

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

When do we need your information?

The slips are due March 2, 2020 in Ottawa, so come in soon! **Bring your information in by February 3, 2020 to ensure an early turnaround time.** There is a “rush” surcharge for work received after February 17, 2020.

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 and T5018’s for the 2019 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 2019 payroll remittances. We like to use the CRA Form PD7A (usually the January 2020 remittance form) that shows the 2019 total. **Remember, it needs to include all the transactions through December 31, 2019** (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 2019. This is for T5 preparation.
- Your January 2020 backup if you do computerized payroll. It must include transactions to December 31, 2019 (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 2019?
 - 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 \$170 for 1 summary and 1 slip, each additional slip is \$60 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).