T4/T5 Checklist

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- □ Copy of the Canada Revenue Agency statement of account for source deductions which shows the total payroll remittances made for the 2021 calendar year (including your January 2022 payment for December 2021).
- $\hfill\Box$ 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

☐ Each employees' payroll summary should include the following information:

- Name/SIN #
- Gross salary/wages
- CPP Deduction
- El Deduction
- Income tax deductions
- Other deductions (if any):
 - o RPP Contributions
 - o RPP/DPSP Registration #
 - Union dues
 - o Charitable donations
- Employment commissions included in gross salary/wages
- Taxable benefits (see below)

T4/T5 Checklist (cont'd)

☐ For personal use of employer's automobile:	
1) Personal kms & Total kms	
If owned, the original vehicle cost (including HST)	
 If leased, - monthly lease payment (including HST) 	
-Term of lease	
-Down Payment	
-Manufacturer's suggested retail price	
□ Please provide a copy of vehicle purchase or lease agreem	ent, if available
 For other taxable allowances and benefits, please provide of Consider the following types of benefits: Group term life insurance 	details with amounts.
Municipal officer's expense allowance	· · · · · · · · · · · · · · · · · · ·
Flat rate automobile allowance	
If the above provided space is not enough, please use addition information.	nal paper for the
□ Details of any dividends paid in the year	

Name	Address	Sin#	Amount	