

Date: _____
Subject: T4, T4A, T5, T5013 and T5018 Preparation
Name: _____
Company: _____
Fax Number: _____

When do we need your information?

The slips are due February 28, 2019 in Ottawa, so come in soon! **Bring your information in by February 1, 2019 to ensure an early turnaround time.** There is a “rush” surcharge for work received after February 15, 2019.

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

What T-slip information do we need?

We would like to prepare your company’s T4, T4A, T5, T5013 and T5018’s for the 2018 calendar 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 CRA. This is essential to electronically file your slips (for all types of slips). CRA will be imposing a \$100 penalty for **NOT** e-filing which **YOU** will be required to pay.
- Your total 2018 payroll remittances. We like to use the CRA Form PD7A (usually the January 2019 remittance form) that shows the 2018 total. **Remember, it needs to include all the transactions through December 31, 2018** (for T4’s only).
- Your payroll book/ledger if you do manual payroll (for T4’s, T4A’s and T5018’s).
- General Ledger printouts of dividend and shareholder loan accounts from January to December 2018. This is for T5 preparation.
- Your January 2019 backup if you do computerized payroll. It must include transactions to December 31, 2018 (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 2018?
 - 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 \$160 for 1 summary and 1 slip, each additional slip is \$55 and large orders by quote. We will be charging for T-Slips that take an excessive amount of time to prepare (e.g. submitting incorrect data to us). There is an additional charge of \$150 for each taxable benefit we calculate (e.g. auto benefit).