ELM Computer Systems Inc.
502 Gordon Baker Road
North York ON M2H 3B4
Tel: 416 495 1624 (ext. 116)
Toll: 800 268 3211 (ext. 116)
Fax: 416 495 0044
Email: support@avantax.ca

PRIMARY CONTACT INFORMATION	
Contact Name:	
Email:	Position:
Company Name:	
Address:	
Phone:	Fax:

ISSUING COMPANY IDENTIFICATION INFORMATION	
Company Name:	
Care Of:	Account 'RP' #:
Address:	T5013 'RZ' #:
	T5018 'RZ' #:
	TFSA 'RZ' #:
	T5/T5007/T5008/RRSP 'RZ' #:
Accounting Contact:	T2202 'RZ' #:
Accounting Phone:	Non-resident Tax 'NR' Acc't #:
Accounting Fax:	QC Enterprise 'NEQ' #:
Accounting Email:	QC ID 'RS' or File 'TQ' #:

AVANTAX FILING SERVICES OPTIONS		Y/N
Standard Package *	(*required*)	
*Indicate if you **do not** wish us to submit your XML files*		[ ]
Option 1: Individual recipient PDFs	(*req. Std*)	
Option 2: Email secure recipient PDFs	(*req. # 1*)	
Option 3: Printed recipient Slips	(*req. Std*)	
Option 4: Fold & insert slips into envelopes	(*req. # 3*)	
Option 5: Apply postage & mail slips	(*req. # 4*)	
Option 6: Courier printed slips to client	(*req. # 3*)	
Client Notes & Special Instructions:		

SLIP TYPES & QTY.	
Type	**Qty.**

* **Features Included in our Standard Package**

- Data file upload via our secure client portal (for best security, please **do not** email us your data)
- Data import from CSV, XLSX and XML
- Data validation against CRA & RQ schemas
- Preliminary reports for client review
- XML submission & confirmation report
- PDF files containing all slips & summaries
- PDF & XML output approved by CRA & RQ

NOTES
• Data received less than two weeks prior to its filing deadline will be subject to an additional charge of $350.00.
• Charges for Additional, Amended & Cancelled slip processing will be calculated based on request frequency and volume.

PAYMENT OPTIONS		
• 50% deposit due before processing, remainder due before submission • 3% surcharge will be added to all credit card payments	Cheque [ ] Direct Deposit / Wire Transfer [ ] Visa [ ] MasterCard [ ] Amex [ ]	
	Card Number:	Exp. (mm/yy): /
	Cardholder's Name:	CVV:

ELM COMPUTER SYSTEMS (AVANTAX FILING SERVICES) USE ONLY

	Quote Services	Receive data	Invoice	50% Deposit	Import data	Process data	Review		Paid	Submit XML		Reports to client	Print	Mail	Comp.
							Internal	Client		CRA	RQ				
Initials															
Date															