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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 2009 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 2009 payroll remittances. We like to use the green sheet (PD7A) from January or February 2010 that shows the 2009 total. **Remember, it needs to include all the transactions through December 31, 2009** (for T4's only).
- Your payroll book/ledger if you do manual payroll (for T4's, T4A's and T5018's).
- Your January 2010 backup if you do computerized payroll. It must include December 2009 payroll (for all types of slips).
- Auto mileage for company car use. Include:
  - How many km's were personal, business and total for 2009?
  - Please identify which vehicle(s) were used and who drove them.
  - Purchase cost of the 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 **March 1, 2010** in Ottawa, so come in soon! Bring your information in by February 8, 2010 to ensure an early turnaround time. There is a "rush" surcharge for work received after February 12, 2010.

**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.**