

## 2021 TAX YEAR T4A GUIDE

### Step 1

If you have never signed in to the FACTOR portal before, you must first create a User Profile to access your T4A. [Click here for our User Profile Tutorial guide.](#)

**Note: If you received funding through Phase 2 of the Emergency Relief Fund, you must sign up using the email address to which the T4A notification email was sent.**

### Step 2

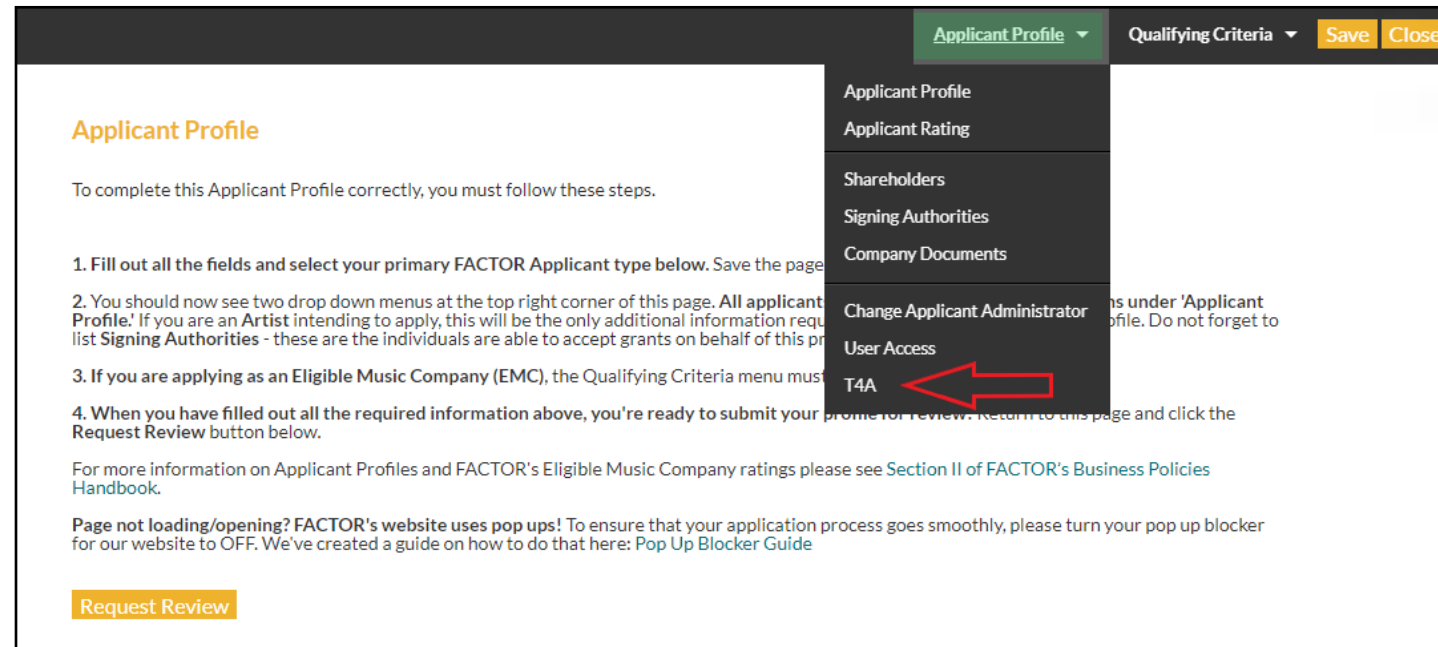
Sign in to the FACTOR portal at [portal.factor.ca](http://portal.factor.ca). Once you are signed in, click on Applicant Profiles in the menu bar. This will bring you to your Applicant Dashboard.

To open your Applicant Profile, click directly on the Applicant name. This will open a new pop-up window, make sure your browser is allowing pop-ups. [Click here for our Pop-Up Blocker Guide.](#)

The screenshot displays the FACTOR Applicant Dashboard. At the top, there are social media icons (Twitter, Facebook, YouTube, Instagram) and the FACTOR logo with its full name. A user profile for 'John Doe' is visible in the top right corner with a 'Go to' dropdown menu. The main navigation bar includes 'User Profile', 'Projects', 'Artist Profiles', 'Applicant Profiles' (highlighted in green), 'Jury', and 'Help'. The dashboard content includes a welcome message, a table of Applicant Profiles, and a search bar. A red arrow points to the 'Example' text in the Applicant Name field. The page shows 'Page: 1 of 1' and '1 record(s) found'. There are 'Add' buttons in the top right and bottom right corners.

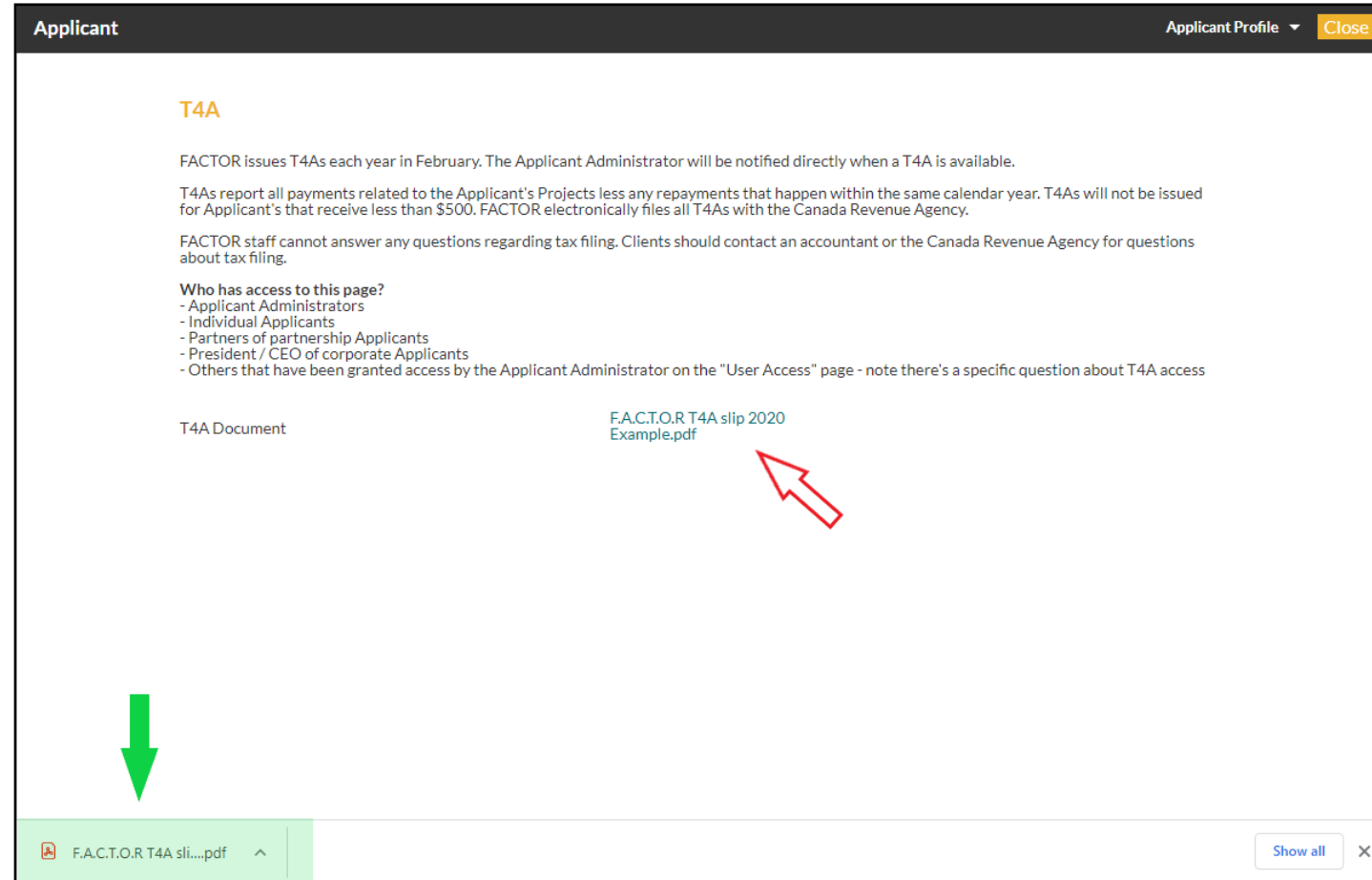
### Step 3

In your Applicant Profile, navigate to the top right of the screen and hover over Applicant Profile to reveal the drop down menu. Click on T4A at the bottom of the menu.



### Step 4

On the T4A page, click on the attached document to download the T4A PDF.



## FAQ and Contact

### How is the T4A amount determined?

The T4A shows the amount paid to you in 2021, minus any payments you may have made back to FACTOR. Exceptions: if you received less than \$500, FACTOR does not issue a T4A. Payments associated with the Sponsorship program are not included in the final T4A amount.

### Can you forward the T4A to someone else/another address?

No. You must download it from the Applicant Profile and distribute as needed.

### I am a sole proprietorship and both my legal name and the business name share my SIN. Does the T4A need to be in my legal name or my business name?

FACTOR issues T4As based on the SIN and the associated legal name. The business name will not affect the T4A and will not be an issue for tax purposes.

### Do I have to claim this amount? How do I claim it?

The T4A amount represents taxable income. FACTOR cannot provide advice on filing taxes; we suggest contacting an accountant or the Canada Revenue Agency.

If you have any further questions, contact your Project Coordinator directly or reach out at [general.info@factor.ca](mailto:general.info@factor.ca).