

## **Appendix #6**

### **DRES Taxable Benefits Payment Process**

#### **IMAGIS CODES – table to the individual**

Post-secondary Grants provided to individuals under DRES are taxable and T4As must be issued to these individuals. These payment need to be processed in accordance with following instructions in order to ensure that a T4A is produced.

These payments are coded as follows;

- **Account** – 558010
- **Program** – 07261
- **Project** – 02131 (project codes are mandatory for all DRES payments)

The individual should be advised that a T4A will be mailed to them.

#### **VENDOR NUMBER – with withholding code**

First, ensure the individual's vendor number has been set up properly in IMAGIS. Use the 'vendor search' procedures in the IMAGIS AP manual to ensure the vendor number includes the SIN and the withholding code is checked. If this information is not in the vendor information, send an IMAGIS vendor maintenance request to have it added. If a new vendor needs to be added in IMAGIS, include the following information with your vendor request for:

- **The individual's SIN,**
- **Indicate the payments are taxable, and**
- **Withholding code 16 will be used when paying the invoice**

#### **ENTERING THE INVOICE – payable to the individual**

**Enter the payment information in IMAGIS with the correct withholding code.**

The 'Payments Requiring Withholding Code' section of the IMAGIS AP manual is repeated below:

- Enter the invoice using the individual's vendor number
- Select the withholding link
- Enter the withholding code which is **16** for DRES payments
- Return to the Invoice Information screen and continue entering the payment.

#### **ENTERING THE INVOICE – payable to post-secondary institution**

A DRES payment that is a taxable benefit to the individual could also be paid directly to a post-secondary institution on behalf of the individual. In this case, the voucher is paid to the institution but includes the withholding code and information about the individual as follows:

Enter the invoice using the individual's vendor number as indicated above, and then update the "Remit to Vendor" on the Payments screen of the voucher by selecting the correct location and address of the institution. This will ensure that payment will be made to the post-secondary institution but will still include the client information and withholding code.