

# Penny 5.0 Update Instructions for 2019 T4 and T4A Adjustments

Date: Mar 23, 2020

Purpose: Update the penny T4 and T4A forms for 2019 CRA compliance. Files are intended for Penny version 5.0 and higher

Changes:

1. Formatting for T4 and T4A word changes
2. Removing unused box(es) and description in the T4 and T4A legend in the printable version of the T4/T4A forms.

To install:

1. Download the March 2020 Hofix.zip compressed files.
2. Unzip the file from the previous step to a temporary directory.
3. Make a backup of the following files in the penny reports subfolder:
  - EmployeeT4A\_2011.asp
  - EmployeeT4APrint\_2011.asp
  - EmployeeT4\_2011.asp
  - EmployeeT4Print\_2011.asp
  - MassT4\_2011Printable.asp
  - MassT4.asp
  - EmployeeT4A.asp
  - EmployeeT4.asp
4. Make a backup of the following file in the penny include subfolder:
  - TaxForms.css
5. Copy and overwrite the files from step 2 into the reports and include subfolders on the penny server.