

## T4/T5 Checklist

**Please provide:**

- A backup of your data file if your payroll records are computerized.
- Copy of the Canada Revenue Agency statement of account for source deductions which shows the total payroll remittances made for the 2020 calendar year (including your January 2021 payment for December 2020).
- Copy of completed and filed form PD27 10% TWS Self Identification Form for Employers if applicable.
- Ensure we **have** details of all employees as follows:

Name (first, last)	SIN #	Apt #	Street	City	Province	Postal Code	# of weeks worked in a year	Date Of Birth

- Each employees' payroll summary should include the following information:
  - Name/SIN #/date of birth
  - Gross salary/wages (and breakdown by period Mar 15 to May 9, May 10 to July 4, July 5 to August 29, and August 30 to September 26)
  - CPP Deduction
  - EI Deduction
  - Income tax deductions
  - Other deductions (if any):
    - RPP Contributions
    - RPP/DPSP Registration #
    - Union dues
    - Charitable donations
  - Employment commissions included in gross salary/wages
  - Taxable benefits (see below)

