



**ELM Computer Systems Inc.**  
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 Markham ON L3R 5L9  
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PRIMARY CONTACT INFORMATION	
Contact Name:	
Email:	Position:
Company Name:	
Address:	
Phone:	Fax:

INFORMATION OF COMPANY ISSUING SLIPS	
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
<b>Standard Package *</b> <i>(required)</i>	
<i>Check here if you <b>do not</b> want us to upload your XML files [ ]</i>	
<b>Option 1:</b> Separate PDF file for each recipient <i>(req. Std)</i>	
<b>Option 2:</b> Email secure recipient PDFs <i>(req. # 1)</i>	
<b>Option 3:</b> Print recipient slips <i>(req. Std)</i>	
<b>Option 4:</b> Fold slips & insert into envelopes <i>(req. # 3)</i>	
<b>Option 5:</b> Apply postage & mail slips <i>(req. # 4)</i>	
<b>Option 6:</b> Do not mail slips, return to client <i>(req. # 3)</i>	
<b>Client Notes &amp; Special Instructions:</b>	

Slip Types	No. of Slips

**\* Features Included in our Standard Package**

- Data and file transfer via our Secure Client Portal  
**Do not send recipient data by email**
- Data import from CSV, XLSX and XML
- Data validation against CRA & RQ XML schemas
- Preliminary reports for client review
- XML submission & PDF of submission confirmation
- PDF of all slips of each type
- PDF of each summary
- PDF & XML output approved by CRA & RQ

**NOTES**

- Data received less than two weeks prior to its filing deadline will be subject to a minimum additional charge of \$350.00; full payment must be received in advance
- Additional, Amended & Cancelled returns will be subject to a minimum charge of \$200.00 per request

PAYMENT OPTIONS		
<ul style="list-style-type: none"> <li>• 50% deposit due before processing, remainder due before submission</li> <li>• A 3% surcharge will be applied to payments made by credit card</li> </ul>	Cheque [ ]      Direct Deposit / Wire Transfer [ ]      Visa [ ]      MasterCard [ ]      Amex [ ]	
	Card Number:	Exp. (mm/yy): /
	Cardholder's Name:	CVV:

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