

## 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 2021 calendar year (including your January 2022 payment for December 2021).
- 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
  - 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)

