

The logo for the Real Estate Council of Alberta (RECA) is displayed. It features a blue square with the text "Real Estate Council Alberta" in white, stacked vertically. The bottom right corner of the blue square is folded over, revealing a light grey background underneath. The website address "reca.ca" is printed in white at the bottom left of the blue square.

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# Filing Accounting Reports online - broker

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- Brokerage login
- Add new accounting report
- Form selection
- Next steps after filing Form 2
- What if I make an entry error?

# Login to MYRECA Brokerage Account

## myRECA Log In

[Forgot username](#)

[Forgot password](#)

Passwords must be at least eight characters long, with one number, one upper and one lower case letter.

[Log In](#)

## New myRECA Users

If you do not have a username or are a former licensee, please create an account.

[Create an Account](#)

- Enter username and password
- **Sign in**

# Add new accounting report

**Accounting Reports**

Your Form 2 - Declaration of Trust Transactions and Form 4 - Declaration Respecting Absence of Trust Transactions appear in the table below.

To begin an accounting report, click **Add New Accounting Report**. If you complete a Form 2, a licensed CPA must review your answers and complete a Form 3 - Accountant Report on myRECA. When you complete your Form 2, give your accountant the Form 2 Application ID from this table. They can search myRECA for the form using the unique Application ID and complete the Form 3.

[Add New Accounting Report](#)

Application ID	Form Type	Status	Submitted By	Date	Actions
APP-00003166	Fiscal Year End - Form 3	New	Trust Account User	8-May-15	
APP-00003165	Fiscal Year End - Form 2	Submitted	Applicant	8-May-15	<a href="#">View</a>
APP-00003164	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
APP-00003159	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
APP-00003158	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
APP-00003157	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
APP-00003156	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
APP-00003154	Fiscal Year End - Form 3	Submitted	RECA	8-May-15	<a href="#">View</a>

- Click on “My Brokerage” tab



- In left hand column, click on “Accounting Reports”
- Left central screen, click on blue button titled “Add New Accounting Report”
- Only able to complete these steps after year end date has passed.

# Form selection

## Accounting Reports

### Types of Accounting Reports

There are two types of fiscal-year-end accounting forms brokers can complete and submit using myRECA.

**Form 2** is a Declaration of Trust Transactions. Complete this form if you had trust transactions during your fiscal year. Once complete, a licensed accountant must review your Form 2 and complete Form 3 from their own myRECA account. Instructions for your accountant to create their own myRECA account are [here](#). When you complete Form 2, myRECA generates a unique application number and sends it to you in an email. Give this number to your accountant. From their myRECA account, they can search for your Form 2 using this number, complete Form 3 and submit it to RECA for review.

**Form 4** is a Declaration Respecting the Absence of Trust Transactions. This form does not require accountant review.

**IMPORTANT:** Before proceeding, ensure the information for your brokerage trust accounts is up-to-date. To review your active accounts, click on **Trust Accounts** on the left menu.

Which form would you like start?

Form 2

Form 4

Create

- “Which form would you like to start?”
  - Form 2
  - Form 4
- If trust activity, broker to complete Form 2.
- If **no** trust activity, broker to complete Form 4

# Form 2 filing complete – next steps

**From:** Audit Assurance <[audit@reca.ca](mailto:audit@reca.ca)>

**Sent:** Friday, November 25, 2022 2:56 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Your Form 2 is submitted. Forward this email to your accountant.

Jennifer Martin

RECA received your Form 2 - Fiscal Year End report.

Your trust account filing is complete once your accountant completes the Form 3 - Accountant's Report to myRECA.

Please provide your accountant with this application identifier: APP-[REDACTED]. Your accountant must use this application identifier to search for the relevant accounting report to start the process.

Thank you,

Real Estate Council of Alberta

[www.reca.ca](http://www.reca.ca)

*This is an automatically generated email from myRECA. Please do not reply to this email.*

- myRECA autogenerates an email to address on record for the brokerage after Form 2 is submitted.
- Email provides application id associated with Form 3 now available on myRECA.
- Give application id to your accountant so they may also complete Form 3 online.

# What if I make an entry error?

## Application Responses

Response ID ↑	Question	Question (Question)	Response	Created On ↑
	FYE - F2/F4 - Confirm FYE...	Fiscal Year End Date:		8/22/2022 10:58 AM
	FYE - F2 - 1 RE	Are the financial books and records located at the bro...		8/22/2022 11:08 AM
	FYE - F2 - 1a RE	Is the brokerage trust account information up-to-date?		8/22/2022 11:08 AM
	FYE - F2 - 1b	Are you filing another Form 2 for this reporting period...		8/22/2022 11:08 AM
	FYE - F2 - 2 RE	What is the total of all trust liabilities to clients, as of t...		8/22/2022 11:08 AM
	FYE - F2 - 3 RE	I have kept and maintained on a current basis trust re...		8/22/2022 11:08 AM
	FYE - F2 - 4 RE	I have received/held trust funds from real estate sales/...		8/22/2022 11:08 AM
	FYE - F2 - 5 RE	I have received/held trust funds for the administration...		8/22/2022 11:08 AM
	FYE - F2 - 6 RE	I have received/held trust funds from property manag...		8/22/2022 11:08 AM
	FYE - F2 - 7 RE	I have received/held trust funds from guaranteed sales		8/22/2022 11:08 AM

- Mistakes happen, we can help!
- Two options available to correct entry errors made on Form 2/4, myRECA does not allow for changes to responses after completion.
- Option 1- email [audit@reca.ca](mailto:audit@reca.ca) and request to resubmit form.
- Option 2 – email [audit@reca.ca](mailto:audit@reca.ca) and reference question number with corrected response. Administrator will make amendment in myRECA on your behalf.