and address of agent or payer
Nom et adresse du payeur ou de l'agent
SERVICE CANADA
OLD AGE SECURITY

SERVICE CANADA
SECURITE DE LA VIEILLESSE

Privacy Act, Personal Information Bank CRA PPU 005 and CRA PPU 065 and CRA PPU 150
Loi sur la protection des renseignements personnels, Fichier de renseignements personnels ARC PPU 005 et ARC PPU 065 et ARC PPU 150

NR4-OAS (11)
SC-ISP0138nat(2011-11-01)

Attach this copy to your Old Age Security Return of Income
Annexer cette copie à votre Déclaration des revenus pour la sécurité de la vieillesse

See your Old Age Security Return of Income Guide for Non-Residents and General Income Tax and Benefit Guide for Non-Residents and Deemed Residents of Canada for information on how to report your income.

- **Box 16 – Gross income** - This is your Old Age Security Pension. Enter this amount on line 113 of your section 217 income tax return and your *Old Age Security Return of Income*.
- **Box 17 – Non-Resident tax withheld** - Enter this amount on line 437 of your section 217 income tax return.
- **Box 27 – Recovery tax withheld** - Enter this amount on line 437 of your *Old Age Security Return of Income*.

Note: If you are a resident of Canada for income tax purposes, report this income and tax withheld on your income tax return for the province or territory where you lived on December 31.

If you are electing under section 217 of the Income Tax Act to report this income, attach this copy to your section 217 income tax return.

- See your *General Income Tax and Benefit Guide for Non-Residents and Deemed Residents of Canada* for information and instructions concerning the section 217 election.
- **Box 16 – Gross income** - This is your Old Age Security Pension. Enter this amount on line 113 of your *section 217 income tax return*.
- **Box 17 – Non-Resident tax withheld** - Enter this amount on line 437 of your section 217 income tax return.
- **Box 27 – Recovery tax withheld** - **Do not enter** this amount on your section 217 income tax return.

Note: If you are a resident of Canada for income tax purposes, report this income and tax withheld on your income tax return for the province or territory where you lived on December 31.

Attach this copy to your Old Age Security Return of Income.

- See your *Old Age Security Return of Income Guide for Non-Residents* for additional information on how to report your income.
- **Box 16 – Gross income** - This is your Old Age Security Pension. Enter this amount on line 113 of your Old Age Security Return of Income.
- **Box 17 – Non-Resident tax withheld** - **Do not enter** this amount on your Old Age Security Return of Income.
- **Box 27 – Recovery tax withheld** - Enter this amount on line 437 of your Old Age Security Return of Income.

Note: If you are a resident of Canada for income tax purposes, report this income and tax withheld on your income tax return for the province or territory where you lived on December 31.

Consultez votre Guide Déclaration des revenus pour la Sécurité de la vieillesse pour les non-résidents et votre Guide général d'impôt et de prestations pour les non-résidents et les résidents réputés du Canada pour tout renseignement sur la façon de déclarer votre revenu.

- **Case 16 – Revenu brut** - Ceci est votre pension de la Sécurité de la vieillesse. Inscrivez ce montant à la ligne 113 de votre déclaration prévu à l'article 217 et votre *Déclaration des revenus pour la Sécurité de la vieillesse*.
- **Case 17 – Impôt des non-résidents retenu** - Inscrivez ce montant à la ligne 437 de votre déclaration prévu à l'article 217.
- **Case 27 – Impôt de récupération retenu** - Inscrivez ce montant à la ligne 437 de votre *Déclaration des revenus pour la Sécurité de la vieillesse*.

Remarque : Si vous êtes un résident du Canada aux fins de l'impôt sur le revenu, veuillez inscrire ce revenu et l'impôt retenu dans votre déclaration de revenus pour la province ou le territoire où vous résidiez le 31 décembre.

Si vous exercez le choix prévu à l'article 217 de la Loi de l'impôt sur le revenu pour déclarer ce revenu, annexe cette copie à la déclaration selon l'article 217.

- Consultez votre *Guide général d'impôt et de prestations pour les non-résidents et les résidents réputés du Canada* pour tout renseignement au sujet du choix prévu à l'article 217.
- **Case 16 – Revenu brut** - Ceci est votre pension de la Sécurité de la vieillesse. Inscrivez ce montant à la ligne 113 de votre *déclaration prévu à l'article 217*.
- **Case 17 – Impôt des non-résidents retenu** - Inscrivez ce montant à la ligne 437 de votre déclaration prévu à l'article 217.
- **Case 27 – Impôt de récupération retenu** - **N'inscrivez pas** ce montant dans votre déclaration prévu à l'article 217.

Remarque : Si vous êtes un résident du Canada aux fins de l'impôt sur le revenu, veuillez inscrire ce revenu et l'impôt retenu dans votre déclaration de revenus pour la province ou le territoire où vous résidiez le 31 décembre.

Annexez cette copie à votre Déclaration des revenus pour la Sécurité de la vieillesse.

- Consultez votre *Guide Déclaration des revenus pour la Sécurité de la vieillesse pour les non-résidents pour tout renseignement sur la façon de déclarer votre revenu*.
- **Case 16 – Revenu brut** - Ceci est votre pension de la Sécurité de la vieillesse. Inscrivez ce montant à la ligne 113 de votre *Déclaration des revenus pour la Sécurité de la vieillesse*.
- **Case 17 – Impôt des non-résidents retenu** - **N'inscrivez pas** ce montant dans votre Déclaration des revenus pour la Sécurité de la vieillesse.
- **Case 27 – Impôt de récupération retenu** - Inscrivez ce montant à la ligne 437 de votre Déclaration des revenus pour la Sécurité de la vieillesse.

Remarque : Si vous êtes un résident du Canada aux fins de l'impôt sur le revenu, veuillez inscrire ce revenu et l'impôt retenu dans votre déclaration de revenus pour la province ou le territoire où vous résidiez le 31 décembre.

T4A (OAS)

2012

File Layout:

For Print Service Provider to laser print the OAS T4A(OAS) Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 133
 Block Size: 2660
 (8 lines/form)
 Organization: Sequential, Detail records only, 132 characters + leading carriage control, variable number of records per form (mail piece)

Note: Lines 6 and 7 may or may not be present, depending on the length of address data

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format Length</u>	<u>Contents/Data Map</u>
Line 1	001	Carriage Control Character	X	'1' Top of Form - do not print
	004	Group Code	X	(Year Box) - N/A - do not print
	007-010	Taxation Year	9999	2 'CCYY' (Year Box) - print '2012'
	013-022	Taxable OAS Pension Paid	ZZ,ZZZ.99-	3 (Box 18) - Leading zeroes suppressed
	023-032	Gross OAS Pension Paid	ZZ,ZZZ.99-	4 (Box 19) - Leading zeroes suppressed
	033-042	OAS Overpayment Recovered	ZZ,ZZZ.99-	5 (Box 20) - Leading zeroes suppressed
	043-052	Net Federal Supplements Paid	ZZ,ZZZ.99-	6 (Box 21) - Leading zeroes suppressed
	053-062	Income Tax Deducted	ZZ,ZZZ.99-	7 (Box 22) - Leading zeroes suppressed
	063-072	Quebec Income Tax Deducted	ZZ,ZZZ.99-	8 (Box 23) - Leading zeroes suppressed
	073-133	Filler	X(61)	Spaces
Line 2	001	Carriage Control Character	X	'-' After Advancing 3 - do not print
	002	Language preference identifier	X	E or F
	035-045	Social Insurance Number	999B999B999	9 (Box 12) - (B = blank/space)
	061-069	OAS Account Number	999999999	10 (Box 13) - (usually a SIN)
Line 3	070-133	Filler	X(64)	Spaces
Line 3	001	Carriage Control Character	X	'-' After Advancing 3 - do not print
	002-133	Filler	X(132)	Spaces
Line 3a	001	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	021-023	Workstation Number	ZZ9	11 (Address Field)
	025	Account Type	X	12 (Address Field)
	027-028	Region Code	99	13 (Address Field)
	029-133	Filler	X(85)	Spaces
Line 4	001	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	009-050	Surname, Given Name & Initial	X(42)	14 (Address Field)
	051-133	Filler	X(83)	Spaces

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1  9  9999  ZZ,ZZZ.99-ZZ,ZZZ.99-ZZ,ZZZ.99-ZZ,ZZZ.99-ZZ,ZZZ.99-ZZ,ZZZ.99-
2 | -X                                     999B999B999                               999999999
3 | -
3a|                                     ZZ9 X 99
4 |                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
5 |                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 99    9
6 |                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX
7 |                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8 |                                     XXXXXXXXXXXXXXXXXXXXXXX  XXX XXXBXXX
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

1. The possibility exists that a **negative sign ‘-’** could appear after the cents (i.e. **99,999.99-**) **for the fields Taxable OAS Pension Paid (Box 18), Gross OAS Pension Paid (Box 19), OAS Overpayment Recovered (Box 20), Net Federal Supplements Paid (Box 21), Income Tax Deducted (Box 22) and Quebec Income Tax Deducted (Box 23).**
2. For the Region (Province/Country) Code, there is a module that the program uses to translate the numeric region codes into alpha region names and/or abbreviations. This only happens for Canadian provinces. Refer to Line 8, position 028-030.

IA T4A (OAS)

2012

File Layout:

For Print Service Provider to laser print the IA T4A(OAS) Tax Slips
There are 2 files: 1. Non-Quebec Addresses (rest of Canada and International)
2. Quebec Addresses (only Quebec residents)

Record Format: Fixed Block Ansi (FBA)
Logical Record Length: 80
Block Size: 27920
(8 lines/form)

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format Length</u>	<u>Contents/Data Map</u>
Line 1	01	Carriage Control Character	X	'1' Top of Form - do not print
	14 - 17	Taxation Year	9999	1 'CCYY' (Year Box) - print '2012'
	22 - 30	Taxable OAS Pension Paid	ZZ,ZZZ.ZZ	2 (Box 18) - Leading zeroes suppressed
	32 - 40	Gross OAS Pension Paid	ZZ,ZZZ.ZZ	3 (Box 19) - Leading zeroes suppressed
	42 - 50	OAS Overpayment Recovered	ZZ,ZZZ.ZZ	4 (Box 20) - Leading zeroes suppressed
	52 - 60	Net Federal Supplements Paid	ZZ,ZZZ.ZZ	5 (Box 21) - Leading zeroes suppressed
	62 - 70	Income Tax Deducted	ZZ,ZZZ.ZZ	6 (Box 22) - Leading zeroes suppressed
Line 2	01	Carriage Control Character	X	'.' After Advancing 3 - do not print
	02	Language preference identifier	X	E or F
	44 - 54	IA Account Number (SIN)	999B999B999	7 (Box 12) - (B = blank/space) (if valid SIN)
	69 - 77	IA (OAS) Account Number	999999999	8 (Box 13) - (usually a SIN)
Line 3	01	Carriage Control Character	X	'.' After Advancing 3 - do not print
Line 4	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	20 - 61	Surname, Given Name & Initial	X(42)	9 (Address Field)
Line 5	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	20 - 49	Address Line #1	X(30)	10 (Address Field)
Line 6	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	20 - 49	Address Line #2	X(30)	11 (Address Field)
	56 - 57	Bulk Pay Code	99	N/A - do not print
Line 7	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	20 - 49	Address Line #3	X(30)	12 (Address Field)
Line 8	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	20 - 35	Address Line #4	X(16)	13 (Address Field)

T4A(OAS) (April 30,2012)

IA T4A (OAS)**2012**

38 - 40	Province/Country Code	XXX	N/A - do not print
43 - 49	Postal Code	XXXBXXX	14 (Address Field) - print on the same line as the Municipality and Province
56 - 57	Region Code 'IP'	XX	15 (Address Field) – To be printed in box

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1          9999      ZZ,ZZZ.ZZ ZZ,ZZZ.ZZ ZZ,ZZZ.ZZ ZZ,ZZZ.ZZ ZZ,ZZZ.ZZ ZZ,ZZZ.ZZ
2 | -X          999B999B999          9999999999
3 | -
4 |          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
5 |          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
6 |          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          99
7 |          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8 |          XXXXXXXXXXXXXXXXXX XXX XXXBXXX          IP
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

ADDITIONAL REQUIREMENT:

None

CPP T4 (P)

2012

File Layout:

For Print Service Provider to laser print the CPP T4A(P) Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 133
 Block Size: 3591
 Organization: Sequential, Detail records only, 132 characters + leading carriage control
 (10 lines/form)

Note: Lines 6 and 7 may or may not be present, depending on the length of address data

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format/ Length</u>	<u>Data Map</u>	<u>Contents</u>
Line 1	001	Carriage Control Character	x(1)		'1' Top of Form - do not print
	002-035	Filler	x(34)		Spaces
	036-037	Century	9(2)	1	'CC' (Year Box) - Value '20'
	038-039	Taxation Year	9(2)	1	'YY' (Year Box) - Print tax year (i.e. '12')
	040-042	Filler	x(3)		Spaces
	043-047	Taxable CPP 'Dollar Amount'	z(5)	2	(Box 20) - Leading zeroes suppressed
	048	Filler	x(1)		(Box 20) - Space
	049-050	Taxable CPP 'Cents Amount'	9(2)	2	(Box 20)
	051-053	Filler	x(3)		Spaces
	054-055	Number of Months – RTR	x(2)	3	(Box 21A) - Numbers 01 to 12 or may be blank
	056	Filler	x(1)		Space
	057-058	Number of Months - DSB	x(2)	4	(Box 21B) – Numbers 01 to 12 or may be blank
	059-063	Income Tax 'Dollar Amount'	z(5)	5	(Box 22) - Leading zeroes suppressed
	064	Filler	x(1)		(Box 22) - Space
	065-066	Income Tax 'Cents Amount'	9(2)	5	(Box 22)
	067-069	Filler	x(3)		Spaces
	070-074	OAS Pension 'Dollar Amount'	z(5)		N/A - do not print (should be blank)
	075	Filler	x(1)		Space
	076-077	OAS Pension 'Cents Amount'	9(2)		N/A - do not print (should be blank)
	078-081	Filler	x(4)		Spaces
	082-092	Social Insurance Number	999B999B999	6	(Box 12) - (B = blank/space)
	093-095	Filler	x(3)		Spaces
	096-099	Onset or Effective Date	x(4)	7	(Box 13) - Format is YYYYMM (year/month) (sometimes blank)
	100-101	Filler	x(2)		Spaces
	102-106	Retirement 'Dollar Amount'	z(5)	8	(Box 14) - Leading zeroes suppressed
	107	Filler	x(1)		(Box 14) - Space
	108-109	Retirement 'Cents Amount'	9(2)	8	(Box 14)
	110-133	Filler	x(24)		Spaces
Line 2	001	Carriage Control Character	x(1)		'-' After Advancing 3 - do not print
	002	Language preference identifier	x(1)		E or F
	003-074	Filler			
	075-079	Survivor 'Dollar Amount'	z(5)	9	(Box 15) - Leading zeroes suppressed
	080	Filler	x(1)		(Box 15) - Space

CPP T4 (P)

2012

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format/ Length</u>	<u>Data Map</u>	<u>Contents</u>
	081-082	Survivor 'Cents Amount'	9(2)	9	(Box 15)
	083	Filler	x(1)		Space
	084-088	Disability 'Dollar Amount'	z(5)	10	(Box 16) - Leading zeroes suppressed
	089	Filler	x(1)		(Box 16) - Space
	090-091	Disability 'Cents Amount'	9(2)	10	(Box 16)
	092	Filler	x(1)		Space
	093-097	Child 'Dollar Amount'	z(5)	11	(Box 17) - Leading zeroes suppressed
	098	Filler	x(1)		(Box 17) - Space
	099-100	Child 'Cents Amount'	9(2)	11	(Box 17)
	101	Filler	x(1)		Space
	102-106	Death 'Dollar Amount'	z(5)	12	(Box 18) - Leading zeroes suppressed
	107	Filler	x(1)		(Box 18) - Space
	108-109	Death 'Cents Amount'	9(2)	12	(Box 18)
	110-133	Filler	x(24)		Spaces
Line 3	001	Carriage Control Character	x(1)		'0' After advancing 2 - do not print
	002-036	Filler	x(35)		Spaces
	037-040	Office of Control # (OCON)	9(4)	13	Address Field
	041-044	Filler	x(4)		Spaces
	045-053	Amendment/Duplicate indicator	x(9)		N/A - do not print (should be blank)
	054	Filler	x(1)		Space
	055	Amendment/Duplicate Number	x(1)		N/A - do not print (should be blank)
	056-061	Filler	x(6)		Spaces
	062-069	Control/Sequence Number	9(8)		N/A - do not print
	070-133	Filler	x(64)		Spaces
Line 4	001	Carriage Control Character	x(1)		'-' After advancing 3 - do not print
	002-035	Filler	x(34)		Spaces
	036-074	Surname, Given Name & Initial	x(39)	14	(Address Field)
	075-133	Filler	x(59)		Spaces
Line 5	001	Carriage Control Character	x(1)		'blank' After advancing 1 - do not print
	002-035	Filler	x(34)		Spaces
	036-065	Address Line #1	x(30)	15	(Address Field)
	066-090	Filler	x(25)		Spaces
	036-090 can be redefined as follows				
	036-060	Address Line #1	x(25)	15	(Address Field)
	061-068	Distribution Sequence Number	x(8)		N/A - do not print
	069-090	Filler	x(22)		Spaces
	091-099	Benefit Number	x(9)	16	(Benefit Number Box)
	100-102	Filler	x(3)		Spaces
	103-104	Address Locator	x(2)	17	(Benefit Number Box)
	105-133	Filler	x(29)		Spaces
Line 6	001	Carriage Control Character	x(1)		'blank' After advancing 1 - do not print
	002-035	Filler	x(34)		Spaces

CPP T4 (P)

2012

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format/ Length</u>	<u>Data Map</u>	<u>Contents</u>
	036-065	Address Line #2	x(30)	18	(Address Field)
	066-133	Filler	x(68)		Spaces
Line 7	001	Carriage Control Character	x(1)	19	'blank' After advancing 1 - do not print
	002-035	Filler	x(34)		Spaces
	036-065	Address Line #3	x(30)		(Address Field)
	066-133	Filler	x(68)		Spaces
Line 8	001	Carriage Control Character	x(1)	20	'blank' After advancing 1 - do not print
	002-035	Filler	x(34)		Spaces
	036-065	Address Line #4	x(30)		(Address Field)
	066-133	Filler	x(68)		Spaces
Line 9	001	Carriage Control Character	x(1)		'blank' After advancing 1 - do not print
	002-061	Filler	x(60)		Spaces
	062-069	Distribution Sequence Number	x(8)		N/A - do not print
	070-133	Filler	x(64)		Spaces
Line 10	001	Carriage Control Character	x(1)	21	' blank' After advancing 1 - do not print
	002-035	Filler	x(34)		Spaces
	036-042	Postal Code	xxxbxxx		(Address Field) - print on the same line as the Municipality and Province
	043-133	Filler	x(91)		Spaces

Position 1 = Carriage Control Character

(Increment of 10's starting at position 3 re: 3 = 30)

(B = blank/space)

```

  3-----4-----5-----6-----7-----8-----9-----0-----1-----
1 | 1      9999      zzzzz 99   xx xxzzzzz 99   zzzzz 99   999B999B999   9999  zzzzz 99
2 | -x                                zzzzz 99  zzzzz 99  zzzzz 99  zzzzz 99
3 | 0      9999      xxxxxxxxx x      99999999
4 | -      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
5 |      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
6 |      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
7 |      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
8 |      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
9 |      xxxxx xxx
10|      xxxbxxx
  3-----4-----5-----6-----7-----8-----9-----0-----1-----

```

CPP T4 (P)**2012****NOTES:**

No coma ',' for thousands (Dollar Amount) and no decimal point '.' (Cents Amount). Print Service Provider to **add** the coma **and** also **add** the decimal to the dollar/cents amounts for the fields Taxable CPP benefits (box 20), Income tax deducted (box 22), Retirement benefit (box 14), Survivor benefit (box 15), Disability benefit (box 16), Child benefit (box 17) and Death benefit (box 18).

IA T4A (P)**2012****File Layout:****For Print Service Provider to laser print the IA T4A(P) Tax Slips**

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 80
 Block Size: 27920
 (8 lines/form)

<u>Line</u>	<u>Position</u>	<u>Field Name</u>	<u>Format/ Length</u>	<u>Contents/Data Map</u>
Line 1	01	Carriage Control Character	X	'1' Top of Form - do not print
	07 - 08	Taxation Year	99	1 'YY' (Year Box) - Print Service Provider to add the century (CC) and print 'CCYY' (i.e. '2012')
	11 - 19	Taxable CPP Benefits	ZZ,ZZZ.99	2 (Box 20) - Leading zeroes suppressed
	22 - 23	Number of Months -RTR	x(2)	3 (Box 21A)- Numbers 01 to 12 or may be blank
	25 - 26	Number of Months - DSB	x(2)	4 (Box 21B)-Numbers 01 to 12 or may be
	blank			
	27 - 35	Income Tax Deducted	ZZ,ZZZ.99	5 (Box 22) - Leading zeroes suppressed
	38 - 46	Net OAS Pension Paid	ZZ,ZZZ.99	N/A - do not print
	52 - 62	IA Account Number (SIN)	999B999B999	6 (Box 12) - (B = blank/space) (if valid SIN)
	64 - 69	Onset or Effective Date	999999	7 (Box 13) - Format is MMCCYY (month/century/year)
	71 - 79	Retirement Benefit Amount	ZZ,ZZZ.99	8 (Box 14) - Leading zeroes suppressed
Line 2	01	Carriage Control Character	X	'-' After Advancing 3 - do not print
	02	Language preference identifier	X	E or F
	44 - 52	Survivor Benefit Amount	ZZ,ZZZ.99	9 (Box 15) - Leading zeroes suppressed
	53 - 61	Disability Benefit Amount	ZZ,ZZZ.99	10 (Box 16) - Leading zeroes suppressed
	62 - 70	Child Benefit Amount	ZZ,ZZZ.99	11 (Box 17) - Leading zeroes suppressed
	71 - 79	Death Benefit Amount	ZZ,ZZZ.99	12 (Box 18) - Leading zeroes suppressed
Line 3	01	Carriage Control Character	X	'-' After Advancing 3 - do not print
Line 4	01	Carriage Control Character	X	'0' After Advancing 2 - do not print
	05 - 24	Surname	X(20)	13 (Address Field)
	26 - 39	Given Name and Initial	X(14)	13 (Address Field)
Line 5	01	Carriage Control Character	X	'blank' After Advancing 1 - do not print
	05 - 34	Address Line #1	X(30)	14 (Address Field)
	60 - 68	IA Account Number	999999999	16 (Benefit Number Box) - (usually a SIN)

IA T4A (P)

2012

Line 6	01	Carriage Control Character	X	' blank' After Advancing 1 - do not print
	05 - 34	Address Line #2	X(30)	18 (Address Field)
	41 - 42	Bulk Pay Code	99	N/A - do not print
Line 7	01	Carriage Control Character	X	' blank' After Advancing 1 - do not print
	05 - 34	Address Line #3	X(30)	19 (Address Field)
Line 8	01	Carriage Control Character	X	' blank' After Advancing 1 - do not print
	05 - 20	Address Line #4	X(16)	20 (Address Field)
	23 - 25	Province/Country Code	XXX	N/A - do not print
	28 - 34	Postal Code	XXXBXXX	21 (Address Field) - print on the same line as the Municipality and Province
	41 - 42	Region Code 'IP'	XX	17 (Address Field) – To be printed in box.

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1      99  ZZ,ZZZ.99  99 99ZZ,ZZZ.99  ZZ,ZZZ.99      999B999B999 999999 ZZ,ZZZ.99 |
2 | -X                                           ZZ,ZZZ.99ZZ,ZZZ.99ZZ,ZZZ.99ZZ,ZZZ.99 |
3 | -                                                                                               |
4 | 0  XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX                                           |
5 |  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                           999999999 |
6 |  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                           99 |
7 |  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                           |
8 |  XXXXXXXXXXXXXXXXXXXX XXX XXXBXXX IP |
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

ADDITIONAL REQUIREMENT:

1. Refer to Line 1 (position 07-08). Since only a 2 digit tax year (YY) is passed, the Print Service Provider is to **add** the century (CC) and print 'CCYY' (i.e. 2012).

Credit Slip

2012

File Layout: For Print Service Provider to laser print the CPP ISP 1611 (Credit Slip) Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 133
 Block Size: 133
 Organization: Sequential, Detail records only, 132 characters + leading carriage control
 (9 lines/form)

<u>Line</u>	<u>Position</u>	<u>Length</u>	<u>Format</u>	<u>Field Name / Contents / Data Map</u>
Line 1	001	(01)	X(1)	Carriage Control Character: '1' (Top of Form) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-045	(04)	9(4)	1 OCON (Office of Control Number) Address Field
	046-074	(29)	X(29)	Filler (spaces)
	075-076	(02)	9(2)	2 Address Locator (Blank Box) - print Address Locator after Benefit Number <u>and</u> 3 blank spaces (i.e. 999B999B999 99)
	077-133	(57)	X(57)	Filler (spaces)
Line 2	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002	(01)	X(1)	Language preference identifier (E or F)
	003-041	(39)	X(39)	Filler (spaces)
	042-080	(39)	X(39)	3 Surname, Given Name and Initial (Address Field)
	081-083	(03)	X(3)	Filler (spaces)
	084-085	(02)	9(2)	4 Century 'CC' (Box A) - Value '20'
	086-087	(02)	9(2)	4 Taxation Year 'YY' (Box A) - Print tax year (i.e. '12')
	088-089	(02)	X(2)	Filler (spaces)
	090-095	(06)	XXXBXX	5 Date 'MMMBYY' (example NOV 99) B = blank/space
	096-097	(02)	X(2)	Filler (spaces)
	098-102	(05)	Z(5)	6 Receipt No. (Control Sequence Number) - Note: print Service Provider to also print their own sequence/control number
	103	(01)	X(1)	Filler (spaces)
	104-108	(05)	Z(5)	7 Amount 'Dollar Amount' (Box B) - Leading zeroes suppressed
	109	(01)	X(1)	7 Amount 'Decimal Point' (Box B) - Must be a period
	110-111	(02)	9(2)	7 Amount 'Cents Amount' (Box B)
	112-133	(22)	X(22)	Filler (spaces)
Line 3	001	(01)	X(1)	Carriage Control Character: blank' (after advancing 1) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-071	(30)	X(30)	8 Address Line #1 (Address Field)
	072-133	(62)	X(62)	Filler (spaces)
Line 4	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-071	(30)	X(30)	9 Address Line #2 (Address Field)
	072-133	(62)	X(62)	Filler (spaces)

Credit Slip

2012

Line 5	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-071	(30)	X(30)	10 Address Line #3 (Address Field)
	072-085	(14)	X(14)	Filler (spaces)
	086-096	(11)	999B999B999	11 CPP Social Insurance Number (Box C) B = blank/space
	097-099	(03)	X(3)	Filler (spaces)
	100-110	(11)	999B999B999	12 CPP Benefit Number (Box D) B = blank/space. Note: After the 999B999B999, leave 3 blank spaces and then print the Address Locator '99' (i.e. 999B999B999 99) (see line 1, position 075-076)
	111-133	(23)	X(23)	Filler (spaces)
Line 6	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-071	(30)	X(30)	13 Address Line #4 (Address Field)
	072-133	(62)	X(62)	Filler (spaces)
Line 7	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-041	(40)	X(40)	Filler (spaces)
	042-048	(07)	XXXBXXX	14 Postal Code (Address Field) - print on the same line as the Municipality and Province
	049-133	(85)	X(85)	Filler (spaces)
Line 8	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-133	(132)	X(132)	Filler (spaces)
Line 9	001	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	002-086	(85)	X(85)	Filler (spaces)
	087	(01)	X(1)	15 Blank Box 'Dollar Sign' - Must be '\$'
	088-092	(05)	X(5)	15 Blank Box 'Net Dollar Amount' - Leading asterisks '*****'
	093	(01)	X(1)	15 Blank Box 'Decimal Point' - Must be a period
	094-095	(02)	9(2)	15 Blank Box 'Net Cents Amount'
	096-133	(38)	X(38)	Filler (spaces)

Position 1 = Carriage Control Character.

(Increment of 10's starting at position 4 re: 4 = 40)

(B = blank/space)

```

1---4---+---5---+---6---+---7---+---8---+---9---+---0---+---1---
1 | 1 9999 99
2 | X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 9999 XXXBXX ZZZZZ ZZZZZ.99
3 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
5 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999B999B999 999B999B999
6 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
7 | XXXBXXX
8 |
9 | $*****.99

```

Credit Slip

2012

1---4---+---5---+---6---+---7---+---8---+---9---+---0---+---1---

ADDITIONAL REQUIREMENT:

None

NOTES:

No coma ' , ' for thousands (Dollar Amount). Print Service Provider to **add** the coma to the dollar amounts for the fields Amount (box B) and Blank Box.

Line 9, position 088-092 ' ***** ' These asterisks are a **valid** print data (re: for security/fraud reasons).

NR4 (OAS)

2012

FILE LAYOUT: For Print Service Provider to laser print the OAS NR4-OAS Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 133
 Block Size: 5985
 (10 lines/form)

<u>Line</u>	<u>Position</u>	<u>Length</u>	<u>Format</u>	<u>Field Name / Contents / Data Map</u>
Line 1	01	(01)	X(1)	Carriage Control Character: '1' - Top of Form - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04	(01)	9(1)	1 Decade 'Y' (Box 10) - Print Service Provider to add the Century and Year (see position 06) and print 'CCYY' (i.e. 2012)
	05	(01)	X(1)	Filler (space)
	06	(01)	9(1)	2 Year 'Y' (Box 10) -Print Service Provider to add the Century and Decade (see position 04) and print 'CCYY' (i.e. 2012)
	07 - 09	(03)	X(3)	Filler (spaces)
	10	(01)	9(1)	3 Recipient Type: '1' (Box 11)
	11 - 13	(03)	X(3)	Filler (spaces)
	14 - 18	(05)	XBXB	4 Country Code (Box 12 - compress the spaces and print XXX)
	19 - 20	(02)	X(2)	Filler (spaces)
	21 - 29	(09)	9(9)	5 Payer or Remitter ID Number (OAS Account Number)
	30 - 31	(02)	X(2)	Filler (spaces)
	32 - 40	(09)	X(9)	6 Non-Resident Account Number: 'NRF333146'
	41 - 133	(93)	X(93)	Filler (spaces)
Line 2	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02	(01)	X(1)	E or F
	03 - 05	(03)	X(3)	Filler (spaces)
	06 - 08	(03)	9B9	7 Income Code: '44' or '45' (Box 14 - compress the space and print 99)
	09 - 12	(04)	X(4)	Filler (spaces)
	13 - 17	(05)	XBXB	8 Currency Code: 'CAD' (Box 15 - compress the spaces and print XXX)
	18 - 25	(08)	X(8)	Filler (spaces)
	26 - 35	(10)	ZZ,ZZZ.99-	9 Gross Income (Box 16 - a negative sign could appear after cents)
	36 - 42	(07)	X(7)	Filler (spaces)
	43 - 52	(10)	ZZ,ZZZ.99-	10 Non-Resident Tax Withheld (Box 17 - a negative sign could appear after cents)
	53 - 60	(08)	X(8)	Filler (spaces)
	61	(01)	X(1)	11 Exemption Code: 'T', 'J' or 'blank' (Box 18)
	62 - 133	(72)	X(72)	Filler (spaces)
Line 3	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 08	(03)	9B9	12 Recovery Tax Code: '88' or 'blank' (Box 24 - compress the space and print 99)
	09 - 12	(04)	X(4)	Filler (spaces)

NR4 (OAS)

2012

	13 - 17	(05)	XBXXB	13 Currency Code: 'CAD' (Box 25 - compress the spaces and print XXX)
	18 - 25	(08)	X(8)	Filler (spaces)
	26 - 35	(10)	ZZ,ZZZ.99-	Gross Income (N/A - do not print) Should be 'blank'
	36 - 42	(07)	X(7)	Filler (spaces)
	43 - 52	(10)	ZZ,ZZZ.99-	14 Recovery Tax Withheld (Box 27 - a negative sign could appear after cents)
	53 - 60	(08)	X(8)	Filler (spaces)
	61	(01)	X(1)	Exemption Code: (N/A - do not print) Should be 'blank'
	62 - 68	(07)	X(7)	Filler (spaces)
	69 - 74	(06)	9(6)	Sequence Number (N/A - do not print) - Note: Print Service Provider to print their own sequence/control number
	75 - 133	(59)	X(59)	Filler (spaces)
Line 4	01	(01)	X(1)	Carriage Control Character: '0' - do not print
	02 - 26	(25)	X(25)	Filler (spaces)
	27 - 29	(03)	ZZ9	15 Workstation Number (Address Field)
	30	(01)	X(1)	Filler (space)
	31	(01)	X(1)	16 Account Indicator (Address Field)
	32	(01)	X(1)	Filler (space)
	33 - 34	(02)	9(2)	17 Region Code (Address Field)
	35 - 133	(99)	X(99)	Filler (spaces)
Line 5	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 21	(20)	X(20)	18 Surname (Address Field)
	22	(01)	X(1)	Filler (space)
	23 - 34	(12)	X(12)	19 Given Name and Initial (Address Field)
	35 - 54	(20)	X(20)	Filler (spaces)
	55 - 63	(09)	9(9)	20 OAS Account Number (field Name and Address of Agent or Payer - 'NAAP')
	64 - 133	(70)	X(70)	Filler (spaces)
Line 6	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 31	(30)	X(30)	21 Address Line #1 (Address Field)
	32 - 34	(03)	X(3)	Filler (spaces)
	35 - 68	(34)	X(34)	22 'HUMAN RESOURCES DEVELOPMENT CANADA' (field NAAP)
				The HRDC department name is not to be printed anymore. The Print Service Provider is to replace the HRDC name with the new English name of " SERVICE CANADA ".
	69 - 133	(65)	X(65)	Filler (spaces)
Line 7	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 31	(30)	X(30)	23 Address Line #2 (Address Field)
	32 - 34	(03)	X(3)	Filler (spaces)
	35 - 50	(16)	X(16)	24 'OLD AGE SECURITY' (field NAAP)
	51 - 133	(83)	X(83)	Filler (spaces)
Line 8	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 31	(30)	X(30)	25 Address Line #3 (Address Field)
	32 - 34	(03)	X(3)	Filler (spaces)

NR4 (OAS)

2012

	35 - 71	(37)	X(37)	26 'DEVELOPPEMENT DES RESSOURCES HUMAINES' (field NAAP). The DRH name is not to be printed anymore. This line should be left blank.
	72 - 133	(62)	X(62)	Filler (spaces)
Line 9	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 17	(16)	X(16)	27 Address Line #4 (Address Field)
	18 - 22	(05)	X(5)	Filler (spaces)
	23 - 25	(03)	X(3)	31 Out of Region Code (print for domestic, and do not print for international)
	26 - 38	(13)	X(13)	Filler (spaces)
	39 - 44	(06)	X(6)	28 'CANADA' (field NAAP) The Canada name is not to be printed anymore. The Print Service Provider is to replace the CANADA name with the new French name " SERVICE CANADA ".
	45 - 133	(89)	X(89)	Filler (spaces)
Line 10	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 08	(07)	XXXBXXX	29 Postal Code (Address Field) - print on the same line as the Municipality and Province
	09 - 34	(26)	X(26)	Filler (spaces)
	35 - 59	(25)	X(25)	30 'SECURITE DE LA VIEILLESSE' (field NAAP)
	60 - 133	(74)	X(74)	Filler (spaces)

CURRENT PRINT FILE LAYOUT

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1  9B9  9  XBXXB  999999999  NRH479079
2 | -X  9B9  XBXXB      ZZ,ZZZ.99-      ZZ,ZZZ.99-      X
3 | -  9B9  XBXXB      ZZ,ZZZ.99-      ZZ,ZZZ.99-      X      999999
4 | 0      ZZ9 X 99
5 | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX      999999999
6 | XXXXXXXXXXXXXXXXXXXX HUMAN RESOURCES DEVELOPMENT CANADA
7 | XXXXXXXXXXXXXXXXXXXX OLD AGE SECURITY
8 | XXXXXXXXXXXXXXXXXXXX DEVELOPPEMENT DES RESSOURCES HUMAINES
9 | XXXXXXXXXXXXXXXXXX XXX      CANADA
10| XXXBXXX      SECURITE DE LA VIEILLESSE
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

NR4 (OAS)

2012

EXAMPLE PRINT FILE LAYOUT ONLY

BELOW IS THE WAY WE WANT PRINT SERVICE PROVIDER TO PRINT THE DATA ON THE TAX SLIPS.

NOTE: THE PRINT FILE LAYOUT STILL HAS BOTH THE ENGLISH AND FRENCH 'HUMAN RESOURCES DEVELOPMENT CANADA' NAMES (AS PER ABOVE CURRENT PRINT FILE LAYOUT AND REFER TO LINE #'S AND POSITION #'S). THE LAYOUT HAS NOT BEEN CHANGED TO REFLECT THE NEW ENGLISH AND FRENCH 'SERVICE CANADA' NAMES.

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1  9B9   9  XBXX  999999999 NRH479079                                     |
2 | -   9B9   XBXX          ZZ,ZZZ.99-          ZZ,ZZZ.99-          X                                     |
3 | -   9B9   XBXX          ZZ,ZZZ.99-          ZZ,ZZZ.99-          X          999999          |
4 | 0                                     ZZ9 X 99                                     |
5 | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX          999999999          |
6 | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX          SERVICE CANADA          |
7 | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX          OLD AGE SECURITY          |
8 | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX          |
9 | XXXXXXXXXXXXXXXXXXXX   XXX          SERVICE CANADA          |
10| XXXBXXX          SECURITE DE LA VIEILLESSE          |
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

ADDITIONAL REQUIREMENTS:

1. Refer to Line 1 (position 04 and 06). Since Service Canada will only be passing the 2 digit tax year (YY), the Print Service Provider is to add the century (CC) and print 'CCYY' (i.e. 2012). Compress any space between the YY.
2. For the Out of Region Code, there is a module that the program uses to translate the numeric region codes into alpha region names and/or abbreviations. This only happens to Canadian provinces. See Line 9, position 23-25.

NOTES: 'NAAP' = Name and Address of Agent or Payer (see box beside Address field)

IA NR4(OAS)

2012

FILE LAYOUT:

For Print Service Provider to laser print the IA NR4-OAS Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 80
 Block Size: 27920
 (9 lines/form)

Line	Position	Length	Format	Field Name / Contents / Data Map
Line 1	01	(01)	X(1)	Carriage Control Character: '1' - Top of Form - do not print
	02 - 07	(06)	X(6)	Filler (spaces)
	08 - 09	(02)	9(2)	1 Taxation Year 'YY' (Box 10) - Print Service Provider to add the century (CC) and print 'CCYY' (i.e. '2012')
	10 - 13	(04)	X(4)	Filler (spaces)
	14	(01)	9(1)	2 Recipient Type: '1' (Box 11)
	15 - 18	(04)	X(4)	Filler (spaces)
	19 - 21	(03)	X(3)	3 Country Code (Box 12)
	22 - 23	(02)	X(2)	Filler (spaces)
	24 - 32	(09)	9(9)	4 Payer or Remitter ID Number (IA Account Number)
	33 - 36	(04)	X(4)	Filler (spaces)
	37 - 45	(09)	X(9)	5 Non-Resident Account Number: 'NRF242081'
	46 - 80	(35)	X(35)	Filler (spaces)
Line 2	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02	(01)	x(1)	E or F
	03 - 09	(07)	X(7)	Filler (spaces)
	10 - 11	(02)	9(2)	6 Income Code: '44' or '45' (Box 14)
	12 - 17	(06)	X(6)	Filler (spaces)
	18 - 20	(03)	X(3)	7 Currency Code: 'CAD' (Box 15)
	21 - 29	(09)	X(9)	Filler (spaces)
	30 - 38	(09)	ZZ,ZZ9.99	8 Gross Income (Box 16)
	39 - 45	(07)	X(7)	Filler (spaces)
	46 - 54	(09)	ZZ,ZZ9.99	9 Non-Resident Tax Withheld (Box 17)
	55 - 63	(09)	X(9)	Filler (spaces)
	64	(01)	X(1)	10 Exemption Code: 'T', 'J' or 'blank' (Box 18)
	65 - 80	(16)	X(16)	Filler (spaces)
Line 3	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02 - 09	(08)	X(8)	Filler (spaces)
	10 - 11	(02)	9(2)	11 Recovery Tax Code: '88' or 'blank' (Box 24)
	12 - 17	(06)	X(6)	Filler (spaces)
	18 - 20	(03)	X(3)	12 Currency Code: 'CAD' (Box 25)
	21 - 45	(25)	X(25)	Filler (spaces)
	46 - 54	(09)	ZZ,ZZ9.99	13 Recovery Tax Withheld (Box 27)
	55 - 70	(16)	X(16)	Filler (spaces)
	71 - 76	(06)	9(6)	Sequence Number (N/A - do not print) - Note: Print Service Provider to print their own sequence/control number
	77 - 80	(04)	X(4)	Filler (spaces)
Line 4	01	(01)	X(1)	Carriage Control Character: '-' - do not print

2012

IA NR4(OAS)

	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 25	(20)	X(20)	14 Surname (Address Field)
	26	(01)	X(1)	Filler (space)
	27 - 38	(12)	X(12)	15 Given Name and Initial (Address Field)
	39 - 65	(27)	X(27)	Filler (spaces)
	66 - 76	(11)	999B999B999	16 IA Account Number (B = blank/space - field Name and Address of Agent or Payer - 'NAAP')
	77 - 80	(04)	X(4)	Filler (spaces)
Line 5	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	17 Address Line #1 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 72	(34)	x(34)	18 'HUMAN RESOURCES DEVELOPMENT CANADA' (field NAAP) The HRDC department name is not to be printed anymore. The Print Service Provider is to replace the HRDC name with the new English name of " SERVICE CANADA ".
	73 - 80	(08)	X(8)	Filler (spaces)
Line 6	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	19 Address Line #2 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 62	(24)	X(24)	20 'INTERNATIONAL AGREEMENTS' (field NAAP)
	63 - 80	(18)	X(18)	Filler (spaces)
Line 7	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	21 Address Line #3 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 75	(37)	X(37)	22 'DEVELOPPEMENT DES RESSOURCES HUMAINES' (field NAAP). The DRH name is not to be printed anymore. This line should be left blank.
	76 - 80	(05)	X(5)	Filler (spaces)
Line 8	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 21	(16)	X(16)	23 Address Line #4 (Address Field)
	22 - 42	(21)	X(21)	(Filler (spaces)
	43 - 48	(06)	X(6)	24 'CANADA' (field NAAP) The Canada name is not to be printed anymore. The Print Service Provider is to replace the CANADA name with the new French name " SERVICE CANADA ".
	49 - 80	(32)	X(32)	Filler (spaces)
Line 9	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 12	(07)	XXXBXXX	25 Postal Code (Address Field) - print on the same line as the Municipality and Province
	13 - 38	(26)	X(26)	Filler (spaces)

IA NR4(OAS)

2012

39 - 59 (21) X(21) **26** 'ACCORD INTERNATIONAUX' (field NAAP)
 60 - 80 (21) X(21) Filler (spaces)

OLD PRINT FILE LAYOUT

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1      99      9      XXX  999999999  NRQ228088
2 | -      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X
3 | -      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      999999
4 | -      XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX      999B999B999
5 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  HUMAN RESOURCES DEVELOPMENT CANADA
6 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  INTERNATIONAL AGREEMENTS
7 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  DEVELOPPEMENT DES RESSOURCES HUMAINES
8 |      XXXXXXXXXXXXXXXXXXXX      CANADA
9 |      XXXBXXX      ACCORD INTERNATIONAUX
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

EXAMPLE PRINT FILE LAYOUT ONLY

BELOW IS THE WAY WE WANT THE PRINT SERVICE PROVIDER TO PRINT THE DATA ON THE TAX SLIPS.

NOTE: THE PRINT FILE LAYOUT STILL HAS BOTH THE ENGLISH AND FRENCH 'HUMAN RESOURCES DEVELOPMENT CANADA' NAMES (AS PER ABOVE CURRENT PRINT FILE LAYOUT AND REFER TO LINE #'s AND POSITION #'s). THE LAYOUT HAS NOT BEEN CHANGED TO REFLECT THE NEW ENGLISH AND FRENCH 'SERVICE CANADA' NAMES

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1      99      9      XXX  999999999  NRQ228088
2 | -X      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X
3 | -      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      999999
4 | -      XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX      999B999B999
5 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  SERVICE CANADA
6 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  INTERNATIONAL AGREEMENTS
7 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8 |      XXXXXXXXXXXXXXXXXXXX  SERVICE CANADA
9 |      XXXBXXX      ACCORD INTERNATIONAUX
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

ADDITIONAL REQUIREMENT:

1. Refer to Line 1 (position 08-09). Since only a 2 digit tax year (YY) is passed, the Print Service Provider is to **add** the century (CC) and print 'CCYY' (i.e. 2012).
2. Print Service Provider to **add** the data 'IP' and print in the box.
3. Refer to Line 9 (position 39-59). There is a spelling error to the word 'ACCORD'. The Print Service Provider is to print the word 'ACCORDS'.

NOTES: 'NAAP' = Name and Address of Agent or Payer (see box beside Address Field)

CPP NR4

File Layout:

For Print Service Provider to laser print the CPP NR4 Tax Slips

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 80
 Block Size: 80
 Organization: Sequential, Detail records only, 79 characters + leading carriage control
 (11 lines/form)

<u>Line</u>	<u>Position</u>	<u>Length</u>	<u>Format</u>	<u>Field Name / Contents / Data Map</u>
Line 1	01	(01)	X(1)	Carriage Control Character: '1' (Top of Form) - do not print
	02 - 80	(79)	X(79)	Filler (spaces)
Line 2	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02	(01)	X(1)	E or F
	03	(01)	X(1)	Filler (space)
	04 - 05	(02)	X(2)	1 Century 'CC' (Box 10) - Value '20'
	06 - 07	(02)	9(2)	1 Taxation Year 'YY' (Box 10) - Print tax year (i.e. '12')
	08 - 11	(04)	X(4)	Filler (spaces)
	12	(01)	9(1)	2 Recipient Type: '1' (Box 11)
	13 - 16	(04)	X(4)	Filler (spaces)
	17 - 19	(03)	X(3)	3 Country Code (Box 12)
	20 - 21	(02)	X(2)	Filler (spaces)
	22 - 30	(09)	9(9)	4 Payer or Remitter ID Number (Social Insurance Number)
	31 - 35	(05)	X(5)	Filler (spaces)
	36 - 44	(09)	X(9)	5 Non-Resident Account Number: 'NRF261974'
	45 - 80	(36)	X(36)	Filler (spaces)
Line 3	01	(01)	X(1)	Carriage Control Character: '-' (after advancing 3) - do not print
	02 - 07	(06)	X(6)	Filler (spaces)
	08 - 09	(02)	9(2)	6 Income Code: '46', '47' or '48' (Box 14)
	10 - 15	(06)	X(6)	Filler (spaces)
	16 - 18	(03)	X(3)	7 Currency Code: 'CAD' (Box 15)
	19 - 25	(07)	X(7)	Filler (spaces)
	26 - 30	(05)	Z(5)	8 Gross Income 'Dollar Amount' (Box 16) Leading zeroes suppressed
	31	(01)	X(1)	8 Gross Income 'Decimal Point' (Box 16) Must be a 'period'
	32 - 33	(02)	9(2)	8 Gross Income 'Cents Amount' (Box 16)
	34	(01)	X(1)	8 Gross Income 'Sign' (Box 16) Must be a 'space' or '-' (negative sign)
	35 - 42	(08)	X(8)	Filler (spaces)
	43 - 47	(05)	Z(5)	9 Non-Resident Tax Withheld 'Dollar Amount' (Box 17) Leading zeroes suppressed
	48	(01)	X(1)	9 Non-Resident Tax Withheld 'Decimal Point' (Box 17) Must be a period
	49 - 50	(02)	9(2)	9 Non-Resident Tax Withheld 'Cents Amount' (Box 17)
	51	(01)	X(1)	9 Non-Resident Tax Withheld 'Sign' (Box 17) Must be a 'space' or '-' (negative sign)
	52 - 61	(10)	X(10)	Filler (spaces)
	62	(01)	9(1)	10 Exemption Code: 'H' or 'blank' (Box 18) Should be 'blank'
	63 - 80	(18)	X(18)	Filler (spaces)

Line 4	01	(01)	X(1)	Carriage Control Character: '-' (after advancing 3) - do not print
	02 - 07	(06)	X(6)	Filler (spaces)
	08 - 09	(02)	9(2)	11 Income Code: '46', '47', '48' or 'blank' (Box 24)
	10 - 15	(06)	X(6)	Filler (spaces)
	16 - 18	(03)	X(3)	12 Currency Code: 'CAD' (Box 25)
	19 - 25	(07)	X(7)	Filler (spaces)
	26 - 30	(05)	Z(5)	13 Gross Income 'Dollar Amount' (Box 26) Leading zeroes suppressed
	31	(01)	X(1)	13 Gross Income 'Decimal Point' (Box 26) Must be a 'period'
	32 - 33	(02)	9(2)	13 Gross Income 'Cents Amount' (Box 26)
	34	(01)	X(1)	13 Gross Income 'Sign' (Box 26) Must be a 'space' or '-' (negative sign)
	35 - 42	(08)	X(8)	Filler (spaces)
	43 - 47	(05)	Z(5)	14 Non-Resident Tax Withheld 'Dollar Amount' (Box 27) Leading zeroes suppressed
	48	(01)	X(1)	14 Non-Resident Tax Withheld 'Decimal Point' (Box 27) Must be a 'period'
	49 - 50	(02)	9(2)	14 Non-Resident Tax Withheld 'Cents Amount' (Box 27)
	51	(01)	X(1)	14 Non-Resident Tax Withheld 'Sign' (Box 27) Must be a 'space' or '-' (negative sign)
	52 - 61	(10)	X(10)	Filler (spaces)
	62	(01)	X(1)	15 Exemption Code: 'H' or 'blank' (Box 28) Should be 'blank'
	63 - 68	(06)	X(6)	Filler (spaces)
	69 - 74	(06)	9(6)	Sequence Number (N/A - do not print) - Note: Print Service Provider to print their own sequence/control number
Line 5	75 - 80	(06)	X(06)	Filler (spaces)
	01	(01)	X(1)	Carriage Control Character: '0' (after advancing 2) - do not print
	02 - 29	(28)	X(28)	Filler (spaces)
	30	(01)	X(1)	Left Parenthesis ' (' (N/A - do not print)
	31 - 34	(04)	X(4)	16 OCON (Office of Control Number) Address Field
	35	(01)	X(1)	Right Parenthesis ') ' (N/A - do not print)
	36	(01)	X(1)	Filler (space)
	37 - 47	(11)	X(11)	Process Indicator (N/A - do not print) Should be 'blank'
	48	(01)	X(1)	Filler (space)
	49	(01)	X(1)	Amendment Indicator (N/A - do not print) Should be 'blank'
	50 - 80	(31)	X(31)	Filler (spaces)
Line 6	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04 - 36	(33)	X(33)	17 Surname, Given Name and Initial (Address Field)
	37 - 61	(25)	X(25)	Filler (spaces)
	62 - 70	(09)	9(9)	18 CPP Benefit Number (Social Insurance Number) -field Name and Address of Agent or Payer - 'NAAP'
	71	(01)	X(1)	Filler (space)
	72 - 73	(02)	X(2)	19 Address Locator (field NAAP)
	74 - 80	(07)	X(7)	Filler (spaces)

CPP NR4

2012

Line 7	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04 - 33	(30)	X(30)	20 Address Line #1 (Address Field)
	34 - 37	(04)	X(4)	Filler (spaces)
	38 - 71	(34)	X(34)	21 'HUMAN RESOURCES DEVELOPMENT CANADA' (field NAAP) The HRDC department name is not to be printed anymore. The Print Service Provider is to replace the HRDC name with the new English name of " SERVICE CANADA ".
	72 - 80	(09)	X(9)	Filler (spaces)
Line 8	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler ((spaces)
	04 - 33	(30)	X(30)	22 Address Line #2 (Address Field)
	34 - 37	(04)	X(4)	Filler (spaces)
	38 - 74	(37)	X(37)	23 'CANADA PENSION PLAN' (field NAAP)
	75 - 80	(06)	X(6)	Filler (spaces)
Line 9	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04 - 33	(30)	X(30)	24 Address Line #3 (Address Field)
	34 - 37	(04)	X(4)	Filler (spaces)
	38 - 74	(37)	X(37)	25 'DEVELOPPEMENT DES RESSOURCES HUMAINES' (field NAAP). The DRH name is not to be printed anymore. This line should be left blank.
	75 - 80	(06)	X(6)	Filler (spaces)
Line 10	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04 - 33	(30)	X(30)	26 Address Line #4 (Address Field)
	34 - 37	(04)	X(4)	Filler (spaces)
	38 - 74	(37)	X(37)	27 'CANADA' (field NAAP) The Canada name is not to be printed anymore. The Print Service Provider is to replace the CANADA name with the new French name " SERVICE CANADA ".
	75 - 80	(06)	X(6)	Filler (spaces)
Line 11	01	(01)	X(1)	Carriage Control Character: 'blank' (after advancing 1) - do not print
	02 - 03	(02)	X(2)	Filler (spaces)
	04 - 10	(7)	XXXBXXX	28 Postal Code (Address Field) - print on the same line as the Municipality and Province - Line reserved for 30 spaces
	11 -26	(16)	X(16)	Filler (spaces)
	27- 30	(4)	x(4)	Foreign Country code (do not print)
	31 -37	(7)	x(7)	Filler (spaces)
	38 - 74	(37)	X(37)	29 'REGIME DE PENSIONS DU CANADA' (field NAAP)
	75 - 80	(06)	X(6)	Filler (spaces)

CPP NR4

2012

OLD PRINT FILE LAYOUT

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1
2 | 9999 9 XXX 999999999 NRH048049
3 | - 99 XXX ZZZZZ.99- ZZZZZ.99- X
4 | - 99 XXX ZZZZZ.99- ZZZZZ.99- X 999999
5 | 0 (XXXX)
6 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999999999 XX
7 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX HUMAN RESOURCES DEVELOPMENT CANADA
8 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CANADA PENSION PLAN
9 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DEVELOPEMENT DES RESSOURCES HUMAINES
10| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CANADA
11| XXXBXXX REGIME DE PENSIONS DU CANADA
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

EXAMPLE PRINT FILE LAYOUT ONLY

BELOW IS THE WAY WE WANT THE PRINT SERVICE PROVIDER TO PRINT THE DATA ON THE TAX SLIPS.

NOTE: THE PRINT FILE LAYOUT STILL HAS BOTH THE ENGLISH AND FRENCH 'HUMAN RESOURCES DEVELOPMENT CANADA' NAMES (AS PER ABOVE CURRENT PRINT FILE LAYOUT AND REFER TO LINE #'S AND POSITION #'S). THE LAYOUT HAS NOT BEEN CHANGED TO REFLECT THE NEW ENGLISH AND FRENCH 'SERVICE CANADA' NAMES.

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1
2 | X 9999 9 XXX 999999999 NRH048049
3 | - 99 XXX ZZZZZ.99- ZZZZZ.99- X
4 | - 99 XXX ZZZZZ.99- ZZZZZ.99- X 999999
5 | 0 (XXXX)
6 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999999999 XX
7 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX SERVICE CANADA
8 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CANADA PENSION PLAN
9 | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
10| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX SERVICE CANADA
11| XXXBXXX REGIME DE PENSIONS DU CANADA
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

NOTES:

No coma ',' for thousands (Dollar Amount). Print Service Provider to **add** the coma to the dollar amounts for the fields Gross Income (box 16), Non-Resident Tax Withheld (box 17), Gross Income (box 26) and Non-Resident Tax Withheld (box 27).

Box 13: Foreign or Canadian tax identification number is N/A. Do not print (should be blank).

'NAAP' = Name and Address of Agent or Payer (see box beside Address field)

(IA) NR4

2012

File Layout:**For Print Service Provider to laser print the IA NR4 Tax Slips**

Record Format: Fixed Block Ansi (FBA)
 Logical Record Length: 80
 Block Size: 27920
 (9 lines/form)

<u>Line</u>	<u>Position</u>	<u>Length</u>	<u>Format</u>	<u>Field Name / Contents / Data Map</u>
Line 1	01	(01)	X(1)	Carriage Control Character: '1' - Top of Form - do not print
	02 - 07	(06)	X(6)	Filler (spaces)
	08 - 09	(02)	9(2)	1 Taxation Year 'YY' (Box 10) - Print Service Provider to add the century (CC) and print 'CCYY' (i.e. '2012')
	10 - 13	(04)	X(4)	Filler (spaces)
	14	(01)	9(1)	2 Recipient Type: '1' (Box 11)
	15 - 18	(04)	X(4)	Filler (spaces)
	19 - 21	(03)	X(3)	3 Country Code (Box 12)
	22 - 23	(02)	X(2)	Filler (spaces)
	24 - 32	(09)	9(9)	4 Payer or Remitter ID Number (IA Account Number)
	33 - 36	(04)	X(4)	Filler (spaces)
	37 - 45	(09)	X(9)	5 Non-Resident Account Number: 'NRF242081'
	46 - 80	(35)	X(35)	Filler (spaces)
Line 2	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02	(01)	X(1)	E or F
	03 - 09	(07)	X(7)	Filler (spaces)
	10 - 11	(02)	9(2)	6 Income Code: '46' or '47' (Box 14)
	12 - 17	(06)	X(6)	Filler (spaces)
	18 - 20	(03)	X(3)	7 Currency Code: 'CAD' (Box 15)
	21 - 29	(09)	X(9)	Filler (spaces)
	30 - 38	(09)	ZZ,ZZ9.99	8 Gross Income (Box 16)
	39 - 45	(07)	X(7)	Filler (spaces)
	46 - 54	(09)	ZZ,ZZ9.99	9 Non-Resident Tax Withheld (Box 17)
	55 - 63	(09)	X(9)	Filler (spaces)
	64	(01)	X(1)	10 Exemption Code: 'T' , 'J' or 'blank' (Box 18)
	65 - 80	(16)	X(16)	Filler (spaces)
Line 3	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02 - 09	(08)	X(8)	Filler (spaces)
	10 - 11	(02)	9(2)	11 Income Code: '47' or 'blank' (Box 24)
	12 - 17	(06)	X(6)	Filler (spaces)
	18 - 20	(03)	X(3)	12 Currency Code: 'CAD' (Box 25)
	21 - 29	(09)	X(9)	Filler (spaces)
	30 - 38	(09)	ZZ,ZZ9.99	13 Gross Income (Box 26)
	39 - 45	(07)	X(7)	Filler (spaces)

(IA) NR4

2012

	46 - 54	(09)	ZZ,ZZ9.99	14 Non-Resident Tax Withheld (Box 27)
	55 - 63	(09)	X(9)	Filler (spaces)
	64	(01)	X(1)	15 Exemption Code: 'T' , 'J' or 'blank' (Box 28)
	65 - 70	(06)	X(6)	Filler (spaces)
	71 - 76	(06)	9(6)	Sequence Number (N/A - do not print) - Note: Print Service Provider to print their own sequence/control number
	77 - 80	(04)	X(4)	Filler (spaces)
Line 4	01	(01)	X(1)	Carriage Control Character: '-' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 25	(20)	X(20)	16 Surname (Address Field)
	26	(01)	X(1)	Filler (space)
	27 - 38	(12)	X(12)	17 Given Name and Initial (Address Field)
	39 - 65	(27)	X(27)	Filler (spaces)
	66 - 76	(11)	999B999B999	18 IA Account Number (B = blank/spaces - field Name and Address of Agent or Payer - 'NAAP')
	77 - 80	(04)	X(4)	Filler (spaces)
Line 5	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	19 Address Line #1 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 72	(34)	x(34)	20 'HUMAN RESOURCES DEVELOPMENT CANADA' (field NAAP) The HRDC department name is not to be printed anymore. The Print Service Provider is to replace the HRDC name with the new English name of " SERVICE CANADA ".
	73 - 80	(08)	X(8)	Filler (spaces)
Line 6	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	21 Address Line #2 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 62	(24)	X(24)	22 'INTERNATIONAL AGREEMENTS' (field NAAP)
	63 - 80	(18)	X(18)	Filler (spaces)
Line 7	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 35	(30)	X(30)	23 Address Line #3 (Address Field)
	36 - 38	(03)	X(3)	Filler (spaces)
	39 - 75	(37)	X(37)	24 'DEVELOPPEMENT DES RESSOURCES HUMAINES' (field NADAP). The DRH name is not to be printed anymore. This line should be left blank.
	76 - 80	(05)	X(5)	Filler (spaces)
Line 8	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print

(IA) NR4

2012

	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 21	(16)	X(16)	25 Address Line #4 (Address Field)
	22 - 42	(21)	X(21)	(Filler (spaces))
	43 - 48	(06)	X(6)	26 'CANADA' (field NAAP) The Canada name is not to be printed anymore. The Print Service Provider is to replace the CANADA name with the new French name " SERVICE CANADA ".
Line 9	49 - 80	(32)	X(32)	Filler (spaces)
	01	(01)	X(1)	Carriage Control Character: 'blank' - do not print
	02 - 05	(04)	X(4)	Filler (spaces)
	06 - 12	(07)	XXXBXXX	27 Postal Code (Address Field) - print on the same line as the Municipality and Province
	13 - 38	(26)	X(26)	Filler (spaces)
	39 - 59	(21)	X(21)	28 'ACCORD INTERNATIONAUX' (field NADAP)
	60 - 80	(21)	X(21)	Filler (spaces)

OLD PRINT FILE LAYOUT

(B = blank/space)

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1      99      9      XXX  999999999  NRQ228088
2 | -X      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X
3 | -      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X      999999
4 | -      XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX      999B999B999
5 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX HUMAN RESOURCES DEVELOPMENT CANADA
6 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTERNATIONAL AGREEMENTS
7 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DEVELOPPEMENT DES RESSOURCES HUMAINES
8 |      XXXXXXXXXXXXXXXXXXXX CANADA
9 |      XXXBXXX ACCORD INTERNATIONAUX
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

EXAMPLE PRINT FILE LAYOUT ONLY

BELOW IS THE WAY WE WANT THE PRINT SERVICE PROVIDER TO PRINT THE DATA ON THE TAX SLIPS.

NOTE: THE PRINT FILE LAYOUT STILL HAS BOTH THE ENGLISH AND FRENCH 'HUMAN RESOURCES DEVELOPMENT CANADA' NAMES (AS PER ABOVE CURRENT PRINT FILE LAYOUT AND REFER TO LINE #'s AND POSITION #'s). THE LAYOUT HAS NOT BEEN CHANGED TO REFLECT THE NEW ENGLISH AND FRENCH 'SERVICE CANADA' NAMES

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----
1 | 1      99      9      XXX  999999999  NRQ228088
2 | -X      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X
3 | -      99      XXX      ZZ,ZZ9.99      ZZ,ZZ9.99      X      999999
4 | -      XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX      999B999B999
5 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX SERVICE CANADA
6 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTERNATIONAL AGREEMENTS
7 |      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8 |      XXXXXXXXXXXXXXXXXXXX SERVICE CANADA
9 |      XXXBXXX ACCORD INTERNATIONAUX
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

```

(IA) NR4

2012

ADDITIONAL REQUIREMENT:

1. Refer to Line 1 (position 08-09). Since only a 2 digit tax year (YY) is passed, the Print Service Provider is to **add** the the century (CC) and print 'CCYY' (i.e. 2011).
2. Print Service Provider to **add** the data 'IP', and print in the box.
3. Refer to Line 9 (position 39-59). There is a spelling error to the word 'ACCORD'. The Print Service Provider is to print the word '**ACCORDS**'.

NOTES:

'**NAAP**' = **N**ame and **A**ddress of **A**gent or **P**ayer (see box beside Address Field)

Unique Identifier Codes
Service Canada Tax Slips
Canada Pension Plan (CPP) / Old Age Security (OAS) / International Agreements (IA)

ISP Program and Type of Tax Slip:**Identifier Printed on Tax Slip:****Canada Pension Plan (CPP):**

Both Canada Pension Plan T4A(P) and Old Age Security T4A(OAS) (merged/matched +65 - same client for CPP and OAS)	BCPOAT-*
Canada Pension Plan T4A(P) Singles (no match with OAS T4) (Quebec)	CPTP-S-Q-
Canada Pension Plan T4A(P) Singles (no match with OAS T4) (Non-Quebec)	CPTP-S-*
Canada Pension Plan T4A(P) Rejects (address/postal code problems)	CPTP-R-
Canada Pension Plan T4A(P) Others (all others: SVR and CHILD)	CPTP-O-*
Canada Pension Plan T4A(P) Disability (Quebec)	CPTP-D-Q-
Canada Pension Plan T4A(P) Disability (Non-Quebec)	CPTP-D-N-
Canada Pension Plan NR4	CPNR-
Canada Pension Plan NR4 Disability English (CPP NR4 Disability)	CPNR-D-
Canada Pension Plan Credit Slip (Regular and Death)	CPCS-

Old Age Security (OAS):

Old Age Security T4A(OAS) Singles (no match with CPP T4) (Non-Quebec)	OATO-S-*
Old Age Security T4A(OAS) Singles (no match with CPP T4) (Quebec)	OATO-S-Q
Old Age Security T4A(OAS) Rejects (address/postal code problems)	OATO-R-
Old Age Security NR4-OAS	OANR-

International Agreements (IA):

International Agreements T4A(P)	IATP-
--	--------------

Unique Identifier Codes
Service Canada Tax Slips
Canada Pension Plan (CPP) / Old Age Security (OAS) / International Agreements (IA)

International Agreements T4A(OAS) - Quebec	IATOQ-
International Agreements T4A(OAS) - Non-Quebec	IATON-
International Agreements NR4 (Canada Pension Plan)	IANRC-
International Agreements NR4-OAS (Old Age Security)	IANRO-

These identifiers are to be printed above the clients name on all tax slip copies (including the top panel).

Note: All Unique Identifier Codes will have a Print Service Provider's sequence number printed beside it.
 Example: BCPOAT-A-00123456 (a merged CPP and OAS T4 (Alberta): 123,456 sequence record).

There is a further breakdown (additional code added for BCPOAT (merged CPP/OAS), CPTP-S (CPP no match with OAS T4 = singles), CPTP-O (CPP Others) and OATO-S (OAS no match with CPP T4 = singles). These identifiers will have the region (Province). The following breakdown for these are:

(' * ' denotes region code "province" as per below):

R = Atlantic Region (Newfoundland, Prince Edward Island, Nova Scotia and New Brunswick);
 Q = Quebec; (Quebec CPP T4A(P) clients will not be merged with their OAS T4A(OAS) –to be sent out as singles);
 O1 = Ontario postal codes M and K;
 O2 = Ontario postal codes L;
 O3 = Ontario postal codes P and N;
 M = Manitoba;
 S = Saskatchewan;
 A = Alberta;
 B = British Columbia and Territories.

Example: CPTP-S-A = CPP T4A(P) Single from Alberta; or, OATO-S-Q = OAS T4A(OAS) Single from Quebec;

**Unique Identifier Codes
Service Canada Tax Slips**

Canada Pension Plan (CPP) / Old Age Security (OAS) / International Agreements (IA)

Samples of all variables of Unique Identifiers:

MERGED:

BCPOAT-B-12345678	merged – BC
BCPOAT-A-12345678	merged – Alberta
BCPOAT-S-12345678	merged – Saskatchewan
BCPOAT-M-12345678	merged – Manitoba
BCPOAT-O-12345678	merged – Ontario
(there is no merged for Quebec)	
BCPOAT-R-12345678	merged – Atlantic

CPP SINGLES:

CPTP-S-B-12345678	CPP singles – BC
CPTP-S-A-12345678	CPP singles – Alberta
CPTP-S-S-12345678	CPP singles – Saskatchewan
CPTP-S-M-12345678	CPP singles – Manitoba
CPTP-S-O-12345678	CPP singles – Ontario
CPTP-S-Q-12345678	CPP singles - Quebec
CPTP-S-R-12345678	CPP singles – Alberta

CPP OTHERS:

CPTP-O-B-12345678	CPP others – BC
CPTP-O-A-12345678	CPP others – Alberta
CPTP-O-S-12345678	CPP others – Saskatchewan
CPTP-O-M-12345678	CPP others – Manitoba
CPTP-O-O-12345678	CPP others – Ontario
CPTP-O-Q-12345678	CPP others - Quebec
CPTP-O-R-12345678	CPP others – Alberta

CPP DISABILITY:

CPTP-D-Q-12345678	CPP Disability - Quebec
CPTP-D-N-12345678	CPP Disability - Non-Quebec

CPP NR4:

CPNR-12345678	CPP NR4
CPNR-D-12345678	CPP NR4 Disability

CPP CREDIT SLIP:

CPCS-12345678	CPP Credit Slip
---------------	-----------------

Unique Identifier Codes

Service Canada Tax Slips

Canada Pension Plan (CPP) / Old Age Security (OAS) / International Agreements (IA)

OAS SINGLES:

OATO-S-B-12345678	OAS singles – BC
OATO-S-A-12345678	OAS singles – Alberta
OATO-S-S-12345678	OAS singles – Saskatchewan
OATO-S-M-12345678	OAS singles – Manitoba
OATO-S-O-12345678	OAS singles – Ontario
OATO-S-Q-12345678	OAS singles - Quebec
OATO-S-R-12345678	OAS singles – Alberta

OAS NR4:

OANR-12345678	OAS NR4
---------------	---------

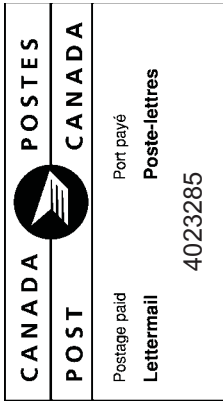
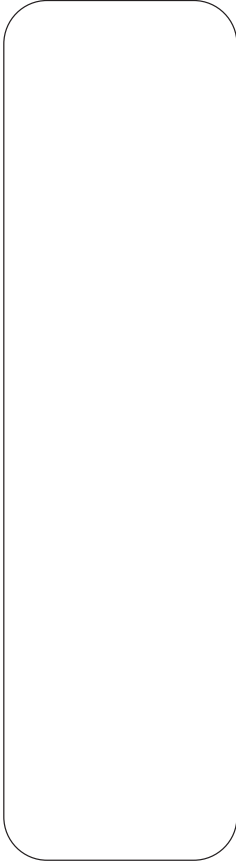
INTERNATIONAL AGREEMENTS (IA) :

IATP-12345678	IA T4A(P)
IATON-12345678	IA T4A(OAS) Non-Quebec
IATOQ-12345678	IA T4A(OAS) Quebec
IANRC-12345678	IA NR4 CPP
IANRO-12345678	IA NR4 OAS

REJECTS:

CPTP-R	CPP Rejects
OATO-R	OAS Rejects

**Unique Identifier Codes
Service Canada Tax Slips
Canada Pension Plan (CPP) / Old Age Security (OAS) / International Agreements (IA)**



FACE

ISP-0608-LM-11-09 size: 9.5" X 4" TEXT REQUIRED ON FACE AND FLAP OF ENVELOPE

Flap 1-1/4"

Canada

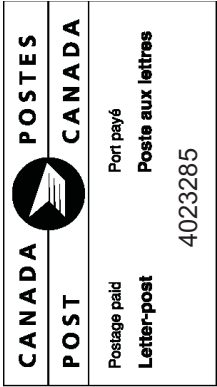
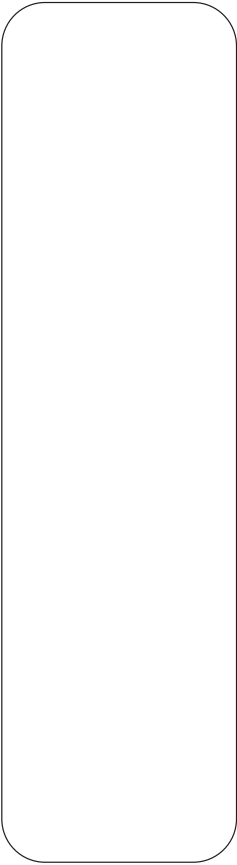
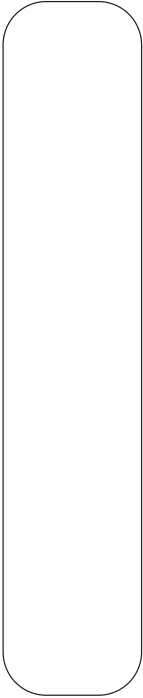
ISP-0608-LM-11-09

BACK

ISP-0608-LM-11-09 size: 9.5" X 4" TEXT REQUIRED ON FACE AND FLAP OF ENVELOPE



**Air Mail
Par Avion**



FACE



Flap 1-1/4"



Canada



ISP-0608-LP-11-09



BACK

ISP-0608-LP-11-09

size: 9.5" X 4"

TEXT REQUIRED ON FACE AND FLAP OF ENVELOPE



**DRAFT -
Annual Tax Slip Delivery Schedule 2011**

[illegible]

Canada Post Incentive lettermail delivery standards are as follows:			
LOCAL	2 BUSINESS DAYS	##	Indicates expected delivery date based on CPC delivery standards for incentive lettermail.
WITHIN PROVINCE	3 BUSINESS DAYS		

Indicates expected pieces produced and released to the mail stream.

Number received in Week :

06-Jan-12

SERVICE CANADA SUMMARY REPORT

FILE NAME:	CPP T4 Others
TAPE #:	J12345

	GROSS	TISO	EXCEPTION	NET
# OF RECORDS:	950,000	4,000	600	945,400
English preference	933,220	3,528	544	929,148
French preference	16,780	472	56	16,252
Taxable CPP paid - Box 20	\$ 4,555,264,257.48	\$ 12,124,543.45	\$ 3,247,487.21	\$ 4,539,892,226.82
Income tax deducted - Box 22	\$ 235,488,122.48	\$ 278,457.89	\$ 201,474.47	\$ 235,008,190.12
Retirement amount - Box 14	\$ 3,554,854,128.28	\$ 3,757,477.44	\$ 2,200,417.47	\$ 3,548,896,233.37
Survivor amount - Box 15	\$ 948,992,487.33	\$ 3,454,255.28	\$ 977,884.66	\$ 944,560,347.39
Disability amount - Box 16	\$ 177,548,222.99	\$ 4,735,577.41	\$ 110,284.35	\$ 172,702,361.23
Child benefit amount - Box 17	\$ 145,056,774.94	\$ 289,076.01	\$ 6,360.56	\$ 144,761,338.37

Annex 24

1	2007	1707 99	12	
147 395 928 9309			-	
1707 99		0		
0530	104	U31677906		
-	INGRAM		WINSTON	
128 BIRCH ST			147395928	20
PONTIAC MI 48180				
USA				
1	2007	10436 88	12	740 00
114 267 999 9808			-	
4452 84 5984 04			0	
1210	2699	W09991130		
-	MCDADE		VICTOR	
200 BAY BULLS RD			114267999	20
CLARENCE NL				
83 (B)				
A2R 1S6				
1	2007	11986 68	12	1200 00
114 558 999 9409			-	
11986 68		0		
1210	3076	Y07565532		
-	JARVIS		JACK	
12 BRETT PLACE			114558999	20
MOUNT ROWAN NL				
110 (B)				
A6T 3A3				
1	2007	8478 72	12	
101 716 999 0510			-	
8478 72		0		
1210	6513	I07717760		
-	HARID		NAVID	
SITE 1 BOX 32 RR 1			101716999	20
ST. JOHN'S NL				
(B)				
A7Y 2K9				
1	2007	12338 04	12	840 00
111 799 999 9304			-	
12338 04		0		
0210	18692	U16469302		
-	MULLIN		TAM	
24 LORNA CRT			111799999	20
HALIFAX NS				
H2 (B)				
B4R 6T4				
1	2007	8383 08	12	3600 00
118 104 999 9802			-	
8383 08		0		
0210	27569	H37988793		
-	DRENNAN		ISA	
P O BOX 381			118104999	20
HOPEWARD NS				