

**Date:** \_\_\_\_\_  
**Subject:** T Slip Preparation  
**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_

### **What payroll information do we need?**

We would like to prepare your company's T Slips for the 2011 year. Please drop by our office with the following:

- Name, SIN #, and birth date of all your staff and owners. We will be happy to add employee addresses for an additional fee (for all types of slips).
- The web access code information sheet(s) mailed to you by Canada Revenue Agency (CRA). This is essential to electronically file your slips (for all types of slips).
- Your total 2011 payroll remittances. We like to use the green sheet (PD7A) from January or February 2012 that shows the 2011 total. **Remember, it needs to include all the transactions through December 31, 2011** (for T4's only).
- Your payroll book/ledger if you do manual payroll (for T4's, T4A's and T5018's).
- Your January 2012 backup if you do computerized payroll. It must include December 31, 2011 (for all types of slips).
- Auto benefit for company car use. Include:
  - How many km's on company car were personal, business and total for 2011?
  - Please identify which company vehicle(s) were used and who drove them.
  - Purchase cost of the company vehicle including taxes. If leased, we need the lease agreement.

The price is \$35 a slip/summary and large orders by quote. There is an additional charge of \$100 for each taxable benefit we calculate (e.g. auto benefit).

The slips are due February 29, 2012 in Ottawa, so come in soon! Bring your information in by February 6, 2012 to ensure an early turnaround time. There is a "rush" surcharge for work received after February 10, 2012.

**NOTE: There is a penalty by CRA for late filing. You are required by law to review and approve slips we send on your behalf.**