



ATTACHMENTS TO ANNEX A

ATTACHMENT 1: T1032 Specifications

Material Master No.: XXXXXXXX **Form No.:** T1032 E (XX)

Title: Joint Election to Split Pension Income - YYYY

Material Master No.: XXXXXXXX **Form No.:** T1032 F (XX)

Title: Choix conjoint visant le fractionnement du revenu de pension - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: 4 part unit set, **no carbons.**

Language: English & French separate

Prints: Offset process. No bleeds.

Parts 1 & 3 print 2 sides (Head to Head), 1/1.

Parts 2 & 4 print 1 Side, 1/0.

Part to Part Changes: Parts 1 & 3 print the same and parts 2 & 4 print the same.

Ink: Black

Perforation: All parts horizontally at stub.

Binding: All parts to be glued into stub at top of form.

Size: 8.5" x 10.5" including stub (.375") at top. No holes in stub.

Folding: Sets to Inserting House are to be folded horizontally to 8.5" x 5.25". Suitable for mechanical inserting. Sets to CRA locations are **NOT** to be folded.

Stub Size: .375" at top.

Stock: All parts – 40M Register Bond, White

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shrinkwrap in 100 for quantity required for CRA warehouse and pack loose in boxes for folded quantity required for inserting.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 2: T778 Specifications

Material Master No.: XXXXXXXXX **Form No.:** T778 E (XX)

Title: Child Care Expenses Deduction - YYYY

Material Master No.: XXXXXXXXX **Form No.:** T778 F (XX)

Title: Déduction pour frais de garde d'enfants - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: 3 part unit set, **no carbons.**

Language: English & French separate

Prints: Offset process. Part 1 prints 2 sides (Tumbled), parts 2 & 3 print 2 sides (Head to Head), 1/1. No bleeds.

Part to Part Changes: Part 1 prints different, parts 2 & 3 print the same.

Ink: Black

Perforation: All parts horizontally at stub.

Binding: All parts to be glued into stub at top of form.

Size: 8.5" x 10.5" including stub (.375") at top. No holes in stub.

Folding: Sets to Inserting House are to be folded horizontally to 8.5" x 5.25". Suitable for mechanical inserting. Sets to CRA locations are **NOT** to be folded

Stub Size: .375" at top.

Stock: All parts – 40M Register Bond, White

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shrinkwrap in 100 for quantity required for CRA warehouse and pack loose in boxes for folded quantity required for inserting.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 3: T2222 Specifications

Material Master No.: XXXXXXXX **Form No.:** T2222 E (XX)

Title: Northern Residents Deductions - YYYY

Material Master No.: XXXXXXXX **Form No.:** T2222 F (XX)

Title: Déductions pour les habitants de régions éloignées - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: 3 part unit set, **no carbons.**

Language: English & French separate

Prints: Offset process. Part 1 prints 2 sides (Tumbled), parts 2 & 3 print 2 sides (Head to Head), 1/1. No bleeds.

Part to Part Changes: Part 1 prints different, parts 2 & 3 prints the same.

Ink: Black

Perforation: All parts horizontally at stub.

Binding: All parts to be glued into stub at top of form.

Size: 8.5" x 10.5" including stub (.375") at top. No holes in stub.

Stub Size: .375" at top.

Stock: All parts – 40M Register Bond, White

Packaging: Pack in new uniform boxes not exceeding 40 lbs.
Shrinkwrap in 100

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 4: T4044 Specifications

Material Master No.: XXXXXXXX

Form No.: T4044(E) Rev.XX

Title: Employment Expenses - YYYY

Material Master No.: XXXXXXXX

Form No.: T4044(F) Rév.XX

Title: Dépenses d'emploi - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Publication

Language: English & French separate

Page count: English 56 pages and French 56 pages

Prints: 2 colours

Cover: Self-cover

Binding: Saddle wire (2)

Perforating: 2 tear out copies of forms T777, GST370, and TL2; plus 1 tear out copy of form T2200, vertically perforated .375" from spine at middle 18 pages

(English: Pages 19/20, 21/22, 23/24, 25/26, 27/28, 29/30, 31/32, 33/34, 35/36)

(French: Pages 19/20, 21/22, 23/24, 25/26, 27/28, 29/30, 31/32, 33/34, 35/36)

Perforations of not less than 12 teeth per inch for easy tear (manual detachment).

Stock: 70M, Offset Newsprint, min. brightness 70.

Size: 8.5" x 11" Minimum trim size: 8.375" x 10.75"

Printing: Offset process. Prints Black plus PMS 3285 throughout. No bleeds.

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Total quantity in each box must be in multiples of 25.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 5: T4144 Specifications

Material Master No.: XXXXXXXX **Form No.:** T4144(E) Rev.XX

Title: Income Tax Guide for Electing Under Section 216 - YYYY

Material Master No.: XXXXXXXX **Form No.:** T4144(F) Rév.XX

Title: Guide d'impôt pour le choix prévu à l'article 216 - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Publication

Language: English & French separate

Page count: English **16** pages and French **24** pages

Prints: 2 colours

Cover: Self-cover

Binding: Saddle wire (2)

Perforating: 2 tear out copies of form T1159 vertically perforated .375" from spine at middle 4 pages

(English: Pages 7/8 & 9/10)

(French: Pages 11/12 & 13/14)

Perforations of not less than 12 teeth per inch for easy tear (manual detachment).

Stock: 70M, Offset Newsprint, min. brightness 70.

Size: 8.5" x 11" Minimum trim size: 8.375" x 10.75"

Printing: Offset process. Prints Black plus PMS 3285 throughout. No bleeds.

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Total quantity in each box must be in multiples of 25.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 6: 5013-G(E) and 5113-G(F) Specifications

Material Master No.: XXXXXXXX

Form No.: 5013-G(E) Rev.XX

Title: General Income Tax and Benefit Guide for Non-Residents and Deemed Residents of Canada - YYYY

Material Master No.: XXXXXXXX

Form No.: 5113-G(F) Rév.XX

Title: Guide général d'impôt et de prestations pour les non-résidents et les résidents réputés du Canada - YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Publication

Language: English & French separate

Page count: English 136 pages and French 152 pages

Prints: 2 colours

Cover: Self-cover

Binding: Saddle wire (2)

Perforating: 56 pages of forms in the English publication and 56 pages of forms in the French publication are to be vertically perforated .375" from spine.

English: Pages 37/38, 39/40, 41/42, 43/44, 45/46, 47/48, 49/50, 51/52, 53/54, 55/56, 57/58, 59/60, 61/62, 63/64, 73/74, 75/76, 77/78, 79/80, 81/82, 83/84, 85/86, 87/88, 89/90, 91/92, 93/94, 95/96, 97/98, 99/100.

French: Pages 45/46, 47/48, 49/50, 51/52, 53/54, 55/56, 57/58, 59/60, 61/62, 63/64, 65/66, 67/68, 69/70, 71/72, 81/82, 83/84, 85/86, 87/88, 89/90, 91/92, 93/94, 95/96, 97/98, 99/100, 101/102, 103/104, 105/106, 107/108.

Perforations of not less than 12 teeth per inch for easy tear (manual detachment).

The middle eight (8) page signature must not be perforated.

Stock: Middle eight (8) page signature: 100M, No.2 Offset White, basis 25" x 38"
All other pages: 70M, Offset Newsprint, min. brightness 70.

Size: 8.5" x 11" Minimum trim size: 8.375" x 10.75"

Printing: Offset process. Prints Black plus PMS 3285 throughout. No bleeds.

Packaging: Pack in new uniform boxes not exceeding 40 lbs.
Total quantity in each box must be in multiples of 25.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 7: T1 Direct Mail Kit Specifications (For Non-Residents)

Item 1: T1 Non-Resident and Deemed Residents

KIT 1:

Title: T1 Non-Residents & Deemed Residents – YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Makeup of Kits: 3 Item in each kit

English: The English kit contains an Addressed Flysheet, a 5013-G(E) English Publication, and a Return Envelope.

French: The French kit contains an Addressed Flysheet, a 5113-G (F) French Publication, and a Return Envelope.

KIT 2:

Title: T1 Non-Residents, Section 216 – YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Makeup of Kits: 3 Items in each kit

English: The English kit contains an Addressed Flysheet, a T4144(E) English Publication, and a Return Envelope.

French: The French kit contains an Addressed Flysheet, a T4144(F) French Publication, and a Return Envelope.

KIT 3:

Title: T1 Non-Residents, Section 217 – YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Makeup of Kits: 3 Items in each kit

English: The English kit contains an Addressed Flysheet, a 5013-G(E) English Publication, and a Return Envelope.

French: The French kit contains an Addressed Flysheet, a 5113-G (F) French Publication, and a Return Envelope.

Item 2: T1 General Provincial Non-Residents

Makeup of Kits:

Title: T1 General Guide/Forms Book – YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Makeup of Kits: Up to a possible 6 Items in each kit

English: Each English kit contains an Addressed Flysheet, an English Provincial T1 General Guide/Forms Book, a Return Envelope and other various forms and/or publications.

French: Each French kit contains an Addressed Flysheet, a French Provincial T1 General Guide/Forms Book, a Return Envelope and other various forms and/or publications.



DESCRIPTION:

The inserting of components to create various kits, along with a postal drop of those kits. Polywrap, personalization of kits, postal preparation, and postal drop to meet Canada Post Specifications for Incentive Lettermail.

Personalization: Each kit is to be individually personalized.

The kits to be personalized by printing name, address, & postal indicia on a separate flysheet and inserting into the front of the kit.

Polywrap: Clear Polyethylene, 1.0 mil thickness.

The Contractor must supply one (1) sample of each kit within five (5) business days after receipt of kit components for approval by the Technical Authority prior to inserting. Technical Authority approval or request for correction will be provided within two (2) business days.

Delivery Date: Drop off at Canada Post must be completed by [MM-DD-YYYY](#).

DIRECT MAIL LABELLING:

CANADA POST CORPORATION (CPC) INCENTIVE LETTERMAIL PREPARATION

CRA will supply a CD ROM/ZIP DISK for all personalized information required for the mailing. A Canada Post Statement of Mailing will also be provided.

Label or inkjet printing quality and poly-wrapping must meet Canada Post specifications for Machinable Mail to ensure an 85% readability rate on CPC Flat Sortation Machines and only include the name, address, city, province, postal code, & Postal Indicia.

CRA will supply the Master Lettermail and U.S.A./International Statement of Mailing within 24 hours from receipt of the Incentive Lettermail Report.

Contractor to advise CPC of location to pick-up outgoing mail.

The Contractor is responsible for obtaining mailing bags, cages and/or skids as required for transporting to CPC.

The Contractor is responsible for making all arrangements with CPC to schedule deliveries to CPC. Canada Revenue Agency is responsible for postage costs only.

The Contractor is responsible for segregating mail destined for U.S.A. and International addresses from Canadian mail. U.S.A. and International mail will be turned over to Canada Post Corporation under the [International/US Mail Products Kilogram Incentive Agreement](#) (<http://www.canadapost.ca/tools/pg/customerguides/CGiletpost-e.asp>).

The Contractor must supply transport document (e.g. Waybill) along with a copy of the Master Statement of Mailing with each shipment delivered to Canada Post. All transport documents must clearly denote the quantity, Master Statement of Mailing Number and must be signed by the Post Office on receipt. A copy is to be faxed to the Technical Authority at [<Telephone Number to be identified at TA issuance>](#) and a copy is to be attached to the corresponding invoice and forwarded to Canada Revenue Agency.



ATTACHMENT 8: T1 Direct Mail Provincial Kit Specifications

Title: T1 General – YYYY

Quantity:

English: XXX,XXX

French: XXX,XXX

Makeup of Kits: Up to a possible 6 Items in each kit

English: Each English kit contains an English Provincial T1 General Guide/Forms Book, a Return Envelope and other various forms.

French: Each French kit contains a French Provincial T1 General Guide/Forms Book, a Return Envelope and other various forms.

DESCRIPTION:

The inserting of components to create various kits, along with a postal drop of those kits. Polywrap, personalization of kits, postal preparation, and postal drop to meet Canada Post Specifications for Incentive Lettermail.

Personalization: Each kit is to be individually personalized.

The kits to be personalized by printing name & address directly onto the white band on the polywrap.

Polywrap: Clear Polyethylene, White Banded, 1.0 mil thickness.

The Contractor must supply one (1) sample of each kit within five (5) business days after receipt of kit components for approval by the Technical Authority prior to inserting. Technical Authority approval or request for correction will be provided within two (2) business days.

Delivery Date: Drop off at Canada Post must be completed by MM-DD-YYYY.

DIRECT MAIL LABELLING:

CANADA POST CORPORATION (CPC) INCENTIVE LETTERMAIL PREPARATION

CRA will supply a CD ROM/ZIP DISK for all personalized information required for the mailing. A Canada Post Statement of Mailing will also be provided.

Label or inkjet printing quality and poly-wrapping must meet Canada Post specifications for Machinable Mail to ensure an 85% readability rate on CPC Flat Sortation Machines and only include the name, address, city, province, postal code, & Postal Indicia.

CRA will supply the Master Lettermail and U.S.A./International Statement of Mailing within 24 hours from receipt of the Incentive Lettermail Report.

Contractor to advise CPC of location to pick-up outgoing mail.

The Contractor is responsible for obtaining mailing bags, cages and/or skids as required for transporting to CPC.

The Contractor is responsible for making all arrangements with CPC to schedule deliveries to CPC. Canada Revenue Agency is responsible for postage costs only.

The Contractor must supply transport document (e.g. Waybill) along with a copy of the Master Statement of Mailing with each shipment delivered to Canada Post. All transport documents must clearly denote the quantity, Master Statement of Mailing Number and must be signed by the Post Office on receipt. A copy is to be faxed to the Technical Authority at [<Telephone Number to be identified at TA issuance>](#) and a copy is to be attached to the corresponding invoice and forwarded to Canada Revenue Agency.



ATTACHMENT 9: T1 RETURNS (FLATS) Specifications

TITLE: T1 RETURNS (FLATS) - YYYY

ENGLISH:

<u>Item</u>	<u>Form #</u>	<u>Material Master #</u>	<u>Quantity</u>
1	5000-R-FLAT	XXXXXXXXXX	XXX,XXX
2	5006-R-FLAT	XXXXXXXXXX	XXX,XXX
3	5010-R-FLAT	XXXXXXXXXX	XXX,XXX
4	5015-R-FLAT	XXXXXXXXXX	XXX,XXX
TOTAL:			XXX,XXX

TITLE: T1 RETOURS (FLATS) - YYYY

FRENCH:

<u>Item</u>	<u>Form #</u>	<u>Material Master #</u>	<u>Quantity</u>
1	5105-R-FLAT	XXXXXXXXXX	XXX,XXX
TOTAL:			XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Flat Forms

Language: English & French separate

Prints: Prints 2 Sides (Head to Head). No bleeds.

Ink: Black

Size: 17" x 11"

Stock: 100M, No.2 Offset White, basis 25" x 38"

Packaging: Shrink wrap in 250.
Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY



ATTACHMENT 10: T1S-D Credit and Benefit Return (For Indians) Specifications

TITLE: T1S-D Credit and Benefit Return (For Indians) - YYYY

ENGLISH:

<u>Item</u>	<u>Form #</u>	<u>Material Master #</u>	<u>No. of Parts</u>	<u>Quantity</u>
1	9005 (QC)	XXXXXXXXXX	10	XXX,XXX
2	9006 (ON)	XXXXXXXXXX	15	XXX,XXX
3	9007 (MB)	XXXXXXXXXX	18	XXX,XXX
4	9008 (SK)	XXXXXXXXXX	7	XXX,XXX
5	9009 (AB)	XXXXXXXXXX	10	XXX,XXX
			TOTAL:	XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: 7, 10, 15, & 18 part unit sets, **no carbons**.

Language: English

Prints: Offset process. Parts print 1 colour throughout. Each part prints either 1 side on Face or 2 Sides (Tumbled). Each item prints different. No bleeds.

Ink: Black

Perforation: All parts horizontally at stub.

Binding: All parts to be glued into stub at top of form.

Size: 8.5" x 10.5" including stub (.375") at top. No holes in stub.

Stub Size: .375" at top.

Stock: All parts – 30M Register Bond, White

Packaging: Shrink wrap in 50.
Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 11: RC623 Specifications

Item	Form #	Material Master #	Form Title	Quantity
1	RC623-1 (E)	XXXXXXXXXX	WITB insert #1 (AB)	XXX,XXX
2	RC623-1 (F)	XXXXXXXXXX	Encart pour la PFRT no 1 (AB)	XXX,XXX
3	RC623-2 (E)	XXXXXXXXXX	WITB insert #2 (BC)	XXX,XXX
4	RC623-2 (F)	XXXXXXXXXX	Encart pour la PFRT no 2 (BC)	XXX,XXX
5	RC623-3 (E)	XXXXXXXXXX	WITB insert #3 (NU)	XXX,XXX
6	RC623-3 (F)	XXXXXXXXXX	Encart pour la PFRT no 3 (NU)	XXX,XXX
7	RC623-4 (E)	XXXXXXXXXX	WITB insert #4 (QC)	XXX,XXX
8	RC623-4 (F)	XXXXXXXXXX	Encart pour la PFRT no 4 (QC)	XXX,XXX
9	RC623-5 (E)	XXXXXXXXXX	WITB insert #5 (NL, PE, NS, NB, ON, MB, SK, YT, NT)	XXX,XXX
10	RC623-5 (F)	XXXXXXXXXX	Encart pour la PFRT no 5 (NL, PE, NS, NB, ON, MB, SK, YT, NT)	XXX,XXX
TOTAL:				X,XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Flat Insert

Language: English & French separate

Prints: Offset process, 1 Side, 2/0. No bleeds.

Ink: Black & PMS 3285

Size: 8.625" x 10.875" Size of Insert

Allow for additional .1875" head-trim on the insert's right edge (11') when portrait, with the form's image on the face left justified. Following the final trim of the publication and insert that was stitched into the publication, the final insert copy becomes 8.4375" x 10.875", and when opened and laid flat, the border of the image on the face is symmetrical to the form's edge, along all 4 edges of the form.

Folding: 1 Fold. Folded to 8.625" x 5.25" with a .375" lip. Folded with printing inside.

Stock: 140M, No.2 Offset White, basis 25" x 38"

Packaging: Pack in new uniform boxes not exceeding 40 lbs.
Total quantity in each box must be in multiples of 25.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY



ATTACHMENT 12: RC646, RC646-C, & RC648 Specifications

Item	Form #	Material Master #	Form Title	Quantity
1	RC646 (E)	XXXXXXXXXX	Minister's letter for income tax and benefit package	XXX,XXX
2	RC646 (F)	XXXXXXXXXX	Lettre de la Ministre pour la trousse de déclaration de revenus et de prestations	XXX,XXX
3	RC646-C (E)	XXXXXXXXXX	Minister's letter for income tax and benefit package (Climate) NB, ON, MB and SK	XXX,XXX
4	RC646-C (F)	XXXXXXXXXX	Lettre de la Ministre pour la trousse de déclaration de revenus et de prestations (Climat) NB, ON, MB et SK	XXX,XXX
5	RC648 (E)	XXXXXXXXXX	FMR letter for income tax and benefit package	XXX,XXX
6	RC648 (F)	XXXXXXXXXX	Lettre pour le service Produire ma déclaration pour la trousse de déclaration de revenus et de prestations	XXX,XXX
TOTAL:				X,XXX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Flat Form

Language: English & French separate

Prints: Offset process, 1 Side, 2/0. No bleeds.

Ink: Black & PMS 3285

Size: 8.5" x 11"

Stock: 100M, No.2 Offset White, basis 25" x 38"

Packaging: Pack in new uniform boxes not exceeding 40 lbs.
Total quantity in each box must be in multiples of 25.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY



ATTACHMENT 13: 5001-PKG/5101-PKG Series Specifications

<u>Item</u>	<u>Form #</u>	<u>Title</u>	<u>Quantity</u>
A	5001-PKG Series (13 different versions)	T1 General Guide/Forms Books – YYYY (See below for specific titles of each version)	X,XXX,XXX
B	5101-PKG Series (13 different versions)	T1 Général Guide/Cahier de formulaires – YYYY (See below for specific titles of each version)	X,XXX,XXX
TOTAL			X,XXX,XXX

See Tables 13.1 & 13.2 below for the T1 General Guide/Forms Books delivery destination breakdown.

ITEM'S A AND B:

FORM NUMBERS & TITLES FOR GENERAL GUIDES/FORMS BOOKS	
Form Numbers	Titles
5001-PKG	T1 General Guide/Forms Book for NL - YYYY - English
5002-PKG	T1 General Guide/Forms Book for PE - YYYY - English
5003-PKG	T1 General Guide/Forms Book for NS - YYYY - English
5004-PKG	T1 General Guide/Forms Book for NB - YYYY - English
5005-PKG	T1 General Guide/Forms Book for QC - YYYY - English
5006-PKG	T1 General Guide/Forms Book for ON - YYYY - English
5007-PKG	T1 General Guide/Forms Book for MB - YYYY - English
5008-PKG	T1 General Guide/Forms Book for SK - YYYY - English
5009-PKG	T1 General Guide/Forms Book for AB - YYYY - English
5010-PKG	T1 General Guide/Forms Book for BC - YYYY - English
5011-PKG	T1 General Guide/Forms Book for YT - YYYY - English
5012-PKG	T1 General Guide/Forms Book for NT - YYYY - English
5014-PKG	T1 General Guide/Forms Book for NU - YYYY - English
5101-PKG	T1 Général Guide/Cahier de formulaires pour NL - YYYY - French
5102-PKG	T1 Général Guide/Cahier de formulaires pour PE - YYYY - French
5103-PKG	T1 Général Guide/Cahier de formulaires pour NS - YYYY - French
5104-PKG	T1 Général Guide/Cahier de formulaires pour NB - YYYY - French
5105-PKG	T1 Général Guide/Cahier de formulaires pour QC - YYYY - French
5106-PKG	T1 Général Guide/Cahier de formulaires pour ON - YYYY - French
5107-PKG	T1 Général Guide/Cahier de formulaires pour MB - YYYY - French
5108-PKG	T1 Général Guide/Cahier de formulaires pour SK - YYYY - French
5109-PKG	T1 Général Guide/Cahier de formulaires pour AB - YYYY - French
5110-PKG	T1 Général Guide/Cahier de formulaires pour BC - YYYY - French
5111-PKG	T1 Général Guide/Cahier de formulaires pour YT - YYYY - French
5112-PKG	T1 Général Guide/Cahier de formulaires pour NT - YYYY - French
5114-PKG	T1 Général Guide/Cahier de formulaires pour NU - YYYY - French



Table 13.1: T1 General Guide/Forms Books (English) - YYYY (Quantities and Delivery Destinations)

Item	Form #	Prov	CRA Material Master Number	CPC Article Number	Number of Pages			Quantities*					Total
								CRA Warehouse	Inserting House	CPC Reserve	Samples	Samples	
					Cover, Inside Cover, & Gatefold Section (White Offset Pages)	Newsprint Pages	Total Pages						
T1 General YYYY													
ENGLISH GUIDE/FORMS BOOKS													
1	5001-PKG	NL	XXXXXXXXXX	XXXXXX	14	128	142						
2	5002-PKG	PE	XXXXXXXXXX	XXXXXX	14	128	142						
3	5003-PKG	NS	XXXXXXXXXX	XXXXXX	14	136	150						
4	5004-PKG	NB	XXXXXXXXXX	XXXXXX	14	144	158						
5	5005-PKG	QC	XXXXXXXXXX	XXXXXX	14	112	126						
6	5006-PKG	ON	XXXXXXXXXX	XXXXXX	14	160	174						
7	5007-PKG	MB	XXXXXXXXXX	XXXXXX	14	160	174						
8	5008-PKG	SK	XXXXXXXXXX	XXXXXX	14	144	158						
9	5009-PKG	AB	XXXXXXXXXX	XXXXXX	14	128	142						
10	5010-PKG	BC	XXXXXXXXXX	XXXXXX	14	144	158						
11	5011-PKG	YT	XXXXXXXXXX	XXXXXX	14	136	150						
12	5012-PKG	NT	XXXXXXXXXX	XXXXXX	14	136	150						
13	5014-PKG	NU	XXXXXXXXXX	XXXXXX	14	136	150						
TOTALS:													

* Quantities to be delivered to the referenced delivery destinations will be identified in the Task Authorization.

Table 13.2: T1 General Guide/Forms Books (French) - YYYY (Quantities and Deliver Destinations)

Item	Form #	Prov	CRA Material Master Number	CPC Article Number	Number of Pages			Quantities*					Total
								CRA Warehouse	Inserting House	CPC Reserve	Samples	Samples	
					Cover, Inside Cover, & Gatefold Section (White Offset Pages)	Newsprint Pages	Total Pages						
T1 General YYYY													
FRENCH GUIDE/ FORMS BOOKS													
1	5101-PKG	NL	XXXXXXXXXX	XXXXXX	14	136	150						
2	5102-PKG	PE	XXXXXXXXXX	XXXXXX	14	136	150						
3	5103-PKG	NS	XXXXXXXXXX	XXXXXX	14	144	158						
4	5104-PKG	NB	XXXXXXXXXX	XXXXXX	14	144	158						
5	5105-PKG	QC	XXXXXXXXXX	XXXXXX	14	120	134						
6	5106-PKG	ON	XXXXXXXXXX	XXXXXX	14	160	174						
7	5107-PKG	MB	XXXXXXXXXX	XXXXXX	14	168	182						
8	5108-PKG	SK	XXXXXXXXXX	XXXXXX	14	144	158						
9	5109-PKG	AB	XXXXXXXXXX	XXXXXX	14	136	150						
10	5110-PKG	BC	XXXXXXXXXX	XXXXXX	14	152	166						
11	5111-PKG	YT	XXXXXXXXXX	XXXXXX	14	144	158						
12	5112-PKG	NT	XXXXXXXXXX	XXXXXX	14	136	150						
13	5114-PKG	NU	XXXXXXXXXX	XXXXXX	14	144	158						
TOTALS:													

* Quantities to be delivered to the referenced delivery destinations will be identified in the Task Authorization.



Description: Publications (Guide/Forms Books) (26 Different Versions)

Language: English & French separate

Page counts: See Above. **Range from 126 - 182 pages*

8 Page Cover Section and 6 Page Double Gate Fold Section (14 pages total) are on the outside of each book (Offset Paper). Newsprint Pages are on the inside of each book.

Prints: 2 Colours

Cover: Separate Cover

Binding: Saddle wire (2)

Perforations: All pages (**except for the front & back outside covers**) are to be vertically perforated .375" from the spine. Perforations of not less than 12 teeth per inch for easy tear (manual detachment).

Stock:

8 Page cover section and 6 Page double gate section: 100M, No.2 Offset White, basis 25" x 38"

All other pages: 70M, Offset Newsprint, min. brightness 70.

Size: 8.5" x 11" Minimum trim size: 8.375" x 10.75"

Printing: Offset process.

Prints Black & PMS 3285 throughout. With Bleeds.

NOTE: THE FOLLOWING INSERTS are to be inserted into the Guide/Forms Books. The inserts are to be folded and stitched into the centre of the books.

<u>Form Number</u>	<u>Inserted Into</u>
RC623-1 (E)	English AB Book (5009-PKG)
RC623-1 (F)	French AB Book (5109-PKG)
RC623-2 (E)	English BC Book (5010-PKG)
RC623-2 (F)	French BC Book (5110-PKG)
RC623-3 (E)	English NU Book (5014-PKG)
RC623-3 (F)	French NU Book (5114-PKG)
RC623-4 (E)	English QC Book (5005-PKG)
RC623-4 (F)	French QC Book (5105-PKG)
RC623-5 (E)	English NL Book (5001-PKG)
	English PE Book (5002-PKG)
	English NS Book (5003-PKG)
	English NB Book (5004-PKG)
	English ON Book (5006-PKG)
	English MB Book (5007-PKG)
	English SK Book (5008-PKG)
	English YT Book (5011-PKG)
	English NT Book (5012-PKG)
RC623-5 (F)	French NL Book (5101-PKG)
	French PE Book (5102-PKG)
	French NS Book (5103-PKG)
	French NB Book (5104-PKG)
	French ON Book (5106-PKG)
	French MB Book (5107-PKG)
	French SK Book (5108-PKG)
	French YT Book (5111-PKG)
French NT Book (5112-PKG)	



Packaging: Guide/Forms Books must be boxed in quantity of 50 per box.
Pack in new uniform boxes not exceeding 40 lbs.

The spine of the publications must be reversed every 10 copies within the box.

The Contractor must ensure that the boxes are custom suited to fit exactly 50 publications (various size publications) in the box. The Contractor must ensure that each box is at its maximum capacity such that there is no room for any additional quantities to be added and the movement of the contents during the transportation process is minimized. Note that the publications contained from one box to another box may not be identical in the total number of pages however each box must be filled to full capacity.

DELIVERY REQUIREMENTS:

CPC Reserve (Ottawa):

To be picked up progressively by Canada Post.

To be picked up starting [MM-DD-YYYY](#) and completing by [MM-DD-YYYY](#).

CRA Warehouse (Winnipeg):

To be delivered progressively starting [MM-DD-YYYY](#) and completing by [MM-DD-YYYY](#).

CRA reserves the right to approve the provincial order in which the items will be produced, i.e. furthest destination requirements. No rerouting is permitted.

Shipping: Shipping schedules will be provided.

Canada Post Waybills: Ensure CP Article number is included.

PREPARATION AND TRANSPORT

CANADA POST MAIL PROCESSING PLANT

The Contractor is responsible for making all arrangements with the Canada Post Corporation to schedule deliveries, loading skids into Canada Post, direct, non-direct and/or transport trucks.

The Contractor will be responsible to load Canada Post trucks, this includes CPC Reserve quantities (CPC will pick up) in accordance to Canada Post specifications and guidance. Canada Post will provide the specifications and guidance directly to the Contractor at time of loading.



ATTACHMENT 14: T1RE Return Envelope Specifications

<u>Item</u>	<u>Form #</u>	<u>Material Master #</u>	<u>CPC Article #</u>	<u>Title</u>	<u>Quantity</u>
1	T1RE-31 (XX)	XXXXXXXXXX	XXXXXX	Winnipeg, R3C 3M3 Return Envelope	X,XXX,XXX
2	T1RE-35 (XX)	XXXXXXXXXX	XXXXXX	Jonquière, G7S 5J2 Return Envelope	X,XXX,XXX
3	T1RE-36 (XX)	XXXXXXXXXX	XXXXXX	Sudbury, P3A 5C2 Return Envelope	X,XXX,XXX
TOTAL:					X,XXX,XXX

See Table 14.1 below for the T1RE Return Envelope delivery destination breakdown.

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Return Envelope

Envelope Construction: Open Side, Inside Side Seam style envelope. Minimum acceptable flap 1.75". Glue full width of flap. Throat to be .875" deep. Minimum acceptable side panels .75".

Flap: Diamond shape

Prints: 1 colour

Ink Colour: PMS Reflex Blue

Printing: Prints on Face, Back, & Flap

Stock: 24 lb. Recycled paper, Natural Kraft

Size: 5.75" x 9.125" - Open Side envelope

Glue: Special glue on flap - #32-7678 – NACAN or equivalent industry standard
Inferior quality glue is unacceptable. Replacement of shipment will result if more than 3% is found to be defective.

Score: Second score on flap at .25" from the original score.

Packaging: Envelopes must be boxed in quantities of 1,000 & tabbed with a paper tab every 50.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY

Table 14.1: T1RE Return Envelopes (Quantities and Delivery Destinations)

Item	Form #	Envelope Return Address	CRA Material Master Number	CPC Article Number	CRA Warehouse	Quantities*			Total
						DIRECT MAIL Qty Required for Inserting into T1 General Tax Packages	CPC Reserve	Samples	
						LOBBY SERVICES Qty Required for Lobby Services Distribution			
T1 Return Envelopes - YYYY									
1	T1RE-31 (XX)	Winnipeg, R3C 3M3	XXXXXXXXXX	XXXXXX					0
2	T1RE-35 (XX)	Jonquière, G7S 5J2	XXXXXXXXXX	XXXXXX					0
3	T1RE-36 (XX)	Sudbury, P3A 5C2	XXXXXXXXXX	XXXXXX					0
TOTALS:					0	0	0	0	0

* Quantities to be delivered to the referenced delivery destinations will be identified in the Task Authorization.



ATTACHMENT 15: Information Kiosk Standee Display Box Specifications

Title: Information Kiosk Standee Display Box - YYYY

Quantity:

Bilingual: X,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Kiosk Standee Display Box

Language: Bilingual

Prints: 4/0 colours + Aqueous varnish coating. 100# litho label, mount 1-sided 29E Kraft, die-cut, strip. Directly laminated on one side of the corrugate substrate that has a total thickness of at least 0.0625" thick.

Size: 59.625" H x 39.875" W flat size. 56.5" H x 16" W x 2.25" D assembled size.

Special Instructions: One tearaway pad (See Attachment 18) to be pre-attached with double-sided tape (See Attachment 19) to each side according to the language of each side of the standee display box. Two (2) holes are required to be drilled/punched near the base to accommodate the fastening of a metal base.

Prototype: A blank prototype of the Standee and attachment pieces must be provided and approved by CAR with sufficient time allocated for modifications prior to the final production of the units. Tear-away pads (See attachment 18) must be affixed appropriately, back-up tape (See attachment 19) must be provided for testing.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY

ATTACHMENT 16: Xmas Tree Clips

Title: Xmas Tree Clips

Quantity: X,XXX

Description: Provide the Xmas Tree Clips (in pieces), two for each standee display box. 7/8" Single Head (Natural Plastic).

Special Instructions: Required to secure the lower part of the standee display box (Attachment 15) to a metal base. The clips must fit a 0.25" diameter hole that is pre-drilled into the metal base.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 17: Triangular Stand Specifications

Title: Triangular Stand - YYYY

Quantity:

Bilingual: X,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Triangular Stand

Language: Bilingual

Prints: 4/0 colours + Aqueous varnish coating. 100# litho label, mount 1-sided 29B Oyster (0.125" thickness), die-cut, strip.

Size: 20" x 69.5" flat size (5 scores and 4 cuts)

Special Instructions: 3 side folded panel bottom center slot overlap or small end inside panel fold with Velcro (2 strips 12" x 1" matted white Velcro applied).

Shipping: Shipping schedule will be provided. The cardboard must be folded in half so it can be shipped flat

Delivery Date: MM-DD-YYYY

ATTACHMENT 18: Tearaway Pads Specifications

Title: Tearaway Pads - YYYY

Quantity:

Bilingual: XX,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Pads

Language: Bilingual

Prints: 2/2, Black + PMS (no bleed), 2 sides

Padding: 50 sheets per pad with padding glue and 24pt chipboard both sides.

The padding glue on the spine that attaches the sheets together should be reinforced so the pad doesn't come apart with regular use and during shipping. Padding edge must be reinforced with cheesecloth material that is applied on the spine during the padding process.

Size: 7.5" W x 5.5" H (Padded on the 7.5" edge)

Stock: 140M Offset with 24pt chipboard top & bottom.

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 19: Double-Sided Tape Specifications

Title: Double-Sided Tape

Quantity: X,XXX

Description: Double-Sided Pressure Sensitive Tape in Rolls.

Size of Roll: 12mm Wide x 164ft Long

Usage: 1 roll per Standee Display Box (Attachment 15) and 1 roll per Triangular Stand (Attachment 17).
The tape is used to affix the Tearaway Pads (See Attachment 18) to the Standee Display Box and the Triangular Stand.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY

ATTACHMENT 20: Assembly Instructions Specifications

Title: Assembly Instructions

Quantity:

Bilingual: X,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Flat Form

Language: Bilingual

Prints: Prints 2 Sides (Head to Head). No bleeds.

Ink: Black

Size: 8.5" x 11"

Stock: 100M, No.2 Offset White, basis 25" x 38"

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY



ATTACHMENT 21: Information Bulletin Specifications

Title: Information Bulletin

Quantity:

Bilingual: X,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Flat Form

Language: Bilingual

Prints: Prints 2 Sides (Head to Head). No bleeds.

Ink: Black

Size: 8.5" x 11"

Stock: 100M, No.2 Offset White, basis 25" x 38"

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided

Delivery Date: MM-DD-YYYY



ATTACHMENT 22: Early Signage Posters Specifications

Title: Early Signage Poster - YYYY

Quantity:

English: X,XXX

French: X,XXX

Pre-press material available on: Files to be sent by e-mail by MM-DD-YYYY.

PRINTING:

Description: Posters

Language: English & French separate

Prints: 2/0, Black & PMS (no bleeds), 1 side

Size: 17" x 11"

Stock: 100Lb Gloss, coated 1 side

Packaging: Pack in new uniform boxes not exceeding 40 lbs.

Shipping: Shipping schedule will be provided.

Delivery Date: MM-DD-YYYY



ATTACHMENT 23: DELIVERY AND SHIPPING

1. LABEL AND BAR CODE INFORMATION

1.1 Labels

The Contractor must label each package with the information detailed below:

- Boxes and skids must be labelled in English and French as to Quantity, Form Number, Material Master Number, Article number (if applicable), Production Date (month and year), Title, Language, Contractor's Name, and Task Authorization Number.
- Label information on boxes must be clearly indicated on the end of the box.
- Boxes must be placed on skids so that label information is clearly visible on all 4 sides of the skid.

Along with the printed information on the label, there will also be a requirement for bar codes (see Bar Codes).

1.2 Bar Codes

The Contractor must provide labels with the following bar code requirements:

- Bar Code 3 of 9, as defined in the Automatic Identification Manufacturers Inc. (AIM) document USS-39 (USD-3) must be used. The Bar Code will include information for a ten (10) digit "Task Authorization number" and for an eight (8) digit "Material Master Number".
- Human readable print (Font: Helvetica Condensed, Bold, Size: 14 pts) must always be below the Bar Code.
- The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than one (1) scan). The Bar Code symbol can be printed with carbon or non-carbon ink.

Two separate bar codes are required and must include information for the following:

- 1) Task Authorization Number;
- 2) Material Number.



1.3 Label and Bar Code Specifications

The paper requirements to ensure proper readability of the label and bar code information are:

- 1) White stock with matte finish, black ink;
- 2) Stock must have smooth surface coating;
- 3) No recycled paper components;
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector;
- 5) Label must have permanent adhesive;
- 6) Label image size 5.5" x 3.5";
- 7) Label size 6" x 4";
- 8) Identical to layout as specified below:

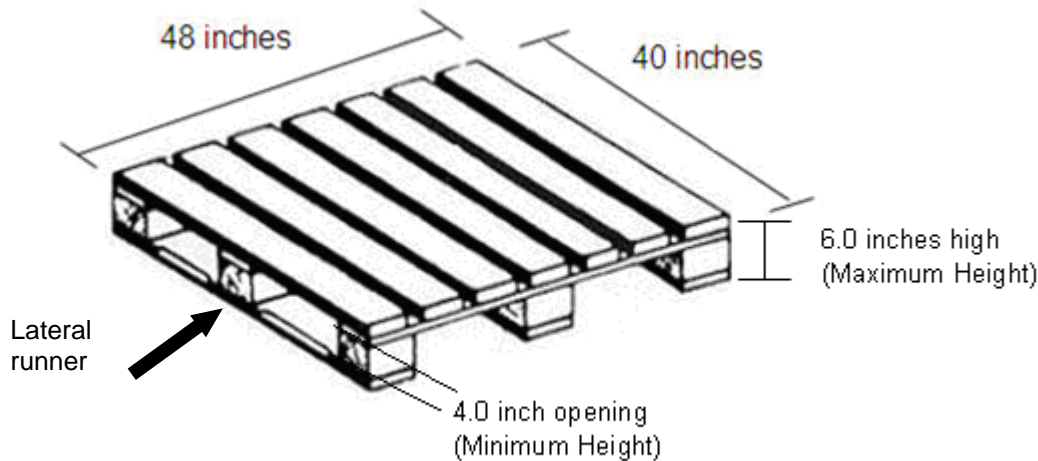


1.4 Label and Bar Code Sample

Quantity / Quantité	Contractor's Name / Nom du fournisseur	Production Date MM/YYYY Date de production
Form Number / N° du formulaire	Task Authorization / Autorisation de tâches  X X X X X X X X X X	Language / Langue
Material Master Number / N° de matériel  X X X X X X X X X X	Article number (CPC No) / No d'article (SCP)	
Title / Titre		

2. SKID DIAGRAM AND SPECIFICATIONS

2.1 Skid Diagram - 4-Way Block Design



2.2 Skid Specifications

- Skids used are to be four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.



- Critical skid dimensions are:
 - Length = 48.0"
 - Width = 40.0"
 - Maximum height = 6.0"
 - Minimum height gap between runners (along width) = 4.0"
- All lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.

For Delivery Destinations: CRA NFDC 9-125 Fennell St., Winnipeg, MB

- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 62".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.

For Delivery Destinations: CPC location or CPC truck

- The skid must contain a top and including all contents must be a maximum weight of 2,000 lbs. and a maximum height of 59".

3. TRANSPORTATION AND DELIVERY

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates:

- Description of Content;
- Method of Shipment (i.e. prepaid);
- Contractor Name and Contact Information;
- Number of boxes;
- Number of skids;
- "Shipped To" Address (Full address with contact information, including telephone number);
- Task Authorization Number.

Various delivery requirements – details to be indicated on each Task Authorization Form.

For all deliveries destined to a CRA warehouse, the Contractor must provide an Advance Shipping Notification (ASN) to the warehouse specified in each Task Authorization. The Contractor must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.

4. ADVANCE SHIPPING NOTIFICATION

4.1 The Contractor must make all arrangements with the delivery destinations to schedule deliveries. The Contractor must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CRA warehouse, the Contractor must submit a copy of the schedule to the Technical Authority by facsimile or email. The e-mail or fax as to where the Contractor is required to submit the schedule is at the sole discretion of the Technical Authority and may be changed throughout the duration of any resulting Task Authorization.

4.2 CRA Warehouse Delivery Destinations

For CRA Warehouse delivery destinations, as applicable, the Contractor must provide a minimum of twenty-four (24) hours notice to the delivery destination, **with a copy to the Technical and Project Authorities**, prior to the shipment arriving. The notification must be sent by facsimile or email to the Delivery Destination as set



out in the Task Authorization. The anticipated delivery destinations for the T1 Income Tax Program are identified in Attachment 18: Delivery Destinations.

4.3 CPC Delivery Destinations

For CPC delivery destinations, the Contractor must provide a minimum of 48 hours notice to the delivery destination prior to the shipment arriving. The notification must be sent by facsimile or email.

4.4 The following information must be indicated on the ASN:

- Anticipated Delivery Date;
- Material Master Number;
- CPC Article Number (if applicable);
- Contractor Name and Contact Information;
- Name of Transport Carrier;
- Number of Boxes per Item;
- Number of Skids;
- Publication Number with Revision/Batch (as applicable);
- Quantities per Box
- Task Authorization Number;
- Total Quantity per Item;
- Waybill Number.

4.5 The delivery destinations may refuse shipments when prior arrangements have not been made, and any costs associated with the delayed delivery shall be borne solely by the Contractor



ATTACHMENT 24: DELIVERY DESTINATIONS

The Contractor will be required to deliver the T1 Income Tax Program material to the following locations, as specified in each individual Task Authorization. Shipping Schedules will also be identified within the Task Authorization.

<p>CRA 7002 9-125 Fennell Street Winnipeg MB R3T 6G4 Attention: Receiving Email/Courriel: Traffic-Receiving.PRA-Winnipeg-TC@cra-arc.gc.ca</p>	<p>ARC 7002 9-125 rue Fennell Winnipeg (MB) R3T 6G4 Attention: Réception</p>
<p>Samples 2040 CRA, DDPD Delivery Services Division 112 Kent Street, 19th floor Place de Ville, Tower “B” Ottawa ON K1A 0L5 <u>Attention:</u> <to be inserted in TA> <u>Phone #:</u> <to be inserted in TA></p>	<p>Échantillons 2040 ARC, DCPN Services de mise en œuvre 112 rue Kent, 9^{ième} Étage Place de Ville, Tour “B” Ottawa ON K1A 0L5 <u>Attention:</u> <to be inserted in TA> <u># Tél. :</u> <to be inserted in TA></p>
<p>Samples CRA, ABSB 750 Heron Road Ground Floor, Room 25B Ottawa ON K1A 0L5 <u>Attention:</u> <to be inserted in TA> <u>Phone #:</u> <to be inserted in TA></p>	<p>Échantillons ARC, DGCPs 750, chemin Heron Rez-de-chaussée, Pièce 25B Ottawa ON K1A 0L5 <u>Attention:</u> <to be inserted in TA> <u># Tél. :</u> <to be inserted in TA></p>
<p>Distribution to / Livrer à :</p>	<p>Ministry of Government Services, Service Ontario Contact Centre Services Branch 40 King Street West, 5th Floor Oshawa ON L1H 8H5 <u>Attention:</u> <to be inserted in TA> <u>Phone #:</u> <to be inserted in TA></p>
<p>Canada Post to Pick Up and Deliver To:</p>	<p>CPC East Reserve Ottawa Distribution Centre 2802 Swansea Crescent Ottawa ON K1G 6V3</p>

The Shipping Address for Insertion work will be identified by the Contractor and included within the Task Authorization. Forms to be picked up at the Contractor facility by Canada Post will be identified within the Task Authorization.